

# **TOWN OF PORTLAND, CONNECTICUT**



## **ADOPTED BUDGETS**

**FISCAL YEAR  
2015-2016**

# **TOWN OF PORTLAND, CONNECTICUT**

## **ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2016**

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# **TOWN OF PORTLAND, CONNECTICUT**

## **ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2016**

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## 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 Provider and Employer

**Office of the First Selectwoman**

May 29, 2015

Dear Residents and Taxpayers:

Enclosed is the Adopted 2015-16 Fiscal Year Budget.

Grand List:

- Total Value: \$805,462,641 (*an increase of \$2,732,971 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: \$805,463, (*an increase of \$2,733 over 2014-15*)

Revenues Needed:

- Taxation: 32.34 mills: *+0.56 mill*
- All other revenues: \$6,159,787 (*+\$30,308 from 2014-15*)
- Allocation from Fund Balance: \$300,000 (*no change from 2014-15*)

Expenditures:

- Total Expenditures: \$32,117,109 (*+\$555,836 (1.76% increase over 2014-15 adopted budget)*)
- General Government increase : *+\$110,447 ( 0.9% increase over 2014-15 adopted budget)*
- Board of Education increase: *+ \$445,389 (2.31% increase over 2014-15 adopted budget )*

Accomplishments:

- Provided police coverage at drop-off and pick-up times at all the schools.
- Purchased 15 capital assets through a lease program.
- The Board of Education was awarded the National Blue Ribbon Award for Portland Middle School.
- The Board of Education and the entire Town celebrated the State Championships of the Boys Baseball, Girls Soccer and Girls Cross Country Teams.
- Continued the tree planting program initiative.
- Replaced the windows on the north side of Brownstone Intermediate School.
- Installed new ADA-compliant bathrooms at the Portland Library.
- Replaced/installed new guide rails throughout town using State Municipal Aid Grant.
- Began installation of new street signs.
- Installed natural gas furnaces, hot water heaters and energy-efficient lighting in several town buildings.
- Received the Vibrant Communities Initiative Grant from CT Trust for Historic Preservation to obtain a marketability plan for the former Elmcrest property.
- Initiated the review/writing of the 2016 Plan of Conservation and Development.
- Obtained the \$200,000 Brownfields Assessment Grant from the State of CT and a \$363,000 STEAP Grant for the Riverfront Park.
- Achieved improvements in the Brownstone Industrial Park through the cooperative efforts of the businesses, the Board of Selectmen, Town Planner, Building Official, Fire Marshal and the Economic Development Consultant.

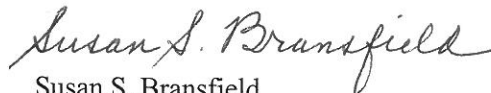
- Significant commercial investment occurred during the past year, including the completion of the Middlesex Hospital Family Medicine & Pediatrics building at 13 High Street, and the completion of the new Cumberland Farms building at 201 Marlborough Street.

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) Continue to increase economic development.
  - a) Assist in the re-development of the former Elmcrest property.
  - b) Implement the \$200,000 Brownfields Assessment Grant.
- 4) Improve our Parks.
  - a) Continue the work of the Route 17 recreational complex.
  - b) Obtain the license from EverSource for the Airline Trail in Portland.
  - c) Complete the RiverFront Park improvements, including new bathrooms, a performance stage covering and a new access road.
- 5) Continue the review of the water and sewer systems and town-owned roads.
- 6) 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.
- 7) 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 Improvement Commission, and others on the funding of future capital needs, including schools, roads, water, sewer, sidewalks and a complete streets plan.
  - 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 the budget.

Respectfully submitted,



Susan S. Bransfield  
First Selectwoman

**TOWN OF PORTLAND, CONNECTICUT  
ADOPTED MILL RATE CALCULATION  
FISCAL YEAR 2015-2016**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2015-2016 Expenditure Budgets	\$ 12,422,017	\$ 19,695,092	\$ 32,117,109
Less: Direct Revenue Estimates	<u>(1,716,965)</u>	<u>(4,442,822)</u>	<u>(6,159,787)</u>
Net Budget	10,705,052	15,252,270	25,957,322
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	10,555,052	15,102,270	25,657,322
Plus Adjustment *	<u>160,737</u>	<u>229,984</u>	<u>390,721</u>
Amount to be Raised	\$ 10,715,789	\$ 15,332,254	\$ 26,048,043
Adopted 2015-2016 Mill Rate	13.30	19.04	32.34
Adopted 2014-2015 Mill Rate	<u>13.25</u>	<u>18.53</u>	<u>31.78</u>
Mill Rate (Decrease) Increase	<u>0.05</u>	<u>0.51</u>	<u>0.56</u>
Mill Rate % (Decrease) Increase	<u>0.41%</u>	<u>2.73%</u>	<u>1.76%</u>

One Mill = \$ 805,463 Before Board of Assessment  
Appeals (BAA) Hearings

Grand List Value = \$ 805,462,641

\* 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 2015-2016**  
**As of May 11, 2015**

<b>General Government &amp; Board of Education Revenue</b>		<b>2012-2013 Actual Revenue</b>	<b>2013-2014 Actual Revenue</b>	<b>2014-2015 Budgeted Revenue</b>	<b>2015-2016 Estimated Revenue</b>
<b>Property Taxes</b>					
00010	Prop taxes - current	\$ 23,975,924	\$ 24,425,482	\$ 25,131,794	\$ 25,657,322
00011	Prop taxes - prior years	388,079	227,516	275,000	275,000
00012	Prop taxes - interest & liens	202,422	135,703	175,000	175,000
00013	Prop taxes - supp motor vehicle	181,857	204,522	187,500	195,000
00014	Prop taxes - prior years accrual	-	-	-	-
Total Property Taxes		24,748,282	24,993,223	25,769,294	26,302,322
<b>State of CT - Education</b>					
00101	Education cost sharing grant	4,339,410	4,374,577	4,394,272	4,394,272
00102	School transportation grant	56,760	58,335	54,026	48,550
00103	Special education equity grant	-	-	-	-
00104	Miscellaneous education grants	-	-	-	-
Total State of CT - Education		4,396,170	4,432,912	4,448,298	4,442,822
<b>State of CT - General Government</b>					
00201	PILOT - State property	28,700	25,264	26,058	25,965
00202	Pequot & Mohegan	34,323	32,583	31,813	32,000
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	60,959	58,793	62,000	55,000
00205	Boat registration fees	-	-	-	-
00206	PILOT - totally disabled tax relief	947	861	800	700
00207	Emergency management	270,223	3,340	2,250	2,250
00208	PILOT - elderly freeze	-	-	-	-
00210	PILOT - veteran's exemption	6,900	7,308	6,800	5,750
00212	Municipal revenue sharing/Hold harmless	158,381	78,483	-	-
00214	Other revenues - State of CT	17,293	28,092	18,000	18,000
00216	PILOT - machinery & equipment	-	-	-	-
00220	School construction grant	-	-	-	-
Total State of CT - General Governmen		577,726	234,724	147,721	139,665
<b>Investment Income</b>					
00401	Investment income	29,214	23,700	30,000	30,000
Total Investment Income		29,214	23,700	30,000	30,000

**Town of Portland, Connecticut**  
**Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

<b>General Government &amp; Board of Education Revenue</b>		<b>2012-2013 Actual Receipts</b>	<b>2013-2014 Actual Receipts</b>	<b>2014-2015 Budgeted Revenue</b>	<b>2015-2016 Estimated Revenue</b>
<b>Charges for Services</b>					
00301	PILOT - housing authority	\$ 23,157	\$ 26,274	\$ 21,000	\$ 23,000
00302	PILOT - telecommunications	28,392	25,937	25,000	24,000
00303	Property rental	316,133	322,670	332,500	334,500
00304	Miscellaneous Finance	13,365	26,135	15,000	17,500
00305	Pin ball permits	-	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	-	-	-	-
00309	Vendor permits	168	250	75	125
00310	Accident reimbursements	22,269	1,300	6,000	6,000
00311	Workers compensation reimb	9,461	25,932	9,000	10,000
00312	Conveyance tax	80,731	79,720	75,000	80,000
00313	Vital statistics	8,411	11,086	8,900	10,750
00314	Recording fees	55,571	46,157	55,000	55,000
00315	Miscellaneous Town Clerk	9,614	9,105	9,000	9,500
00316	Publication sales	143	175	100	125
00317	Licenses	1,914	1,638	1,900	1,900
00319	Fire Marshal revenue	1,265	620	1,350	1,350
00320	Report copies	557	752	1,000	800
00321	Gun permits	4,690	5,810	5,000	6,000
00322	Raffle permits	100	635	185	250
00323	Miscellaneous Police	638	405	500	500
00324	Private duty	198,599	145,756	170,000	170,000
00325	Senior Center Program fees	2,707	2,100	1,750	2,000
00326	Demolition permits	-	-	-	-
00327	Miscellaneous Building Dept	1,371	2,346	1,250	1,500
00328	Structural permits	90,075	110,875	90,000	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 2015-2016**  
**As of May 11, 2015**

<b>General Government &amp; Board of Education Revenue</b>		<b>2012-2013 Actual Receipts</b>	<b>2013-2014 Actual Receipts</b>	<b>2014-2015 Budgeted Revenue</b>	<b>2015-2016 Estimated Revenue</b>
<b>Charges for Services (Continued)</b>					
00332	Miscellaneous Public Works	\$ 186	\$ 212	\$ 100	\$ 150
00334	Sale - construction plans	-	-	100	100
00335	Excavation permits	325	480	500	500
00336	Zoning permit fees	2,305	2,861	2,250	2,500
00337	P & Z hearings	10,987	8,220	8,500	8,500
00338	ZBA applications	1,906	1,826	1,900	1,900
00339	IW applications	602	982	750	750
00340	Fines	8,746	8,167	7,250	8,000
00354	Miscellaneous	25,431	27,772	15,000	15,000
00405	Sale of town property	-	-	-	-
Total Charges for Services		919,819	896,198	865,960	902,300
<b>Total GG &amp; BOE Revenue</b>		<b>\$ 30,671,211</b>	<b>\$ 30,580,757</b>	<b>\$ 31,261,273</b>	<b>\$ 31,817,109</b>



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

		Final Budget 2013-2014	Revised Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
General Government						
001	Board of Selectmen	\$ 13,750	\$ 13,750	0.00%	\$ 12,750	-7.27%
002	First Selectwoman	156,922	156,922	0.00%	159,922	1.91%
003	Ethics Commission	650	650	0.00%	650	0.00%
006	Probate Court	11,375	11,000	-3.30%	10,500	-4.55%
007	Elections	35,250	37,400	6.10%	36,650	-2.01%
010	Finance Department	361,400	375,550	3.92%	381,750	1.65%
011	Collector of Revenue	82,140	83,065	1.13%	83,650	0.70%
012	Assessor	126,345	127,145	0.63%	121,545	-4.40%
013	Board of Assessment Appeals	955	1,150	20.42%	1,150	0.00%
014	Town Counsel	116,000	88,000	-24.14%	88,000	0.00%
015	Town Clerk	175,000	176,775	1.01%	156,900	-11.24%
016	Central Services	100,250	100,250	0.00%	100,250	0.00%
017	Technology Department	204,735	202,075	-1.30%	211,675	4.75%
Total General Government		1,384,772	1,373,732	-0.80%	1,365,392	-0.61%
		Final Budget 2013-2014	Revised Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
Public Safety						
020	Fire Departments	285,900	294,750	3.10%	296,050	0.44%
021	Fire Marshal	45,123	42,235	-6.40%	44,535	5.45%
022	Emergency Dispatch	111,342	115,382	3.63%	120,014	4.01%
023	Police Department	1,273,950	1,268,700	-0.41%	1,296,400	2.18%
024	Emergency Management	13,200	12,900	-2.27%	12,900	0.00%
025	Building Department	95,500	96,700	1.26%	102,480	5.98%
Total Public Safety		1,825,015	1,830,667	0.31%	1,872,379	2.28%

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

		Final Budget 2013-2014	Revised Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
<b>Public Works</b>						
031	Public Works Director	\$ 214,100	\$ 215,800	0.79%	\$ 220,640	2.24%
032	Highway Department	819,690	834,075	1.75%	836,100	0.24%
033	Vehicle Maintenance	287,450	275,000	-4.33%	281,800	2.47%
034	Town Engineer	53,250	30,500	-42.72%	34,000	11.48%
035	Street Lighting	114,000	110,750	-2.85%	120,000	8.35%
036	Grounds Maintenance	266,450	266,100	-0.13%	274,200	3.04%
037	Town Building Maintenance	321,225	325,075	1.20%	336,225	3.43%
038	Snow Removal	126,458	96,500	-23.69%	100,000	3.63%
Total Public Works		2,202,623	2,153,800	-2.22%	2,202,965	2.28%
		Final Budget 2013-2014	Revised Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
<b>Planning &amp; Development</b>						
040	Planning Department	97,300	98,125	0.85%	108,500	10.57%
041	Zoning Enforcement	18,300	18,450		15,700	
042	Planning & Zoning Commission	10,100	10,100	0.00%	10,600	4.95%
043	Zoning Board of Appeals	5,101	2,050	-59.81%	2,175	6.10%
044	Inland Wetlands Commission	5,174	5,424	4.83%	5,424	0.00%
045	Conservation Commission	550	550	0.00%	550	0.00%
046	Economic Dev Commission	25,500	25,820	1.25%	15,600	-39.58%
047	Capital Expenditures Commission	500	500	0.00%	500	0.00%
Total Planning & Development		162,525	161,019	-0.93%	159,049	-1.22%
		Final Budget 2013-2014	Revised Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
<b>Health &amp; Human Services</b>						
051	Health Department	81,005	84,774	4.65%	88,863	4.82%
052	Environmental Health	-	-		-	
053	Social Services	60,505	60,705	0.33%	60,705	0.00%
054	Senior Citizen Center	110,100	109,276	-0.75%	111,226	1.78%
055	Municipal Agent for the Elderly	30,200	30,700	1.66%	30,600	-0.33%
Total Health & Human Services		281,810	285,455	1.29%	291,394	2.08%

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

	Final Budget 2013-2014	Revised Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
Portland Library					
065 Portland Library	\$ 669,950	\$ 678,700	1.31%	\$ 690,700	1.77%
Employee Fringe Benefits					
071 Employee Fringe Benefits	2,419,126	2,580,159	6.66%	2,595,878	0.61%
Risk Management					
073 Risk Management	118,655	145,000	22.20%	149,350	3.00%
Debt Service					
085 Debt Service	1,813,844	2,061,401	13.65%	2,012,165	-2.39%
Total Debt Service	1,813,844	2,061,401	13.65%	2,012,165	-2.39%
Sundry					
093 Interfund Transfers Out	1,460,441	941,637	-35.52%	982,745	4.37%
095 Town Contingency	46,366	100,000	115.68%	100,000	0.00%
Total Sundry	1,506,807	1,041,637	-30.87%	1,082,745	3.95%
<b>Total General Gov't Budget</b>	<b>\$ 12,385,127</b>	<b>\$ 12,311,570</b>	<b>-0.59%</b>	<b>\$ 12,422,017</b>	<b>0.90%</b>

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Salaries		2013-2014	2014-2015	(Decrease)	2015-2016	(Decrease)
11011	Certified Salaries	\$ 8,544,934	\$ 8,662,321	1.37%	\$ 8,926,712	3.05%
11012	Non-Certified Salaries	2,589,130	2,617,394	1.09%	2,744,395	4.85%
11014	Coaching Salaries	148,233	160,184	8.06%	163,626	2.15%
11015	Extracurricular Salaries	61,634	90,712	47.18%	78,666	-13.28%
12000	Temporary Salaries	88,800	115,219	29.75%	104,299	-9.48%
12022	Substitute Salaries	112,032	103,000	-8.06%	160,021	55.36%
12023	Tutor Salaries	52,775	33,000	-37.47%	40,236	21.93%
13002	Overtime Salaries	81,280	80,000	-1.57%	48,500	-39.38%
Total Salaries		11,678,818	11,861,830	1.57%	12,266,455	3.41%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Benefits		2013-2014	2014-2015	(Decrease)	2015-2016	(Decrease)
21001	Medical Insurance	2,409,457	2,909,836	20.77%	\$ 2,998,662	3.05%
21002	Dental Insurance	72,004	50,000	-30.56%	60,000	20.00%
21003	Life Insurance	19,363	20,000	3.29%	20,400	2.00%
21004	Disability	18,015	20,000	11.02%	22,500	12.50%
21050	Tuition Reimbursement	11,220	22,000	96.08%	22,000	0.00%
22000	Social Security/Medicare	335,504	350,000	4.32%	343,514	-1.85%
23001	Pension	314,585	317,000	0.77%	350,000	10.41%
23004	Retirements	122,482	57,300	-53.22%	60,300	5.24%
26000	Workers' Compensation	137,000	140,000	2.19%	135,684	-3.08%
28001	Unemployment	3,574	14,000	291.72%	11,486	-17.96%
29000	Longevity-Classified	9,900	11,200		11,800	5.36%
Total Benefits		3,453,104	3,911,336	13.27%	4,036,346	3.20%

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

		Actual Expended 2013-2014	Adopted Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
<b>Purchased Services</b>						
30010	Legal Services	\$ 45,000	\$ 55,000	22.22%	\$ 55,000	0.00%
30012	Negotiation Services	30,000	25,000	-16.67%	30,000	20.00%
30014	Audit Services	13,699	14,636	6.84%	15,000	2.49%
30030	Purchased Services	532,203	396,568	-25.49%	349,118	-11.97%
33020	Curriculum Writing	-	-		-	
33030	Professional Development	5,609	11,265	100.84%	11,439	1.54%
Total Purchased Services		626,511	502,469	-19.80%	460,557	-8.34%
		Actual Expended 2013-2014	Adopted Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
<b>Facility Services</b>						
44003	Repairs & Maintenance	366,247	208,775	-43.00%	224,370	7.47%
Total Facility Services		366,247	208,775	-43.00%	224,370	7.47%
		Actual Expended 2013-2014	Adopted Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
<b>Other Services</b>						
51010	Student Transportation	598,853	617,863	3.17%	618,770	0.15%
52001	Property Insurance	151,711	156,143	2.92%	168,000	7.59%
53001	Telephone	22,077	25,600	15.96%	23,701	-7.42%
54000	Advertising	120	800		-	-100.00%
55050	Printing/Binding	3,127	12,145	288.39%	10,145	-16.47%
56001	Tuition To LEAs in State	37,581	472,722	1157.87%	461,000	-2.48%
56003	Tuition - Private Sources	312,610	-	-100.00%	-	
56004	Tuition to Ed Svc Agencies	-	-		-	
56006	Tuition to Magnet Schools	26,685	104,500	291.61%	73,600	-29.57%
58580	Travel	24,795	13,400	-45.96%	9,700	-27.61%
Total Other Services		1,177,559	1,403,173	19.16%	1,364,916	-2.73%

