

TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2018

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TOWN OF PORTLAND, CONNECTICUT

**ANNUAL BUDGET DOCUMENT
FOR THE YEAR ENDED JUNE 30, 2018**

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Town of Portland, Connecticut

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Equal Opportunity Employer

Office of the First Selectwoman

Town of Portland

May 18, 2017

Enclosed is the Adopted 2017 - 2018 Fiscal Year Budget.

Grand List:

Total Value: \$816,833,500 (*an increase of \$9,859,532 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: \$816,834, (*an increase of \$9,860 over 2016-2017*)

Revenues Needed:

Taxation: 32.98 mills (+0.47 increase over 2016-2017)

All other revenues: \$6,807,764 (+\$492,059 from 2016-2017)

Allocation from Fund Balance: \$300,000 (*no change from 2016-2017*)

NOTE: The Governor's Budget request from Portland of \$966,127 for the Teachers Retirement Fund is not included in this budget.

Expenditures:

Total Expenditures: \$33,646,598 (+\$1,158,676) (*3.57% increase over 2016-2017 adopted budget*)

General Government increase: +\$348,497 (*2.76% increase over 2016-2017 adopted budget*)

Board of Education increase: +\$810,179 (*4.07% increase over 2016-2017 adopted budget*)

NOTE: The Governor's proposed budget changes the grant structure for Special Education. Excess costs for Special Education used to be recorded in a separate fund – NOT the General Fund. With the Governor's proposed change, \$290,000 of Special Education costs that were recorded in a separate fund are now part of the General Fund, and are included in the \$810,179 increase. Without the grant change the increase to the General Fund would be \$520,179, or a 2.62% increase for the Board of Education.

Accomplishments 2016-2017

Passed the Bond Referendum for the Route 17 Park, Sidewalks, Roads and other Improvements in November 2016

Reviewed the water and sewer systems, using the Tighe & Bond Study

Worked on the re-development of the former Elmcrest property

Celebrated the Town of Portland's 175th Anniversary

Started the completion of the Portland Air Line Trail Improvements

Completed the update of the Sub-division Regulations

Continued the work on the Brownstone Avenue Brownfields Grant

Re-paved the Main Street parking areas

Participated in the Inter-community Capital Equipment Program

Passed the Complete Streets Policy

Accomplishments 2016-2017, continued

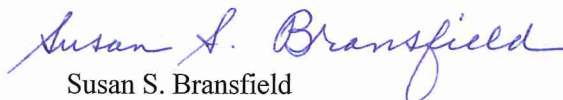
Assisted with the review and permitting of major industrial renovation and expansion projects, including but not limited to those at Specialty Lighting, RED Technologies and CT Pharmaceutical Solutions

Goals and Objectives:

- 1) Continue careful use of all Town funds, while addressing our needs.
 - a) Continue to pursue regional efforts when appropriate.
 - b) Pass a budget on the first referendum.
 - c) Pursue needed grants.
- 2) Work with the Board of Education to maintain and improve our schools.
- 3) Work to implement the 2016 Plan of Conservation and Development.
- 4) Continue to increase economic development.
 - a) Assist in the re-development of the former Elmcrest property.
 - b) Assist St. Clements Castle with its inter-connection with the East Hampton Sewer Facility.
- 5) Improve our Parks.
 - a) Work to complete the Route 17 recreational complex.
 - b) Make improvements at the Middlesex Avenue Park.
- 6) Continue the analysis of the water and sewer systems and town-owned roads.
- 7) Continue work on the Town's Energy Plan to reduce costs and increase energy efficiency.
 - a) Determine how to reduce the cost of all forms of energy.
 - b) Investigate renewable energy opportunities.
- 8) Promote & support our well-run fire, emergency and police departments, public works, library, health, senior and youth services.
 - a) Discuss Police Department initiatives in the town.
 - b) Maintain our Emergency Management Program.
 - i) Continue training and recognition of the Community Emergency Response Team.
 - c) Pursue grants for increased youth services.
 - d) Continue to support responsive library services.
 - e) Assist with the needs of the town's senior community.
 - f) Discuss ongoing needs of our Fire Department.
 - g) Work with the Long Range Capital Commission and others on the funding of future capital needs.
 - h) Work with the Chatham Health District on Public Health information and services.

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

Respectfully submitted,



Susan S. Bransfield
First Selectwoman

**TOWN OF PORTLAND, CONNECTICUT
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2017-2018**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2017-2018 Expenditure Budgets	\$ 12,969,579	\$ 20,677,019	\$ 33,646,598
Less: Direct Revenue Estimates	<u>(2,121,288)</u>	<u>(4,686,476)</u>	<u>(6,807,764)</u>
Net Budget	10,848,291	15,990,543	26,838,834
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	10,698,291	15,840,543	26,538,834
Plus Adjustment *	<u>162,918</u>	<u>241,227</u>	<u>404,145</u>
Amount to be Raised	\$ 10,861,209	\$ 16,081,770	\$ 26,942,979
Adopted 2017-2018 Mill Rate	13.30	19.68	32.98
Adopted 2016-2017 Mill Rate	<u>13.29</u>	<u>19.22</u>	<u>32.51</u>
Mill Rate (Decrease) Increase	<u>0.01</u>	<u>0.46</u>	<u>0.47</u>
Mill Rate % (Decrease) Increase	<u>0.05%</u>	<u>2.38%</u>	<u>1.46%</u>

One Mill = \$ 816,834 Before Board of Assessment
Appeals (BAA) Hearings

Grand List Value = \$ 816,833,500

* 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 2017-2018
As of May 8, 2017

General Government & Board of Education Revenue		2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Budgeted Revenue	2017-2018 Estimated Revenue
Property Taxes					
00010	Prop taxes - current	\$ 24,974,663	\$ 25,582,207	\$ 25,872,217	\$ 26,538,834
00011	Prop taxes - prior years	350,160	307,433	275,000	280,000
00012	Prop taxes - interest & liens	230,197	172,602	175,000	175,000
00013	Prop taxes - supp motor vehicle	160,064	240,892	182,000	200,000
00014	Prop taxes - prior years accrual	-	-	-	-
Total Property Taxes		<u>25,715,084</u>	<u>26,303,134</u>	<u>26,504,217</u>	27,193,834
State of CT - Education					
00101	Education cost sharing grant	4,397,414	4,389,400	4,418,025	3,550,044
00102	School transportation grant	52,337	43,338	-	-
00103	Special education equity grant	-	-	-	1,136,432
00104	Miscellaneous education grants	-	-	-	-
Total State of CT - Education		<u>4,449,751</u>	<u>4,432,738</u>	<u>4,418,025</u>	4,686,476
State of CT - General Government					
00201	PILOT - State property	27,556	-	-	16,118
00202	Pequot & Mohegan	33,088	29,628	27,715	27,761
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	56,323	55,922	55,000	50,000
00205	Boat registration fees	-	-	-	-
00206	PILOT - totally disabled tax relief	731	735	700	700
00207	Emergency management	839	-	2,250	2,250
00208	PILOT - elderly freeze	-	-	-	-
00210	PILOT - veteran's exemption	6,078	6,339	5,750	5,750
00212	Municipal revenue sharing	-	-	192,715	277,409
00214	Other revenues - State of CT	17,787	26,134	18,000	15,000
00216	PILOT - machinery & equipment	-	-	-	-
00220	School construction grant	-	-	-	-
Total State of CT - General Government		<u>142,402</u>	<u>118,758</u>	<u>302,130</u>	394,988
Investment Income					
00401	Investment income	<u>38,655</u>	<u>38,607</u>	<u>32,500</u>	34,000
Total Investment Income		<u>38,655</u>	<u>38,607</u>	<u>32,500</u>	34,000

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

General Government & Board of Education Revenue		2014-2015 Actual Receipts	2015-2016 Actual Receipts	2016-2017 Budgeted Revenue	2017-2018 Estimated Revenue
Charges for Services					
00301	PILOT - housing authority	\$ 31,573	\$ 45,883	\$ 27,500	\$ 32,500
00302	PILOT - telecommunications	23,433	23,399	21,500	20,500
00303	Property rental	345,935	450,273	375,000	440,000
00304	Miscellaneous Finance	18,937	16,259	18,000	18,000
00305	Pin ball permits	-	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	-	-	-	-
00309	Vendor permits	270	480	125	200
00310	Accident reimbursements	10,834	2,142	6,000	6,000
00311	Workers compensation reimb	7,526	57,322	10,000	10,000
00312	Conveyance tax	77,299	103,617	80,000	85,000
00313	Vital statistics	9,526	13,044	10,750	12,500
00314	Recording fees	42,488	50,132	44,000	46,500
00315	Miscellaneous Town Clerk	8,263	9,511	8,500	8,750
00316	Publication sales	150	255	125	150
00317	Licenses	1,952	1,700	1,900	1,900
00319	Fire Marshal revenue	688	595	1,350	1,000
00320	Report copies	802	828	800	800
00321	Gun permits	3,220	7,140	4,250	4,250
00322	Raffle permits	389	130	250	250
00323	Miscellaneous Police	210	680	500	500
00324	Private duty	201,265	177,087	185,000	185,000
00325	Senior Center Program fees	962	1,390	2,000	1,500
00326	Demolition permits	-	-	-	-
00327	Miscellaneous Building Dept	2,070	1,828	2,000	2,000
00328	Structural permits	96,028	105,938	110,000	125,000
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 2017-2018
As of May 8, 2017

General Government & Board of Education Revenue		2014-2015 Actual Receipts	2015-2016 Actual Receipts	2016-2017 Budgeted Revenue	2017-2018 Estimated Revenue
Charges for Services (Continued)					
00332	Miscellaneous Public Works	\$ 216	\$ 1,024	\$ 150	\$ 150
00334	Sale - construction plans	-	-	100	100
00335	Excavation permits	375	525	500	500
00336	Zoning permit fees	2,365	2,250	2,500	2,500
00337	P & Z hearings	10,071	5,866	8,500	7,000
00338	ZBA applications	3,352	1,976	1,900	1,900
00339	IW applications	1,113	475	750	750
00340	Fines	6,271	6,150	6,000	6,000
00354	Miscellaneous	579	45,131	1,000	16,000
00405	Sale of town property	-	-	-	-
	Total Charges for Services	908,162	1,133,030	931,050	1,037,300
	Total GG & BOE Revenue	<u>\$ 31,254,054</u>	<u>\$ 32,026,267</u>	<u>\$ 32,187,922</u>	<u>\$ 33,346,598</u>

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

		Final Budget 2015-2016	Revised Budget 2016-2017	% Increase (Decrease)	Adopted Budget 2017-2018	% Increase (Decrease)
General Government						
001	Board of Selectmen	\$ 12,750	\$ 12,750	0.00%	\$ 12,750	0.00%
002	First Selectwoman	159,922	163,922	2.50%	167,372	2.10%
003	Ethics Commission	650	650	0.00%	650	0.00%
006	Probate Court	10,500	10,250	-2.38%	11,800	15.12%
007	Elections	36,650	43,550	18.83%	41,500	-4.71%
010	Finance Department	381,750	391,950	2.67%	401,500	2.44%
011	Collector of Revenue	83,650	87,250	4.30%	90,500	3.72%
012	Assessor	121,545	114,045	-6.17%	114,045	0.00%
013	Board of Assessment Appeals	1,150	1,450	26.09%	1,200	-17.24%
014	Town Counsel	139,510	94,500	-32.26%	97,000	2.65%
015	Town Clerk	156,900	161,000	2.61%	162,000	0.62%
016	Central Services	100,250	101,250	1.00%	102,750	1.48%
017	Technology Department	211,675	219,750	3.81%	231,000	5.12%
Total General Government		1,416,902	1,402,317	-1.03%	1,434,067	2.26%
		Final Budget 2015-2016	Revised Budget 2016-2017	% Increase (Decrease)	Adopted Budget 2017-2018	% Increase (Decrease)
Public Safety						
020	Fire Departments	296,050	347,200	17.28%	363,985	4.83%
021	Fire Marshal	44,535	46,150	3.63%	46,150	0.00%
022	Emergency Dispatch	120,014	123,240	2.69%	127,561	3.51%
023	Police Department	1,276,811	1,294,700	1.40%	1,335,350	3.14%
024	Emergency Management	12,900	13,250	2.71%	13,250	0.00%
025	Building Department	102,480	104,950	2.41%	111,400	6.15%
Total Public Safety		1,852,790	1,929,490	4.14%	1,997,696	3.53%

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

		Final Budget 2015-2016	Revised Budget 2016-2017	% Increase (Decrease)	Adopted Budget 2017-2018	% Increase (Decrease)
Public Works						
031	Public Works Director	\$ 220,640	\$ 179,700	-18.56%	\$ 183,800	2.28%
032	Highway Department	836,100	885,106	5.86%	914,331	3.30%
033	Vehicle Maintenance	281,800	288,950	2.54%	280,450	-2.94%
034	Town Engineer	42,500	36,250	-14.71%	38,500	6.21%
035	Street Lighting	125,065	127,500	1.95%	132,500	3.92%
036	Grounds Maintenance	340,700	280,900	-17.55%	287,150	2.22%
037	Town Building Maintenance	336,225	343,550	2.18%	345,600	0.60%
038	Snow Removal	100,000	100,000	0.00%	100,000	0.00%
Total Public Works		2,283,030	2,241,956	-1.80%	2,282,331	1.80%
		Final Budget 2015-2016	Revised Budget 2016-2017	% Increase (Decrease)	Adopted Budget 2017-2018	% Increase (Decrease)
Planning & Development						
040	Planning Department	108,500	111,750	3.00%	113,000	1.12%
041	Zoning Enforcement	15,700	16,200	3.18%	16,700	3.09%
042	Planning & Zoning Commission	10,600	15,000	41.51%	15,000	0.00%
043	Zoning Board of Appeals	2,175	2,175	0.00%	2,175	0.00%
044	Inland Wetlands Commission	5,624	5,724	1.78%	5,724	0.00%
045	Conservation Commission	550	550	0.00%	550	0.00%
046	Economic Dev Commission	15,600	27,850	78.53%	3,850	-86.18%
047	Capital Expenditures Commission	500	500	0.00%	500	0.00%
Total Planning & Development		159,249	179,749	12.87%	157,499	-12.38%
		Final Budget 2015-2016	Revised Budget 2016-2017	% Increase (Decrease)	Adopted Budget 2017-2018	% Increase (Decrease)
Health & Human Services						
051	Health Department	88,863	97,273	9.46%	101,150	3.99%
052	Environmental Health	-	-		-	
053	Social Services	60,705	60,705	0.00%	67,705	11.53%
054	Senior Citizen Center	111,226	112,426	1.08%	117,915	4.88%
055	Municipal Agent for the Elderly	30,600	30,600	0.00%	30,600	0.00%
Total Health & Human Services		291,394	301,004	3.30%	317,370	5.44%