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

		Actual Expended 2013-2014	Adopted Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
<b>Books &amp; Supplies</b>						
61011	General Supplies	\$ 322,280	\$ 281,901	-12.53%	\$ 283,154	0.44%
61014	Postage	7,018	10,350	47.48%	9,100	-12.08%
62001	Electricity	380,311	423,500	11.36%	395,000	-6.73%
62002	Water & Sewer	22,903	23,600	3.04%	22,301	-5.50%
62004	Heating Fuel	-	5,000	#DIV/0!	-	-100.00%
62021	Natural Gas	186,965	210,000	12.32%	207,000	-1.43%
62026	Gasoline Unleaded	21,681	34,700	60.05%	21,502	-38.03%
62027	Diesel	84,184	92,200	9.52%	50,000	-45.77%
64002	Resource/Media	432	864	100.00%	776	-10.19%
64003	Periodicals	8,170	9,110	11.51%	7,384	-18.95%
64041	Textbooks	14,561	30,153	107.08%	19,834	-34.22%
64043	Library Books	16,550	16,952	2.43%	15,038	-11.29%
64045	Workbooks	32,893	36,811	11.91%	38,532	4.68%
Total Books & Supplies		1,097,948	1,175,141	7.03%	1,069,621	-8.98%
		Actual Expended 2013-2014	Adopted Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
<b>Buildings &amp; Equipment</b>						
73011	Equipment - Instructional	7,714	13,415	73.90%	16,374	22.06%
73012	Equipment - Non-Instructional	2,412	3,910	62.11%	1,710	-56.27%
73014	Technology - Hardware	296,409	19,092	-93.56%	81,567	327.23%
73015	Technology - Software	51,754	87,887	69.82%	108,891	23.90%
Total Buildings & Equipment		358,289	124,304	-65.31%	208,542	67.77%
		Actual Expended 2013-2014	Adopted Budget 2014-2015	% Increase (Decrease)	Adopted Budget 2015-2016	% Increase (Decrease)
<b>Dues &amp; Fees</b>						
81000	Dues & Fees	43,377	62,675	44.49%	64,285	2.57%
Total BOE Budget		\$ 18,801,853	\$ 19,249,703	2.38%	\$ 19,695,092	2.31%

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**How Every \$100 Dollars Is Spent**  
**As of May 11, 2015**

<b>Town Functions</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>General Government Operating Functions</b>				
General Government	\$ 4.11	\$ 4.28	\$ 4.35	\$ 4.25
Public Safety	5.74	5.56	5.80	5.83
Public Works (includes Buildings & Grounds)	6.82	6.86	6.82	6.86
Planning & Development	0.50	0.47	0.51	0.50
Health & Human Services	0.86	0.85	0.90	0.91
Portland Library	2.10	2.06	2.15	2.15
Employee Fringe Benefits	7.56	7.59	8.18	8.08
Risk Management	0.35	0.36	0.46	0.47
<b>Total Gen Govt Operating Functions</b>	<b>28.04</b>	<b>28.02</b>	<b>29.18</b>	<b>29.04</b>
<b>Non-Operating Functions</b>				
Debt Service	6.34	5.91	6.53	6.27
Sundry (includes interfund xfers out & contingency)	3.97	4.81	3.30	3.37
<b>Total Non-Operating Functions</b>	<b>10.31</b>	<b>10.72</b>	<b>9.83</b>	<b>9.64</b>
<b>Total General Government Functions</b>	<b>38.35</b>	<b>38.73</b>	<b>39.01</b>	<b>38.68</b>
<b>Board of Education</b>	<b>61.65</b>	<b>61.27</b>	<b>60.99</b>	<b>61.32</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 2015-2016**  
**As of May 11, 2015**

<b>General Government Budget</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>	<b>\$ Increase (Decrease) from Prior Year</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 4,021,406	\$ 4,205,725	\$ 4,270,125	\$ 64,400
Employee Fringe Benefits	2,320,160	2,569,159	2,589,878	20,719
Contractual Services	824,456	894,536	913,297	18,761
Repairs	196,541	187,600	192,850	5,250
Utilities	370,512	441,935	420,030	(21,905)
Commodities	759,130	785,926	818,426	32,500
Equipment	12,113	12,350	12,350	-
Miscellaneous	94,174	111,301	110,151	(1,150)
Total Operating Expenditures	8,598,492	9,208,532	9,327,107	118,575
<b>Non-Operating Expenditures</b>				
Debt Service	1,812,841	2,061,401	2,012,165	(49,236)
Interfund Transfers Out	1,460,441	941,637	982,745	41,108
Contingency	15,578	100,000	100,000	-
Total Non-Operating Expenditures	3,288,860	3,103,038	3,094,910	(8,128)
<b>Total General Government</b>	<b>\$ 11,887,352</b>	<b>\$ 12,311,570</b>	<b>\$ 12,422,017</b>	<b>\$ 110,447</b>
Percentage increase/(decrease)		<b>3.57%</b>	<b>0.90%</b>	

	<b>2015-2016 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Operating Expenditures</b>		
Personnel Expenditures	\$ 4,270,125	34.38%
Employee Fringe Benefits	2,589,878	20.85%
Contractual Services	913,297	7.35%
Repairs	192,850	1.55%
Utilities	420,030	3.38%
Commodities	818,426	6.59%
Equipment	12,350	0.10%
Miscellaneous	110,151	0.89%
Total Operating Expenditures	9,327,107	75.09%
<b>Non-Operating Expenditures</b>		
Debt Service	2,012,165	16.20%
Interfund Transfers Out	982,745	7.91%
Contingency	100,000	0.81%
Total Non-Operating Expenditures	3,094,910	24.91%
<b>Total General Government</b>	<b>\$ 12,422,017</b>	<b>100.00%</b>



**Town of Portland, Connecticut**  
**Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

<b>Board of Education Budget</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>	<b>\$ Increase (Decrease) from Prior Year</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 11,678,818	\$ 11,861,830	\$ 12,266,455	\$ 404,625
Employee Fringe Benefits	3,453,104	3,911,336	4,036,346	125,010
Contractual Services	626,511	502,469	460,557	(41,912)
Repairs	366,247	208,775	224,370	15,595
Utilities (incl. transportation, ins, tuition)	1,177,559	1,403,173	1,364,916	(38,257)
Commodities	1,097,948	1,175,141	1,069,621	(105,520)
Equipment	358,289	124,304	208,542	84,238
Miscellaneous	43,377	62,675	64,285	1,610
Total Operating Expenditures	18,801,853	19,249,703	19,695,092	445,389
<b>Total Board of Education</b>	<b>\$ 18,801,853</b>	<b>\$ 19,249,703</b>	<b>\$ 19,695,092</b>	<b>\$ 445,389</b>
Percentage increase/(decrease)		<b>2.38%</b>	<b>2.31%</b>	

	<b>2015-2016 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Operating Expenditures</b>		
Personnel Expenditures	\$ 12,266,455	62.28%
Employee Fringe Benefits	4,036,346	20.49%
Contractual Services	460,557	2.34%
Repairs	224,370	1.14%
Utilities	1,364,916	6.93%
Commodities	1,069,621	5.43%
Equipment	208,542	1.06%
Miscellaneous	64,285	0.33%
Total Operating Expenditures	19,695,092	100.00%
<b>Total Board of Education</b>	<b>\$ 19,695,092</b>	<b>100.00%</b>

**Town of Portland, Connecticut**  
**Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

<b>Town Budget</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>	<b>\$ Increase (Decrease) from Prior Year</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 15,700,224	\$ 16,067,555	\$ 16,536,580	\$ 469,025
Employee Fringe Benefits	5,773,264	6,480,495	6,626,224	145,729
Contractual Services	1,450,967	1,397,005	1,373,854	(23,151)
Repairs	562,788	396,375	417,220	20,845
Utilities	1,548,071	1,845,108	1,784,946	(60,162)
Commodities	1,857,078	1,961,067	1,888,047	(73,020)
Equipment	370,402	136,654	220,892	84,238
Miscellaneous	137,551	173,976	174,436	460
Total Operating Expenditures	27,400,345	28,458,235	29,022,199	563,964
<b>Non-Operating Expenditures</b>				
Debt Service	1,812,841	2,061,401	2,012,165	(49,236)
Interfund Transfers Out	1,460,441	941,637	982,745	41,108
Contingency	15,578	100,000	100,000	0
Total Non-Operating Expenditures	3,288,860	3,103,038	3,094,910	(8,128)
<b>Total Town Budget</b>	<b>\$ 30,689,205</b>	<b>\$ 31,561,273</b>	<b>\$ 32,117,109</b>	<b>\$ 555,836</b>
Percentage increase/(decrease)		<b>2.84%</b>	<b>1.76%</b>	

	<b>2015-2016 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Operating Expenditures</b>		
Personnel Expenditures	\$ 16,536,580	51.49%
Employee Fringe Benefits	6,626,224	20.63%
Contractual Services	1,373,854	4.28%
Repairs	417,220	1.30%
Utilities	1,784,946	5.56%
Commodities	1,888,047	5.88%
Equipment	220,892	0.69%
Miscellaneous	174,436	0.54%
Total Operating Expenditures	29,022,199	90.36%
<b>Non-Operating Expenditures</b>		
Debt Service	2,012,165	6.27%
Interfund Transfers Out	982,745	3.06%
Contingency	100,000	0.31%
Total Non-Operating Expenditures	3,094,910	9.64%
<b>Total Town Budget</b>	<b>\$ 32,117,109</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 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 1,517	\$ 1,268	\$ 3,500	\$ 3,000
14002	Charter revision clerk payroll	-	-	-	-
-	School building committee clerk	-	-	-	-
14008	Selectmen stipends	6,000	6,000	6,000	6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>7,517</u>	<u>7,268</u>	<u>9,500</u>	<u>9,000</u>
<b>Miscellaneous</b>					
88001	Program services	979	1,991	3,250	2,750
88004	Project graduation	1,000	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	Total Miscellaneous Expenditures	<u>1,979</u>	<u>2,991</u>	<u>4,250</u>	<u>3,750</u>
<b>01-001</b>	<b>Total Board of Selectmen</b>	<u>\$ 9,496</u>	<u>\$ 10,259</u>	<u>\$ 13,750</u>	<u>\$ 12,750</u>
Percentage increase/(decrease)					<u>-7.27%</u>

**Department Name:** First Selectwoman

**Department #:** 01-002

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

- Obtained 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 2015-2016**  
**As of May 11, 2015**

<b>01-002 First Selectwoman</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 141,880	\$ 141,880	\$ 144,500	\$ 147,500
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	141,880	141,880	144,500	147,500
<b>Contractual Services</b>				
32000 Conferences, meetings, dues	393	434	600	600
Total Contractual Services	393	434	600	600
<b>Commodities</b>				
54000 Advertising & publications	-	-	-	-
61000 Office supplies	-	-	-	-
Total Commodities	-	-	-	-
<b>Miscellaneous</b>				
86003 CT Conf of Municipalities	5,839	5,897	5,897	5,897
86004 CT Council of Small Towns	825	825	825	825
86005 Middlesex Chamber	522	527	600	600
88001 Program services	2,307	570	3,000	3,000
88010 Safety committee	-	-	-	-
88022 Town report	-	1,116	1,500	1,500
Total Miscellaneous Expenditures	9,493	8,935	11,822	11,822
<b>01-002 Total First Selectwoman</b>	<b>\$ 151,766</b>	<b>\$ 151,249</b>	<b>\$ 156,922</b>	<b>\$ 159,922</b>
Percentage increase/(decrease)				<b>1.91%</b>

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

**Mission & Purpose:**

The Ethics Commission is charged with reviewing and enforcing the Town of Portland, CT ethics ordinance as found in the Town ordinance book at Chapter 2 – Administration; Article II – Officers and Employees; Div. I – Generally; §2-33.

**Goals & Objectives:**

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

**Fiscal Notes:**

- No changes recommended.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	76	78	250	250
	Total Miscellaneous	76	78	250	250
<b>01-003</b>	<b>Total Ethics Commission</b>	<b>\$ 76</b>	<b>\$ 78</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 23.95% of the expenditures of the regional Probate Court.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 11,344	\$ 11,372	\$ 11,000	<b>\$ 10,500</b>
31001	Office equip repair & maint	-	-	-	-
33002	Indexing and recording	-	-	-	-
	Total Contractual Services	<u>11,344</u>	<u>11,372</u>	<u>11,000</u>	<b>10,500</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>\$ 11,344</u></u>	<u><u>\$ 11,372</u></u>	<u><u>\$ 11,000</u></u>	<u><u>\$ 10,500</u></u>
Percentage increase/(decrease)					<u><u>-4.55%</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.

**Accomplishments:**

- Supervised multiple elections and budget referendums.

**Fiscal Notes:**

- Budget details the costs for one (1) Local 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.
- Election supplies, account number 69000, was decreased by \$1,000 by the Board of Selectmen.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 12,940	\$ 11,890	\$ 14,250	\$ 14,500
14006	Voter canvassing	321	853	1,000	1,000
14007	Election workers stipends	10,287	5,155	11,000	11,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>23,548</u>	<u>17,898</u>	<u>26,250</u>	<u>26,500</u>
<b>Contractual Services</b>					
31003	Voting machine maint	1,538	769	2,750	2,750
32000	Conferences, meetings, dues	885	1,040	900	900
	Total Contractual Services	<u>2,423</u>	<u>1,809</u>	<u>3,650</u>	<u>3,650</u>
<b>Commodities</b>					
61007	Voting mach supplies	-	-	-	-
69000	Election supplies	8,615	3,612	7,500	6,500
	Total Commodities	<u>8,615</u>	<u>3,612</u>	<u>7,500</u>	<u>6,500</u>
<b>Miscellaneous</b>					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-007</b>	<b>Total Elections</b>	<u>\$ 34,586</u>	<u>\$ 23,319</u>	<u>\$ 37,400</u>	<u>\$ 36,650</u>
Percentage increase/(decrease)					<u><u>-2.01%</u></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 in an accurate and cost efficient manner.

**Accomplishments:**

- Issued financial statements with an unqualified opinion by December 31, 2014 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.
- Administered multi-year capital lease of approximately \$1,370,000 million, purchasing 15 new capital assets.

**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 2015-2016**  
**As of May 11, 2015**

<b>01-010 Finance Department</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 242,382	\$ 243,802	\$ 253,300	\$ 259,000
11003 Part-time payroll	23,657	33,681	41,600	41,600
14020 Rental use of buildings	5,377	6,825	7,000	10,000
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>271,416</u>	<u>284,308</u>	<u>301,900</u>	<u>310,600</u>
<b>Contractual Services</b>				
31000 Service contracts	19,894	20,292	28,500	28,500
32000 Conferences, meetings, dues	1,300	1,190	4,000	4,000
33001 Audit fees	13,505	13,505	13,900	13,900
33005 Bank fees	487	294	2,250	1,750
34001 Data processing	4,827	6,468	7,000	8,000
Total Contractual Services	<u>40,013</u>	<u>41,749</u>	<u>55,650</u>	<u>56,150</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	7,889	14,380	18,000	15,000
Total Miscellaneous Expenditures	<u>7,889</u>	<u>14,380</u>	<u>18,000</u>	<u>15,000</u>
<b>01-010 Total Finance Department</b>	<u>\$ 319,318</u>	<u>\$ 340,437</u>	<u>\$ 375,550</u>	<u>\$ 381,750</u>

Percentage increase/(decrease) 1.65%

**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, 2014 was 98.5%.

**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 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 58,462	\$ 59,924	\$ 61,775	\$ 63,900
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>58,462</u>	<u>59,924</u>	<u>61,775</u>	<u>63,900</u>
<b>Contractual Services</b>					
31000	Service contracts	15,916	16,885	18,000	18,500
32000	Conferences, meetings, dues	416	919	1,000	1,250
34001	Data processing	-	-	-	-
36005	DMV delinquent charge	2,176	2,285	2,290	-
	Total Contractual Services	<u>18,508</u>	<u>20,089</u>	<u>21,290</u>	<u>19,750</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-011</b>	<b>Total Collector of Revenue</b>	<u><u>\$ 76,970</u></u>	<u><u>\$ 80,013</u></u>	<u><u>\$ 83,065</u></u>	<u><u>\$ 83,650</u></u>
Percentage increase/(decrease)					<u><u>0.70%</u></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:**

- Continue to make improvements to the level of customer service offered by this office.
- Initiate the preparations for the statistical revaluation, effective October 1, 2016.

**Accomplishments:**

- Assisted residents, attorneys, developers, realtors and others with requests.

**Fiscal Notes:**

- Personnel expenditures cover one (1) full-time assessor and 20 hours per week for the clerk assistant.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 96,755	\$ 103,123	\$ 105,600	<b>\$ 100,000</b>
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>96,755</u>	<u>103,123</u>	<u>105,600</u>	<b>100,000</b>
<b>Contractual Services</b>					
31000	Service contracts	12,650	13,150	17,095	<b>17,095</b>
32000	Conferences, meetings, dues	1,274	1,728	1,950	<b>1,950</b>
33001	Audit fees	2,500	2,500	2,500	<b>2,500</b>
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>16,424</u>	<u>17,378</u>	<u>21,545</u>	<b>21,545</b>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
<b>01-012</b>	<b>Total Assessor</b>	<u><u>\$ 113,179</u></u>	<u><u>\$ 120,501</u></u>	<u><u>\$ 127,145</u></u>	<u><u>\$ 121,545</u></u>
Percentage increase/(decrease)					<u><u>-4.40%</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:**

- Conducted assessment appeals last fiscal year.
- Conformance to statutory requirements to provide hearing opportunities to aggrieved taxpayers with minimum effect to Grand List totals.