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

		Final Budget 2015-2016	Revised Budget 2016-2017	% Increase (Decrease)	Adopted Budget 2017-2018	% Increase (Decrease)
065	Portland Library	\$ 690,700	\$ 713,700	3.33%	\$ 708,250	-0.76%
		Final Budget 2015-2016	Revised Budget 2016-2017	% Increase (Decrease)	Adopted Budget 2017-2018	% Increase (Decrease)
071	Employee Fringe Benefits	2,574,878	2,668,235	3.63%	2,744,205	2.85%
		Final Budget 2015-2016	Revised Budget 2016-2017	% Increase (Decrease)	Adopted Budget 2017-2018	% Increase (Decrease)
073	Risk Management	149,350	157,500	5.46%	162,225	3.00%
		Final Budget 2015-2016	Revised Budget 2016-2017	% Increase (Decrease)	Adopted Budget 2017-2018	% Increase (Decrease)
085	Debt Service	2,012,165	1,773,264	-11.87%	2,102,933	18.59%
	Total Debt Service	2,012,165	1,773,264	-11.87%	2,102,933	18.59%
		Final Budget 2015-2016	Revised Budget 2016-2017	% Increase (Decrease)	Adopted Budget 2017-2018	% Increase (Decrease)
093	Interfund Transfers Out	982,745	1,153,867	17.41%	963,003	-16.54%
095	Town Contingency	8,814	100,000	1034.56%	100,000	0.00%
	Total Sundry	991,559	1,253,867	26.45%	1,063,003	-15.22%
	Total General Gov't Budget	\$ 12,422,017	\$ 12,621,082	1.60%	\$ 12,969,579	2.76%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Salaries		2015-2016	2016-2017	(Decrease)	2017-2018	(Decrease)
11011	Certified Salaries	\$ 8,790,955	\$ 9,237,477	5.08%	\$ 9,571,774	3.62%
11012	Non-Certified Salaries	2,704,484	2,894,686	7.03%	2,725,039	-5.86%
11014	Coaching Salaries	151,431	146,123	-3.51%	151,000	3.34%
11015	Extracurricular Salaries	80,574	88,499	9.84%	94,379	6.64%
12000	Temporary Salaries	176,966	130,314	-26.36%	139,528	7.07%
12022	Substitute Salaries	134,824	114,643	-14.97%	143,250	24.95%
12023	Tutor Salaries	-	29,500	#DIV/0!	5,000	-83.05%
13002	Overtime Salaries	81,632	50,000	-38.75%	55,000	10.00%
Total Salaries		12,120,866	12,691,242	4.71%	12,884,970	1.53%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Benefits		2015-2016	2016-2017	(Decrease)	2017-2018	(Decrease)
21001	Medical Insurance	2,447,055	2,546,555	4.07%	\$ 2,530,000	-0.65%
21002	Dental Insurance	69,751	65,000	-6.81%	65,000	0.00%
21003	Life Insurance	19,619	20,400	3.98%	21,012	3.00%
21004	Disability	19,347	22,500	16.30%	23,175	3.00%
21050	Tuition Reimbursement	16,100	21,500	33.54%	21,500	0.00%
22000	Social Security/Medicare	376,650	371,220	-1.44%	398,325	7.30%
23001	Pension	356,416	372,054	4.39%	401,000	7.78%
23004	Retirements	99,625	60,300	-39.47%	60,000	-0.50%
26000	Workers' Compensation	135,683	160,000	17.92%	169,600	6.00%
28001	Unemployment	12,696	11,000	-13.36%	10,000	-9.09%
29000	Longevity-Classified	10,100	11,100	9.90%	7,000	-36.94%
Total Benefits		3,563,042	3,661,629	2.77%	3,706,612	1.23%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Purchased Services		2015-2016	2016-2017	(Decrease)	2017-2018	(Decrease)
30010	Legal Services	\$ 20,857	\$ 30,000	43.84%	\$ 30,000	0.00%
30012	Negotiation Services	46,847	15,000	-67.98%	15,000	0.00%
30014	Audit Services	13,867	15,000	8.17%	15,000	0.00%
30030	Purchased Services	291,701	336,908	15.50%	347,971	3.28%
33020	Curriculum Writing	-	-		-	
33030	Professional Development	35,569	14,460	-59.35%	15,977	10.49%
Total Purchased Services		408,841	411,368	0.62%	423,948	3.06%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Facility Services		2015-2016	2016-2017	(Decrease)	2017-2018	(Decrease)
44003	Repairs & Maintenance	458,612	230,070	-49.83%	310,416	34.92%
Total Facility Services		458,612	230,070	-49.83%	310,416	34.92%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Other Services		2015-2016	2016-2017	(Decrease)	2017-2018	(Decrease)
51010	Student Transportation	737,337	733,000	-0.59%	914,855	24.81%
52001	Property Insurance	170,870	173,000	1.25%	180,000	4.05%
53001	Telephone	22,392	23,574	5.28%	25,650	8.81%
54000	Advertising	270	150		250	66.67%
55050	Printing/Binding	7,505	7,000	-6.73%	4,985	-28.79%
56001	Tuition To LEAs in State	27,445	16,000	-41.70%	6,900	-56.88%
56003	Tuition - Private Sources	491,109	400,000	-18.55%	690,000	72.50%
56004	Tuition to Ed Svc Agencies	-	-		-	
56006	Tuition to Magnet Schools	64,720	118,100	82.48%	106,774	-9.59%
58580	Travel	8,906	7,600	-14.66%	7,450	-1.97%
Total Other Services		1,530,554	1,478,424	-3.41%	1,936,864	31.01%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2015-2016	2016-2017	(Decrease)	2017-2018	(Decrease)
Books & Supplies						
61011	General Supplies	\$ 432,250	\$ 304,029	-29.66%	\$ 312,086	2.65%
61014	Postage	6,775	8,600	26.94%	6,000	-30.23%
62001	Electricity	403,385	390,601	-3.17%	415,500	6.37%
62002	Water & Sewer	24,239	22,909	-5.49%	25,400	10.87%
62004	Heating Fuel	8,017	-	-100.00%	-	#DIV/0!
62021	Natural Gas	123,586	197,125	59.50%	150,000	-23.91%
62026	Gasoline Unleaded	14,150	20,000	41.34%	20,000	0.00%
62027	Diesel	47,055	50,000	6.26%	50,000	0.00%
64002	Resource/Media	46	776	1586.96%	726	-6.44%
64003	Periodicals	8,641	8,514	-1.47%	8,974	5.40%
64041	Textbooks	58,428	18,557	-68.24%	66,342	257.50%
64043	Library Books	24,603	14,700	-40.25%	15,700	6.80%
64045	Workbooks	34,425	37,363	8.53%	19,070	-48.96%
Total Books & Supplies		1,185,600	1,073,174	-9.48%	1,089,798	1.55%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2015-2016	2016-2017	(Decrease)	2017-2018	(Decrease)
Buildings & Equipment						
73011	Equipment - Instructional	11,629	13,228	13.75%	15,812	19.53%
73012	Equipment - Non-Instructional	16,517	1,710	-89.65%	14,500	747.95%
73014	Technology - Hardware	247,304	99,400	-59.81%	29,500	-70.32%
73015	Technology - Software	70,872	119,830	69.08%	169,709	41.62%
Total Buildings & Equipment		346,322	234,168	-32.38%	229,521	-1.98%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2015-2016	2016-2017	(Decrease)	2017-2018	(Decrease)
Dues & Fees						
81000	Dues & Fees	67,873	86,765	27.83%	94,890	9.36%
Total BOE Budget		\$ 19,681,710	\$ 19,866,840	0.93%	\$ 20,677,019	4.08%

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
How Every \$100 Dollars Is Spent
As of May 8, 2017

Town Functions	2014-2015 Actual Expended	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget
General Government Operating Functions				
General Government	\$ 4.08	\$ 4.24	\$ 4.32	\$ 4.26
Public Safety	5.61	5.39	5.94	5.94
Public Works (includes Buildings & Grounds)	7.06	6.93	6.90	6.78
Planning & Development	0.42	0.45	0.55	0.47
Health & Human Services	0.86	0.84	0.93	0.94
Portland Library	2.13	2.15	2.20	2.11
Employee Fringe Benefits	7.62	7.96	8.21	8.16
Risk Management	0.38	0.43	0.48	0.48
Total Gen Govt Operating Functions	28.17	28.39	29.53	29.14
Non-Operating Functions				
Debt Service	6.61	6.32	5.46	6.25
Sundry (includes interfund xfers out & contingency)	3.30	3.13	3.86	3.16
Total Non-Operating Functions	9.91	9.45	9.32	9.41
Total General Government Functions	38.08	37.84	38.85	38.55
Board of Education	61.92	62.16	61.15	61.45
Total General Fund	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2017-2018
As of May 8, 2017

General Government Budget	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 4,106,309	\$ 4,406,850	\$ 4,516,935	\$ 110,085
Employee Fringe Benefits	2,512,227	2,656,235	2,738,205	81,970
Contractual Services	871,260	965,108	959,706	(5,402)
Repairs	206,517	201,600	204,950	3,350
Utilities	326,519	407,900	411,950	4,050
Commodities	785,993	829,357	837,696	8,339
Equipment	82,337	12,350	12,350	-
Miscellaneous	96,491	114,551	121,851	7,300
Total Operating Expenditures	8,987,653	9,593,951	9,803,643	209,692
Non-Operating Expenditures				
Debt Service	2,000,336	1,773,264	2,102,933	329,669
Interfund Transfers Out	982,745	1,153,867	963,003	(190,864)
Contingency	8,813	100,000	100,000	-
Total Non-Operating Expenditures	2,991,894	3,027,131	3,165,936	138,805
Total General Government	\$ 11,979,547	\$ 12,621,082	\$ 12,969,579	\$ 348,497
Percentage increase/(decrease)		5.36%	2.76%	

	2017-2018 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 4,516,935	34.83%
Employee Fringe Benefits	2,738,205	21.11%
Contractual Services	959,706	7.40%
Repairs	204,950	1.58%
Utilities	411,950	3.18%
Commodities	837,696	6.46%
Equipment	12,350	0.10%
Miscellaneous	121,851	0.94%
Total Operating Expenditures	9,803,643	75.59%
Non-Operating Expenditures		
Debt Service	2,102,933	16.21%
Interfund Transfers Out	963,003	7.43%
Contingency	100,000	0.77%
Total Non-Operating Expenditures	3,165,936	24.41%
Total General Government	\$ 12,969,579	100.00%

Town of Portland, Connecticut
Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2017-2018
As of May 8, 2017

Board of Education Budget	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 12,120,866	\$ 12,691,242	\$ 12,884,970	\$ 193,728
Employee Fringe Benefits	3,563,042	3,661,629	3,706,612	44,983
Contractual Services	408,841	411,368	423,948	12,580
Repairs	458,612	230,070	310,416	80,346
Utilities (incl. transportation, ins, tuition)	1,530,554	1,478,424	1,936,864	458,440
Commodities	1,185,600	1,073,174	1,089,798	16,624
Equipment	346,322	234,168	229,521	(4,647)
Miscellaneous	67,873	86,765	94,890	8,125
Total Operating Expenditures	19,681,710	19,866,840	20,677,019	810,179
Total Board of Education	\$ 19,681,710	\$ 19,866,840	\$ 20,677,019	\$ 810,179
Percentage increase/(decrease)		0.94%	4.08%	

	2017-2018 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 12,884,970	62.32%
Employee Fringe Benefits	3,706,612	17.93%
Contractual Services	423,948	2.05%
Repairs	310,416	1.50%
Utilities	1,936,864	9.37%
Commodities	1,089,798	5.27%
Equipment	229,521	1.11%
Miscellaneous	94,890	0.46%
Total Operating Expenditures	20,677,019	100.00%
Total Board of Education	\$ 20,677,019	100.00%

Town of Portland, Connecticut
Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2017-2018
As of May 8, 2017

Town Budget	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 16,227,175	\$ 17,098,092	\$ 17,401,905	\$ 303,813
Employee Fringe Benefits	6,075,269	6,317,864	6,444,817	126,953
Contractual Services	1,280,101	1,376,476	1,383,654	7,178
Repairs	665,129	431,670	515,366	83,696
Utilities	1,857,073	1,886,324	2,348,814	462,490
Commodities	1,971,593	1,902,531	1,927,494	24,963
Equipment	428,659	246,518	241,871	(4,647)
Miscellaneous	164,364	201,316	216,741	15,425
Total Operating Expenditures	28,669,363	29,460,791	30,480,662	1,019,871
Non-Operating Expenditures				
Debt Service	2,000,336	1,773,264	2,102,933	329,669
Interfund Transfers Out	982,745	1,153,867	963,003	(190,864)
Contingency	8,813	100,000	100,000	0
Total Non-Operating Expenditures	2,991,894	3,027,131	3,165,936	138,805
Total Town Budget	\$ 31,661,257	\$ 32,487,922	\$ 33,646,598	\$ 1,158,676
Percentage increase/(decrease)		2.61%	3.57%	

	2017-2018 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 17,401,905	51.72%
Employee Fringe Benefits	6,444,817	19.15%
Contractual Services	1,383,654	4.11%
Repairs	515,366	1.53%
Utilities	2,348,814	6.98%
Commodities	1,927,494	5.73%
Equipment	241,871	0.72%
Miscellaneous	216,741	0.64%
Total Operating Expenditures	30,480,662	90.59%
Non-Operating Expenditures		
Debt Service	2,102,933	6.25%
Interfund Transfers Out	963,003	2.86%
Contingency	100,000	0.30%
Total Non-Operating Expenditures	3,165,936	9.41%
Total Town Budget	\$ 33,646,598	100.00%

Department Name: Board of Selectmen

Department #: 01-001

Mission & Purpose:

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

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 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-001	Board of Selectmen	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 1,584	\$ 1,701	\$ 3,000	\$ 3,000
14002	Charter revision clerk payroll	-	-	-	-
-	School building committee clerk	-	-	-	-
14008	Selectmen stipends	5,333	6,500	6,000	6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>6,917</u>	<u>8,201</u>	<u>9,000</u>	9,000
Miscellaneous					
88001	Program services	2,000	2,583	2,750	2,750
88004	Project graduation	1,000	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	Total Miscellaneous Expenditures	<u>3,000</u>	<u>3,583</u>	<u>3,750</u>	3,750
01-001	Total Board of Selectmen	<u><u>\$ 9,917</u></u>	<u><u>\$ 11,784</u></u>	<u><u>\$ 12,750</u></u>	<u><u>\$ 12,750</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: First Selectwoman

Department #: 01-002

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Obtained and managed several grants for town projects.
- Assisted the BOS with implementation of their stated Goals & Objectives.
- Promoted training opportunities for staff and members of the volunteer boards and commissions.
- Along with the Town's Finance Director, Bond Counsel and Financial Advisor, assisted the Board of Selectmen in the successful November 2016 bond referendum.

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 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-002	First Selectwoman	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 146,503	\$ 148,382	\$ 151,500	\$ 154,850
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>146,503</u>	<u>148,382</u>	<u>151,500</u>	154,850
Contractual Services					
32000	Conferences, meetings, dues	<u>295</u>	<u>282</u>	<u>600</u>	600
	Total Contractual Services	<u>295</u>	<u>282</u>	<u>600</u>	600
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
Miscellaneous					
86003	CT Conf of Municipalities	5,897	5,897	5,897	5,897
86004	CT Council of Small Towns	825	825	825	825
86005	Middlesex Chamber	589	600	600	700
88001	Program services	170	2,275	3,000	3,000
88010	Safety committee	-	-	-	-
88022	Town report	-	699	1,500	1,500
	Total Miscellaneous Expenditures	<u>7,481</u>	<u>10,296</u>	<u>11,822</u>	11,922
01-002	Total First Selectwoman	<u><u>\$ 154,279</u></u>	<u><u>\$ 158,960</u></u>	<u><u>\$ 163,922</u></u>	<u><u>\$ 167,372</u></u>
Percentage increase/(decrease)					<u><u>2.10%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No changes recommended.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-003	Ethics Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ -	\$ -	\$ 400	\$ 400
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	400	400
Miscellaneous					
88016	Miscellaneous	80	82	250	250
	Total Miscellaneous	80	82	250	250
01-003	Total Ethics Commission	<u>\$ 80</u>	<u>\$ 82</u>	<u>\$ 650</u>	<u>\$ 650</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Probate Court **Department #:** 01-006

Mission & Purpose:

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

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

Goals & Objectives:

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

Accomplishments:

- The merged court system is functional.