**Fiscal Notes:**

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Revised	Adopted
01-013	Board of Assessment Appeals	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk payroll	\$ -	\$ -	\$ 200	\$ 200
14011	Member stipends	755	755	950	950
	Total Personnel Expenditures	755	755	1,150	1,150
<b>01-013</b>	<b>Total Board of Assessment Appeals</b>	<b>\$ 755</b>	<b>\$ 755</b>	<b>\$ 1,150</b>	<b>\$ 1,150</b>
Percentage increase/(decrease)					<b>0.00%</b>

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

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

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

**Fiscal Notes:**

- No changes are made from FY 2014-15 Budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	29,415	68,749	35,000	<b>28,500</b>
37006	Freedom of information	880	1,184	2,000	<b>2,000</b>
37012	Suits & settlements		5,550	-	-
37013	General Town Counsel	10,283	8,254	22,500	<b>22,500</b>
37019	Planning & development matters	29,782	28,347	23,500	<b>30,000</b>
37025	Tax matters	8,259	3,667	5,000	<b>5,000</b>
37029	Miscellaneous matters	-	-	-	-
	Total Contractual Services	<u>78,619</u>	<u>115,751</u>	<u>88,000</u>	<b>88,000</b>
<b>01-014</b>	<b>Total Town Counsel</b>	<u><u>\$ 78,619</u></u>	<u><u>\$ 115,751</u></u>	<u><u>\$ 88,000</u></u>	<u><u>\$ 88,000</u></u>
Percentage increase/(decrease)					<u><u>0.00%</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:**

- Continue to serve the public in an efficient and effective manner.

**Accomplishments:**

- Continue to digitize images linking to land records index and load onto 20-20 system.
- Land records are accessible on line.

**Fiscal Notes:**

- Personnel expenditures cover one (1) elected full-time Town Clerk and one (1) full-time Assistant Town Clerk.
- Account #11001, Regular Payroll – long-time Town Clerk retired in December 2014. An interim Town Clerk was appointed in March 2015. A November 2015 election will be held for the position.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 144,934	\$ 146,255	\$ 145,225	<b>\$ 125,000</b>
13002	Overtime	713	111	1,000	<b>1,000</b>
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>145,647</u>	<u>146,366</u>	<u>146,225</u>	<b>126,000</b>
<b>Contractual Services</b>					
31000	Service contracts	801	824	800	<b>900</b>
32000	Conferences, meetings, dues	260	245	1,250	<b>1,500</b>
33002	Indexing & recording	24,380	22,380	27,500	<b>27,500</b>
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	-	-
35000	Vital statistics	857	194	1,000	<b>1,000</b>
	Total Contractual Services	<u>26,298</u>	<u>23,643</u>	<u>30,550</u>	<b>30,900</b>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<b>-</b>
<b>01-015</b>	<b>Total Town Clerk</b>	<u><u>\$ 171,945</u></u>	<u><u>\$ 170,009</u></u>	<u><u>\$ 176,775</u></u>	<u><u>\$ 156,900</u></u>
Percentage increase/(decrease)					<u><u>-11.24%</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:**

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

**Accomplishments:**

**Fiscal Notes:**

➤ No changes are made from FY 2014-15 Budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

<b>01-016 Central Services</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11003 Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	-	-	-	-
<b>Contractual Services</b>				
31000 Service contracts	25,851	25,088	28,000	29,500
31001 Office equip repair & maint	258	743	2,000	2,000
34001 Data processing supplies	2,269	1,994	2,500	2,500
- Publication costs	-	-	-	-
Total Contractual Services	28,378	27,825	32,500	34,000
<b>Repairs</b>				
- Equipment repairs	-	-	-	-
Total Repairs	-	-	-	-
<b>Utilities</b>				
53000 Postage	18,996	20,219	21,000	21,000
54000 Advertising, printing & publications	13,982	15,514	21,500	20,000
- Printing	-	-	-	-
58580 Travel and mileage expense	3,128	2,286	3,750	3,750
Total Utilities	36,106	38,019	46,250	44,750
<b>Commodities</b>				
61000 Office supplies	12,560	13,543	15,500	15,500
61005 Copier/printing supplies	5,189	6,487	6,000	6,000
- Subscriptions & publications	-	-	-	-
Total Commodities	17,749	20,030	21,500	21,500
<b>Equipment</b>				
- Equipment	-	-	-	-
Total Equipment	-	-	-	-
<b>01-016 Total Central Services</b>	<b>\$ 82,233</b>	<b>\$ 85,874</b>	<b>\$ 100,250</b>	<b>\$ 100,250</b>

Percentage increase/(decrease) 0.00%

**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. Upgrade Fire Marshal *Firehouse* inspection software to a cloud based solution.
9. Work with the Fire Marshal's office in assessing needs for monitoring town buildings for fire and burglar protection.

**Accomplishments:**

- All BOS meetings are recorded and broadcast on Comcast public access and posted on *YouTube*.
- Continue to upgrade and maintain the Town's website.
- Installed new exchange server to better manage email traffic and to facilitate calendar sharing and remote access.
- Installed new servers at the Police Department and Portland Library.
- Deployed new Tough Books Laptop computers for the Police Department.
- Completed the upgrade of the Town's internet service provider to the CT Education Network (CEN).

**Fiscal Notes:**

- Personnel expenditures cover one (1) administrator, one (1) assistant clerk (increase from 30 to 35 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 2015-2016**  
**As of May 11, 2015**

<b>01-017</b>	<b>Technology Department</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 76,835	\$ 76,835	\$ 78,300	\$ 116,000
11003	Part-time payroll	32,736	44,301	40,550	9,000
13002	Overtime	12,892	15,266	10,000	10,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	122,463	136,402	128,850	135,000
<b>Contractual Services</b>					
31000	Service contracts	589	575	1,000	1,000
31001	Office equip repair & maint	185	85	1,500	1,500
31008	Licensing software	10,532	17,315	20,500	20,500
32000	Conferences, meetings, dues	194	902	1,000	1,000
34001	Data processing supplies	5,403	3,405	6,750	6,750
36004	Telecommunications	2,604	2,005	3,500	7,100
36050	Computer network maintenance	33,170	33,760	34,500	34,500
	Total Contractual Services	52,677	58,047	68,750	72,350
<b>Repairs</b>					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	-	-	-	-
<b>Utilities</b>					
51001	Gas & diesel fuel	1,850	1,857	2,025	1,825
	Total Utilities	1,850	1,857	2,025	1,825
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	450	438	450	500
-	Equipment supplies	-	-	-	-
	Total Commodities	450	438	450	500
<b>Equipment</b>					
73000	Equipment purchases	2,065	6,291	2,000	2,000
	Total Equipment	2,065	6,291	2,000	2,000
<b>Miscellaneous</b>					
88016	Miscellaneous	-	-	-	-
	Total Miscellaneous Expenditures	-	-	-	-
<b>01-017</b>	<b>Total Technology Department</b>	<b>\$ 179,505</b>	<b>\$ 203,035</b>	<b>\$ 202,075</b>	<b>\$ 211,675</b>

Percentage increase/(decrease) **4.75%**

**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.

The Department responded to 986 calls for service in 2014. Medical and motor vehicle accidents are two of the larger response categories. Estimated Property damage was \$814,000. There were 3 fire related injuries, 2 resulting in loss of primary work. As our numbers increase, it continues to put a greater strain on the department's ability to provide adequate response during the daytime hours.

**Goal's & Objectives:**

1. Recruitment and Retention of Volunteers.
2. The Department has signed up to participate in a Federal Grant Program that is to continue through the State Fire Chiefs Association.
3. Provide capital funding for the replacement of vehicles and safety equipment.
4. Provide additional funding for the Deputy and Assistant Chiefs positions, banquet, and uniform line items.
5. Continue to provide entry level training in areas of fire suppression, rescue operations, medical certification and hazardous materials mitigation.
6. Continue to aggressively pursue all types of grant funding available to offset increased cost in providing a safe community for our residents.

**Accomplishments:**

- The response time average for 2014 was 4 minutes from the time of Dispatch. An average of 160 hours was spent on training by each member.
- Developed and trained personnel in critical advance rescue techniques related to rope rescue, dive operations and Rapid Intervention Teams.
- Certified 6 New interior fire personnel and 9 EMS providers for 2014.
- Our current incentive plans continue to attract new members.
- Our current Explorer Program has turned over at least 12 firefighters who started the program at age 14 and have now become active firefighters in the department.
- 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.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

<b>01-020</b>	<b>Fire Departments</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 5,785	\$ 5,898	\$ 6,100	\$ 6,200
11002	Clerical payroll	1,489	1,384	2,250	2,250
11003	Part-time payroll	17,195	20,930	24,500	27,000
-	Watchmen	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<b>24,469</b>	<b>28,212</b>	<b>32,850</b>	<b>35,450</b>
<b>Contractual Services</b>					
30000	Training	19,758	13,183	21,000	21,000
31000	Service contracts	7,375	8,109	10,000	10,000
31008	Licensing software	1,685	4,607	5,000	6,000
32000	Conferences, meetings, dues	2,135	2,172	4,000	4,000
34000	Equipment testing	13,257	14,197	16,000	16,000
34001	Data processing supplies	794	1,148	2,000	1,500
35001	Medical exams & supplies	15,322	20,606	24,000	24,000
36004	Telecommunications	1,798	2,043	3,000	3,000
	<b>Total Contractual Services</b>	<b>62,124</b>	<b>66,065</b>	<b>85,000</b>	<b>85,500</b>
<b>Repairs</b>					
44003	Equipment repair/rental	11,845	13,813	13,000	13,000
	<b>Total Repairs</b>	<b>11,845</b>	<b>13,813</b>	<b>13,000</b>	<b>13,000</b>
<b>Utilities</b>					
51001	Gas & diesel fuel	8,839	11,327	11,000	9,700
54000	Advertising & publications	-	-	-	-
57000	Firefighters banquet	5,719	7,073	6,500	7,000
	<b>Total Utilities</b>	<b>14,558</b>	<b>18,400</b>	<b>17,500</b>	<b>16,700</b>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	3,938	5,087	3,000	4,500
61003	Equipment supplies	82,113	80,704	80,000	80,000
62001	Electricity	27,838	26,105	30,100	30,100
62002	Water & sewer	1,750	2,296	2,800	2,800
62004	Heating fuel	32,181	21,599	29,000	26,500
63001	Emergency food fund	789	1,650	1,500	1,500
67000	Small tools	421	-	-	-
	<b>Total Commodities</b>	<b>149,030</b>	<b>137,441</b>	<b>146,400</b>	<b>145,400</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>\$ 262,026</b>	<b>\$ 263,931</b>	<b>\$ 294,750</b>	<b>\$ 296,050</b>

Percentage increase/(decrease) **0.44%**

**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. Apply for grants to update inspection software program.
3. Add State forms and content to website that will assist property owners.

**Accomplishments:**

- Increased inspections of multi-family properties.
- Increased fire prevention activities.

**Fiscal Notes:**

- Personnel expenditures cover part-time positions of Fire Marshal and Deputy Fire Marshals. Added hours will allow for more inspections and follow-ups for reviews.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 36,213	\$ 38,979	\$ 38,400	\$ 40,600
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>36,213</u>	<u>38,979</u>	<u>38,400</u>	<u>40,600</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	<u>913</u>	<u>1,045</u>	<u>1,000</u>	<u>1,000</u>
	Total Contractual Services	<u>913</u>	<u>1,045</u>	<u>1,000</u>	<u>1,000</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	605	635	635	635
55000	Fire prevention week	<u>621</u>	<u>400</u>	<u>600</u>	<u>600</u>
	Total Utilities	<u>1,226</u>	<u>1,035</u>	<u>1,235</u>	<u>1,235</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	388	978	500	600
61003	Equipment supplies	<u>1,013</u>	<u>555</u>	<u>1,100</u>	<u>1,100</u>
	Total Commodities	<u>1,401</u>	<u>1,533</u>	<u>1,600</u>	<u>1,700</u>
<b>01-021</b>	<b>Total Fire Marshal</b>	<u>\$ 39,753</u>	<u>\$ 42,592</u>	<u>\$ 42,235</u>	<u>\$ 44,535</u>
Percentage increase/(decrease)					<u>5.45%</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:**

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 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 98,390	\$ 101,342	\$ 115,382	\$ 120,014
	Total Contractual Services	<u>98,390</u>	<u>101,342</u>	<u>115,382</u>	<u>120,014</u>
<b>01-022</b>	<b>Total Emergency Dispatch</b>	<u>\$ 98,390</u>	<u>\$ 101,342</u>	<u>\$ 115,382</u>	<u>\$ 120,014</u>
Percentage increase/(decrease)					<u>4.01%</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. 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.
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.

**Accomplishments:**

- Responded to 4,565, 4,340 and 4,257 calls during calendar year 2013, 2012 and 2011, respectively. These statistics do not include walk-in assistance.
- Received a \$30,000 Justice Assistance Grant (JAG) for police equipment.
- Participated in the DUI grant program.

**Fiscal Notes:**

- Personnel expenditures covers eleven (11) full-time officers, including one (1) Lieutenant, two (2) Sergeants, eight (8) Police Officers, and 90% of the full-time salary of a secretary shared with the Fire Department.
- 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 2015-2016**  
**As of May 11, 2015**

<b>01-023</b>		<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
	<b>Police Department</b>				
	<b>Personnel Expenditures</b>				
11001	Regular payroll	\$ 775,411	\$ 789,593	\$ 801,000	\$ 815,000
11002	Clerical payroll	53,083	53,083	54,100	55,000
11003	Part-time payroll	-	1,073	1,000	1,000
13002	Overtime	93,516	117,096	110,000	119,000
14014	Private Police duty	140,486	104,543	148,000	148,000
-	Holiday payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>1,062,496</u>	<u>1,065,388</u>	<u>1,114,100</u>	<u>1,138,000</u>
	<b>Contractual Services</b>				
31000	Service contracts	6,097	10,138	14,000	14,000
31008	Licensing software	2,143	3,029	8,100	8,100
32000	Conferences, meetings, dues	2,210	2,020	3,550	6,000
34002	Cruiser computer support	11,000	10,000	13,000	13,000
36004	Telecommunications	-	-	-	-
36012	Examination services	-	825	3,500	3,500
	Total Contractual Services	<u>21,450</u>	<u>26,012</u>	<u>42,150</u>	<u>44,600</u>
	<b>Repairs</b>				
44003	Equipment repair/rental	2,159	1,404	3,000	3,000
	Total Repairs	<u>2,159</u>	<u>1,404</u>	<u>3,000</u>	<u>3,000</u>
	<b>Utilities</b>				
51001	Gas & diesel fuel	57,366	50,478	63,000	55,000
59002	Canine program	936	1,061	1,000	1,000
	Total Utilities	<u>58,302</u>	<u>51,539</u>	<u>64,000</u>	<u>56,000</u>
	<b>Commodities</b>				
61000	Office supplies	-	-	-	-
61001	Uniforms	15,202	19,292	18,500	26,500
61003	Equipment supplies	5,843	20,008	7,000	7,000
62001	Electricity	15,534	14,373	15,500	16,500
62002	Water & sewer	615	628	1,050	1,050
62004	Heating fuel	3,426	2,337	2,750	2,750
	Total Commodities	<u>40,620</u>	<u>56,638</u>	<u>44,800</u>	<u>53,800</u>
	<b>Equipment</b>				
73000	Equipment purchases	31,581	-	-	-
	Total Equipment	<u>31,581</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Miscellaneous</b>				
88016	Miscellaneous	355	745	650	1,000
	Total Miscellaneous Expenditures	<u>355</u>	<u>745</u>	<u>650</u>	<u>1,000</u>
<b>01-023</b>	<b>Total Police Department</b>	<u><u>\$ 1,216,963</u></u>	<u><u>\$ 1,201,726</u></u>	<u><u>\$ 1,268,700</u></u>	<u><u>\$ 1,296,400</u></u>

Percentage increase/(decrease) 2.18%

**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**  
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**As of May 11, 2015**

<b>01-024</b>	<b>Emergency Management</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>					
14005	Emergency man stipend	\$ 4,260	\$ 4,260	\$ 5,650	\$ 5,650
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	4,260	4,260	5,650	5,650
<b>Contractual Services</b>					
30000	Training			500	500
32000	Conferences, meetings, dues	50	-	250	250
34001	Data processing	-	-	-	-
	Total Contractual Services	50	-	750	750
<b>Repairs</b>					
44003	Equipment repair/rental	707	-	2,100	2,100
	Total Repairs	707	-	2,100	2,100
<b>Utilities</b>					
53001	Telephone	-	-	-	-
53003	Cell phones	1,562	1,371	1,700	1,700
57001	Emergency drill	-	-	500	500
	Total Utilities	1,562	1,371	2,200	2,200
<b>Commodities</b>					
61001	Uniforms	40	-	-	-
61003	Equipment supplies	2,971	-	1,200	1,200
63001	Emergency food fund	356	-	1,000	1,000
	Total Commodities	3,367	-	2,200	2,200
<b>01-024</b>	<b>Total Emergency Management</b>	<b>\$ 9,946</b>	<b>\$ 5,631</b>	<b>\$ 12,900</b>	<b>\$ 12,900</b>
Percentage increase/(decrease)					<b>0.00%</b>

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

**Mission & Purpose:**

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

**Goals & Objectives:**

1. Continue to ensure the health, safety, and welfare of the public as it relates to building occupants.

**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 now 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 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-025</b>	<b>Building Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 78,181	\$ 79,164	\$ 80,750	\$ 98,250
11003	Part-time payroll	8,367	8,888	11,500	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>86,548</u>	<u>88,052</u>	<u>92,250</u>	<u>98,250</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	<u>835</u>	<u>839</u>	<u>1,750</u>	<u>1,750</u>
	Total Contractual Services	<u>835</u>	<u>839</u>	<u>1,750</u>	<u>1,750</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	<u>2,079</u>	<u>1,793</u>	<u>2,200</u>	<u>1,980</u>
	Total Utilities	<u>2,079</u>	<u>1,793</u>	<u>2,200</u>	<u>1,980</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
61003	Equipment supplies	<u>367</u>	<u>332</u>	<u>500</u>	<u>500</u>
	Total Commodities	<u>367</u>	<u>332</u>	<u>500</u>	<u>500</u>
<b>Miscellaneous</b>					
88016	State training fee	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-025</b>	<b>Total Building Department</b>	<u><u>\$ 89,829</u></u>	<u><u>\$ 91,016</u></u>	<u><u>\$ 96,700</u></u>	<u><u>\$ 102,480</u></u>
Percentage increase/(decrease)					<u><u>5.98%</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 Funds. 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. Complete Riverfront Park Phase 4 STEAP Grant improvements.
4. Prepare contract documents for water main replacement on Spring Street pending STEAP Grant approval.
5. Improve town roads.

**Accomplishments:**

- Installed natural gas furnaces at Portland Library, Senior Center, Buck-Foreman Building and Water Pollution Control Facility.
- Installed emergency generator at Town Hall.

**Fiscal Notes:**

- Personnel expenditures include two (2) full-time employees; the Director and the Secretary to the Director, and 50% of the full-time salary of the Supervisor of Operations shared with the Resource Recovery Department.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

<b>01-031</b>	<b>Public Works Director</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 193,924	\$ 195,848	\$ 200,850	<b>\$ 204,500</b>
13002	Overtime	5,389	5,040	4,000	<b>4,000</b>
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>199,313</u>	<u>200,888</u>	<u>204,850</u>	<b>208,500</b>
<b>Contractual Services</b>					
31000	Service contracts	-	-	-	-
32000	Conferences, meetings, dues	75	140	250	<b>250</b>
36013	Hazardous waste	<u>5,567</u>	<u>7,888</u>	<u>7,000</u>	<b>8,500</b>
	Total Contractual Services	<u>5,642</u>	<u>8,028</u>	<u>7,250</u>	<b>8,750</b>
<b>Utilities</b>					
51001	Gas & diesel fuel	<u>2,727</u>	<u>2,556</u>	<u>3,100</u>	<b>2,790</b>
	Total Utilities	<u>2,727</u>	<u>2,556</u>	<u>3,100</u>	<b>2,790</b>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	<u>200</u>	<u>250</u>	<u>250</u>	<b>250</b>
	Total Commodities	<u>200</u>	<u>250</u>	<u>250</u>	<b>250</b>
<b>Capital Expenditures</b>					
73000	Equipment purchases	<u>-</u>	<u>104</u>	<u>350</u>	<b>350</b>
	Total Capital Expenditures	<u>-</u>	<u>104</u>	<u>350</u>	<b>350</b>
<b>01-031</b>	<b>Total Public Works Director</b>	<u><u>\$ 207,882</u></u>	<u><u>\$ 211,826</u></u>	<u><u>\$ 215,800</u></u>	<u><u>\$ 220,640</u></u>
Percentage increase/(decrease)					<u><u>2.24%</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 to ensure all Town roads are safe to travel.
2. Conduct the Traffic Sign Inspection/Removal and/or Replacement Program.
3. Continue crack sealing roads as weather permits.
4. Continue with Riverfront Park improvements.
5. Adjust sewer manholes to the correct pavement grades.
6. Replace guiderails that are in poor condition.
7. Continue with roadside shoulder improvements.
8. Continue town-owned tree trimming/removal and stump grinding.
9. Complete new sand/salt shed building.

**Accomplishments:**

- Chip-sealed eight (8) 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.

**Fiscal Notes:**

- Personnel expenditures allow for nine (9) full-time employees.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

<b>01-032</b>	<b>Highway Department</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 464,018	\$ 460,605	\$ 531,000	\$ 537,500
13002	Overtime	7,169	5,187	9,250	9,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>471,187</u>	<u>465,792</u>	<u>540,250</u>	<u>546,750</u>
<b>Contractual Services</b>					
31000	Service contracts	4,636	3,255	6,500	6,500
32000	Conferences, meetings, dues	150	-	750	750
36001	Traffic signals	5,939	4,864	5,000	5,000
36003	Tree removal/replacement	18,637	23,287	20,000	20,000
36004	Telecommunications	639	671	750	850
36006	Line painting contract	1,859	6,474	7,000	7,500
36007	Storm water monitoring	1,355	3,500	3,750	4,000
36008	Waste services	-	-	500	300
	Total Contractual Services	<u>33,215</u>	<u>42,051</u>	<u>44,250</u>	<u>44,900</u>
<b>Repairs</b>					
44003	Equipment repair/rental	4,027	8,007	8,500	8,500
44005	Storm drain cleaning	24,627	30,108	27,000	28,000
	Total Repairs	<u>28,654</u>	<u>38,115</u>	<u>35,500</u>	<u>36,500</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	63,855	65,713	67,500	51,500
53001	Telephone	631	671	775	800
	Total Utilities	<u>64,486</u>	<u>66,384</u>	<u>68,275</u>	<u>52,300</u>
<b>Commodities</b>					
61001	Uniforms	3,346	3,254	4,050	4,500
61003	Equipment supplies	11,160	16,382	10,000	10,000
62001	Electricity	8,734	9,129	9,750	9,750
62002	Water & sewer	2,986	3,243	4,250	5,400
62004	Heating fuel	30,624	45,741	32,000	36,000
65001	Road materials	83,437	66,488	70,000	72,500
67000	Small tools	397	602	1,500	1,500
69001	Street signs	2,168	7,917	8,250	10,000
	Total Commodities	<u>142,852</u>	<u>152,756</u>	<u>139,800</u>	<u>149,650</u>
<b>Capital Expenditures</b>					
73000	Equipment purchases	4,316	1,618	3,000	3,000
	Total Capital Expenditures	<u>4,316</u>	<u>1,618</u>	<u>3,000</u>	<u>3,000</u>
<b>Miscellaneous</b>					
88016	Miscellaneous fees	2,428	3,169	3,000	3,000
	Total Miscellaneous Expenditures	<u>2,428</u>	<u>3,169</u>	<u>3,000</u>	<u>3,000</u>
<b>01-032</b>	<b>Total Highway Department</b>	<u><u>\$ 747,138</u></u>	<u><u>\$ 769,885</u></u>	<u><u>\$ 834,075</u></u>	<u><u>\$ 836,100</u></u>

Percentage increase/(decrease) 0.24%

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

- Ongoing maintenance of vehicles has been accomplished.
- Received new pick-up trucks, dump trucks and replaced roadside mower.
- Assisted with auction of obsolete vehicles and equipment.

**Fiscal Notes:**

- Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.
- Account number (44003), Equipment repair/rental, is increased by \$3,500 as equipment repairs seem to continually increase.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-033</b>	<b>Vehicle Maintenance</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 123,867	\$ 124,030	\$ 130,000	\$ 130,000
13002	Overtime	3,090	812	3,500	3,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>126,957</u>	<u>124,842</u>	<u>133,500</u>	<u>133,500</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	<u>300</u>	<u>285</u>	<u>300</u>	<u>300</u>
	Total Contractual Services	<u>300</u>	<u>285</u>	<u>300</u>	<u>300</u>
<b>Repairs</b>					
44003	Equipment repair/rental	<u>130,081</u>	<u>133,977</u>	<u>119,000</u>	<u>122,500</u>
	Total Repairs	<u>130,081</u>	<u>133,977</u>	<u>119,000</u>	<u>122,500</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	<u>528</u>	<u>690</u>	<u>1,500</u>	<u>1,000</u>
51003	Fuel additives	<u>-</u>	<u>1,603</u>	<u>-</u>	<u>2,600</u>
51004	Motor vehicle oil	<u>7,268</u>	<u>4,774</u>	<u>6,500</u>	<u>7,500</u>
	Total Utilities	<u>7,796</u>	<u>7,067</u>	<u>8,000</u>	<u>11,100</u>
<b>Commodities</b>					
61001	Uniforms	<u>900</u>	<u>862</u>	<u>900</u>	<u>1,000</u>
61003	Equipment supplies	<u>7,738</u>	<u>9,528</u>	<u>10,000</u>	<u>10,000</u>
67000	Small tools	<u>1,554</u>	<u>557</u>	<u>1,500</u>	<u>1,600</u>
	Total Commodities	<u>10,192</u>	<u>10,947</u>	<u>12,400</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>-</u>	<u>800</u>	<u>800</u>
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>800</u>	<u>800</u>
<b>01-033</b>	<b>Total Vehicle Maintenance</b>	<u><u>\$ 275,326</u></u>	<u><u>\$ 277,118</u></u>	<u><u>\$ 275,000</u></u>	<u><u>\$ 281,800</u></u>

Percentage increase/(decrease) 2.47%

**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 once a week 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.

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
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**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 868	\$ 1,703	\$ 1,000	\$ 1,000
38002	Subdivision inspection/review	599	4,362	3,000	3,500
38003	Public Works engineering	14,322	10,450	3,500	5,500
38004	Site plan review	18,760	11,227	12,000	12,000
38005	Road drainage	1,991	-	2,500	2,500
38006	Mapping services	-	-	500	500
38007	General services	175	599	2,000	1,000
38008	Plan & Zoning/Inland Wetlands	5,773	10,599	4,000	5,000
38009	Erosion/sedimentation review	409	514	1,000	1,000
38010	Miscellaneous	25	13,621	500	500
38011	Public safety engineering	-	-	500	1,500
Total Contractual Services		<u>42,922</u>	<u>53,075</u>	<u>30,500</u>	<u>34,000</u>
<b>01-034</b>	<b>Total Town Engineer</b>	<u>\$ 42,922</u>	<u>\$ 53,075</u>	<u>\$ 30,500</u>	<u>\$ 34,000</u>
Percentage increase/(decrease)					<u>11.48%</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:**

To ensure all streetlights are in working condition.

**Accomplishments:**

**Fiscal Notes:**

- Prior year estimated reductions of 10% has not yet occurred. The department head is investigating options, including programs in street lighting replacement, sponsored by the CT Conference of Municipalities (CCM). Portland is a member of CCM.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 112,820	\$ 113,258	\$ 110,750	\$ 120,000
	Total Commodities	112,820	113,258	110,750	120,000
<b>01-035</b>	<b>Total Street Lighting</b>	<u>\$ 112,820</u>	<u>\$ 113,258</u>	<u>\$ 110,750</u>	<u>\$ 120,000</u>
Percentage increase/(decrease)					<u>8.35%</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 daily field preparation for over 380 sporting events.

**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.
- Installed the newly designed Main Street Park, adjacent to the Brownstone Intermediate School.

**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.
- General contract work, (account number 36002) is increased by \$2,500 as the department intends to use contract services for specifically designated tasks/projects.
- Grounds Supplies, (account number 61004) is increased by \$3,000 as additional supplies are needed to maintain properties.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

<b>01-036</b>	<b>Grounds Maintenance</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 167,545	\$ 162,721	\$ 174,500	\$ 178,000
11003	Part-time payroll	6,538	11,578	11,000	12,200
13002	Overtime	18,186	11,266	11,000	12,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	192,269	185,565	196,500	202,200
<b>Contractual Services</b>					
36002	General contract work	-	3,230	7,000	9,500
36008	Waste services	-	-	600	600
	Total Contractual Services	-	3,230	7,600	10,100
<b>Repairs</b>					
44003	Equipment repair/rental	10,339	2,783	6,000	6,000
	Total Repairs	10,339	2,783	6,000	6,000
<b>Utilities</b>					
51001	Gas & diesel fuel	19,191	16,452	20,150	16,900
	Total Utilities	19,191	16,452	20,150	16,900
<b>Commodities</b>					
61001	Uniforms	1,270	1,160	1,350	1,500
61003	Equipment supplies	2,046	1,154	5,000	5,000
61004	Ground supplies	25,802	34,299	24,000	27,000
67000	Small tools	400	792	2,000	2,000
	Total Commodities	29,518	37,405	32,350	35,500
<b>Capital Expenditures</b>					
73000	Equipment purchases	2,276	4,100	3,000	3,000
	Total Capital Expenditures	2,276	4,100	3,000	3,000
<b>Miscellaneous</b>					
88016	Miscellaneous	25	-	500	500
	Total Miscellaneous Expenditures	25	-	500	500
<b>01-036</b>	<b>Total Grounds Maintenance</b>	<b>\$ 253,618</b>	<b>\$ 249,535</b>	<b>\$ 266,100</b>	<b>\$ 274,200</b>

Percentage increase/(decrease) 3.04%

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

**Mission & Purpose:**

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

**Goals & Objectives:**

1. Maintain all Town owned buildings in peak condition to provide a safe working environment for Town staff and residents who can take pride in our buildings.
2. Install hookups for the portable generator at various town buildings.
3. Replace roof at The Waverly Center.
4. Make improvements to the overhead doors in all buildings.

**Accomplishments:**

- Continued the replacement of windows at Town Hall as needed.
- Installed ADA compliant bathrooms at the Portland Library.
- Repaired masonry at the Waverly Center.
- Re-finished floors and cleaned carpeting in all Town buildings.
- Replaced ceiling tiles and painted in the engine room at Company # 2

**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 2015-2016**  
**As of May 11, 2015**

<b>01-037</b>	<b>Town Buildings Maintenance</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 142,061	\$ 154,232	\$ 160,250	<b>\$ 164,000</b>
11003	Part-time payroll	-	-	-	-
13002	Overtime	9,333	8,976	8,000	<b>8,000</b>
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<b>151,394</b>	<b>163,208</b>	<b>168,250</b>	<b>172,000</b>
<b>Contractual Services</b>					
31000	Service contracts	24,277	26,140	26,000	<b>29,000</b>
36008	Waste services	-	-	175	<b>175</b>
	<b>Total Contractual Services</b>	<b>24,277</b>	<b>26,140</b>	<b>26,175</b>	<b>29,175</b>
<b>Repairs</b>					
44003	Equipment repair/rental	10,347	5,188	8,000	<b>8,500</b>
	<b>Total Repairs</b>	<b>10,347</b>	<b>5,188</b>	<b>8,000</b>	<b>8,500</b>
<b>Utilities</b>					
51001	Gas & diesel fuel	2,870	3,301	5,000	<b>4,000</b>
53001	Telephone	30,822	36,168	36,000	<b>39,000</b>
53002	Pagers	-	-	-	-
53003	Cell phones	5,820	6,424	8,000	<b>8,000</b>
	<b>Total Utilities</b>	<b>39,512</b>	<b>45,893</b>	<b>49,000</b>	<b>51,000</b>
<b>Commodities</b>					
61001	Uniforms	1,288	1,260	1,350	<b>1,350</b>
61003	Equipment supplies	3,441	2,232	2,000	<b>2,000</b>
61004	Ground supplies	-	-	-	-
61006	Building supplies	15,005	7,009	9,000	<b>11,000</b>
62001	Electricity	33,667	33,859	37,500	<b>37,500</b>
62002	Water & sewer	1,293	1,738	1,800	<b>1,800</b>
62004	Heating fuel	4,482	4,624	5,250	<b>5,150</b>
67000	Small tools	-	684	750	<b>750</b>
68000	Custodial supplies	8,763	12,994	13,000	<b>13,000</b>
	<b>Total Commodities</b>	<b>67,939</b>	<b>64,400</b>	<b>70,650</b>	<b>72,550</b>
<b>Capital Expenditures</b>					
73000	Equipment purchases	8,500	-	3,000	<b>3,000</b>
	<b>Total Capital Expenditures</b>	<b>8,500</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>
<b>01-037</b>	<b>Total Town Buildings Maintenance</b>	<b>\$ 301,969</b>	<b>\$ 304,829</b>	<b>\$ 325,075</b>	<b>\$ 336,225</b>

Percentage increase/(decrease) **3.43%**

**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:**

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 76,714	\$ 87,616	\$ 46,500	\$ 46,500
	Total Personnel Expenditures	<u>76,714</u>	<u>87,616</u>	<u>46,500</u>	<u>46,500</u>
<b>Commodities</b>					
65001	Road materials	<u>23,655</u>	<u>38,841</u>	<u>50,000</u>	<u>53,500</u>
	Total Commodities	<u>23,655</u>	<u>38,841</u>	<u>50,000</u>	<u>53,500</u>
<b>01-038</b>	<b>Total Snow Removal</b>	<u>\$ 100,369</u>	<u>\$ 126,457</u>	<u>\$ 96,500</u>	<u>\$ 100,000</u>
Percentage increase/(decrease)					<u>3.63%</u>



**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, Brownstone Quorum, the First Selectwoman, Superintendent of Schools and other Town departments.

**Goals & Objectives:**

1. Assist with the completion and adoption of the 10 year update of the Plan of Conservation & Development by the Planning & Zoning Commission.
2. Finalize a license agreement for the use of private property to establish an extension of the Air Line Trail from East Hampton into Portland through a partnership with Eversource, Spectra Energy, the Town of East Hampton, State of CT DEEP and the Air Line Trail Steering Committee.
3. Participate in the Vibrant Communities Initiative Grant funded project that will provide an updated market analysis and alternate site designs for the former Elmcrest site that will incorporate the use of existing historic structures which are listed on the National Register.
4. Encourage the demolition and/or rehabilitation of blighted buildings in commercial zones to prompt redevelopment and economic opportunities.
5. Assist developers with moving approved projects to the construction phase and through to completion.

**Accomplishments:**

- The Town Planner received American Institute of Certified Planners professional credentials from the American Planning Association.
- Participated in numerous committees on behalf of the Town that accomplished tasks to further planning objectives related to healthy living, recreational opportunities, and addressing community needs.
- Participated as a member of the municipal grant writing team that successfully received funding for a fourth phase of riverfront park improvements and a re-visioning of the Portland TownPlace project approved for the former Elmcrest property.

**Fiscal Notes:**

- All positions are re-aligned in the budget. The budget now consists of one 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 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 76,635	\$ 77,618	\$ 79,125	<b>\$ 98,250</b>
11003	Part-time payroll	\$ 8,579	8,938	11,500	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>85,214</u>	<u>86,556</u>	<u>90,625</u>	<b>98,250</b>
<b>Contractual Services</b>					
31002	Plan consultant	6,041	132	6,000	<b>8,500</b>
32000	Conferences, meetings, dues	<u>967</u>	<u>1,434</u>	<u>1,500</u>	<b>1,750</b>
Total Contractual Services		<u>7,008</u>	<u>1,566</u>	<u>7,500</u>	<b>10,250</b>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Commodities		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-040 Total Planning Department</b>		<u><u>\$ 92,222</u></u>	<u><u>\$ 88,122</u></u>	<u><u>\$ 98,125</u></u>	<u><u>\$ 108,500</u></u>
Percentage increase/(decrease)					<u><u>10.57%</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. This position also proactively monitors compliance relative to PZC and ZBA approvals and provides staff assistance to the Zoning Board of Appeals. The part-time position is currently vacant.