Fiscal Notes:

- The budget reflects the changes in the Probate Court system. Portland will provide approximately 23.88% of the expenditures of the regional Probate Court. The Court is anticipating expenditures to increase due to microfilming and security upgrades. In addition there has been a decrease in the use of fund balance to balance their budget. As a result, the Towns within the District are being asked to contribute a greater amount than in the past.
- The hours of the Probate Court are as follows:

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

Thursday: 8:30 am to 5:00 pm

Friday: 8:30 am to 4:00 pm.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-006	Probate Court	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contracts	\$ 10,476	\$ 10,082	\$ 10,250	\$ 11,800
31001	Office equip repair & maint	-	-	-	-
33002	Indexing and recording	-	-	-	-
	Total Contractual Services	<u>10,476</u>	<u>10,082</u>	<u>10,250</u>	11,800
Commodities					
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
01-006	Total Probate Court	<u><u>\$ 10,476</u></u>	<u><u>\$ 10,082</u></u>	<u><u>\$ 10,250</u></u>	<u><u>\$ 11,800</u></u>
Percentage increase/(decrease)					<u><u>15.12%</u></u>

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

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Budget details the costs for one (1) 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.
- Training costs have increased due to State of CT requirements for Registrars.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-007	Elections	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 12,382	\$ 14,432	\$ 14,500	\$ 15,000
14006	Voter canvassing	742	444	1,250	1,250
14007	Election workers stipends	9,040	9,066	12,550	10,500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>22,164</u>	<u>23,942</u>	<u>28,300</u>	26,750
Contractual Services					
31003	Voting machine maint	2,453	2,650	4,000	4,000
32000	Conferences, meetings, dues	855	3,605	2,750	3,250
	Total Contractual Services	<u>3,308</u>	<u>6,255</u>	<u>6,750</u>	7,250
Commodities					
61007	Voting mach supplies	-	-	-	-
69000	Election supplies	4,227	5,733	8,500	7,500
	Total Commodities	<u>4,227</u>	<u>5,733</u>	<u>8,500</u>	7,500
Miscellaneous					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	-
01-007	Total Elections	<u>\$ 29,699</u>	<u>\$ 35,930</u>	<u>\$ 43,550</u>	<u>\$ 41,500</u>
Percentage increase/(decrease)					<u>-4.71%</u>

Department Name: Finance Department **Department #:** 01-010

Mission & Purpose:

The Finance Department is responsible for maintaining all Town financial records in accordance with “Generally Accepted Accounting Principles” (GAAP). In addition to payroll, accounts payable, cash receipts, investments, and general ledger maintenance, the Department is responsible for the compilation of the Annual Financial Statement, Town grants, financial administration and reporting, rehabilitation loan account maintenance and budget preparation.

The Department processes all Board of Education (BOE) financial payments, payroll and accounts payable. The Department is also responsible for the pricing and administration of all Town insurances. General oversight is provided over the Collector of Revenue and Assessor Departments as well.

Goals & Objectives:

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

Accomplishments:

- Issued financial statements with an unqualified opinion by December 31, 2016 due date.
- Administered and supervised multiple Town-wide Auctions using online portal.
- Coordinated numerous grants with program managers.
- Assisted the Board of Education with the transition of financial management personnel
- Coordinated the selection of the Town’s new Financial Advisor.
- Assisted in the successful November 2016 bond referendum.

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 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-010	Finance Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 251,049	\$ 256,889	\$ 268,200	\$ 277,000
11003	Part-time payroll	39,301	40,085	41,600	41,750
14020	Rental use of buildings	7,542	6,357	10,000	10,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>297,892</u>	<u>303,331</u>	<u>319,800</u>	328,750
Contractual Services					
31000	Service contracts	21,712	22,797	29,500	30,000
32000	Conferences, meetings, dues	1,435	990	4,000	4,000
33001	Audit fees	13,589	13,671	13,900	14,000
33005	Bank fees	462	781	1,750	1,750
34001	Data processing	5,098	6,716	8,000	8,000
	Total Contractual Services	<u>42,296</u>	<u>44,955</u>	<u>57,150</u>	57,750
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
Miscellaneous					
88015	BOE admin life insurance	-	-	-	-
88016	Miscellaneous	9,036	14,706	15,000	15,000
	Total Miscellaneous Expenditures	<u>9,036</u>	<u>14,706</u>	<u>15,000</u>	15,000
01-010	Total Finance Department	<u><u>\$ 349,224</u></u>	<u><u>\$ 362,992</u></u>	<u><u>\$ 391,950</u></u>	<u><u>\$ 401,500</u></u>

Percentage increase/(decrease) 2.44%

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 for the water and sewer departments.
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, 2016 was 98.7%.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-011	Collector of Revenue	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 62,202	\$ 64,068	\$ 67,000	\$ 69,250
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>62,202</u>	<u>64,068</u>	<u>67,000</u>	<u>69,250</u>
Contractual Services					
31000	Service contracts	17,489	18,977	19,000	20,000
32000	Conferences, meetings, dues	456	339	1,250	1,250
34001	Data processing	-	-	-	-
36005	DMV delinquent charge	2,265	-	-	-
	Total Contractual Services	<u>20,210</u>	<u>19,316</u>	<u>20,250</u>	<u>21,250</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-011	Total Collector of Revenue	<u><u>\$ 82,412</u></u>	<u><u>\$ 83,384</u></u>	<u><u>\$ 87,250</u></u>	<u><u>\$ 90,500</u></u>
Percentage increase/(decrease)					<u><u>3.72%</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:

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

Accomplishments:

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

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-012	Assessor	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 79,496	\$ 84,209	\$ 92,500	\$ 92,500
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>79,496</u>	<u>84,209</u>	<u>92,500</u>	92,500
Contractual Services					
31000	Service contracts	13,150	13,665	17,095	17,095
32000	Conferences, meetings, dues	971	956	1,950	1,950
33001	Audit fees	-	-	2,500	2,500
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>14,121</u>	<u>14,621</u>	<u>21,545</u>	21,545
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
01-012	Total Assessor	<u><u>\$ 93,617</u></u>	<u><u>\$ 98,830</u></u>	<u><u>\$ 114,045</u></u>	<u><u>\$ 114,045</u></u>
Percentage increase/(decrease)					<u><u>0.00%</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:

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

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-013	Board of Assessment Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ -	\$ -	\$ 200	\$ 200
14011	Member stipends	950	950	1,250	1,000
	Total Personnel Expenditures	950	950	1,450	1,200
01-013	Total Board of Assessment Appeals	\$ 950	\$ 950	\$ 1,450	\$ 1,200
Percentage increase/(decrease)					-17.24%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Additional dollars are set aside for General Counsel due to more recent activity that requires the Town Counsel to be involved.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-014	Town Counsel	Expended	Expended	Budget	Budget
Contractual Services					
-	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	22,569	28,408	35,000	35,000
37006	Freedom of information	24	188	2,000	2,000
37012	Suits & settlements	3,836	-	-	-
37013	General Town Counsel	32,476	35,613	22,500	25,000
37019	Planning & development matters	29,787	64,116	30,000	30,000
37025	Tax matters	564	9,279	5,000	5,000
37029	Miscellaneous matters	-	-	-	-
	Total Contractual Services	89,256	137,604	94,500	97,000
01-014	Total Town Counsel	\$ 89,256	\$ 137,604	\$ 94,500	\$ 97,000

Percentage increase/(decrease) **2.65%**

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

Mission & Purpose:

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

Goals & Objectives:

1. Continue to serve the public in an efficient and effective manner.
2. Allow payments to be made by credit card for the convenience of residents.
3. Add a second public search computer terminal to improve efficiency in the office.

Accomplishments:

- Continue to digitize images linking to land records index and load onto 20-20 system.
- Land records are accessible on line as far back as October 1999.
- Improved the design of the office layout in 2016; painted the walls and refurbished the historic customer counter.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-015	Town Clerk	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 129,134	\$ 127,163	\$ 129,000	\$ 130,000
13002	Overtime	781	231	1,000	1,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>129,915</u>	<u>127,394</u>	<u>130,000</u>	131,000
Contractual Services					
31000	Service contracts	840	628	1,000	1,000
32000	Conferences, meetings, dues	510	914	1,500	1,500
33002	Indexing & recording	22,783	16,954	27,500	27,500
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	-	-
35000	Vital statistics	256	200	1,000	1,000
	Total Contractual Services	<u>24,389</u>	<u>18,696</u>	<u>31,000</u>	31,000
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
01-015	Total Town Clerk	<u><u>\$ 154,304</u></u>	<u><u>\$ 146,090</u></u>	<u><u>\$ 161,000</u></u>	<u><u>\$ 162,000</u></u>
Percentage increase/(decrease)					<u><u>0.62%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Increase relates to updated rental fleet for copiers and additional costs for drug/alcohol testing services.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

01-016	Central Services	2014-2015 Actual Expended	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget
Personnel Expenditures					
11003	Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
Contractual Services					
31000	Service contracts	25,996	27,914	31,500	35,000
31001	Office equip repair & maint	2,135	596	2,000	2,000
34001	Data processing supplies	1,562	1,546	2,500	2,500
-	Publication costs	-	-	-	-
	Total Contractual Services	29,693	30,056	36,000	39,500
Repairs					
-	Equipment repairs	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
53000	Postage	20,840	16,838	20,000	18,000
54000	Advertising, printing & publications	20,953	16,591	20,000	20,000
-	Printing	-	-	-	-
58580	Travel and mileage expense	2,707	2,525	3,750	3,750
	Total Utilities	44,500	35,954	43,750	41,750
Commodities					
61000	Office supplies	12,940	12,571	15,500	15,500
61005	Copier/printing supplies	5,833	6,350	6,000	6,000
-	Subscriptions & publications	-	-	-	-
	Total Commodities	18,773	18,921	21,500	21,500
Equipment					
-	Equipment	-	-	-	-
	Total Equipment	-	-	-	-
01-016	Total Central Services	\$ 92,966	\$ 84,931	\$ 101,250	\$ 102,750
Percentage increase/(decrease)					1.48%

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. Work with the Fire Marshal's office in assessing needs for monitoring town buildings for fire and burglar protection.
8. Digitize the Town Clerk Records to searchable data bases and data link for vital statistics.
9. Work with the City of Middletown and the Portland Police Department to upgrade radio communications. Coordinate infrastructure improvements to the radio tower and repeater.

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.
- Completed the video documentary of the Town's 175th Anniversary celebration.
- Collaborated with the Lower CT River Council of Governments (River COG) on the implementation of a seamless regional Geographic Information System (GIS).
- Upgraded the police **Crimestar** software to the **Enterprise** version.
- Assisted the Assessor's Department in upgrading **iasWorld** software.
- Installed video surveillance system in Town Hall.

Fiscal Notes:

- Personnel expenditures cover one (1) administrator, one (1) assistant (upgraded) 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 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-017	Technology Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 78,985	\$ 117,805	\$ 124,000	\$ 133,750
11003	Part-time payroll	37,679	12,518	9,000	9,000
13002	Overtime	13,003	17,511	10,000	10,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>129,667</u>	<u>147,834</u>	<u>143,000</u>	<u>152,750</u>
Contractual Services					
31000	Service contracts	595	480	1,000	1,000
31001	Office equip repair & maint	83	969	1,500	1,500
31008	Licensing software	19,695	22,143	21,000	22,500
32000	Conferences, meetings, dues	249	205	1,000	1,000
34001	Data processing supplies	4,130	1,809	6,750	6,750
36004	Telecommunications	3,383	4,917	7,100	7,100
36050	Computer network maintenance	42,010	29,940	34,500	34,500
	Total Contractual Services	<u>70,145</u>	<u>60,463</u>	<u>72,850</u>	<u>74,350</u>
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	1,236	1,035	1,400	1,400
	Total Utilities	<u>1,236</u>	<u>1,035</u>	<u>1,400</u>	<u>1,400</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	500	408	500	500
-	Equipment supplies	-	-	-	-
	Total Commodities	<u>500</u>	<u>408</u>	<u>500</u>	<u>500</u>
Equipment					
73000	Equipment purchases	527	1,241	2,000	2,000
	Total Equipment	<u>527</u>	<u>1,241</u>	<u>2,000</u>	<u>2,000</u>
Miscellaneous					
88016	Miscellaneous	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-017 Total Technology Department		<u>\$ 202,075</u>	<u>\$ 210,981</u>	<u>\$ 219,750</u>	<u>\$ 231,000</u>

Percentage increase/(decrease) 5.12%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Our current incentive plans continue to attract new members.
- The Explorer Program continues to add to the Department.
- Awarded Department of Energy and Environmental Protection (DEEP) grant to obtain a new 4x4 all terrain vehicle.

Fiscal Notes:

- Personnel expenditures include 10% of the full-time salary of a secretary shared with the Police Department #01-023 and stipends paid to the Fire Chief's office including department clerks.
- Stipends are added to this budget in accordance with the Town's Pay Plan.
- The \$1,250 stipend per member (Fiscal Year 2016-2017) is increased to \$1,500 per member for Fiscal Year 2017-2018.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-020	Fire Departments	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 6,047	\$ 6,153	\$ 6,300	\$ 6,410
11002	Clerical payroll	1,139	1,642	2,250	2,250
11003	Part-time payroll	24,570	27,000	84,500	97,000
-	Watchmen	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>31,756</u>	<u>34,795</u>	<u>93,050</u>	<u>105,660</u>
Contractual Services					
30000	Training	20,360	21,207	21,000	21,000
31000	Service contracts	8,792	10,445	10,000	10,500
31008	Licensing software	4,580	5,759	6,000	6,000
32000	Conferences, meetings, dues	2,329	4,152	4,000	4,500
34000	Equipment testing	15,147	14,123	16,000	17,000
34001	Data processing supplies	-	188	1,500	1,000
35001	Medical exams & supplies	19,502	18,926	24,000	24,000
36004	Telecommunications	2,128	3,881	4,000	2,500
	Total Contractual Services	<u>72,838</u>	<u>78,681</u>	<u>86,500</u>	<u>86,500</u>
Repairs					
44003	Equipment repair/rental	14,575	19,155	13,000	16,000
	Total Repairs	<u>14,575</u>	<u>19,155</u>	<u>13,000</u>	<u>16,000</u>
Utilities					
51001	Gas & diesel fuel	9,824	8,929	8,500	9,825
54000	Advertising & publications	-	-	-	-
57000	Firefighters banquet	4,818	6,378	7,000	7,000
	Total Utilities	<u>14,642</u>	<u>15,307</u>	<u>15,500</u>	<u>16,825</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	2,265	5,173	4,500	5,000
61003	Equipment supplies	79,417	76,590	80,000	80,000
62001	Electricity	28,470	27,875	30,100	31,500
62002	Water & sewer	2,159	2,320	2,800	3,000
62004	Heating fuel	19,551	14,198	20,250	18,000
63001	Emergency food fund	1,360	1,483	1,500	1,500
67000	Small tools	-	-	-	-
	Total Commodities	<u>133,222</u>	<u>127,639</u>	<u>139,150</u>	<u>139,000</u>
Miscellaneous					
88002	Tax abatement program	-	-	-	-
88013	Protective operations	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-020	Total Fire Departments	<u><u>\$ 267,033</u></u>	<u><u>\$ 275,577</u></u>	<u><u>\$ 347,200</u></u>	<u><u>\$ 363,985</u></u>

Percentage increase/(decrease) 4.83%

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

Mission & Purpose:

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

Goals & Objectives:

1. Inspect commercial & multi-family dwellings for compliance with the CT Fire Safety Code.
2. Add State forms and content to website that will assist property owners.
3. Acquire permit tracking software to allow for more effective workflow.

Accomplishments:

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

Fiscal Notes:

- Personnel expenditures cover part-time positions of Fire Marshal and Deputy Fire Marshals.
- No changes to current year's budget requested.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-021	Fire Marshal	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 38,250	\$ 35,544	\$ 41,750	\$ 41,750
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>38,250</u>	<u>35,544</u>	<u>41,750</u>	41,750
Contractual Services					
32000	Conferences, meetings, dues	<u>1,070</u>	<u>265</u>	<u>1,600</u>	1,600
	Total Contractual Services	<u>1,070</u>	<u>265</u>	<u>1,600</u>	1,600
Utilities					
51001	Gas & diesel fuel	440	259	500	500
55000	Fire prevention week	<u>457</u>	<u>692</u>	<u>600</u>	600
	Total Utilities	<u>897</u>	<u>951</u>	<u>1,100</u>	1,100
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	325	844	600	600
61003	Equipment supplies	<u>129</u>	<u>1,047</u>	<u>1,100</u>	1,100
	Total Commodities	<u>454</u>	<u>1,891</u>	<u>1,700</u>	1,700
01-021	Total Fire Marshal	<u><u>\$ 40,671</u></u>	<u><u>\$ 38,651</u></u>	<u><u>\$ 46,150</u></u>	<u><u>\$ 46,150</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. To ensure emergency dispatch services are provided in the most cost effective manner.
2. The City of Middletown is making a \$12.1 million Radio Communications Upgrade. In turn, the Portland Police and Fire Departments will be affected, resulting in large capital purchases of equipment and infrastructure upgrades.

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.

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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-022	Emergency Dispatch	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contract	\$ 108,212	\$ 115,007	\$ 123,240	\$ 127,561
	Total Contractual Services	<u>108,212</u>	<u>115,007</u>	<u>123,240</u>	<u>127,561</u>
01-022	Total Emergency Dispatch	<u><u>\$ 108,212</u></u>	<u><u>\$ 115,007</u></u>	<u><u>\$ 123,240</u></u>	<u><u>\$ 127,561</u></u>
Percentage increase/(decrease)					<u><u>3.51%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Responded to 4,838 calls during calendar year 2015. Note: These figures do not include walk-ins.

Fiscal Notes:

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

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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-023	Police Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 804,391	\$ 755,195	\$ 819,000	\$ 857,500
11002	Clerical payroll	54,428	55,375	56,500	57,600
11003	Part-time payroll	102	160	1,000	1,250
13002	Overtime	107,490	123,509	119,000	125,000
14014	Private Police duty	129,426	119,553	148,000	145,000
-	Holiday payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>1,095,837</u>	<u>1,053,792</u>	<u>1,143,500</u>	<u>1,186,350</u>
Contractual Services					
31000	Service contracts	12,031	7,096	14,000	14,000
31008	Licensing software	8,254	3,408	8,300	8,300
32000	Conferences, meetings, dues	1,810	4,025	6,000	6,000
34002	Cruiser computer support	12,280	10,000	13,000	13,000
36004	Telecommunications	-	-	-	-
36012	Examination services	1,698	4,375	4,500	3,000
	Total Contractual Services	<u>36,073</u>	<u>28,904</u>	<u>45,800</u>	<u>44,300</u>
Repairs					
44003	Equipment repair/rental	865	1,853	3,000	3,000
	Total Repairs	<u>865</u>	<u>1,853</u>	<u>3,000</u>	<u>3,000</u>
Utilities					
51001	Gas & diesel fuel	42,542	23,975	46,000	44,000
59002	Canine program	320	-	-	1,500
	Total Utilities	<u>42,862</u>	<u>23,975</u>	<u>46,000</u>	<u>45,500</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	20,645	26,311	28,000	28,000
61003	Equipment supplies	13,774	9,903	7,000	7,000
62001	Electricity	13,874	14,177	16,500	16,500
62002	Water & sewer	1,007	905	1,300	1,300
62004	Heating fuel	2,576	1,219	2,600	2,400
	Total Commodities	<u>51,876</u>	<u>52,515</u>	<u>55,400</u>	<u>55,200</u>
Equipment					
73000	Equipment purchases	-	8,577	-	-
	Total Equipment	<u>-</u>	<u>8,577</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88016	Miscellaneous	272	234	1,000	1,000
	Total Miscellaneous Expenditures	<u>272</u>	<u>234</u>	<u>1,000</u>	<u>1,000</u>
01-023	Total Police Department	<u><u>\$ 1,227,785</u></u>	<u><u>\$ 1,169,850</u></u>	<u><u>\$ 1,294,700</u></u>	<u><u>\$ 1,335,350</u></u>

Percentage increase/(decrease) 3.14%

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.

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01-024	Emergency Management	2014-2015 Actual Expended	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget
Personnel Expenditures					
14005	Emergency man stipend	\$ 4,045	\$ 4,260	\$ 6,000	\$ 6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>4,045</u>	<u>4,260</u>	<u>6,000</u>	6,000
Contractual Services					
30000	Training	70	210	500	500
32000	Conferences, meetings, dues	-	-	250	250
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>70</u>	<u>210</u>	<u>750</u>	750
Repairs					
44003	Equipment repair/rental	-	-	2,100	2,100
	Total Repairs	<u>-</u>	<u>-</u>	<u>2,100</u>	2,100
Utilities					
53001	Telephone	-	-	-	-
53003	Cell phones	1,620	1,580	1,700	1,700
57001	Emergency drill	-	-	500	500
	Total Utilities	<u>1,620</u>	<u>1,580</u>	<u>2,200</u>	2,200
Commodities					
61001	Uniforms	-	-	-	-
61003	Equipment supplies	1,030	-	1,200	1,200
63001	Emergency food fund	48	-	1,000	1,000
	Total Commodities	<u>1,078</u>	<u>-</u>	<u>2,200</u>	2,200
01-024	Total Emergency Management	<u><u>\$ 6,813</u></u>	<u><u>\$ 6,050</u></u>	<u><u>\$ 13,250</u></u>	<u><u>\$ 13,250</u></u>

Percentage increase/(decrease) 0.00%

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. Coordinate overall land use office management to ensure good public service for residents and businesses.
2. Continue to ensure the health, safety, and welfare of the public as it relates to building occupants.
3. Acquire permit tracking software to allow for a more effective workflow.

Accomplishments:

- Permit forms are updated on the Town website along with information on various topics pertinent to seasonal changes.
- Continue to work with and resolve several blight ordinance matters.

Fiscal Notes:

- The budget consists of one Building Official (upgrade) and one full time administrative assistant, shared with the Planning Department.
- The Building Official also manages overall land use office management.

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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-025	Building Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 78,937	\$ 97,752	\$ 101,500	\$ 107,950
11003	Part-time payroll	12,486	660	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>91,423</u>	<u>98,412</u>	<u>101,500</u>	107,950
Contractual Services					
32000	Conferences, meetings, dues	<u>758</u>	<u>767</u>	<u>1,750</u>	1,750
	Total Contractual Services	<u>758</u>	<u>767</u>	<u>1,750</u>	1,750
Utilities					
51001	Gas & diesel fuel	<u>1,349</u>	<u>921</u>	<u>1,200</u>	1,200
	Total Utilities	<u>1,349</u>	<u>921</u>	<u>1,200</u>	1,200
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
61003	Equipment supplies	<u>188</u>	<u>488</u>	<u>500</u>	500
	Total Commodities	<u>188</u>	<u>488</u>	<u>500</u>	500
Miscellaneous					
88016	State training fee	<u>-</u>	<u>-</u>	<u>-</u>	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	-
01-025	Total Building Department	<u><u>\$ 93,718</u></u>	<u><u>\$ 100,588</u></u>	<u><u>\$ 104,950</u></u>	<u><u>\$ 111,400</u></u>
Percentage increase/(decrease)					<u><u>6.15%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Provide general oversight and management of the Public Works Department and Water and Sewer Divisions.
2. Prepare contract documents for Spring Street water main, sidewalks and road re-construction.
3. Oversee improvements to the Town's infrastructure.
4. Reduce deficit in Water and Sewer Funds.
5. Properly staff Public Works Divisions.
6. Maintain, assess, repair and recommend purchases of vehicles, tools and equipment necessary for the Department.

Accomplishments:

- Completed the sidewalk inventory report.
- Performed necessary tasks to complete and accept Courtney Lane as a Town road.
- Participated in the Tighe & Bond Long Range Capital Improvement Study of water and sewer systems. This was a \$50,000 grant paid for by the Metropolitan District Commission.
- Coordinated the re-paving of the Main Street downtown parking areas.
- Together with the State of Connecticut and the Town of Cromwell, Portland participated in the Inter-community Capital Equipment (ICE) program. Cromwell and Portland purchased and are sharing a bulldozer, crack sealer and sewer viewing equipment.

Fiscal Notes:

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

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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-031	Public Works Director	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 201,281	\$ 202,331	\$ 167,500	\$ 171,600
13002	Overtime	4,622	244	500	500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>205,903</u>	<u>202,575</u>	<u>168,000</u>	<u>172,100</u>
Contractual Services					
31000	Service contracts	-	-	-	-
32000	Conferences, meetings, dues	250	50	500	500
36013	Hazardous waste	<u>4,218</u>	<u>4,840</u>	<u>9,000</u>	<u>9,000</u>
	Total Contractual Services	<u>4,468</u>	<u>4,890</u>	<u>9,500</u>	<u>9,500</u>
Utilities					
51001	Gas & diesel fuel	<u>2,055</u>	<u>1,424</u>	<u>1,850</u>	<u>1,850</u>
	Total Utilities	<u>2,055</u>	<u>1,424</u>	<u>1,850</u>	<u>1,850</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	<u>250</u>	<u>250</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>250</u>	<u>250</u>	<u>-</u>	<u>-</u>
Capital Expenditures					
73000	Equipment purchases	<u>186</u>	<u>-</u>	<u>350</u>	<u>350</u>
	Total Capital Expenditures	<u>186</u>	<u>-</u>	<u>350</u>	<u>350</u>
01-031	Total Public Works Director	<u><u>\$ 212,862</u></u>	<u><u>\$ 209,139</u></u>	<u><u>\$ 179,700</u></u>	<u><u>\$ 183,800</u></u>

Percentage increase/(decrease) 2.28%

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Repaired culvert on Rogers Road.
- 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.
- Repaired and installed storm drains as needed.
- Performed tree cutting and trimming.
- Assisted water department with water main breaks and repairs.
- Continued on-going street sign replacement.
- Replaced the High Street retaining wall.
- Paved the YMCA access road to town-maintained soccer fields at Camp Phelps Ingersol.
- Crack sealed many miles of roads.
- Made improvements to the salt shed and constructed a hoop house for road salt.
- Painted the interior walls of the Town Garage.

Fiscal Notes:

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

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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-032	Highway Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 504,760	\$ 518,679	\$ 581,875	\$ 607,000
13002	Overtime	5,940	8,010	9,250	9,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		510,700	526,689	591,125	616,250
Contractual Services					
31000	Service contracts	6,002	5,675	6,000	6,000
32000	Conferences, meetings, dues	350	450	600	600
36001	Traffic signals	7,106	6,777	5,000	5,000
36003	Tree removal/replacement	19,867	18,310	20,000	20,000
36004	Telecommunications	713	743	1,000	1,000
36006	Line painting contract	6,691	6,971	7,500	8,000
36007	Storm water monitoring	2,027	370	4,000	4,000
36008	Waste services	-	122	500	500
Total Contractual Services		42,756	39,418	44,600	45,100
Repairs					
44003	Equipment repair/rental	4,645	6,763	11,000	11,000
44005	Storm drain cleaning	21,483	28,219	29,000	29,600
Total Repairs		26,128	34,982	40,000	40,600
Utilities					
51001	Gas & diesel fuel	67,406	40,324	49,000	51,000
53001	Telephone	879	803	1,000	1,000
Total Utilities		68,285	41,127	50,000	52,000
Commodities					
61001	Uniforms	4,255	3,801	4,500	4,500
61003	Equipment supplies	12,752	16,143	12,000	13,000
62001	Electricity	8,974	8,726	10,481	10,481
62002	Water & sewer	4,977	3,558	5,400	5,400
62004	Heating fuel	26,260	18,764	29,500	29,500
65001	Road materials	76,939	107,355	80,000	80,000
67000	Small tools	544	1,567	1,500	1,500
69001	Street signs	8,658	16,899	10,000	10,000
Total Commodities		143,359	176,813	153,381	154,381
Capital Expenditures					
73000	Equipment purchases	2,595	2,345	3,000	3,000
Total Capital Expenditures		2,595	2,345	3,000	3,000
Miscellaneous					
88016	Miscellaneous fees	380	75	3,000	3,000
Total Miscellaneous Expenditures		380	75	3,000	3,000
01-032 Total Highway Department		\$ 794,203	\$ 821,449	\$ 885,106	\$ 914,331

Percentage increase/(decrease) 3.30%

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.
- An aging equipment fleet and some harsh weather conditions have caused a strain on the equipment repair/rental line items. During Fiscal Year 2016-2017, the Town purchased by two (2) new police SUV's, a new Ford Expedition for the Fire Department, a new Fire Marshal truck and new ICE equipment (see *Public Works Director*, page 56). NOTE: The purchase of several new equipment items are planned for Fiscal Year 2017-2018..

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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-033	Vehicle Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 127,541	\$ 130,045	\$ 133,250	\$ 125,850
13002	Overtime	576	1,694	3,500	3,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>128,117</u>	<u>131,739</u>	<u>136,750</u>	<u>129,350</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>450</u>	<u>470</u>	<u>300</u>	<u>300</u>
	Total Contractual Services	<u>450</u>	<u>470</u>	<u>300</u>	<u>300</u>
Repairs					
44003	Equipment repair/rental	<u>129,901</u>	<u>116,166</u>	<u>127,500</u>	<u>127,500</u>
	Total Repairs	<u>129,901</u>	<u>116,166</u>	<u>127,500</u>	<u>127,500</u>
Utilities					
51001	Gas & diesel fuel	407	-	1,000	500
51003	Fuel additives	-	1,322	1,500	500
51004	Motor vehicle oil	<u>5,916</u>	<u>5,735</u>	<u>7,500</u>	<u>7,500</u>
	Total Utilities	<u>6,323</u>	<u>7,057</u>	<u>10,000</u>	<u>8,500</u>
Commodities					
61001	Uniforms	1,000	1,000	1,000	1,000
61003	Equipment supplies	9,743	9,383	10,000	10,000
67000	Small tools	<u>1,174</u>	<u>2,084</u>	<u>1,600</u>	<u>2,000</u>
	Total Commodities	<u>11,917</u>	<u>12,467</u>	<u>12,600</u>	<u>13,000</u>
Capital Expenditures					
73000	Equipment purchases	<u>-</u>	<u>975</u>	<u>1,000</u>	<u>1,000</u>
	Total Capital Expenditures	<u>-</u>	<u>975</u>	<u>1,000</u>	<u>1,000</u>
Miscellaneous					
88016	Miscellaneous	<u>312</u>	<u>-</u>	<u>800</u>	<u>800</u>
	Total Miscellaneous Expenditures	<u>312</u>	<u>-</u>	<u>800</u>	<u>800</u>
01-033	Total Vehicle Maintenance	<u><u>\$ 277,020</u></u>	<u><u>\$ 268,874</u></u>	<u><u>\$ 288,950</u></u>	<u><u>\$ 280,450</u></u>

Percentage increase/(decrease) -2.94%

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

Mission & Purpose:

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

Goals & Objectives:

1. Provide excellent service at a minimal cost to residents.
2. Continue to meet regularly with the Public Works Director and Land Use Department personnel.
3. Design and oversee required repairs to the Reservoir Dam Spillway.
4. Assist with proposed road and sidewalk improvement projects.

Accomplishments:

- Provided on-going assistance with general town development and special grant projects.
- Provided assistance with the road and sidewalk studies used for the November 2016 Bond Question.
- Provided assistance with the Air Line Trail Project.
- Provide assistance with Planning, Zoning and other Land Use issues.
- Provide assistance on the new Sand/Salt Shed project.