***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 to resolve zoning violations and blight complaints.
- Defended challenges to overturn orders issued relative to zoning violations.

***Fiscal Notes:***

- No significant changes to this department budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-041</b>	<b>Zoning Enforce Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 17,716	\$ 15,684	\$ 17,750	\$ 15,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>17,716</u>	<u>15,684</u>	<u>17,750</u>	<u>15,000</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	<u>495</u>	<u>110</u>	<u>500</u>	<u>500</u>
	Total Contractual Services	<u>495</u>	<u>110</u>	<u>500</u>	<u>500</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>\$ 15,794</u></u>	<u><u>\$ 18,450</u></u>	<u><u>\$ 15,700</u></u>

Percentage increase/(decrease) -14.91%

**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 the statutorily required update of the 10-year Plan of Conservation & Development by March 1, 2016.
2. Revise and adopt updated subdivision regulations consistent with the Plan of Conservation and Development.
3. Review and revise the zoning regulations on a regular basis to continually address the changing needs of the community.
4. Assess and move forward with completion of tasks recommended in the Plan of Conservation and Development.

**Accomplishments:**

- 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:**

- Account 14001, Board Clerk, increases are due to more work associated with the Plan of Conservation and Development.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 1,678	\$ 1,616	\$ 2,500	\$ 3,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>1,678</u>	<u>1,616</u>	<u>2,500</u>	<u>3,000</u>
<b>Contractual Services</b>					
31002	Plan consultant	-	-	-	-
31004	Court transcriptions	240	-	1,000	1,000
32000	Conferences, meetings, dues	90	170	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>330</u>	<u>170</u>	<u>1,300</u>	<u>1,300</u>
<b>Miscellaneous</b>					
86015	Midstate Reg, Plan Agency/LCOG	6,275	6,285	6,300	6,300
86016	CT River Assembly	-	-	-	-
	Total Miscellaneous	<u>6,275</u>	<u>6,285</u>	<u>6,300</u>	<u>6,300</u>
<b>01-042</b>	<b>Total Plan &amp; Zoning Commission</b>	<u>\$ 8,283</u>	<u>\$ 8,071</u>	<u>\$ 10,100</u>	<u>\$ 10,600</u>
Percentage increase/(decrease)					<u><u>4.95%</u></u>

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

**Mission & Purpose:**

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

**Goals & Objectives:**

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:**

- 14001 Board Clerk increased slightly \$125 due to increased meetings.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 571	\$ 858	\$ 750	\$ 875
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>571</u>	<u>858</u>	<u>750</u>	<u>875</u>
<b>Contractual Services</b>					
31004	Court transcriptions	1,102	3,990	1,000	1,000
32000	Conferences, meetings, dues	90	-	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>1,192</u>	<u>3,990</u>	<u>1,300</u>	<u>1,300</u>
<b>01-043</b>	<b>Total Zoning Board of Appeals</b>	<u>\$ 1,763</u>	<u>\$ 4,848</u>	<u>\$ 2,050</u>	<u>\$ 2,175</u>
Percentage increase/(decrease)					<u><u>6.10%</u></u>



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

**Mission & Purpose:**

The Inland Wetlands Commission (IWC) is charged with protecting the Town's inland wetlands and watercourses. The Commission is comprised of five (5) members and two (2) alternates. The IWC meets monthly and is appointed by the BOS. The IWC has the power to review subdivisions and other development projects that may affect wetlands.

**Goals & Objectives:**

1. Review and decide upon subdivision proposals and other developments where land disturbance activities are proposed within the regulated area of a wetland or watercourse.
2. Review and update the IWC regulations for consistency with State of CT DEEP regulations.
3. Address violations of the IWC regulations to ensure the protection of the natural resources.

**Accomplishments:**

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

**Fiscal Notes:**

- No significant changes to this department budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 261	\$ 750	\$ 750
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	719	261	750	750
<b>Contractual Services</b>					
31011	Enforcement officer	700	1,948	2,500	2,500
32000	Conferences, meetings, dues	40	201	350	350
	Total Contractual Services	740	2,149	2,850	2,850
<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>\$ 4,234</b>	<b>\$ 5,424</b>	<b>\$ 5,424</b>
Percentage increase/(decrease)					<b>0.00%</b>

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

**Mission & Purpose:**

The Conservation Commission duties include reviewing and commenting on subdivision and earth removal applications that may be pending before the Planning & Zoning Commission and/or Inland Wetlands Commission. The Commission develops and maintains an inventory of open space property and educates the public on various conservation and environmental issues. The 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.
2. Work on completion of tasks in Chapter 3 of the Plan of Conservation and Development.

**Accomplishments:**

- 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 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 205	\$ 157	\$ 300	\$ 300
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	205	157	300	300
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	-	75	250	250
	Total Contractual Services	-	75	250	250
<b>Miscellaneous</b>					
86002	Reservoir Trail Project	-	-	-	-
	Total Miscellaneous	-	-	-	-
<b>01-045</b>	<b>Total Conservation Commission</b>	<b>\$ 205</b>	<b>\$ 232</b>	<b>\$ 550</b>	<b>\$ 550</b>
Percentage increase/(decrease)					<b>0.00%</b>

***Department Name: Economic Development Comm      Department #: 01-046***  
***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 the Town's consultant (The Cecil Group) with the completion of an updated market analysis and re-visioning study of the former Elmcrest property.
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 traffic issues, public/staff parking, pedestrian access and commercial signage. Formulate recommendations based on the results of the survey.
8. Focus on vacant/stagnant spaces along the Marlborough Street/Route 66 corridor.

***Accomplishments:***

- 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.
- 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.
- Improvements in the Brownstone Industrial Park were achieved through the cooperative efforts of the businesses, the Board of Selectmen, Town Planner, Building Official, Fire Marshal and the Economic Development Consultant.
- Significant commercial investment occurred during the past year, including the completion of the Middlesex Hospital Family Medicine & Pediatrics building at 13 High Street, and the completion of the new Cumberland Farms building at 201 Marlborough Street.
- Assisted with STEAP and Brownfields Grant Applications.

***Fiscal Notes:***

- Account 31005, Grant Consultant – The individual performing this task in the past has now been appointed as the Interim Town Clerk until the general election in November 2015.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Revised	Adopted
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 323	\$ 209	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>323</u>	<u>209</u>	<u>500</u>	<u>500</u>
<b>Contractual Services</b>					
31005	Grants consultant contract	22,000	22,000	22,220	12,000
32000	Conferences, meetings, dues	-	-	100	100
	Total Contractual Services	<u>22,000</u>	<u>22,000</u>	<u>22,320</u>	<u>12,100</u>
<b>Utilities</b>					
59001	Marketing program	2,988	1,454	3,000	3,000
	Total Utilities	<u>2,988</u>	<u>1,454</u>	<u>3,000</u>	<u>3,000</u>
<b>01-046 Total Economic Dev Commission</b>		<u>\$ 25,311</u>	<u>\$ 23,663</u>	<u>\$ 25,820</u>	<u>\$ 15,600</u>
Percentage increase/(decrease)					<u><u>-39.58%</u></u>

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

**Mission & Purpose:**

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

**Goals & Objectives:**

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 2015-2016**  
**As of May 11, 2015**

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Revised	Adopted
01-047	Capital Expend Commission	Expended	Expended	Budget	Budget
<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:**

The Chatham Health District serves the towns of Colchester, East Haddam, East Hampton, Haddam, Hebron, Marlborough and Portland.

**Goals & Objectives:**

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

**Accomplishments:**

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

**Fiscal Notes:**

- This budget is based on a per capita rate.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-051</b>	<b>Health Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Contractual Services</b>					
-	CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009	Chatham Health District	<u>78,557</u>	<u>81,005</u>	<u>84,774</u>	<u>88,863</u>
	Total Contractual Services	<u>78,557</u>	<u>81,005</u>	<u>84,774</u>	<u>88,863</u>
<b>01-051</b>	<b>Total Health Department</b>	<u><u>\$ 78,557</u></u>	<u><u>\$ 81,005</u></u>	<u><u>\$ 84,774</u></u>	<u><u>\$ 88,863</u></u>
Percentage increase/(decrease)					<u><u>4.82%</u></u>

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

**Mission & Purpose:**

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

**Goals & Objectives:**

**Accomplishments:**

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Revised	Adopted
01-052	Environmental Health	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ -	\$ -	\$ -	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		-	-	-	-
<b>01-052</b>	<b>Total Environmental Health</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

**Mission & Purpose:**

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

**Goals & Objectives:**

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 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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
86009	Community Renewal Team	500	500	500	500
86010	Regional Mental Health Board	505	505	505	505
86011	Rushford Center	-	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
86019	Fam Access/Middlesex Behavioral	-	500	500	500
86029	Brownstone Quorum	500	500	500	500
87004	Emergency Shelter	473	673	3,000	3,000
87005	Clinical social worker	-	-	-	-
87006	Connection Emergency Shelter	2,000	2,000	2,200	2,200
88001	Program services	-	-	-	-
88005	Memorial Day parade	4,369	4,716	5,000	5,000
88007	Veteran's activities	1,723	1,856	4,000	4,000
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
88042	Portland Fireworks	500	500	500	500
88019	Portland Historical Society	500	500	500	500
88020	Portland Fair	-	500	500	500
Total Miscellaneous		49,964	53,144	60,705	60,705
<b>01-053</b>	<b>Total Social Services</b>	<u>\$ 49,964</u>	<u>\$ 53,144</u>	<u>\$ 60,705</u>	<u>\$ 60,705</u>

Percentage increase/(decrease) 0.00%

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

**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 to develop an ongoing fundraising program to fund projects and enhancements to the senior center.
2. Refine enhanced tracking program to record member information, program use and building use by seniors and other groups.
3. Expand programming and introduce new initiatives based on the needs of participants.

**Accomplishments:**

- Received accreditation from the National Council on Aging.
- Completed an inter-generational summer arts program with youth at Chatham Court.
- Continued the ArtVan Program.
- Continued the Richard Paley Annual Awards Program, honoring volunteerism in Portland.
- In conjunction with the Community Renewal Team's Retired Senior Volunteer Program, or RSVP, the Waverly Center will offer the CATCH Program for seniors and children. CATCH is a national program designed to promote healthy eating habits and increase physical activity.
- Installed exercise equipment in the lower level of the Center and trained several participants in its use.
- 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, 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 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 48,513	\$ 49,400	\$ 50,450
11003	Part-time payroll	26,642	27,009	27,600	28,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>75,155</u>	<u>75,522</u>	<u>77,000</u>	<u>78,700</u>
<b>Contractual Services</b>					
31000	Service contracts	4,763	6,172	6,500	6,500
31006	Instructor fees	3,110	3,020	3,500	3,000
32000	Conferences, meetings, dues	339	377	900	900
36004	Telecommunications	-	-	600	600
Total Contractual Services		<u>8,212</u>	<u>9,569</u>	<u>11,500</u>	<u>11,000</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
62001	Electricity	10,582	9,425	11,376	11,376
62002	Water & sewer	674	583	900	900
62004	Heating fuel	7,714	4,007	6,500	5,250
Total Commodities		<u>18,970</u>	<u>14,015</u>	<u>18,776</u>	<u>17,526</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	1,880	1,680	2,000	4,000
Total Miscellaneous		<u>1,880</u>	<u>1,680</u>	<u>2,000</u>	<u>4,000</u>
<b>01-054</b>	<b>Total Senior Citizen Center</b>	<u>\$ 104,217</u>	<u>\$ 100,786</u>	<u>\$ 109,276</u>	<u>\$ 111,226</u>
Percentage increase/(decrease)					<u>1.78%</u>



***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.

***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.).

***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.

***Fiscal Notes:***

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-055</b>	<b>Municipal Agent for Elderly</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14010	Van drivers stipends	\$ 20,293	\$ 19,715	\$ 24,500	\$ 25,000
	Total Personnel Expenditures	<u>20,293</u>	<u>19,715</u>	<u>24,500</u>	<u>25,000</u>
<b>Contractual Services</b>					
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	5,258	5,055	6,200	5,600
	Total Utilities	<u>5,258</u>	<u>5,055</u>	<u>6,200</u>	<u>5,600</u>
<b>Miscellaneous</b>					
88011	Veteran's relief	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-055</b>	<b>Total Munic Agent for the Elderly</b>	<u><u>\$ 25,551</u></u>	<u><u>\$ 24,770</u></u>	<u><u>\$ 30,700</u></u>	<u><u>\$ 30,600</u></u>
Percentage increase/(decrease)					<u><u>-0.33%</u></u>

**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 4,700.
- The library provides space for civic and community group meetings and tutoring. During fiscal year 2014, the meeting and study rooms were used more than 2,400 times.
- Restroom facilities were made more accessible for persons with disabilities.
- The library provides free access to the internet and *Office* software products. The number of computer sign-ups during FY 2013-14 exceeded 10,000.
- Provide a variety of programs for all age groups. The library offered 294 programs with an attendance of 7,099 during FY 2013-14.

**Fiscal Notes:**

- While there are some line item changes from FY 2014-15, the total budget represents an increase of 1.77%.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 315,718	\$ 326,125	\$ 345,500	\$ 350,500
11003	Part-time payroll	140,467	143,672	145,000	148,500
14001	Board clerk	479	305	800	800
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>456,664</u>	<u>470,102</u>	<u>491,300</u>	<u>499,800</u>
<b>Contractual Services</b>					
31000	Service contracts	10,023	10,687	15,500	16,000
32000	Conferences, meetings, dues	2,588	1,772	2,600	2,600
36010	Contract - data bases	5,010	4,828	6,000	10,000
36011	Data processing - Library Connection	29,396	31,655	31,500	32,000
	Total Contractual Services	<u>47,017</u>	<u>48,942</u>	<u>55,600</u>	<u>60,600</u>
<b>Repairs</b>					
44003	Equipment repair/rental	971	1,261	1,000	1,250
	Total Repairs	<u>971</u>	<u>1,261</u>	<u>1,000</u>	<u>1,250</u>
<b>Utilities</b>					
53000	Postage	1,501	2,001	2,800	2,300
59000	Cataloging	552	554	800	800
	Total Utilities	<u>2,053</u>	<u>2,555</u>	<u>3,600</u>	<u>3,100</u>
<b>Commodities</b>					
61000	Office supplies	5,503	10,430	7,000	7,000
62001	Electricity	47,494	41,317	44,500	46,000
62002	Water & sewer	899	1,217	1,600	1,600
62004	Heating fuel	17,542	7,256	15,000	10,750
64001	Books	37,223	36,090	44,500	45,000
64002	Discs & videos	5,701	4,859	7,000	8,000
64003	Periodicals	6,265	6,065	6,400	6,400
	Total Commodities	<u>120,627</u>	<u>107,234</u>	<u>126,000</u>	<u>124,750</u>
<b>Miscellaneous</b>					
88001	Program services	890	943	1,200	1,200
	Total Miscellaneous Expenditures	<u>890</u>	<u>943</u>	<u>1,200</u>	<u>1,200</u>
<b>01-065</b>	<b>Total Portland Library</b>	<u>\$ 628,222</u>	<u>\$ 631,037</u>	<u>\$ 678,700</u>	<u>\$ 690,700</u>

Percentage increase/(decrease) 1.77%

**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:**

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:**

- The combined pension plans' contributions are slightly higher for FY 2016.
- Estimated Vacation Pay is increased based on public works employees being able to receive payments during the year.
- FY 2016 is the off-year for GASB 45 Actuarial Valuation, resulting in a decrease to Collective Bargaining (37029).

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 35,498	\$ 43,140	\$ 41,000	\$ 50,000
19002	Longevity	18,175	15,944	16,100	18,000
19003	Sick pay	106,193	107,839	115,000	117,500
19004	Termination benefits pay	48,900	28,719	62,500	60,000
21001	Medical insurance	806,278	878,437	1,044,000	1,044,000
21002	Dental insurance	15,821	16,666	20,000	20,000
21003	Life insurance	12,955	13,179	13,850	13,850
21004	Long-term disability insurance	9,458	10,359	11,500	11,725
22000	FICA/Medicare	295,786	311,153	338,660	336,000
23001	Town pension contributions	401,900	412,248	435,780	424,503
23002	Police pension contribution	263,349	237,705	226,429	235,000
23003	Volunteer Fire pension contribution	76,348	74,610	72,840	84,000
26000	Workers' compensation	167,500	168,500	168,500	172,300
28001	Unemployment compensation	-	1,661	3,000	3,000
	Total Personnel Expenditures	<u>2,258,161</u>	<u>2,320,160</u>	<u>2,569,159</u>	<u>2,589,878</u>
<b>Contractual Services</b>					
37029	Collective bargaining	<u>6,000</u>	<u>8,671</u>	<u>11,000</u>	<u>6,000</u>
	Total Contractual Services	<u>6,000</u>	<u>8,671</u>	<u>11,000</u>	<u>6,000</u>
<b>01-071</b>	<b>Total Employee Fringe Benefits</b>	<u><u>\$ 2,264,161</u></u>	<u><u>\$ 2,328,831</u></u>	<u><u>\$ 2,580,159</u></u>	<u><u>\$ 2,595,878</u></u>
Percentage increase/(decrease)					<u><u>0.61%</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:**

- Budget reflects a 3% increase.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Revised	Adopted
01-073	Risk Management	Expended	Expended	Budget	Budget
<b>Utilities</b>					
-	General liability	\$ -	\$ -	\$ -	\$ -
-	Public officials liability	-	-	-	-
-	Automobile insurance	-	-	-	-
-	Contractors equipment	-	-	-	-
-	Fire/extended coverage	-	-	-	-
-	Machinery & equipment	-	-	-	-
-	Surety bonds	-	-	-	-
-	Crime & theft	-	-	-	-
-	Umbrella	-	-	-	-
-	Volunteer Firemen	-	-	-	-
-	Law enforcement liability	-	-	-	-
-	Self-insured accidents	-	-	-	-
-	Probate Court liability	-	-	-	-
52001	Municipal insurance	104,629	109,082	145,000	149,350
	Total Utilities	104,629	109,082	145,000	149,350
<b>01-073</b>	<b>Total Risk Management</b>	<u>\$ 104,629</u>	<u>\$ 109,082</u>	<u>\$ 145,000</u>	<u>\$ 149,350</u>
Percentage increase/(decrease)					<u>3.00%</u>



**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

- Made all bond payments in a timely fashion.