Fiscal Notes:

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

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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-034	Town Engineer	Expended	Expended	Budget	Budget
Contractual Services					
38001	Residential plan review/inspect	\$ 580	\$ 304	\$ 750	\$ 1,000
38002	Subdivision inspection/review	5,671	7,120	3,500	3,500
38003	Public Works engineering	1,756	6,370	5,500	5,500
38004	Site plan review	12,655	11,264	13,000	13,000
38005	Road drainage	64	-	2,000	2,000
38006	Mapping services	-	-	500	500
38007	General services	844	1,255	1,000	1,000
38008	Plan & Zoning/Inland Wetlands	7,896	16,035	7,500	8,000
38009	Erosion/sedimentation review	-	33	500	500
38010	Miscellaneous	743	-	500	2,000
38011	Public safety engineering	5,224	-	1,500	1,500
Total Contractual Services		<u>35,433</u>	<u>42,381</u>	<u>36,250</u>	38,500
01-034	Total Town Engineer	<u><u>\$ 35,433</u></u>	<u><u>\$ 42,381</u></u>	<u><u>\$ 36,250</u></u>	<u><u>\$ 38,500</u></u>
Percentage increase/(decrease)					<u><u>6.21%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Eversource has been authorized to replace all streetlights throughout the Town with new LED energy efficient units.

Fiscal Notes:

- An increase in electricity costs is anticipated.

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	2014-2015 Actual Expended	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget
01-035 Street Lighting				
Commodities				
62001 Electricity	\$ 117,186	\$ 125,063	\$ 127,500	\$ 132,500
Total Commodities	<u>117,186</u>	<u>125,063</u>	<u>127,500</u>	<u>132,500</u>
01-035 Total Street Lighting	<u>\$ 117,186</u>	<u>\$ 125,063</u>	<u>\$ 127,500</u>	<u>\$ 132,500</u>
		Percentage increase/(decrease)		<u>3.92%</u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Maintain all Town and BOE properties.
2. Keep all sports fields in safe playing condition.
3. Continue with the organic lawn care program at all facilities.
4. Assist with the design and building of the new Route 17 Recreational Park.

Accomplishments:

- Successfully maintained Town and BOE properties – landscaping approximately 90 acres of lawns and athletic fields.
- Purchased a new front-line Bobcat.

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.

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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-036	Grounds Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 175,672	\$ 178,819	\$ 183,500	\$ 187,750
11003	Part-time payroll	10,631	11,198	12,200	12,200
13002	Overtime	15,151	8,902	12,000	12,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>201,454</u>	<u>198,919</u>	<u>207,700</u>	<u>211,950</u>
Contractual Services					
36002	General contract work	8,652	8,784	10,100	10,100
36008	Waste services	<u>137</u>	<u>100</u>	<u>600</u>	<u>600</u>
	Total Contractual Services	<u>8,789</u>	<u>8,884</u>	<u>10,700</u>	<u>10,700</u>
Repairs					
44003	Equipment repair/rental	<u>5,340</u>	<u>5,978</u>	<u>6,000</u>	<u>6,000</u>
	Total Repairs	<u>5,340</u>	<u>5,978</u>	<u>6,000</u>	<u>6,000</u>
Utilities					
51001	Gas & diesel fuel	<u>16,212</u>	<u>10,505</u>	<u>15,000</u>	<u>15,000</u>
	Total Utilities	<u>16,212</u>	<u>10,505</u>	<u>15,000</u>	<u>15,000</u>
Commodities					
61001	Uniforms	1,764	1,444	1,500	1,500
61003	Equipment supplies	2,493	5,897	5,000	5,000
61004	Ground supplies	32,156	29,159	29,000	31,000
67000	Small tools	<u>245</u>	<u>210</u>	<u>2,500</u>	<u>2,500</u>
	Total Commodities	<u>36,658</u>	<u>36,710</u>	<u>38,000</u>	<u>40,000</u>
Capital Expenditures					
73000	Equipment purchases	<u>5,125</u>	<u>67,010</u>	<u>3,000</u>	<u>3,000</u>
	Total Capital Expenditures	<u>5,125</u>	<u>67,010</u>	<u>3,000</u>	<u>3,000</u>
Miscellaneous					
88016	Miscellaneous	<u>74</u>	<u>-</u>	<u>500</u>	<u>500</u>
	Total Miscellaneous Expenditures	<u>74</u>	<u>-</u>	<u>500</u>	<u>500</u>
01-036	Total Grounds Maintenance	<u><u>\$ 273,652</u></u>	<u><u>\$ 328,006</u></u>	<u><u>\$ 280,900</u></u>	<u><u>\$ 287,150</u></u>

Percentage increase/(decrease) 2.22%

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 the roof at the Highway Garage and address needed roof improvements at Fire Company #2.
4. Make improvements to the overhead doors in all buildings.
5. Investigate replacement of windows and masonry repairs at the Buck/Foreman Building.
6. Review and make recommendations for needed energy improvements at all town buildings.
7. Replace furnaces at the Highway Garage and Fire Company #1.
8. Replace the air conditioning condensing units at the Portland Library.

Accomplishments:

- Continued with the replacement of windows at Town Hall as needed.
- Managed several energy efficient lighting upgrades to various buildings.
- Repainted the historic brownstone artifact, named The Arch, located on Main Street. The Arch was displayed in the Town's 175th Anniversary Parade.
- Refurbished and repainted the Civil War cannons at Bartlett Street and Main Street, in preparation for the Town's 175th Anniversary Parade.
- Refurbished the historic Town Clerk's customer counter, and painted the walls in the Town Clerk's office.

Fiscal Notes:

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

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01-037	Town Buildings Maintenance	2014-2015 Actual Expended	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 148,382	\$ 155,433	\$ 169,000	\$ 167,250
11003	Part-time payroll	-	-	-	-
13002	Overtime	3,924	2,968	8,000	8,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>152,306</u>	<u>158,401</u>	<u>177,000</u>	175,250
Contractual Services					
31000	Service contracts	30,020	22,504	30,000	32,000
36008	Waste services	-	50	250	250
	Total Contractual Services	<u>30,020</u>	<u>22,554</u>	<u>30,250</u>	32,250
Repairs					
44003	Equipment repair/rental	7,736	27,334	8,500	8,250
	Total Repairs	<u>7,736</u>	<u>27,334</u>	<u>8,500</u>	8,250
Utilities					
51001	Gas & diesel fuel	5,049	2,585	4,000	4,000
53001	Telephone	36,969	35,800	39,000	39,000
53002	Pagers	-	-	-	-
53003	Cell phones	6,287	6,398	8,000	8,000
	Total Utilities	<u>48,305</u>	<u>44,783</u>	<u>51,000</u>	51,000
Commodities					
61001	Uniforms	1,137	1,352	1,350	1,350
61003	Equipment supplies	1,513	3,394	2,500	2,500
61004	Ground supplies	-	-	-	-
61006	Building supplies	9,942	11,509	11,000	11,500
62001	Electricity	32,505	32,086	37,500	37,500
62002	Water & sewer	1,414	2,354	1,800	2,750
62004	Heating fuel	4,747	4,398	4,900	5,000
67000	Small tools	559	931	750	750
68000	Custodial supplies	11,194	12,224	14,000	14,500
	Total Commodities	<u>63,011</u>	<u>68,248</u>	<u>73,800</u>	75,850
Capital Expenditures					
73000	Equipment purchases	9,572	2,189	3,000	3,000
	Total Capital Expenditures	<u>9,572</u>	<u>2,189</u>	<u>3,000</u>	3,000
01-037	Total Town Buildings Maintenance	<u><u>\$ 310,950</u></u>	<u><u>\$ 323,509</u></u>	<u><u>\$ 343,550</u></u>	<u><u>\$ 345,600</u></u>

Percentage increase/(decrease) **0.60%**

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

Mission & Purpose:

The Highway and Grounds Departments ensure the public's safety by plowing, sanding, and salting approximately sixty-three (63) miles of Town roads, clearing sidewalks and all Town owned parking lots.

Goals & Objectives:

1. Maintain all town-owned roadways in a safe condition during winter weather conditions.

Accomplishments:

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

Fiscal Notes:

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

Town of Portland, Connecticut
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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-038	Snow Removal	Expended	Expended	Budget	Budget
Personnel Expenditures					
13002	Overtime	\$ 112,280	\$ 46,939	\$ 46,500	\$ 46,500
	Total Personnel Expenditures	<u>112,280</u>	<u>46,939</u>	<u>46,500</u>	<u>46,500</u>
Commodities					
65001	Road materials	<u>62,147</u>	<u>28,849</u>	<u>53,500</u>	<u>53,500</u>
	Total Commodities	<u>62,147</u>	<u>28,849</u>	<u>53,500</u>	<u>53,500</u>
01-038	Total Snow Removal	<u><u>\$ 174,427</u></u>	<u><u>\$ 75,788</u></u>	<u><u>\$ 100,000</u></u>	<u><u>\$ 100,000</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

The Planning and Land Use Administrator provides assistance to the Planning and Zoning Commission, Zoning Board of Appeals, Economic Development Commission, Conservation Commission, Inland-Wetland Commission, the First Selectwoman, Superintendent of Schools, Air Line Trail Steering Committee, other Town departments and community groups such as the Brownstone Quorum and Complete Streets Group.

Goals & Objectives:

1. Continue to review available grant opportunities for funding to support community objectives related to healthy living, recreation, brownfield remediation, redevelopment and other needs.
2. Continue the formal implementation process of the objectives detailed in the 2016 Plan of Conservation and Development among all Boards, Commissions and Committees that operate within the Land Use Department.
3. Assist developers with moving approved projects through the process of planning, construction and completion while continuing to encourage new economic and community development projects.
4. Encourage the demolition and/or rehabilitation of blighted buildings in commercial zones to promote redevelopment and economic opportunities.

Accomplishments:

- Completed the reviews and permitting of major industrial renovation and expansion projects, including but not limited to those at **Specialty Lighting, RED Technologies and Connecticut Pharmaceutical Solutions.**
- Facilitated several Development Division Meetings, held with staff and prospective businesses to discuss development proposals.
- Assisted with grassroots community organizations such as the Complete Streets Group and Brownstone Quorum. Passed the Complete Streets Policy.
- Partnered with the Economic Development Commission to support Main Street businesses to continue to create a more vibrant, walkable and economically successful Village District.
- Assisted with the review and update of the subdivision regulations.
- Land use staff, Economic Development Commission members, and the Economic Development Coordinator completed the follow-up to the First Impressions Connecticut Community Exchange Program which combined the expertise of staff and volunteers from Portland and Windsor Locks to address issues of economic and community development.
- Land use staff attended local and regional conferences, informational meetings, classes and training courses related to current zoning and planning trends, historic preservation, legal issues, affordable housing, economic development, historic preservation and grant funding.
- Assisted the Lower Connecticut River Valley Council of Governments with the facilitation and review of Town Center Village District (TCVD) Tier 1 proposals.

Fiscal Notes:

- The budget consists of a full time Planning and Land Use Administrator, part-time Land Use & Economic Development Coordinator and one full time administrative assistant shared with the Building Department.
- It should be noted that the re-development of the former Elmcrest property could affect this budget in a substantial way.

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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-040	Planning Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 77,360	\$ 98,866	\$ 101,500	\$ 76,750
11003	Part-time payroll	\$ 12,486	660	-	26,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>89,846</u>	<u>99,526</u>	<u>101,500</u>	102,750
Contractual Services					
31002	Plan consultant	-	4,859	8,500	8,500
32000	Conferences, meetings, dues	<u>1,443</u>	<u>1,242</u>	<u>1,750</u>	1,750
	Total Contractual Services	<u>1,443</u>	<u>6,101</u>	<u>10,250</u>	10,250
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	<u>-</u>	<u>-</u>	<u>-</u>	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
01-040	Total Planning Department	<u><u>\$ 91,289</u></u>	<u><u>\$ 105,627</u></u>	<u><u>\$ 111,750</u></u>	<u><u>\$ 113,000</u></u>
Percentage increase/(decrease)					<u><u>1.12%</u></u>

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

Mission & Purpose:

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

Goals and Objectives:

1. Investigate zoning complaints and initiate enforcement procedures in accordance with established procedures.
2. Attend ZBA meetings and provide assistance with zoning variance requests and motor vehicle dealer/repairer licensing applications.
3. Provide information to the public relative to zoning permit requirements and issue zoning permits.
4. Achieve the designation of Certified Zoning Enforcement Officer (CZEO). The current ZEO must complete the required Case Study in order to achieve this certification.

Accomplishments:

- The current ZEO passed all CT Association of Certified Zoning Officials (CAZEO) examinations, and is now a Certified Zoning Enforcement Technician (CZET).
- Collaborated with multiple Town Departments and the Chatham Health District to address issues relative to zoning violations.

Fiscal Notes:

- There is a slight payroll increase in this Department.

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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-041	Zoning Enforce Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 8,131	\$ 3,906	\$ 15,000	\$ 15,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>8,131</u>	<u>3,906</u>	<u>15,000</u>	<u>15,500</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>128</u>	<u>848</u>	<u>1,000</u>	<u>1,000</u>
	Total Contractual Services	<u>128</u>	<u>848</u>	<u>1,000</u>	<u>1,000</u>
Utilities					
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>
Commodities					
61003	Equipment supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-041	Total Zoning Enforce Department	<u><u>\$ 8,259</u></u>	<u><u>\$ 4,754</u></u>	<u><u>\$ 16,200</u></u>	<u><u>\$ 16,700</u></u>

Percentage increase/(decrease) 3.09%

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

Mission & Purpose:

The Planning & Zoning Commission (P&Z) is responsible for ensuring compliance with zoning and subdivision regulations. The Commission also has the responsibility for land use planning and for development and adoption of the Plan of Conservation and Development. The Commission prepares revisions to the subdivision and zoning regulations as needed. The Commission also serves as the Town's Aquifer Protection Agency. The Planning and Land Use Administrator, Zoning Enforcement Officer and the Town Engineer provide assistance to the Commission. The Commission meets twice a month.

Goals & Objectives:

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

Accomplishments:

- Revised and adopted updated subdivision regulations consistent with the Plan of Conservation and Development.
- Reviewed and approved numerous commercial, industrial and subdivision development proposals.

Fiscal Notes:

- The allocation for the RiverCOG for Fiscal Year 2018 is budgeted at \$10,700.

Town of Portland, Connecticut
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As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 1,426	\$ 1,843	\$ 3,000	\$ 3,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>1,426</u>	<u>1,843</u>	<u>3,000</u>	3,000
Contractual Services					
31002	Plan consultant	-	-	-	-
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	255	280	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>255</u>	<u>280</u>	<u>1,300</u>	1,300
Miscellaneous					
86015	Midstate Reg, Plan Agency/LCOG	6,260	7,990	10,700	10,700
86016	CT River Assembly	-	-	-	-
	Total Miscellaneous	<u>6,260</u>	<u>7,990</u>	<u>10,700</u>	10,700
01-042	Total Plan & Zoning Commission	<u><u>\$ 7,941</u></u>	<u><u>\$ 10,113</u></u>	<u><u>\$ 15,000</u></u>	<u><u>\$ 15,000</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No significant changes requested for Fiscal Year 2017-2018.

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		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-043	Zoning Board of Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 680	\$ 759	\$ 875	\$ 875
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>680</u>	<u>759</u>	<u>875</u>	<u>875</u>
Contractual Services					
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	-	230	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>230</u>	<u>1,300</u>	<u>1,300</u>
01-043	Total Zoning Board of Appeals	<u><u>\$ 680</u></u>	<u><u>\$ 989</u></u>	<u><u>\$ 2,175</u></u>	<u><u>\$ 2,175</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- There are no significant changes requested for Fiscal Year 2017-2018.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-044	Inland Wetlands Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 142	\$ 45	\$ 750	\$ 750
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	142	45	750	750
Contractual Services					
31011	Enforcement officer	2,813	3,443	2,800	2,800
32000	Conferences, meetings, dues	55	295	350	350
	Total Contractual Services	2,868	3,738	3,150	3,150
Miscellaneous					
86001	CT Coastal Conservation Dist	1,824	1,824	1,824	1,824
	Total Miscellaneous	1,824	1,824	1,824	1,824
01-044	Total Inland Wetlands Commission	\$ 4,834	\$ 5,607	\$ 5,724	\$ 5,724
Percentage increase/(decrease)					0.00%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No significant changes to this department budget.

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Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-045	Conservation Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 249	\$ 81	\$ 300	\$ 300
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	249	81	300	300
Contractual Services					
32000	Conferences, meetings, dues	110	-	250	250
	Total Contractual Services	110	-	250	250
Miscellaneous					
86002	Reservoir Trail Project	-	-	-	-
	Total Miscellaneous	-	-	-	-
01-045	Total Conservation Commission	\$ 359	\$ 81	\$ 550	\$ 550
Percentage increase/(decrease)					0.00%

Mission & Purpose:

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

Goals and Objectives:

1. Support existing commercial and industrial businesses, continue business recruitment of target providers of goods and services currently unavailable in the community, and continue to collaboratively market vacant commercial and industrial properties.
2. Review and comment on commercial and industrial applications and zoning amendments that may affect local business and commerce.
3. Assist local businesses in securing funding for upgrades and expansion through the Department of Economic and Community Development's Small Business Express Loan Program and partnerships with local commercial banks.
4. Assist property owners and developers in moving toward completion of proposed and approved commercial and industrial construction projects.
5. Continue to focus on redeveloping vacant and stagnant spaces within the Village District and along Marlborough Street/Route 66 corridor.
6. Work with Anchor Engineering, the Village District design consultants, to review and revise the current Village District Guidelines to create a more business friendly set of regulations.
7. Review the current menu of Economic Development Programs and Services to ensure the needs of the business community are being met and expand services where necessary.
8. Begin to formally implement the goals and objectives of the 2016 Plan of Conservation and Development.

Accomplishments:

- Working with our State Representative, we completed a survey of parking issues within the Village District. We pinpointed key times when parking shortages impact businesses and we worked to design potential solutions.
- Refurbished the "Town of Portland" sign within the Village District.
- Completed a plan for implementation of the goals and objectives of the 2016-2017 Plan of Conservation and Development assigned to the Economic Development Commission.
- Completed the compilation of a comprehensive business data base.
- Examples of significant industrial and commercial investment that occurred during the past year included major renovations at Specialty Lighting, located at 74 Pickering Street and Connecticut Pharmaceuticals Solutions, located at 264 Freestone Avenue. Within the Village District, Victorian Inspirations expanded their retail space with a new location at 162 Main Street and Revolution Properties completed an expansion at 280 Main Street.

Fiscal Notes:

- Consultant is not funded.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 240	\$ 462	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	240	462	500	500
Contractual Services					
31005	Grants consultant contract	13,332	12,000	24,000	-
32000	Conferences, meetings, dues	-	75	350	350
	Total Contractual Services	13,332	12,075	24,350	350
Utilities					
59001	Marketing program	2,934	2,301	3,000	3,000
	Total Utilities	2,934	2,301	3,000	3,000
01-046	Total Economic Dev Commission	\$ 16,506	\$ 14,838	\$ 27,850	\$ 3,850
Percentage increase/(decrease)					-86.18%

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

Mission & Purpose:

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

Goals & Objectives:

1. To ensure that the Town's capital infrastructure is maintained and in good working order.

Accomplishments:

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-047	Capital Expend Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ -	\$ -	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	500	500
01-047	Total Capital Expend Commission	\$ -	\$ -	\$ 500	\$ 500
Percentage increase/(decrease)					0.00%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- One town left the District. Other Towns will need to contribute more for services. This budget is based on a per capita rate.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-051	Health Department	Expended	Expended	Budget	Budget
Contractual Services					
-	CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009	Chatham Health District	84,774	88,863	97,273	101,150
	Total Contractual Services	84,774	88,863	97,273	101,150
01-051	Total Health Department	<u>\$ 84,774</u>	<u>\$ 88,863</u>	<u>\$ 97,273</u>	<u>\$ 101,150</u>
Percentage increase/(decrease)					<u>3.99%</u>

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

Mission & Purpose:

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

Goals & Objectives:

N/A

Accomplishments:

N/A

Fiscal Notes:

- The Department is not funded in Fiscal Year 2018.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-052	Environmental Health	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ -	\$ -	\$ -	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
01-052	Total Environmental Health	\$ -	\$ -	\$ -	\$ -
Percentage increase/(decrease)					0.00%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- There is an increase of \$7,000 in this budget for the following: \$3,000 for program services to assist with on-site meals for seniors and the disabled, an additional \$2,000 for the Fireworks and \$2,000 for the Portland Fair.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-053	Social Services	Expended	Expended	Budget	Budget
	Miscellaneous				
86007	MCSAAC	\$ 500	\$ 500	\$ 500	\$ 500
86008	Community Health Center	1,000	1,000	1,000	1,000
86009	Community Renewal Team	500	500	500	500
86010	Regional Mental Health Board	505	505	505	505
86011	Rushford Center	500	500	500	500
86013	Red Cross Dial-a-Ride	27,717	27,717	29,500	29,500
86014	Rural Transit Program	10,677	10,677	11,000	11,000
86017	Sexual Assault Crisis Center	500	500	500	500
86019	Fam Access/Middlesex Behavioral	500	500	500	500
86029	Brownstone Quorum	500	500	500	500
87004	Emergency Shelter	225	352	3,000	3,000
87005	Clinical social worker	-	-	-	-
87006	Connection Emergency Shelter	2,200	2,200	2,200	2,200
88001	Program services	-	-	-	3,000
88005	Memorial Day parade	4,532	4,793	5,000	5,000
88007	Veteran's activities	2,873	2,973	4,000	4,000
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
88042	Portland Fireworks	473	500	500	2,500
88019	Portland Historical Society	500	500	500	500
88020	Portland Fair	-	500	500	2,500
	Total Miscellaneous	53,702	54,717	60,705	67,705
01-053	Total Social Services	\$ 53,702	\$ 54,717	\$ 60,705	\$ 67,705

Percentage increase/(decrease) **11.53%**

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

Mission & Purpose:

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

Goals & Objectives:

1. Utilize the successful fundraising program which was initiated several years ago to implement new projects and to make improvements to the Waverly Center.
2. Expand programming and introduce new initiatives based on the needs and desires of participants.
3. Work with our community partners to broaden the scope of services available.
4. Create new community partnerships.
5. Continue to be accredited by the National Council on Aging and National Institute of Senior Centers.

Accomplishments:

- Awarded a State grant to purchase a new wheelchair accessible van. We will share the van with the Town of Cromwell.
- Received a grant from the Community Foundation of Middlesex County for a summer inter-generational adventure program at Chatham Court.
- Continued the award-winning ArtVan Program.
- Continued the annual Ralph Paley Spirit of Portland Awards Program, honoring volunteerism in Portland.
- Continued the successful Waverly Salon Learning Series with monthly suppers and guest speakers on a variety of topics.
- Partnered with Rite Aid Pharmacy for our second Annual Summer Kick-Off on the Town Green. The event celebrates the arrival of Summer Season.

Fiscal Notes:

- Personnel expenditures cover one (1) full-time Director and 50% of the full-time salary of the Assistant, shared with the Parks & Recreation Department #12-130, and ten (10) hours per week of clerical assistance.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-054	Senior Citizen Center	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 49,743	\$ 50,736	\$ 51,900	\$ 53,250
11003	Part-time payroll	27,772	24,636	29,000	33,750
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>77,515</u>	<u>75,372</u>	<u>80,900</u>	<u>87,000</u>
Contractual Services					
31000	Service contracts	6,298	4,382	6,500	6,500
31006	Instructor fees	1,806	1,935	3,000	3,000
32000	Conferences, meetings, dues	405	1,331	900	900
36004	Telecommunications	-	-	600	600
	Total Contractual Services	<u>8,509</u>	<u>7,648</u>	<u>11,000</u>	<u>11,000</u>
Commodities					
61000	Office supplies	-	-	-	-
62001	Electricity	9,154	9,896	11,376	11,000
62002	Water & sewer	690	907	900	965
62004	Heating fuel	4,014	2,852	4,250	3,950
	Total Commodities	<u>13,858</u>	<u>13,655</u>	<u>16,526</u>	<u>15,915</u>
Capital Expenditures					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88001	Program services	2,691	2,051	4,000	4,000
	Total Miscellaneous	<u>2,691</u>	<u>2,051</u>	<u>4,000</u>	<u>4,000</u>
01-054	Total Senior Citizen Center	<u>\$ 102,573</u>	<u>\$ 98,726</u>	<u>\$ 112,426</u>	<u>\$ 117,915</u>
Percentage increase/(decrease)					<u><u>4.88%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- The Director of Youth Services has been running a very successful monthly program open to all at Quarry Heights. Topics include Probate Court Services, Middletown Area Transit opportunities, Legal Services, Portland Police Services, Portland Library Programs, a Card-Making Session and other social/cultural activities.
- In partnership with the Portland Food Bank, the New England Mobile Food Pantry has continued monthly visits providing fresh produce and dairy to residents of all ages. This has been supplemented by The Knights of Columbus who provide hot soup for people waiting outside in the cold.

Fiscal Notes:

- Personnel expenditures cover multiple van drivers with varying costs depending on use of the van service.
- A regional grant provides additional funding for the van driver costs.
- Ride costs have been slightly increased effective February 1, 2016 for riders who make multiple stops to offset additional costs in time and fuel.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-055	Municipal Agent for Elderly	Expended	Expended	Budget	Budget
Personnel Expenditures					
14010	Van drivers stipends	\$ 21,514	\$ 20,983	\$ 25,000	\$ 25,000
	Total Personnel Expenditures	21,514	20,983	25,000	25,000
Contractual Services					
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	-	-	-	-
Utilities					
51001	Gas & diesel fuel	4,414	3,156	5,600	5,600
	Total Utilities	4,414	3,156	5,600	5,600
Miscellaneous					
88011	Veteran's relief	-	-	-	-
	Total Miscellaneous	-	-	-	-
01-055	Total Munic Agent for the Elderly	\$ 25,928	\$ 24,139	\$ 30,600	\$ 30,600
Percentage increase/(decrease)					0.00%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- The number of Portland residents holding library cards exceeded 4,500.
- The library provides space for civic and community group meetings and tutoring.
- The library provides free access to the internet and *Office* software products.
- Provided a variety of programs for all age groups, including group book discussions, movies and other cultural activities.
- Completed thousands of Reference transactions, i.e., responding to information and/or assistance.

Fiscal Notes:

- The Portland Library Assistant Director retired June 30, 2016.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-065	Portland Library	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 343,844	\$ 352,868	\$ 382,000	\$ 397,500
11003	Part-time payroll	148,162	149,491	140,000	117,000
14001	Board clerk	564	597	700	700
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>492,570</u>	<u>502,956</u>	<u>522,700</u>	<u>515,200</u>
Contractual Services					
31000	Service contracts	8,151	14,626	16,000	16,000
32000	Conferences, meetings, dues	1,845	1,629	2,600	2,600
36010	Contract - data bases	5,953	9,028	10,000	10,000
36011	Data processing - Library Connection	30,420	34,763	32,500	34,500
	Total Contractual Services	<u>46,369</u>	<u>60,046</u>	<u>61,100</u>	<u>63,100</u>
Repairs					
44003	Equipment repair/rental	1,030	1,049	1,500	1,500
	Total Repairs	<u>1,030</u>	<u>1,049</u>	<u>1,500</u>	<u>1,500</u>
Utilities					
53000	Postage	1,099	825	2,000	2,000
59000	Cataloging	-	-	600	600
	Total Utilities	<u>1,099</u>	<u>825</u>	<u>2,600</u>	<u>2,600</u>
Commodities					
61000	Office supplies	7,688	6,564	7,000	7,200
62001	Electricity	45,710	44,650	47,500	47,500
62002	Water & sewer	912	1,501	1,600	1,750
62004	Heating fuel	8,585	6,699	9,000	8,500
64001	Books	45,172	43,337	45,000	45,000
64002	Discs & videos	6,101	6,717	8,000	8,000
64003	Periodicals	6,005	6,875	6,500	6,500
	Total Commodities	<u>120,173</u>	<u>116,343</u>	<u>124,600</u>	<u>124,450</u>
Miscellaneous					
88001	Program services	1,105	933	1,200	1,400
	Total Miscellaneous Expenditures	<u>1,105</u>	<u>933</u>	<u>1,200</u>	<u>1,400</u>
01-065	Total Portland Library	<u>\$ 662,346</u>	<u>\$ 682,152</u>	<u>\$ 713,700</u>	<u>\$ 708,250</u>

Percentage increase/(decrease) -0.76%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Contributions required by employees within the Defined Contribution Plan have increased from 5% of salary to 6% of salary. The employer match is 6% of salary.
- All other employer plan contributions are actuarially valued.
- Medical claims have been unfavorable for the past two years, resulting in an increase in premiums.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-071	Employee Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
19001	Vacation pay	\$ 65,346	\$ 60,305	\$ 70,000	\$ 67,500
19002	Longevity	17,125	17,375	17,500	15,000
19003	Sick pay	103,507	117,189	117,500	115,000
19004	Termination benefits pay	-	113,385	60,000	60,000
21001	Medical insurance	913,201	923,419	1,061,000	1,103,600
21002	Dental insurance	14,967	14,645	20,000	18,000
21003	Life insurance	12,264	13,623	15,640	15,640
21004	Long-term disability insurance	11,178	11,665	13,560	13,560
22000	FICA/Medicare	310,826	308,119	350,000	355,000
23001	Town pension contributions	440,607	441,012	461,385	504,005
23002	Police pension contribution	226,429	235,000	200,000	203,500
23003	Volunteer Fire pension contribution	72,840	84,000	90,250	88,000
26000	Workers' compensation	168,500	172,300	176,400	176,400
28001	Unemployment compensation	347	190	3,000	3,000
	Total Personnel Expenditures	2,357,137	2,512,227	2,656,235	2,738,205
Contractual Services					
37029	Collective bargaining	8,671	6,670	12,000	6,000
	Total Contractual Services	8,671	6,670	12,000	6,000
01-071	Total Employee Fringe Benefits	\$ 2,365,808	\$ 2,518,897	\$ 2,668,235	\$ 2,744,205

Percentage increase/(decrease) **2.85%**

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

- CT Interlocal Management Agency (CIRMA) is estimating a 3% increase in the cost of our coverage.
- The Air Line Trail License Agreement with Eversource requires the Town to purchase additional environmental insurance. The annual cost of this insurance is approximately \$7,000.