**Fiscal Notes:**

- ❖ Detail of all General Fund debt payments by offering is as follows:

	Bonds Principal #83001	Bonds Interest #83002	Cap Lease Principal #83003	Cap Lease Interest #83004
❖ 2012 Refunding BOE \$9.510M H/MS	\$ 1,035,000	\$ 217,076	\$ -	\$ -
❖ 1999 GENOB Town & BOE \$7.105M	195,000	36,763	-	-
			-	-
❖ Fire Department ladder truck (9 <sup>th</sup> of 12 annual payments)	-	-	47,238	10,151
❖ Multi-equipment lease (5 <sup>th</sup> of 5 annual payments)	-	-	178,474	4,462
❖ Multi-equipment FY2015 lease (2 <sup>nd</sup> of 5 annual payments)			271,219	15,782
	\$ <u>1,230,000</u>	\$ <u>253,839</u>	\$ <u>496,931</u>	\$ <u>30,395</u>
				Misc #83005
				\$ <u>1,000</u>

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 1,200,000	\$ 1,240,000	\$ 1,235,000	<b>\$ 1,230,000</b>
83002	Bonds - interest	429,201	332,428	293,631	<b>253,839</b>
83003	Capital leases - principal	234,374	212,820	493,333	<b>496,931</b>
83004	Capital leases - interest	34,942	27,593	38,437	<b>30,395</b>
83005	Miscellaneous	-	-	1,000	<b>1,000</b>
	Total Debt Service	<u>1,898,517</u>	<u>1,812,841</u>	<u>2,061,401</u>	<b><u>2,012,165</u></b>
<b>01-085</b>	<b>Total Debt Service</b>	<b><u>\$ 1,898,517</u></b>	<b><u>\$ 1,812,841</u></b>	<b><u>\$ 2,061,401</u></b>	<b><u>\$ 2,012,165</u></b>
Percentage increase/(decrease)					<b><u>-2.39%</u></b>

**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) increased by \$10,000 for amounts to be used for board-ups and demolition of blighted properties.
- Details of Capital Non-recurring Town & BOE, Account Numbers 90012 and 90013 are as follows:

**Line 90013**

BOE – Technology Upgrade	\$ <u>50,000</u>
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Transfer out – Capital Non-recurring BOE	\$ <u>50,000</u>
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**Line 90012**

Fire – Site Plan – Fire Department #3	\$ 8,000
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Parks/Recreation – Airline Trail Improvements/Complete Streets	10,000
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Town-wide - Computers, Printers, etc.	19,000
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Town-wide - Revaluation	<u>75,000</u>
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Transfer out – Capital Non-recurring Town	\$ <u>112,000</u>
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**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2015-2016**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 77,508	\$ 79,912	\$ 64,099	\$ 64,545
90002	Transfer out - Youth Services	105,637	103,899	86,163	85,825
90003	Transfer out - Bldg Maintenance	65,000	70,000	75,000	77,500
90004	Transfer out - Town Aid Road	-	-	-	-
90005	Transfer out - Resource Recov	176,815	185,844	222,190	207,970
90006	Transfer out - Other	125,000	125,000	125,000	135,000
90007	Transfer out - Park & Rec	154,330	182,330	187,229	188,949
90008	Transfer out - Open Space	55,956	55,956	55,956	55,956
90012	Transfer out - Cap Non rec Town	232,700	361,000	75,000	112,000
90013	Transfer out - Cap Non rec BOE	150,000	291,500	46,000	50,000
90014	Transfer out - Renewable Energy	5,000	5,000	5,000	5,000
Total Transfers Out		<u>1,147,946</u>	<u>1,460,441</u>	<u>941,637</u>	<u>982,745</u>
<b>01-093</b>	<b>Total Interfund Transfers Out</b>	<u><u>\$ 1,147,946</u></u>	<u><u>\$ 1,460,441</u></u>	<u><u>\$ 941,637</u></u>	<u><u>\$ 982,745</u></u>

Percentage increase/(decrease) 4.37%

**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 2015-2016**  
**As of May 11, 2015**

		2012-2013 Actual Expended	2013-2014 Actual Expended	2014-2015 Revised Budget	2015-2016 Adopted Budget
<b>01-095</b>	<b>Town Contingency</b>				
<b>Miscellaneous</b>					
84001	Contingency	\$ 38,945	\$ 15,578	\$ 100,000	\$ 100,000
	Total Miscellaneous	<u>38,945</u>	<u>15,578</u>	<u>100,000</u>	<u>100,000</u>
<b>01-095</b>	<b>Total Town Contingency</b>	<u>\$ 38,945</u>	<u>\$ 15,578</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
Percentage increase/(decrease)					<u>0.00%</u>

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# **TOWN OF PORTLAND, CONNECTICUT**

## **OTHER SPECIAL REVENUE FUNDS**

**SEWER DEPARTMENT**

**WATER DEPARTMENT**

**ANIMAL CONTROL DEPARTMENT**

**TOWN AID ROAD FUND**

**YOUTH SERVICES DEPARTMENT**

**RESOURCE RECOVERY DEPARTMENT**

**BUILDING MAINTENANCE FUND**

**PARKS & RECREATION DEPARTMENT**

**ADOPTED BUDGETS**

**FISCAL YEAR**

**2015-2016**



## *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. A fee will be charged to the General Fund for the maintenance and upkeep of the fire hydrants. The general fund will transfer in \$50,000, or 3.6% of the budget.

**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 2015-2016 shows a General Fund contribution of \$64,545, or approximately 61% of the total budget.

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

This budget provides for road maintenance, repair, purchases of salt for the winter months, and purchases of materials for road maintenance projects. This fund is funded by a State of CT grant. The grant is expected to be \$240,103 for Fiscal Year 2015-2016.

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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 2015-2016 shows a State of CT grant for \$34,500 with the rest of the budget funded by user charges of \$72,000 or 37% of the total budget and a contribution from the General Fund of \$85,825, 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, plus 50% of the full-time salary of the Supervisor of Operations shared with the Public Works Director Department #01-031. The Resource Recovery Department allows residents to bring municipal solid waste (MSW) and recyclables for disposal. The Department assists residents with recycling, bag sales for MSW, bulky waste disposal, brush burning, leaf composting, and transfer of MSW to disposal centers utilizing the roll-off container vehicle. The General Fund contribution is \$207,970, or 51% 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 2015-2016 shows a contribution from the General Fund of \$77,500, 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, the Father-Daughter Valentine Dance, road race and other town-wide activities. The General Fund contribution budgeted in Fiscal Year 2016 is \$188,949, or 55% of the total budget.

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2015-2016 - Sewer Department**  
**As of May 11, 2015**

<b>Sewer Department</b>		<b>2012-2013 Actual Revenue</b>	<b>2013-2014 Actual Revenue</b>	<b>2014-2015 Budgeted Revenue</b>	<b>2015-2016 Estimated Revenue</b>
<b>Charges for Services</b>					
00350	User charges	\$ 762,574	\$ 772,154	\$ 912,859	\$ 1,004,275
00351	User charges - interest & lien fees	36,311	26,271	30,000	28,350
00352	Sale of nitrogen credits	2,926	3,686	1,000	-
00353	Process material	10,380	10,740	9,000	13,855
00354	Other revenue sources	4,342	75	1,000	100
00355	PILOT payment	-	-	-	-
00406	Demand Response	-	-	-	-
Total Charges for Services		816,533	812,926	953,859	1,046,580
<b>Investment Income</b>					
00401	Investment income	19	10	10	10
Total Investment Income		19	10	10	10
<b>Interfund Transfers In</b>					
00502	Transfer in - Other funds	-	-	-	-
Total Interfund Transfers In		-	-	-	-
<b>Total Sewer Department Revenue</b>		<b>\$ 816,552</b>	<b>\$ 812,936</b>	<b>\$ 953,869</b>	<b>\$ 1,046,590</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Sewer Department**  
**As of May 11, 2015**

<b>02-139 Sewer Department</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 223,273	\$ 200,548	\$ 219,000	\$ 224,000
13002 Overtime	12,793	13,283	13,500	14,000
14001 Board clerk	139	70	175	175
19001 Unused vacation pay			-	6,000
19002 Longevity	1,550	1,550	1,100	1,100
19003 Sick pay	11,490	7,791	9,500	9,500
21001 Medical insurance	57,662	54,408	63,870	64,045
21002 Dental insurance	988	865	1,500	1,500
21003 Life insurance	564	473	625	625
21004 Long-term disability insurance	642	615	735	740
22000 FICA/Medicare	17,939	17,913	19,250	19,365
23001 Town pension contribution	19,723	21,993	14,260	14,260
Total Personnel Expenditures	<u>346,763</u>	<u>319,509</u>	<u>343,515</u>	<u>355,310</u>
<b>Contractual Services</b>				
31000 Service contracts	52,550	49,375	52,500	54,000
32000 Conferences, meetings, dues	337	109	1,200	1,200
33001 Audit services	6,175	6,175	6,300	6,300
34001 Data processing	313	452	1,500	1,500
37013 Legal fees	-	-	2,000	2,000
Total Contractual Services	<u>59,375</u>	<u>56,111</u>	<u>63,500</u>	<u>65,000</u>
<b>Repairs</b>				
44003 Equipment repair/rental	<u>33,359</u>	<u>25,133</u>	<u>35,000</u>	<u>35,000</u>
Total Repairs	<u>33,359</u>	<u>25,133</u>	<u>35,000</u>	<u>35,000</u>
<b>Utilities</b>				
51001 Gas & diesel fuel	3,675	3,394	3,900	3,500
52001 Municipal insurance	18,327	19,441	20,670	20,670
53000 Postage	4,000	4,400	4,500	4,500
53001 Telephone	<u>4,160</u>	<u>4,351</u>	<u>5,500</u>	<u>5,500</u>
Total Utilities	<u>30,162</u>	<u>31,586</u>	<u>34,570</u>	<u>34,170</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Sewer Department**  
**As of May 11, 2015**

<b>02-139 Sewer Department</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Commodities</b>				
61000 Office supplies	\$ 86	\$ -	\$ 500	\$ 500
61001 Uniforms	1,221	1,373	1,350	1,500
62001 Electricity	108,990	113,221	118,000	122,000
62002 Water & sewer	15,286	13,249	17,500	17,500
62004 Heating fuel	9,317	10,536	13,500	11,000
65002 Sewer supplies	4,664	6,264	12,500	15,891
68000 Custodial supplies	288	-	750	750
69002 Chemicals	1,745	3,025	5,000	6,500
Total Commodities	<u>141,597</u>	<u>147,668</u>	<u>169,100</u>	<u>175,641</u>
<b>Equipment</b>				
73000 Equipment purchases	<u>674</u>	<u>-</u>	<u>5,000</u>	<u>6,000</u>
Total Equipment	<u>674</u>	<u>-</u>	<u>5,000</u>	<u>6,000</u>
<b>Miscellaneous</b>				
83006 CWF notes - principal	215,058	210,264	214,539	218,869
83007 CWF notes - interest	36,409	32,174	27,930	23,600
88016 Miscellaneous	<u>3,823</u>	<u>5,797</u>	<u>5,000</u>	<u>7,000</u>
Total Miscellaneous	<u>255,290</u>	<u>248,235</u>	<u>247,469</u>	<u>249,469</u>
<b>Transfers Out</b>				
90015 Transfer out - Cap Non rec Town	20,000	47,500	45,000	115,000
90016 Transfer out - Workers' comp	<u>10,715</u>	<u>10,715</u>	<u>10,715</u>	<u>11,000</u>
Total Transfers Out	<u>30,715</u>	<u>58,215</u>	<u>55,715</u>	<u>126,000</u>
<b>02-139 Total Sewer Department</b>	<u><u>\$ 897,935</u></u>	<u><u>\$ 886,457</u></u>	<u><u>\$ 953,869</u></u>	<u><u>\$ 1,046,590</u></u>
Percentage increase/(decrease)				<u><u>9.72%</u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2015-2016 - Water Department**  
**As of May 11, 2015**

<b>Water Department</b>		<b>2012-2013 Actual Revenue</b>	<b>2013-2014 Actual Revenue</b>	<b>2014-2015 Budgeted Revenue</b>	<b>2015-2016 Estimated Revenue</b>
<b>Intergovernmental</b>					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
<b>Charges for Services</b>					
00351	User charges - interest & lien fees	\$ 33,226	\$ 23,690	\$ 34,000	\$ 29,400
00354	Miscellaneous	2,330	4,908	2,500	3,000
00356	Meter charges	137,165	137,238	138,000	287,000
00357	Unmetered sales	18,326	18,502	17,000	21,123
00358	Metered sales	793,046	758,631	1,109,855	909,775
00359	Private fire protection	8,280	8,280	8,100	9,870
00360	Service connections	500	6,150	3,000	3,600
00361	Sales to public authorities	61,863	59,360	59,000	70,505
00362	Cross connection fees	4,650	6,125	6,000	6,900
	Total Charges for Services	1,059,386	1,022,884	1,377,455	1,341,173
<b>Investment Income</b>					
00401	Investment income	14	10	100	10
	Total Investment Income	14	10	100	10
<b>Interfund Transfers In</b>					
00502	Transfer in - Other funds	-	-	-	50,000
	Total Interfund Transfers In	-	-	-	50,000
<b>Total Water Department Revenue</b>		<u>\$ 1,059,400</u>	<u>\$ 1,022,894</u>	<u>\$ 1,377,555</u>	<u>\$ 1,391,183</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Water Department**  
**As of May 11, 2015**

03-135 Water Department		2012-2013 Actual Expended	2013-2014 Actual Expended	2014-2015 Revised Budget	2015-2016 Adopted Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 148,100	\$ 150,411	\$ 208,150	\$ 158,750
13002	Overtime	18,516	17,766	22,000	22,000
14001	Board clerk	157	70	175	200
19001	Unused vacation pay	-	-	-	5,000
19002	Longevity	900	900	900	900
19003	Sick pay	7,194	7,288	7,600	7,600
21001	Medical insurance	36,991	40,090	68,050	44,264
21002	Dental insurance	659	629	1,325	800
21003	Life insurance	375	378	600	450
21004	Long-term disability insurance	429	458	600	530
22000	FICA/Medicare	12,762	12,572	18,000	16,000
23001	Town pension contribution	9,709	9,887	12,840	10,200
Total Personnel Expenditures		235,792	240,449	340,240	266,694
<b>Contractual Services</b>					
31000	Service contracts	25,881	18,825	26,500	30,000
32000	Conferences, meetings, dues	1,436	1,103	1,500	1,750
33001	Audit services	7,621	7,621	7,800	7,800
34001	Data processing	313	283	1,500	1,500
37013	Legal fees	-	-	2,500	2,500
38010	Miscellaneous engineering	1,041	371	4,000	4,000
38012	MDC water contract	467,168	507,164	545,000	546,000
Total Contractual Services		503,460	535,367	588,800	593,550
<b>Repairs</b>					
44003	Equipment repair/rental	4,962	4,895	7,500	12,000
Total Repairs		4,962	4,895	7,500	12,000
<b>Utilities</b>					
51001	Gas & diesel fuel	6,334	5,775	7,325	6,750
52001	Municipal insurance	8,324	8,829	9,540	9,750
53000	Postage	5,028	5,224	5,750	6,000
53001	Telephone	1,858	1,913	3,000	3,000
Total Utilities		21,544	21,741	25,615	25,500

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Water Department**  
**As of May 11, 2015**

<b>03-135 Water Department</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Commodities</b>				
61000 Office supplies	\$ 131	\$ 398	\$ 1,000	\$ 850
61001 Uniforms	730	943	1,400	1,000
62001 Electricity	33,014	31,048	36,000	38,000
62004 Heating fuel	5,497	7,199	6,500	7,500
65003 Water supplies	28,427	24,085	37,500	40,464
69002 Chemicals	2,487	2,331	5,000	5,000
Total Commodities	70,286	66,004	87,400	92,814
<b>Equipment</b>				
73000 Equipment purchases	30,302	231	6,500	6,500
Total Equipment	30,302	231	6,500	6,500
<b>Miscellaneous</b>				
83001 Bonds - principal	-	-	-	-
83002 Bonds - interest	-	-	-	-
83006 CWF notes - principal	206,223	211,056	216,005	221,071
83007 CWF notes - interest	59,201	54,367	49,420	44,354
88016 Miscellaneous	2,236	4,823	5,000	6,000
Total Miscellaneous	267,660	270,246	270,425	271,425
<b>Transfers Out</b>				
90006 Transfer out - Other	-	-	-	-
90015 Transfer out - Cap Non rec Town	60,000	41,000	41,000	115,000
90016 Transfer out - Workers' comp	9,175	9,175	9,175	7,700
Total Transfers Out	69,175	50,175	50,175	122,700
<b>03-135 Total Water Department</b>	<b>\$ 1,203,181</b>	<b>\$ 1,189,108</b>	<b>\$ 1,376,655</b>	<b>\$ 1,391,183</b>

Percentage increase/(decrease) **1.06%**



**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2015-2016 - Animal Control Department**  
**As of May 11, 2015**

<b>Animal Control Department</b>		<b>2012-2013 Actual Revenue</b>	<b>2013-2014 Actual Revenue</b>	<b>2014-2015 Budgeted Revenue</b>	<b>2015-2016 Estimated Revenue</b>
<b>Charges for Services</b>					
00303	Property rental	\$ 31,392	\$ 32,334	\$ 33,304	\$ 34,303
00317	Sale of dog licenses	5,071	4,812	5,400	5,400
00354	Miscellaneous	265	310	500	500
00363	Dog surcharge	1,636	1,598	1,750	1,750
	Total Charges for Services	38,364	39,054	40,954	41,953
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	38,364	39,054	40,954	41,953
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	77,508	79,912	64,099	64,545
	Total Interfund Transfers In	77,508	79,912	64,099	64,545
<b>Total Animal Control Dept Revenue</b>		<u>\$ 115,872</u>	<u>\$ 118,966</u>	<u>\$ 105,053</u>	<u>\$ 106,498</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Animal Control Department**  
**As of May 11, 2015**