Town of Portland, Connecticut
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As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-073	Risk Management	Expended	Expended	Budget	Budget
Utilities					
-	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	117,678	135,618	157,500	162,225
	Total Utilities	117,678	135,618	157,500	162,225
01-073	Total Risk Management	\$ 117,678	\$ 135,618	\$ 157,500	\$ 162,225
Percentage increase/(decrease)					3.00%

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	\$ 1,020,000	\$ 160,451	\$ -	\$ -
❖ 1999 GENOB Town & BOE \$7.105M	190,000	18,335	-	-
❖ 2017/2018 Planned/Potential Issue		95,000		
❖ Fire Department ladder truck (11 th of 12 annual payments)	-	-	52,157	5,322
❖ Multi-equipment FY2015 lease (4 th of 5 annual payments)			268,388	7,699
❖ Multi-equipment FY2018 lease (1 st of 6 annual payments)			261,960	22,621
	<u>\$ 1,210,000</u>	<u>\$ 273,786</u>	<u>\$ 582,505</u>	<u>\$ 35,642</u>
				Misc #83005
				<u>\$ 1,000</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-085	Debt Service	Expended	Expended	Budget	Budget
Debt Service					
83001	Bonds - principal	\$ 1,235,000	\$ 1,230,000	\$ 1,225,000	\$ 1,210,000
83002	Bonds - interest	293,630	253,838	213,698	273,786
83003	Capital leases - principal	490,435	486,706	314,304	582,505
83004	Capital leases - interest	36,979	29,792	19,262	35,642
83005	Miscellaneous	-	-	1,000	1,000
Total Debt Service		<u>2,056,044</u>	<u>2,000,336</u>	<u>1,773,264</u>	2,102,933
01-085	Total Debt Service	<u><u>\$ 2,056,044</u></u>	<u><u>\$ 2,000,336</u></u>	<u><u>\$ 1,773,264</u></u>	<u><u>\$ 2,102,933</u></u>

Percentage increase/(decrease) 18.59%

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Transfer to Other (90006) includes \$125,000 to lower the deficit in the School Construction Fund, \$10,000 for amounts to be used for board-ups and demolition of blighted properties and \$50,000 for water department for fire hydrants upkeep.
- Details of Capital Non-recurring Town & BOE, Account Numbers 90012 and 90013 are as follows:

Line 90013

BOE – Technology Upgrade	\$	<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 – SCBA Bottle Replacement	\$	7,000
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Parks/Recreation – Airline Trail Improvements		10,000
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Town-wide - Computers, Printers, etc.		20,000
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Town-wide - Revaluation		<u>40,000</u>
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Transfer out – Capital Non-recurring Town	\$	<u>77,000</u>
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Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-093	Interfund Transfers Out	Expended	Expended	Budget	Budget
Transfers Out					
90001	Transfer out - Animal Control	\$ 64,009	\$ 64,545	\$ 68,702	\$ 71,703
90002	Transfer out - Youth Services	86,163	85,825	89,042	90,485
90003	Transfer out - Bldg Maintenance	75,000	77,500	80,000	82,000
90004	Transfer out - Town Aid Road	-	-	-	-
90005	Transfer out - Resource Recov	222,190	207,970	173,528	164,835
90006	Transfer out - Other	125,000	135,000	185,000	185,000
90007	Transfer out - Park & Rec	187,229	188,949	199,495	186,980
90008	Transfer out - Open Space	55,956	55,956	50,000	50,000
90012	Transfer out - Cap Non rec Town	147,500	112,000	191,100	77,000
90013	Transfer out - Cap Non rec BOE	46,000	50,000	112,000	50,000
90014	Transfer out - Renewable Energy	5,000	5,000	5,000	5,000
	Total Transfers Out	<u>1,014,047</u>	<u>982,745</u>	<u>1,153,867</u>	<u>963,003</u>
01-093	Total Interfund Transfers Out	<u><u>\$ 1,014,047</u></u>	<u><u>\$ 982,745</u></u>	<u><u>\$ 1,153,867</u></u>	<u><u>\$ 963,003</u></u>
Percentage increase/(decrease)					<u><u>-16.54%</u></u>

Department Name: Town Contingency **Department #:** 01-095

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

- No changes made to this budget.
- Any amounts not used or transferred to other Town General Government accounts at year-end return to the Town Fund Balance, which will be used for future needs.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2017-2018
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
01-095	Town Contingency	Expended	Expended	Budget	Budget
Miscellaneous					
84001	Contingency	\$ 11,397	\$ 8,813	\$ 100,000	\$ 100,000
	Total Miscellaneous	<u>11,397</u>	<u>8,813</u>	<u>100,000</u>	<u>100,000</u>
01-095	Total Town Contingency	<u><u>\$ 11,397</u></u>	<u><u>\$ 8,813</u></u>	<u><u>\$ 100,000</u></u>	<u><u>\$ 100,000</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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TOWN OF PORTLAND, CONNECTICUT

OTHER SPECIAL REVENUE FUNDS

SEWER DEPARTMENT

WATER DEPARTMENT

ANIMAL CONTROL DEPARTMENT

TOWN AID ROAD FUND

YOUTH SERVICES DEPARTMENT

RESOURCE RECOVERY DEPARTMENT

BUILDING MAINTENANCE FUND

PARKS & RECREATION DEPARTMENT

ADOPTED BUDGETS

FISCAL YEAR

2017-2018

Other Special Revenue Funds

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

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

Personnel expenditures for the Sewer Department include the full-time salaries of three (3) employees, and 50% of the full-time salary of the billing/collection agent shared with the Water Department #03-135. The Sewer facility was upgraded in 2001. Wastewater is collected from 1,570 users through a collection system consisting of approximately twenty-two (22) miles of sewer mains and three (3) pumping stations. The entire budget is funded through user charges.

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

Personnel expenditures for the Water Department include the full-time salaries of two (2) employees plus 50% of the full-time salary of the billing/collection agent shared with the Sewer Department #02-139. The Department maintains approximately 40 miles of water mains serving approximately 25% of our total Town population, or 2,330 customers. Over the past several years, the Department has seen a reduction in revenues due to the Town losing major users. The majority of the budget is funded through user charges.

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

Personnel expenditures for the Animal Control Department include the full-time salary of one (1) Animal Control Officer plus the part-time salary of our weekend/call-in employee. The Towns of Portland and Middletown use the Facility to impound animals. The estimated budget for FY 2017-2018 shows a General Fund contribution of \$71,703, or approximately 62% of the total budget.

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

This budget provides for road maintenance, repair, purchases of salt for the winter months, and purchases of materials for road maintenance projects. This fund is funded by a State of CT grant. The grant is expected to be \$239,766 for Fiscal Year 2017-2018.

Other Special Revenue Funds (Continued)

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 2017-2018 shows a State of CT grant for \$34,100 with the rest of the budget funded by user charges of \$76,000 or 38% of the total budget and a contribution from the General Fund of \$90,485, or approximately 45% of the total budget.

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

Personnel expenditures for the Resource Recovery Department include two full-time salaried employees. The Resource Recovery Department allows residents to bring municipal solid waste (MSW) and recyclables for disposal. The Department assists residents with recycling, bag sales for MSW, bulky waste disposal, brush burning, leaf composting, and transfer of MSW to disposal centers utilizing the roll-off container vehicle. The General Fund contribution is \$164,835, or 48% 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 2017-2018 shows a contribution from the General Fund of \$82,000, or approximately 100% of the total budget.

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

Personnel expenditures for the Parks & Recreation Department include the full-time salary of one (1) Director, 50% of the full-time salary of an administrative assistant shared with the Senior Citizen Center Department #01-054, plus numerous temporary/seasonal employees. The Department is responsible for offering many recreational and community programs such as the recreational basketball program, holiday tree lighting, Easter-egg hunt, road race and other town-wide activities. The General Fund contribution budgeted in Fiscal Year 2018 is \$186,980, or 49% of the total budget.

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2017-2018 - Sewer Department
As of May 8, 2017

Sewer Department		2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Budgeted Revenue	2017-2018 Estimated Revenue
Charges for Services					
00350	User charges	\$ 822,426	\$ 903,373	\$ 1,032,244	\$ 1,068,594
00351	User charges - interest & lien fees	31,547	24,945	29,000	29,000
00352	Sale of nitrogen credits	4,723	4,170	-	1,500
00353	Process material	10,140	2,295	10,000	5,000
00354	Other revenue sources	1,459	150	100	100
00355	PILOT payment	-	-	-	-
00406	Demand Response	-	-	-	-
	Total Charges for Services	870,295	934,933	1,071,344	1,104,194
Investment Income					
00401	Investment income	75	246	75	75
	Total Investment Income	75	246	75	75
Interfund Transfers In					
00502	Transfer in - Other funds	-	-	-	-
	Total Interfund Transfers In	-	-	-	-
Total Sewer Department Revenue		<u>\$ 870,370</u>	<u>\$ 935,179</u>	<u>\$ 1,071,419</u>	<u>\$ 1,104,269</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Sewer Department
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
02-139	Sewer Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 219,170	\$ 217,915	\$ 232,000	\$ 236,500
13002	Overtime	18,955	13,189	14,000	14,500
14001	Board clerk	177	91	175	175
19001	Unused vacation pay	8,952	-	10,000	9,000
19002	Longevity	1,100	1,100	1,100	1,000
19003	Sick pay	7,936	8,083	9,500	9,500
21001	Medical insurance	61,626	60,304	66,000	68,500
21002	Dental insurance	937	945	1,500	1,500
21003	Life insurance	547	567	650	650
21004	Long-term disability insurance	710	737	850	850
22000	FICA/Medicare	18,372	18,722	20,018	20,400
23001	Town pension contribution	14,246	14,267	15,066	14,550
	Total Personnel Expenditures	352,728	335,920	370,859	377,125
Contractual Services					
31000	Service contracts	53,603	50,801	56,000	56,000
32000	Conferences, meetings, dues	401	422	1,200	1,200
33001	Audit services	6,211	6,249	6,300	6,300
34001	Data processing	285	114	1,500	1,500
36008	Waste services	-	377	600	600
37013	Legal fees	-	-	2,000	2,000
	Total Contractual Services	60,500	57,963	67,600	67,600
Repairs					
44003	Equipment repair/rental	75,149	51,220	40,000	45,000
	Total Repairs	75,149	51,220	40,000	45,000
Utilities					
51001	Gas & diesel fuel	3,761	2,041	3,000	3,800
52001	Municipal insurance	20,714	21,959	22,500	23,175
53000	Postage	4,500	3,700	4,500	4,500
53001	Telephone	4,246	4,364	5,500	5,500
	Total Utilities	33,221	32,064	35,500	36,975

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Sewer Department
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
02-139	Sewer Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 240	\$ 188	\$ 500	\$ 500
61001	Uniforms	1,131	1,289	1,500	1,500
62001	Electricity	111,797	119,959	122,000	126,000
62002	Water & sewer	13,225	18,770	17,500	19,500
62004	Heating fuel	15,147	10,586	11,500	11,500
65002	Sewer supplies	10,623	14,820	15,891	16,000
68000	Custodial supplies	-	86	500	500
69002	Chemicals	2,742	640	6,500	6,500
	Total Commodities	<u>154,905</u>	<u>166,338</u>	<u>175,891</u>	<u>182,000</u>
Equipment					
73000	Equipment purchases	<u>8,616</u>	<u>-</u>	<u>6,000</u>	<u>10,000</u>
	Total Equipment	<u>8,616</u>	<u>-</u>	<u>6,000</u>	<u>10,000</u>
Miscellaneous					
83006	CWF notes - principal	214,540	218,869	223,287	227,794
83007	CWF notes - interest	27,930	23,599	19,182	14,675
88016	Miscellaneous	<u>10,903</u>	<u>4,269</u>	<u>7,000</u>	<u>7,000</u>
	Total Miscellaneous	<u>253,373</u>	<u>246,737</u>	<u>249,469</u>	<u>249,469</u>
Transfers Out					
90015	Transfer out - Cap Non rec Town	45,000	115,000	115,000	125,000
90016	Transfer out - Workers' comp	<u>10,715</u>	<u>11,000</u>	<u>11,100</u>	<u>11,100</u>
	Total Transfers Out	<u>55,715</u>	<u>126,000</u>	<u>126,100</u>	<u>136,100</u>
02-139	Total Sewer Department	<u>\$ 994,207</u>	<u>\$1,016,242</u>	<u>\$ 1,071,419</u>	<u>\$ 1,104,269</u>
Percentage increase/(decrease)					<u>3.07%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2017-20187 - Water Department
As of May 8, 2017

Water Department		2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Budgeted Revenue	2017-2018 Estimated Revenue
Intergovernmental					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
Charges for Services					
00351	User charges - interest & lien fees	\$ 30,538	\$ 21,744	\$ 29,400	\$ 28,000
00354	Miscellaneous	2,857	6,306	3,000	3,000
00356	Meter charges	170,577	273,632	287,000	275,000
00357	Unmetered sales	21,196	29,693	21,123	24,500
00358	Metered sales	814,841	838,719	969,371	1,011,280
00359	Private fire protection	8,280	12,400	10,250	12,400
00360	Service connections	375	8,375	3,600	3,600
00361	Sales to public authorities	64,883	72,331	72,000	74,160
00362	Cross connection fees	4,650	5,930	6,900	6,000
	Total Charges for Services	1,118,197	1,269,130	1,402,644	1,437,940
Investment Income					
00401	Investment income	54	202	10	50
	Total Investment Income	54	202	10	50
Interfund Transfers In					
00501	Transfer in - General Fund		50,000	50,000	50,000
00502	Transfer in - Other funds	-	-	-	-
	Total Interfund Transfers In	-	50,000	50,000	50,000
Total Water Department Revenue		<u>\$ 1,118,251</u>	<u>\$ 1,319,332</u>	<u>\$ 1,452,654</u>	<u>\$ 1,487,990</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Water Department
As of May 8, 2017

03-135 Water Department		2014-2015 Actual Expended	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 155,597	\$ 161,059	\$ 165,000	\$ 170,250
13002	Overtime	22,964	20,100	23,000	23,500
14001	Board clerk	177	91	200	200
19001	Unused vacation pay	3,154	-	5,000	5,000
19002	Longevity	900	900	900	1,000
19003	Sick pay	7,286	7,662	7,600	8,000
21001	Medical insurance	42,499	41,672	46,000	47,500
21002	Dental insurance	625	630	800	800
21003	Life insurance	389	403	475	475
21004	Long-term disability insurance	505	523	590	590
22000	FICA/Medicare	12,681	14,333	16,000	16,000
23001	Town pension contribution	10,123	10,491	11,250	11,400
Total Personnel Expenditures		256,900	257,864	276,815	284,715
Contractual Services					
31000	Service contracts	22,596	22,023	30,000	30,000
32000	Conferences, meetings, dues	1,096	895	1,500	1,500
33001	Audit services	7,667	7,713	7,800	7,800
34001	Data processing	285	180	1,500	1,500
37013	Legal fees	-	-	2,500	2,500
38010	Miscellaneous engineering	500	1,878	4,000	4,000
38012	MDC water contract	585,153	466,990	600,000	615,000
Total Contractual Services		617,297	499,679	647,300	662,300
Repairs					
44003	Equipment repair/rental	7,359	6,253	12,000	12,000
Total Repairs		7,359	6,253	12,000	12,000
Utilities					
51001	Gas & diesel fuel	4,811	3,255	6,000	6,000
52001	Municipal insurance	9,408	9,972	10,250	10,750
53000	Postage	5,750	5,017	6,000	6,000
53001	Telephone	1,812	2,069	2,750	2,750
Total Utilities		21,781	20,313	25,000	25,500

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Water Department
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
03-135	Water Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ -	\$ 426	\$ 850	\$ 850
61001	Uniforms	996	975	1,000	1,000
62001	Electricity	26,936	35,675	38,000	40,000
62004	Heating fuel	3,647	1,776	5,500	4,000
65003	Water supplies	57,298	16,655	40,464	42,000
69002	Chemicals	2,995	2,772	5,000	5,000
	Total Commodities	91,872	58,279	90,814	92,850
Equipment					
73000	Equipment purchases	943	1,333	6,500	6,500
	Total Equipment	943	1,333	6,500	6,500
Miscellaneous					
83001	Bonds - principal	-	-	-	-
83002	Bonds - interest	-	-	-	-
83006	CWF notes - principal	216,005	221,070	226,257	231,565
83007	CWF notes - interest	49,419	44,353	39,168	33,760
88016	Miscellaneous	2,082	2,320	6,000	6,000
	Total Miscellaneous	267,506	267,743	271,425	271,325
Transfers Out					
90006	Transfer out - Other	-	-	-	-
90015	Transfer out - Cap Non rec Town	41,000	115,000	115,000	125,000
90016	Transfer out - Workers' comp	9,175	7,700	7,800	7,800
	Total Transfers Out	50,175	122,700	122,800	132,800
03-135	Total Water Department	\$ 1,313,833	\$ 1,234,164	\$ 1,452,654	\$ 1,487,990

Percentage increase/(decrease) 2.43%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2017-2018 - Animal Control Department
As of May 8, 2017