04-140 Animal Control Department		2012-2013 Actual Expended	2013-2014 Actual Expended	2014-2015 Revised Budget	2015-2016 Adopted Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 46,363	\$ 27,285	\$ 40,750	\$ 46,250
11003	Part-time payroll	16,010	17,488	10,000	8,000
13002	Overtime	2,419	1,465	3,250	3,250
19002	Longevity	250	-	-	-
19003	Sick pay	2,675	-	-	-
21001	Medical insurance	8,091	6,770	9,975	9,975
21002	Dental insurance	220	140	315	315
21003	Life insurance	118	64	150	150
21004	Long-term disability insurance	134	89	175	175
22000	FICA/Medicare	5,189	3,442	4,500	4,500
23001	Town pension contribution	4,050	5,144	2,125	2,400
Total Personnel Expenditures		85,519	61,887	71,240	75,015
<b>Contractual Services</b>					
31000	Service contracts	1,847	1,325	3,000	3,000
32000	Conferences, meetings, dues	150	807	1,250	1,250
33001	Audit services	-	-	-	-
33004	Veterinarian fees	816	1,502	2,000	2,000
-	Data processing	-	-	-	-
Total Contractual Services		2,813	3,634	6,250	6,250
<b>Repairs</b>					
44003	Equipment repair/rental	-	410	2,000	2,000
Total Repairs		-	410	2,000	2,000
<b>Utilities</b>					
51001	Gas & diesel fuel	1,909	134	4,000	2,250
52001	Municipal insurance	903	957	1,033	1,033
53000	Postage	550	500	650	650
53001	Telephone	889	769	900	900
54000	Advertising & publications	28	68	150	150
Total Utilities		4,279	2,428	6,733	4,983

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Animal Control Department**  
**As of May 11, 2015**

<b>04-140 Animal Control Department</b>		<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Commodities</b>					
61000	Office supplies	\$ 232	\$ 283	\$ 300	\$ 400
61001	Uniforms	36	713	750	750
61003	Equipment supplies	1,385	717	1,750	1,750
62001	Electricity	2,533	2,446	2,800	2,800
62002	Water & sewer	584	333	1,200	1,000
62004	Heating fuel	1,406	1,171	1,600	1,600
63002	Dog food	1,285	1,074	2,000	2,000
68000	Custodial supplies	9	380	1,250	1,250
Total Commodities		<u>7,470</u>	<u>7,117</u>	<u>11,650</u>	<u>11,550</u>
<b>Miscellaneous</b>					
88052	Fee share to State	3,805	3,651	4,500	4,000
-	Miscellaneous	-	-	-	-
Total Miscellaneous		<u>3,805</u>	<u>3,651</u>	<u>4,500</u>	<u>4,000</u>
<b>Transfers Out</b>					
90016	Transfer out - Workers' comp	<u>2,680</u>	<u>2,680</u>	<u>2,680</u>	<u>2,700</u>
Total Transfers Out		<u>2,680</u>	<u>2,680</u>	<u>2,680</u>	<u>2,700</u>
<b>04-140 Total Animal Control Department</b>		<u>\$ 106,566</u>	<u>\$ 81,807</u>	<u>\$ 105,053</u>	<u>\$ 106,498</u>
Percentage increase/(decrease)					<u>1.38%</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2015-2016 - Town Aid Road Fund**  
**As of May 11, 2015**

<b>Town Aid Road Fund</b>		<b>2012-2013 Actual Revenue</b>	<b>2013-2014 Actual Revenue</b>	<b>2014-2015 Budgeted Revenue</b>	<b>2015-2016 Estimated Revenue</b>
<b>Charges for Services</b>					
00354	Miscellaneous	4,943	1,975	-	-
	Total Charges for Services	4,943	1,975	-	-
<b>Intergovernmental</b>					
00221	State of CT - TAR	\$ 105,908	\$ 235,720	\$ 240,795	\$ 240,103
	Total Intergovernmental	105,908	235,720	240,795	240,103
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	110,851	237,695	240,795	240,103
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	-	-	-	-
	Total Interfund Transfers In	-	-	-	-
<b>Total Town Aid Road Fund Revenue</b>		<b>\$ 110,851</b>	<b>\$ 237,695</b>	<b>\$ 240,795</b>	<b>\$ 240,103</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Town Aid Road Fund**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ 110,851	\$ 237,695	\$ 240,795	\$ 240,103
	Total Commodities	<u>110,851</u>	<u>237,695</u>	<u>240,795</u>	<u>240,103</u>
<b>06-030</b>	<b>Total Town Aid Road Fund</b>	<u>\$ 110,851</u>	<u>\$ 237,695</u>	<u>\$ 240,795</u>	<u>\$ 240,103</u>
Percentage increase/(decrease)					<u>-0.29%</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2015-2016 - Youth Services Department**  
**As of May 11, 2015**

<b>Youth Services Department</b>		<b>2012-2013 Actual Revenue</b>	<b>2013-2014 Actual Revenue</b>	<b>2014-2015 Budgeted Revenue</b>	<b>2015-2016 Estimated Revenue</b>
<b>Intergovernmental</b>					
00214	State of CT - Misc	\$ -	\$ 11,916	\$ -	\$ 14,500
00222	State of CT - YSB	18,888	18,937	16,000	14,000
00223	State of CT - DSS	7,273	3,052	9,000	6,000
Total Intergovernmental		26,161	33,905	25,000	34,500
<b>Charges for Services</b>					
00354	Miscellaneous	-	-	500	-
00364	Program fees - school year	131,720	62,592	65,000	68,500
00365	Resource center fees	4,183	2,220	9,000	2,500
00366	Contributions/donations	1,579	679	2,000	1,000
Total Charges for Services		137,482	65,491	76,500	72,000
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
Total Investment Income		-	-	-	-
Subtotal Operating Income		163,643	99,396	101,500	106,500
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	105,637	103,899	86,163	85,825
Total Interfund Transfers In		105,637	103,899	86,163	85,825
<b>Total Youth Services Dept Revenue</b>		<u>\$ 269,280</u>	<u>\$ 203,295</u>	<u>\$ 187,663</u>	<u>\$ 192,325</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Youth Services Department**  
**As of May 11, 2015**

<b>07-110 Youth Services Department</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 51,407	\$ 51,407	\$ 52,350	\$ 52,400
11002 Clerical payroll	83	-	-	-
12000 Temporary payroll	91,045	55,361	51,000	55,500
19002 Longevity	250	250	250	250
19003 Sick pay	2,966	2,769	3,000	3,000
21001 Medical insurance	16,460	17,555	19,200	19,568
21002 Dental insurance	220	210	300	300
21003 Life insurance	131	131	150	150
21004 Long-term disability insurance	149	158	190	190
22000 FICA/Medicare	8,656	6,543	8,200	7,500
23001 Town pension contribution	4,556	4,681	4,767	4,767
Total Personnel Expenditures	175,923	139,065	139,407	143,625
<b>Contractual Services</b>				
32000 Conferences, meetings, & dues	566	640	700	700
Total Contractual Services	566	640	700	700
<b>Repairs</b>				
44003 Equipment repair/rental	-	-	-	-
Total Repairs	-	-	-	-
<b>Utilities</b>				
52001 Municipal insurance	1,969	2,088	2,226	2,300
53000 Postage	150	125	175	175
53001 Telephone	-	-	-	-
Total Utilities	2,119	2,213	2,401	2,475
<b>Commodities</b>				
61000 Office supplies	329	246	750	750
61006 Building supplies	-	-	750	750
62001 Electricity	4,138	4,164	4,475	4,800
62002 Water & sewer	178	160	250	250
62004 Heating fuel	993	623	1,100	975
Total Commodities	5,638	5,193	7,325	7,525

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Youth Services Department**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</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	\$ -	\$ -
88039	CRC/ECC consulting	16,995	14,340	25,000	<b>25,000</b>
88040	Activity funds	7,390	8,274	7,500	<b>7,500</b>
88041	Activity supplies	702	1,123	1,000	<b>1,000</b>
	Total Programs/Activities	<u>25,087</u>	<u>24,195</u>	<u>33,500</u>	<b>33,500</b>
<b>Transfers Out</b>					
90016	Transfer out - Workers' comp	<u>4,330</u>	<u>4,330</u>	<u>4,330</u>	<b>4,500</b>
	Total Transfers Out	<u>4,330</u>	<u>4,330</u>	<u>4,330</u>	<b>4,500</b>
<b>07-110</b>	<b>Total Youth Services Department</b>	<u><u>\$ 213,663</u></u>	<u><u>\$ 175,636</u></u>	<u><u>\$ 187,663</u></u>	<u><u>\$ 192,325</u></u>
Percentage increase/(decrease)					<u><u>2.48%</u></u>



**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2015-2016 - Resource Recovery Department**  
**As of May 11, 2015**

<b>Resource Recovery Department</b>		<b>2012-2013 Actual Revenue</b>	<b>2013-2014 Actual Revenue</b>	<b>2014-2015 Budgeted Revenue</b>	<b>2015-2016 Estimated Revenue</b>
<b>Charges for Services</b>					
00354	Miscellaneous	\$ 2,468	\$ 2,400	\$ 2,000	\$ 2,400
00367	Tire fees	1,225	830	1,300	1,300
00368	Sale of newsprint	-	-	-	-
00369	Battery recycling	303	67	50	50
00370	Sale of metal	24,073	21,265	23,000	23,000
00371	Facility use permits	26,058	26,318	27,000	27,000
00372	Freon appliance permits	2,715	3,085	3,000	3,150
00373	15 gallon bags to residents	5,593	4,862	5,000	5,000
00374	30 gallon bags to residents	14,914	14,285	17,500	15,000
00375	45 gallon bags to residents	34,008	31,234	36,000	34,000
00376	15 gallon bags to distributors	782	1,250	400	1,250
00377	30 gallon bags to distributors	4,850	1,800	3,000	2,750
00378	45 gallon bags to distributors	7,000	9,000	6,500	9,000
00379	Bulky waste	46,793	50,705	60,000	60,000
00380	Anti-freeze disposal	28	326	50	50
00381	Mixed paper	-	-	-	-
00382	Cardboard sales	-	-	-	-
00383	Town demolition	13	-	250	250
00384	Propane tank disposal	465	345	450	450
00399	Single stream recyclables	7,075	10,556	8,500	11,500
Total Charges for Services		178,363	178,328	194,000	196,150
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
Total Investment Income		-	-	-	-
Subtotal Operating Income		178,363	178,328	194,000	196,150
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	176,815	185,844	222,190	207,970
Total Interfund Transfers In		176,815	185,844	222,190	207,970
<b>Total Resource Recovery Dept Rev</b>		<u>\$ 355,178</u>	<u>\$ 364,172</u>	<u>\$ 416,190</u>	<u>\$ 404,120</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Resource Recovery Dept**  
**As of May 11, 2015**

<b>09-120</b>	<b>Resource Recovery Dept</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 155,767	\$ 157,541	\$ 164,500	\$ 166,500
12000	Temporary payroll	-	-	-	-
13002	Overtime	13,976	12,793	15,000	15,000
19002	Longevity	825	825	1,275	1,275
19003	Sick pay	7,742	5,665	8,500	9,500
21001	Medical insurance	38,015	53,853	58,400	42,000
21002	Dental insurance	648	1,653	790	1,900
21003	Life insurance	402	406	500	500
21004	Long-term disability insurance	458	488	550	575
22000	FICA/Medicare	13,658	11,455	14,500	14,250
23001	Town pension contribution	10,695	8,042	12,000	11,000
	Total Personnel Expenditures	242,186	252,721	276,015	262,500
<b>Contractual Services</b>					
31000	Service contracts	13,107	9,307	13,000	13,000
34001	Data processing	2,490	1,218	1,800	1,800
36004	Telecommunications	877	933	1,250	1,250
	Total Contractual Services	16,474	11,458	16,050	16,050
<b>Repairs</b>					
44003	Equipment repair/rental	6,236	4,184	6,000	7,500
	Total Repairs	6,236	4,184	6,000	7,500
<b>Utilities</b>					
51001	Gas & diesel fuel	9,163	8,580	9,300	8,370
52001	Municipal insurance	2,300	2,440	2,650	2,650
53001	Telephone	-	-	300	300
	Total Utilities	11,463	11,020	12,250	11,320
<b>Commodities</b>					
61001	Uniforms	761	1,119	1,150	1,250
61003	Equipment supplies	1,808	1,008	1,750	2,000
61006	Building supplies	1,020	689	1,500	1,500
62001	Electricity	1,937	2,101	2,000	2,650
62002	Water & sewer	554	612	650	900
62004	Heating fuel	642	1,099	1,000	1,250
69003	Bags and stickers	10,527	8,305	11,000	11,000
	Total Commodities	17,249	14,933	19,050	20,550

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Resource Recovery Dept**  
**As of May 11, 2015**

		<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>09-120</b>	<b>Resource Recovery Dept</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Equipment</b>					
73000	Equipment purchases	\$ -	\$ -	\$ -	\$ -
	Total Equipment	-	-	-	-
<b>Miscellaneous</b>					
88001	Program services	-	-	500	500
88003	Permits - State of CT	346	418	1,500	1,500
88012	MSW disposal fees	22,602	22,783	29,000	29,000
88014	BW disposal fees	36,008	34,801	42,500	42,500
88017	Hauling expense	-	-	1,000	1,000
88018	Recycling	1,505	1,567	5,825	5,000
	Total Miscellaneous	60,461	59,569	80,325	79,500
<b>Transfers Out</b>					
90015	Transfer out - Cap Non rec Town	-	-	-	-
90016	Transfer out - Workers' comp	6,490	6,490	6,500	6,700
	Total Transfers Out	6,490	6,490	6,500	6,700
<b>09-120</b>	<b>Total Resource Recovery Dept</b>	<b>\$ 360,559</b>	<b>\$ 360,375</b>	<b>\$ 416,190</b>	<b>\$ 404,120</b>
Percentage increase/(decrease)					<b>-2.90%</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2015-2016 - Building Maintenance Fund**  
**As of May 11, 2015**

<b>Building Maintenance Fund</b>		<b>2012-2013 Actual Revenue</b>	<b>2013-2014 Actual Revenue</b>	<b>2014-2015 Budgeted Revenue</b>	<b>2015-2016 Estimated Revenue</b>
<b>Intergovernmental</b>					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
<b>Miscellaneous</b>					
00354	Miscellaneous	\$ 24,606	\$ 29,830	\$ -	\$ -
00366	Contributions/donations	-	-	-	-
	Total Miscellaneous	24,606	29,830	-	-
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	24,606	29,830	-	-
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	95,000	100,000	75,000	77,500
	Total Interfund Transfers In	95,000	100,000	75,000	77,500
<b>Total Building Maint Fund Revenue</b>		<u>\$ 119,606</u>	<u>\$ 129,830</u>	<u>\$ 75,000</u>	<u>\$ 77,500</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Building Maintenance Fund**  
**As of May 11, 2015**

		2012-2013	2013-2014	2014-2015	2015-2016
		Actual	Actual	Revised	Adopted
11-037	Building Maintenance Fund	Expended	Expended	Budget	Budget
<b>Repairs</b>					
44006	Town maintenance	\$ 69,355	\$ 42,713	\$ 37,500	\$ 38,750
44007	BOE maintenance	59,218	32,298	37,500	38,750
	Total Repairs	<u>128,573</u>	<u>75,011</u>	<u>75,000</u>	<u>77,500</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>\$ 128,573</u>	<u>\$ 75,011</u>	<u>\$ 75,000</u>	<u>\$ 77,500</u>
Percentage increase/(decrease)					<u>3.33%</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2015-2016 - Parks & Recreation Department**  
**As of May 11, 2015**

<b>Parks &amp; Recreation Department</b>		<b>2012-2013 Actual Revenue</b>	<b>2013-2014 Actual Revenue</b>	<b>2014-2015 Budgeted Revenue</b>	<b>2015-2016 Estimated Revenue</b>
<b>Charges for Services</b>					
00354	Miscellaneous	\$ 7,455	\$ 6,759	\$ 3,000	\$ 7,000
00385	Program fees - adult	7,635	7,418	7,500	7,500
00386	Program fees - youth	26,024	31,401	26,455	28,500
00387	Tee ball fees	400	800	-	500
00388	Adult softball fees	7,385	6,884	8,500	8,000
00389	Summer playground fees	84,304	73,092	82,000	75,000
00390	Program fees - vacation	565	780	2,000	750
00391	Summer sports camp	21,446	29,819	17,500	25,000
00392	CT Track club	-	-	-	-
00393	Skateboard park	-	-	-	-
00394	5k race fees	2,874	2,825	2,500	2,500
00395	Trips	3,570	1,820	2,000	2,000
	Total Charges for Services	161,658	161,598	151,455	156,750
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	161,658	161,598	151,455	156,750
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	154,330	182,330	187,229	188,949
	Total Interfund Transfers In	154,330	182,330	187,229	188,949
	<b>Total Parks &amp; Rec Dept Revenue</b>	<b>\$ 315,988</b>	<b>\$ 343,928</b>	<b>\$ 338,684</b>	<b>\$ 345,699</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Parks & Rec Department**  
**As of May 11, 2015**

<b>12-130</b>	<b>Parks &amp; Recreation Dept</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 60,036	\$ 60,036	\$ 61,100	\$ 62,400
11002	Clerical payroll	19,759	19,646	19,975	20,500
12001	Teen recreation payroll	87,803	72,161	85,000	77,500
13002	Overtime	6,939	10,122	8,000	11,000
14001	Board clerk	440	139	550	400
19002	Longevity	-	-	225	275
19003	Sick pay	3,187	4,593	4,500	5,750
21001	Medical insurance	10,335	11,023	13,750	13,860
21002	Dental insurance	106	101	150	150
21003	Life insurance	204	204	225	225
21004	Long-term disability insurance	231	244	280	285
22000	FICA/Medicare	12,215	10,774	14,000	13,500
23001	Town pension contribution	3,058	3,002	3,250	3,250
	Total Personnel Expenditures	204,313	192,045	211,005	209,095
<b>Contractual Services</b>					
32000	Conferences, meetings, & dues	638	652	650	700
	Total Contractual Services	638	652	650	700
<b>Repairs</b>					
44003	Equipment repair/rentals	5,184	4,680	7,000	7,000
	Total Repairs	5,184	4,680	7,000	7,000
<b>Utilities</b>					
51001	Gas & diesel fuel	303	199	500	500
52001	Municipal insurance	2,062	2,187	2,544	2,544
53000	Postage	125	125	175	200
53001	Telephone	-	-	500	500
	Total Utilities	2,490	2,511	3,719	3,744
<b>Commodities</b>					
61000	Office supplies	203	224	1,500	1,500
61003	Equipment supplies	103	505	2,000	2,000
62001	Electricity	15,060	17,114	19,000	19,750
62002	Water & sewer	1,803	1,209	2,750	2,750
62004	Heating fuel	993	624	800	1,000
	Total Commodities	18,162	19,676	26,050	27,000

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2015-2016 - Parks & Rec Department**  
**As of May 11, 2015**

<b>12-130</b>	<b>Parks &amp; Recreation Dept</b>	<b>2012-2013 Actual Expended</b>	<b>2013-2014 Actual Expended</b>	<b>2014-2015 Revised Budget</b>	<b>2015-2016 Adopted Budget</b>
<b>Equipment</b>					
73000	Equipment purchases	\$ 4,875	\$ 7,548	\$ 10,500	\$ 12,000
	Total Equipment	4,875	7,548	10,500	12,000
<b>Miscellaneous</b>					
88001	Program services	58	63	-	100
	Total Miscellaneous	58	63	-	100
<b>Programs/Activities</b>					
88023	Youth tee ball	-	38	-	100
88024	Youth basketball	6,033	5,522	5,000	6,000
88025	Youth fitness	-	-	-	-
88026	Summer playground	15,610	12,768	18,160	18,160
88027	Youth programs	10,717	10,059	12,000	12,500
88028	Vacation programs	360	500	1,500	1,000
88029	Other recreation programs	2,599	630	1,000	1,000
88030	Adult softball	8,700	7,727	8,750	8,000
88031	Adult fitness	7,500	7,693	7,000	7,500
88032	Holiday tree lighting	47	47	750	500
88033	Town concerts	-	-	-	-
88034	Trips	3,137	1,433	1,500	1,500
88035	Summer sports camp	17,226	21,017	18,000	24,000
88036	CT Track club	-	-	-	-
88037	Community events	683	992	500	500
88038	Miscellaneous programs	-	-	100	100
88051	5K Road Race	1,507	1,383	1,500	1,500
	Total Programs/Activities	74,119	69,809	75,760	82,360
<b>Transfers Out</b>					
90016	Transfer out - Workers' comp	3,605	3,825	4,000	3,700
	Total Transfers Out	3,605	3,825	4,000	3,700
<b>12-130</b>	<b>Total Parks &amp; Rec Department</b>	<b>\$ 313,444</b>	<b>\$ 300,809</b>	<b>\$ 338,684</b>	<b>\$ 345,699</b>

Percentage increase/(decrease) 2.07%



# **TOWN OF PORTLAND, CONNECTICUT**

## **CAPITAL IMPROVEMENT PLAN**

## *Capital Improvement Plan*

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

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

The amount identified in the CIP for FY's 2016 through 2020 is **\$10,551,549** with **\$455,149** specifically approved for FY 2015-2016. Of the \$455,149, **\$162,000** is estimated to be funded through taxation; **\$230,000** is estimated to be funded through water and sewer usage fees; and **\$63,149** is estimated to be funded through state grants. The following list of projects details this amount:

❖ Parks and Rec. - Airline Trail Improv./Complete Streets	\$ 10,000
❖ Revaluation – Town-wide	75,000
❖ Computers – Town-wide	19,000
❖ Fire – Site Plan for Company #3	8,000
❖ System-wide BOE – Technology upgrades	50,000
 ❖ <b>Total Transfer In – General Fund Town and BOE</b>	 \$ <u>162,000</u>

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

❖ Park and Field Improvements	\$ 28,149
❖ POCD/Subdivision Regulations	10,000
❖ Replace Sidewalks	25,000
 ❖ <b>Total LOCIP-funded projects</b>	 \$ <u>63,149</u>

Town of Portland, Connecticut  
 Adopted Capital Improvement Plan - Fiscal Years 2016 Through 2020  
 As of May 11, 2015

Capital Improvement Plan		Fiscal Years					Total
		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Estimated Revenue Sources							
00114	Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214	State of CT grants	63,149	65,000	65,000	65,000	65,000	323,149
00354	Other	-	-	-	-	-	-
00501	Transfer in - General Fund Town	162,000	650,000	650,000	650,000	650,000	2,762,000
00502	Transfer in - Parks & Rec Dept	-	-	-	-	-	-
00502	Transfer in - Res Rec Dept	-	-	-	-	-	-
00502	Transfer in - Sewer Department	115,000	59,500	77,000	70,000	35,000	356,500
00502	Transfer in - Water Department	115,000	162,500	103,000	103,500	104,000	588,000
00503	General obligation bonds	-	1,982,400	2,504,500	866,500	1,168,500	6,521,900
00504	Capital lease proceeds	-	-	-	-	-	-
00505	Prior approved allocations	-	-	-	-	-	-
Total Estimated Revenue Sources		\$ 455,149	\$ 2,919,400	\$ 3,399,500	\$ 1,755,000	\$ 2,022,500	\$ 10,551,549

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2016 Through 2020**  
**As of May 11, 2015**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Departmental Expenditure Summary							
89010	Board of Education	\$ 50,000	\$ 739,000	\$ 709,000	\$ 426,000	\$ 685,000	\$ 2,609,000
89020	Building/Planning Depts	10,000	154,000	100,000	100,000	125,000	489,000
89030	Emergency Management	-	6,000	6,000	-	7,000	19,000
89040	Fire Department	8,000	254,400	870,000	16,000	18,000	1,166,400
89050	Grounds Maintenance	-	181,000	85,000	61,000	9,500	336,500
89060	Library	-	55,000	71,500	70,000	30,000	226,500
89070	Parks & Recreation	38,149	150,000	356,000	306,000	416,000	1,266,149
89080	Police Department	-	62,500	62,500	62,500	62,500	250,000
89090	Public Works	25,000	956,000	809,000	425,000	410,000	2,625,000
89100	Resource Recovery	-	35,000	14,000	14,500	16,500	80,000
89110	Sewer Department	115,000	59,500	77,000	70,000	35,000	356,500
89120	Town-Wide Improvements	94,000	104,500	136,500	100,500	104,000	539,500
89130	Water Department	115,000	162,500	103,000	103,500	104,000	588,000
Total Departmental Summary		\$ 455,149	\$ 2,919,400	\$ 3,399,500	\$ 1,755,000	\$ 2,022,500	\$ 10,551,549

**Departmental Expenditure Detail**

<b>89010</b>	<b>Board of Education</b>						
<b>Brownstone School</b>							
	Replace various restrooms	\$ -	\$ 95,000	\$ 95,000	\$ -	\$ -	\$ 190,000
	Replace music room carpet	-	-	-	8,000	-	8,000
	Facility Assessment	-	35,000	-	-	-	35,000
	Resurface gym floor, paint gym	-	-	35,000	-	-	35,000
	Second floor flooring asbestos	-	112,000	112,000	-	-	224,000
	Replace windows & frames	-	100,000	-	-	-	100,000
	Masonry repairs	-	-	45,000	-	-	45,000
	<b>Total Brownstone School</b>	<b>-</b>	<b>342,000</b>	<b>287,000</b>	<b>8,000</b>	<b>-</b>	<b>637,000</b>
<b>Gildersleeve School</b>							
	Design and construct foyer space	-	50,000	-	-	-	50,000
	Replace exterior doors and windows	-	-	-	10,000	80,000	90,000
	Paving(including traffic study)	-	15,000	75,000	-	-	90,000
	<b>Total Gildersleeve School</b>	<b>-</b>	<b>65,000</b>	<b>75,000</b>	<b>10,000</b>	<b>80,000</b>	<b>230,000</b>
<b>High/Middle School</b>							
	Baseball/softball renovations	-	-	-	-	25,000	25,000
	Rubber track improvements/replace	-	60,000	-	-	-	60,000
	Food Service equipment	-	12,000	17,000	13,000	-	42,000
	<b>Total High/Middle School</b>	<b>-</b>	<b>72,000</b>	<b>17,000</b>	<b>13,000</b>	<b>25,000</b>	<b>127,000</b>
<b>System Wide BOE</b>							
	Vehicle replacement	-	-	35,000	-	60,000	95,000
	Generator Hook Up - BIS, GS, VV	-	-	-	-	-	-
	Technology Upgrades	50,000	260,000	260,000	260,000	470,000	1,300,000
	<b>Total System Wide</b>	<b>50,000</b>	<b>260,000</b>	<b>295,000</b>	<b>260,000</b>	<b>530,000</b>	<b>1,395,000</b>

Town of Portland, Connecticut  
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08-141	Capital Improvement Plan	Fiscal Years					Total
		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Departmental Expenditure Detail (Continued)							
Valley View School							
	Removal/replacement asbestos tile	\$ -	\$ -	\$ -	\$ 40,000	\$ 40,000	\$ 80,000
	Modular improvements	-	-	35,000	-	-	35,000
	Replace library carpet	-	-	-	20,000	-	20,000
	Paving	-	-	-	75,000	10,000	85,000
	Total Valley View School	-	-	35,000	135,000	50,000	220,000
	Total Board of Education	50,000	739,000	709,000	426,000	685,000	2,609,000
89020	Building/Planning Depts						
	Grant match/leverage funds	-	50,000	50,000	50,000	75,000	225,000
	POCD/ subdivision regulations	10,000	L 20,000				30,000
	Permitting software	-	34,000	-	-	-	34,000
	Land acquisition	-	50,000	50,000	50,000	50,000	200,000
	Total Building/Planning Depts	10,000	154,000	100,000	100,000	125,000	489,000
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	-	75,000	40,000	-	-	115,000
	Portacount fit testing equipment	-	9,500	-	-	-	9,500
	Site Plan for Company #3	8,000	9,400	800,000	-	-	817,400
	Company 3 F350	-	45,000	-	-	-	45,000
	Company #1 SUV Tahoe	-	49,000	-	-	-	49,000
	SCBA bottle replacement	-	15,000	15,000	16,000	18,000	64,000
	Thermal imaging cameras	-	14,000	15,000	-	-	29,000
	Pick up truck w/ cap-fire marshal	-	37,500	-	-	-	37,500
	Total Fire/Fire Marshal Department	8,000	254,400	870,000	16,000	18,000	1,166,400
89050	Grounds Maintenance						
	Ride on mower replacement	-	-	6,000	7,000	-	13,000
	Paint sprayer replacement	-	5,000	-	-	4,500	9,500
	Walk behind mower replacement	-	-	9,000	9,000	-	18,000
	Miscellaneous grounds equipment	-	10,000	5,000	5,000	5,000	25,000
	Construct storage addition at Garage	-	25,000	-	-	-	25,000
	Replace 2002 Bobcat & attachment	-	65,000	-	-	-	65,000
	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	15,000	20,000	-	50,000
	Replace 18' trailer	-	6,000	-	-	-	6,000
	Total Ground Maintenance	-	181,000	85,000	61,000	9,500	336,500

**Town of Portland, Connecticut**  
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08-141	Capital Improvement Plan	Fiscal Years					
		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Total
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	40,000
	Book drop	-	15,000	-	-	-	15,000
	Service desk replacement	-	-	-	45,000	-	45,000
	Security cameras	-	-	32,500	-	-	32,500
	Security system replacement	-	-	14,000	-	-	14,000
	Total Library	-	55,000	71,500	70,000	30,000	226,500
89070	Parks & Recreation						
	Gildersleeve School field renov	-	-	236,000	236,000	236,000	708,000
	Airline Trail Improv/Comp Streets	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	28,149	10,000	10,000	10,000	10,000	68,149
	Total Parks & Recreation	38,149	150,000	356,000	306,000	416,000	1,266,149
89080	Police Department						
	Equipped cruiser replacement	-	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 250,000
	Speed Safety Device w/ Trailer	-	-	-	-	-	-
	Total Police Department	-	62,500	62,500	62,500	62,500	250,000
89090	Public Works						
	Office of the Director						
	Replace supervisor vehicle	-	20,000	-	-	-	20,000
	Total Office of the Director	-	20,000	-	-	-	20,000
	Building Maintenance						
	Carpeting in planning development	-	6,000	6,000	-	-	12,000
	Instal Transfer Switch Emerg Gen	-	10,000	10,000	-	-	20,000
	Library carpet replacement	-	65,000	65,000	-	-	130,000
	Construct storage building for PWD	-	25,000	25,000	-	-	50,000
	Library painting	-	-	25,000	25,000	-	50,000
	Library entrance doors	-	12,000	-	-	-	12,000
	Roof at Senior Center	-	25,000	-	-	-	25,000
	Replace Underground Propane Tanl	-	-	-	-	25,000	25,000
	Windows various locations	-	40,000	20,000	20,000	20,000	100,000
	Overhead doors various buildings	-	20,000	10,000	10,000	10,000	50,000
	Municipal parking lot improvement	-	60,000	30,000	30,000	30,000	150,000
	Masonry Repairs Town-wide	-	10,000	10,000	10,000	-	30,000
	Replace furnaces - various building	-	30,000	30,000	-	-	60,000
	Rehab garage - Buck Foreman(BF)	-	8,000	8,000	-	-	16,000
	Total Building Maintenance	-	311,000	239,000	95,000	85,000	730,000

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2016 Through 2020**  
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08-141	Capital Improvement Plan	Fiscal Years					Total
		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
Departmental Expenditure Detail (Continued)							
Highway Division/Vehicle Maintenance							
	Replace street sweeper	\$ -	\$ 115,000	\$ 115,000	\$ -	\$ -	\$ 230,000
	Replace excavator	-	-	30,000	30,000	30,000	90,000
	Scraper plow replacements	-	-	-	10,000	-	10,000
	Replace dump bodies	-	40,000	20,000	20,000	20,000	100,000
	Large dump trucks replacement		185,000	100,000	105,000	110,000	500,000
	Large roller replacement	-	20,000	20,000	20,000	-	60,000
	Sidewalk reconstruction - non grant	-	100,000	50,000	50,000	50,000	250,000
	Sidewalk repair/construction	25,000	L 25,000	25,000	25,000	25,000	125,000
	Replace street signs	-	40,000	20,000	20,000	20,000	100,000
	Purchase used forklift	-	20,000	-	-	-	20,000
	Stoner Terrace Drainage Improv	-	-	110,000	-	-	110,000
	Purchase sand spreader	-	-	-	-	20,000	20,000
	Replace paver	-	-	25,000	25,000	25,000	75,000
	Purchase mini excavator	-	30,000	30,000	-	-	60,000
	Repair/replace guardrails	-	50,000	25,000	25,000	25,000	125,000
	Total Highway Division	25,000	625,000	570,000	330,000	325,000	1,875,000
	Total Public Works	25,000	956,000	809,000	425,000	410,000	2,625,000
89100	Resource Recovery						
	Purchase compactor/containers	-	25,000	9,000	9,500	11,500	55,000
	Facility improvements	-	10,000	5,000	5,000	5,000	25,000
	Total Resource Recovery	-	35,000	14,000	14,500	16,500	80,000
89110	Sewer Department						
	Upgrade UV Disinfection System	80,000	-	-	-	-	80,000
	Plant and system improvements	35,000	35,000	35,000	35,000	35,000	175,000
	Replace aeration basin diffusers	-	7,000	7,000	-	-	14,000
	Replace Floor in Control Building		10,000		-	-	10,000
	Replace sewer cleaning truck	-	-	35,000	35,000	-	70,000
	Replace spray water pump	-	7,500	-	-	-	7,500
	Total Sewer Department	115,000	59,500	77,000	70,000	35,000	356,500
89120	Town-Wide Improvements						
	Computers incl peripherals/printers	19,000	27,500	27,000	28,000	28,000	129,500
	Wide Scanner	-	-	10,000	-	-	10,000
	Upgrade server - Police/Fire	-	4,500	-	-	4,500	9,000
	Upgrade computers - Fire	-	2,500	2,500	2,500	2,500	10,000
	Upgrade computers - Police	-	-	-	-	24,000	24,000
	GIS Reimplementation	-	22,500	2,500	5,000	5,000	35,000
	Revaluation	75,000	40,000	40,000	40,000	40,000	235,000
	Phone system replacement	-	-	25,000	25,000	-	50,000
	Wiring - SCADA System, Water	-	7,500	7,500	-	-	15,000
	Water & Sewer fixed network anter	-	-	22,000	-	-	22,000
	Total Town-Wide Improvements	94,000	104,500	136,500	100,500	104,000	539,500

**Town of Portland, Connecticut**  
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08-141	Capital Improvement Plan	Fiscal Years					Total
		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	
<b>89130</b>	<b>Water Department</b>						
	Pump station & facility upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
	Water main replacement	29,000	10,000	10,000	10,000	10,000	69,000
	Replace rubber tire backhoe/loader	-	60,000	30,000	30,000	30,000	150,000
	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	7,000	7,500	8,000	8,500	9,000	40,000
	Purchase small pick up truck	44,000	-	-	-	-	44,000
	Replace utility truck	-	60,000	30,000	30,000	30,000	150,000
	Replace fire hydrants	10,000	10,000	10,000	10,000	10,000	50,000
	<b>Total Water Department</b>	<b>115,000</b>	<b>162,500</b>	<b>103,000</b>	<b>103,500</b>	<b>104,000</b>	<b>588,000</b>
<b>08-141</b>	<b>Total Capital Improvement Plan</b>	<b>\$ 455,149</b>	<b>\$ 2,919,400</b>	<b>\$ 3,399,500</b>	<b>\$ 1,755,000</b>	<b>\$ 2,022,500</b>	<b>\$ 10,551,549</b>