Animal Control Department		2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Budgeted Revenue	2017-2018 Estimated Revenue
Charges for Services					
00303	Property rental	\$ 33,304	\$ 34,303	\$ 34,303	\$ 36,392
00317	Sale of dog licenses	5,382	5,058	5,400	5,200
00354	Miscellaneous	582	293	500	500
00363	Dog surcharge	1,676	1,592	1,750	1,600
	Total Charges for Services	40,944	41,246	41,953	43,692
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	40,944	41,246	41,953	43,692
Interfund Transfers In					
00501	Transfer in - General Fund	64,099	64,545	68,702	71,703
	Total Interfund Transfers In	64,099	64,545	68,702	71,703
Total Animal Control Dept Revenue		<u>\$ 105,043</u>	<u>\$ 105,791</u>	<u>\$ 110,655</u>	<u>\$ 115,395</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Animal Control Department
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
04-140	Animal Control Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 44,241	\$ 46,473	\$ 49,000	\$ 50,750
11003	Part-time payroll	5,490	8,045	8,000	9,000
13002	Overtime	3,550	6,463	3,250	3,250
19002	Longevity	-	-	-	-
19003	Sick pay	-	-	-	-
21001	Medical insurance	8,400	9,065	9,975	10,500
21002	Dental insurance	208	210	315	315
21003	Life insurance	112	117	170	170
21004	Long-term disability insurance	144	152	200	200
22000	FICA/Medicare	3,965	4,589	4,860	5,010
23001	Town pension contribution	2,195	2,485	3,000	3,000
	Total Personnel Expenditures	68,305	77,599	78,770	82,195
Contractual Services					
31000	Service contracts	1,591	1,425	3,000	3,000
32000	Conferences, meetings, dues	895	330	1,250	1,250
33001	Audit services	-	-	-	-
33004	Veterinarian fees	1,387	941	2,250	2,250
-	Data processing	-	-	-	-
	Total Contractual Services	3,873	2,696	6,500	6,500
Repairs					
44003	Equipment repair/rental	3,469	856	3,000	3,000
	Total Repairs	3,469	856	3,000	3,000
Utilities					
51001	Gas & diesel fuel	371	246	1,000	1,000
52001	Municipal insurance	1,020	1,081	1,135	1,200
53000	Postage	650	500	650	650
53001	Telephone	746	747	900	1,200
54000	Advertising & publications	101	146	200	1,000
	Total Utilities	2,888	2,720	3,885	5,050

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Animal Control Department
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
04-140	Animal Control Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 103	\$ 342	\$ 400	\$ 500
61001	Uniforms	359	380	750	750
61003	Equipment supplies	1,402	1,159	1,750	1,750
62001	Electricity	2,288	2,491	2,800	2,800
62002	Water & sewer	283	431	1,000	1,000
62004	Heating fuel	1,169	663	1,250	1,250
63002	Dog food	1,348	1,062	2,000	2,000
68000	Custodial supplies	173	48	1,250	1,250
	Total Commodities	<u>7,125</u>	<u>6,576</u>	<u>11,200</u>	<u>11,300</u>
Miscellaneous					
88052	Fee share to State	3,980	3,745	4,500	4,250
-	Miscellaneous	-	-	-	-
	Total Miscellaneous	<u>3,980</u>	<u>3,745</u>	<u>4,500</u>	<u>4,250</u>
Transfers Out					
90016	Transfer out - Workers' comp	<u>2,680</u>	<u>2,700</u>	<u>2,800</u>	<u>3,100</u>
	Total Transfers Out	<u>2,680</u>	<u>2,700</u>	<u>2,800</u>	<u>3,100</u>
04-140	Total Animal Control Department	<u>\$ 92,320</u>	<u>\$ 96,892</u>	<u>\$ 110,655</u>	<u>\$ 115,395</u>
Percentage increase/(decrease)					<u><u>4.28%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2017-2018 - Town Aid Road Fund
As of May 8, 2017

Town Aid Road Fund		2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Budgeted Revenue	2017-2018 Estimated Revenue
Charges for Services					
00354	Miscellaneous	-	40,476	-	-
	Total Charges for Services	-	40,476	-	-
Intergovernmental					
00221	State of CT - TAR	\$ 194,321	\$ 136,626	\$ 239,867	\$ 239,766
	Total Intergovernmental	194,321	136,626	239,867	239,766
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	194,321	177,102	239,867	239,766
Interfund Transfers In					
00501	Transfer in - General Fund	-	-	-	-
	Total Interfund Transfers In	-	-	-	-
Total Town Aid Road Fund Revenue		\$ 194,321	\$ 177,102	\$ 239,867	\$ 239,766

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Town Aid Road Fund
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
06-030	Town Aid Road Fund	Expended	Expended	Budget	Budget
Commodities					
65001	Road materials	\$ 194,321	\$ 177,102	\$ 239,867	\$ 239,766
	Total Commodities	194,321	177,102	239,867	239,766
06-030	Total Town Aid Road Fund	<u>\$ 194,321</u>	<u>\$ 177,102</u>	<u>\$ 239,867</u>	<u>\$ 239,766</u>
Percentage increase/(decrease)					<u><u>-0.04%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2017-2018 - Youth Services Department
As of May 8, 2017

Youth Services Department		2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Budgeted Revenue	2017-2018 Estimated Revenue
Intergovernmental					
00214	State of CT - Misc	\$ 12,523	\$ 13,839	\$ 12,500	\$ 12,500
00222	State of CT - YSB	18,937	18,653	18,600	18,600
00223	State of CT - DSS	1,958	3,404	3,000	3,000
Total Intergovernmental		33,418	35,896	34,100	34,100
Charges for Services					
00354	Miscellaneous	-	-	-	-
00364	Program fees - school year	71,247	74,746	70,500	72,500
00365	Resource center fees	2,252	775	2,500	2,500
00366	Contributions/donations	450	97	1,000	1,000
Total Charges for Services		73,949	75,618	74,000	76,000
Investment Income					
00401	Investment income	-	-	-	-
Total Investment Income		-	-	-	-
Subtotal Operating Income		107,367	111,514	108,100	110,100
Interfund Transfers In					
00501	Transfer in - General Fund	86,163	85,825	89,042	90,485
Total Interfund Transfers In		86,163	85,825	89,042	90,485
Total Youth Services Dept Revenue		<u>\$ 193,530</u>	<u>\$ 197,339</u>	<u>\$ 197,142</u>	<u>\$ 200,585</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Youth Services Department
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 52,304	\$ 54,170	\$ 54,750	\$ 56,250
11002	Clerical payroll	-	-	-	-
12000	Temporary payroll	59,459	55,265	60,500	61,500
19002	Longevity	350	450	350	450
19003	Sick pay	2,515	2,668	3,000	3,000
21001	Medical insurance	19,396	18,418	21,000	21,250
21002	Dental insurance	208	210	300	300
21003	Life insurance	133	136	160	160
21004	Long-term disability insurance	173	176	200	200
22000	FICA/Medicare	5,988	6,585	7,250	7,250
23001	Town pension contribution	4,767	4,578	4,582	5,250
	Total Personnel Expenditures	145,293	142,656	152,092	155,610
Contractual Services					
32000	Conferences, meetings, & dues	561	854	700	700
	Total Contractual Services	561	854	700	700
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
52001	Municipal insurance	2,225	2,358	2,500	2,575
53000	Postage	175	150	175	175
53001	Telephone	-	-	-	-
	Total Utilities	2,400	2,508	2,675	2,750
Commodities					
61000	Office supplies	104	336	750	750
61006	Building supplies	-	-	750	750
62001	Electricity	4,020	4,108	4,800	4,800
62002	Water & sewer	292	244	400	400
62004	Heating fuel	616	353	875	725
	Total Commodities	5,032	5,041	7,575	7,425

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Youth Services Department
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Programs/Activities					
88038	Miscellaneous programs	\$ 493	\$ 175	\$ -	\$ -
88039	CRC/ECC consulting	8,670	7,530	21,150	21,500
88040	Activity funds	4,035	4,031	7,000	7,000
88041	Activity supplies	976	323	1,000	1,000
	Total Programs/Activities	<u>14,174</u>	<u>12,059</u>	<u>29,150</u>	29,500
Transfers Out					
90016	Transfer out - Workers' comp	<u>4,330</u>	<u>4,500</u>	<u>4,600</u>	4,600
	Total Transfers Out	<u>4,330</u>	<u>4,500</u>	<u>4,600</u>	4,600
07-110	Total Youth Services Department	<u><u>\$ 171,790</u></u>	<u><u>\$ 167,618</u></u>	<u><u>\$ 196,792</u></u>	<u><u>\$ 200,585</u></u>
Percentage increase/(decrease)					<u><u>1.93%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2017-2018 - Resource Recovery Department
As of May 8, 2017

Resource Recovery Department		2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Budgeted Revenue	2017-2018 Estimated Revenue
Charges for Services					
00354	Miscellaneous	\$ 2,921	\$ 1,760	\$ 2,400	\$ 2,400
00367	Tire fees	920	710	1,300	700
00368	Sale of newsprint	-	-	-	-
00369	Battery recycling	42	135	50	50
00370	Sale of metal	17,183	4,490	17,500	18,000
00371	Facility use permits	25,922	25,935	27,000	27,000
00372	Freon appliance permits	2,325	2,430	3,150	3,150
00373	15 gallon bags to residents	4,770	4,975	5,000	5,000
00374	30 gallon bags to residents	11,631	10,372	12,500	11,000
00375	45 gallon bags to residents	28,976	27,560	30,000	30,000
00376	15 gallon bags to distributors	1,250	1,750	1,250	1,250
00377	30 gallon bags to distributors	3,655	2,700	3,700	3,700
00378	45 gallon bags to distributors	9,634	9,000	10,000	9,500
00379	Bulky waste	40,770	48,096	52,500	52,500
00380	Anti-freeze disposal	20	17	50	50
00381	Mixed paper	-	-	-	-
00382	Cardboard sales	-	-	-	-
00383	Town demolition	1,488	898	250	1,000
00384	Propane tank disposal	330	380	450	450
00399	Single stream recyclables	11,531	5,577	11,500	13,500
	Total Charges for Services	163,368	146,785	178,600	179,250
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	163,368	146,785	178,600	179,250
Interfund Transfers In					
00501	Transfer in - General Fund	222,190	207,970	173,525	164,835
	Total Interfund Transfers In	222,190	207,970	173,525	164,835
Total Resource Recovery Dept Rev		\$ 385,558	\$ 354,755	\$ 352,125	\$ 344,085

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Resource Recovery Dept
As of May 8, 2017

09-120	Resource Recovery Dept	2014-2015 Actual Expended	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 164,881	\$ 164,602	\$ 129,500	\$ 123,000
12000	Temporary payroll	-	-	-	-
13002	Overtime	10,600	10,966	14,000	14,000
19002	Longevity	1,275	825	1,000	550
19003	Sick pay	8,690	7,230	9,500	9,000
21001	Medical insurance	47,804	32,607	30,000	33,000
21002	Dental insurance	529	305	1,900	1,900
21003	Life insurance	406	425	500	500
21004	Long-term disability insurance	527	549	625	625
22000	FICA/Medicare	13,402	14,658	12,000	12,000
23001	Town pension contribution	11,203	10,761	7,833	8,400
	Total Personnel Expenditures	259,317	242,928	206,858	202,975
Contractual Services					
31000	Service contracts	15,408	11,844	15,500	12,500
34001	Data processing	1,218	1,242	2,000	2,000
36004	Telecommunications	1,310	1,055	1,500	1,500
	Total Contractual Services	17,936	14,141	19,000	16,000
Repairs					
44003	Equipment repair/rental	9,993	3,919	10,000	10,000
	Total Repairs	9,993	3,919	10,000	10,000
Utilities					
51001	Gas & diesel fuel	7,725	2,479	7,000	5,750
52001	Municipal insurance	2,599	2,755	2,920	3,010
53001	Telephone	-	-	300	300
	Total Utilities	10,324	5,234	10,220	9,060
Commodities					
61001	Uniforms	1,036	1,250	1,250	1,250
61003	Equipment supplies	2,224	1,956	2,500	2,500
61006	Building supplies	510	898	1,500	1,500
62001	Electricity	2,280	2,048	2,650	2,650
62002	Water & sewer	603	659	900	900
62004	Heating fuel	605	753	1,250	1,250
69003	Bags and stickers	582	10,398	11,000	11,000
	Total Commodities	7,840	17,962	21,050	21,050

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Resource Recovery Dept
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
09-120	Resource Recovery Dept	Expended	Expended	Budget	Budget
Equipment					
73000	Equipment purchases	\$ -	\$ 14,200	\$ -	\$ -
	Total Equipment	-	14,200	-	-
Miscellaneous					
88001	Program services	-	135	500	500
88003	Permits - State of CT	14,878	250	2,000	2,000
88012	MSW disposal fees	22,833	21,365	29,000	29,000
88014	BW disposal fees	34,288	39,418	42,500	42,500
88017	Hauling expense	-	-	1,000	1,000
88018	Recycling	2,869	1,670	5,000	5,000
	Total Miscellaneous	74,868	62,838	80,000	80,000
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	-	-	-
90016	Transfer out - Workers' comp	6,500	6,700	5,000	5,000
	Total Transfers Out	6,500	6,700	5,000	5,000
09-120	Total Resource Recovery Dept	\$ 386,778	\$ 367,922	\$ 352,128	\$ 344,085
Percentage increase/(decrease)					-2.28%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2017-2018 - Building Maintenance Fund
As of May 8, 2017

Building Maintenance Fund		2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Budgeted Revenue	2017-2018 Estimated Revenue
Intergovernmental					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
Miscellaneous					
00354	Miscellaneous	\$ -	\$ 95,822	\$ -	\$ -
00366	Contributions/donations	-	-	-	-
	Total Miscellaneous	-	95,822	-	-
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	-	95,822	-	-
Interfund Transfers In					
00501	Transfer in - General Fund	150,000	177,500	80,000	82,000
	Total Interfund Transfers In	150,000	177,500	80,000	82,000
Total Building Maint Fund Revenue		<u>\$ 150,000</u>	<u>\$ 273,322</u>	<u>\$ 80,000</u>	<u>\$ 82,000</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Building Maintenance Fund
As of May 8, 2017

		2014-2015	2015-2016	2016-2017	2017-2018
		Actual	Actual	Revised	Adopted
11-037	Building Maintenance Fund	Expended	Expended	Budget	Budget
Repairs					
44006	Town maintenance	\$ 18,965	\$ 42,361	\$ 40,000	\$ 41,000
44007	BOE maintenance	-	217,592	40,000	41,000
	Total Repairs	18,965	259,953	80,000	82,000
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	-	-	-
	Total Transfers Out	-	-	-	-
11-037	Total Building Maintenance Fund	\$ 18,965	\$ 259,953	\$ 80,000	\$ 82,000
Percentage increase/(decrease)					2.50%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2017-2018 - Parks & Recreation Department
As of May 8, 2017

Parks & Recreation Department		2014-2015 Actual Revenue	2015-2016 Actual Revenue	2016-2017 Budgeted Revenue	2017-2018 Estimated Revenue
Charges for Services					
00303	Property rental fees	\$ -	\$ -	\$ -	\$ 3,500
00354	Miscellaneous	8,926	5,801	7,000	5,000
00385	Program fees - adult	9,797	7,730	8,000	8,000
00386	Program fees - youth	31,579	26,053	30,000	30,000
00387	Tee ball fees	-	1,160	250	250
00388	Adult softball fees	5,535	5,370	8,000	8,100
00389	Summer playground fees	80,014	112,408	80,000	100,000
00390	Program fees - vacation	510	630	750	1,200
00391	Summer sports camp	19,421	30,938	25,000	30,000
00392	CT Track club	-	-	-	-
00393	Unified sports	6,970	2,842	4,800	3,200
00394	5k race fees	3,500	3,195	2,500	3,000
00395	Trips	1,890	1,120	1,800	-
	Total Charges for Services	168,142	197,247	168,100	192,250
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	168,142	197,247	168,100	192,250
Interfund Transfers In					
00501	Transfer in - General Fund	187,229	188,949	199,495	186,980
	Total Interfund Transfers In	187,229	188,949	199,495	186,980
	Total Parks & Rec Dept Revenue	\$ 355,371	\$ 386,196	\$ 367,595	\$ 379,230

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Parks & Rec Department
As of May 8, 2017

12-130	Parks & Recreation Dept	2014-2015 Actual Expended	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 61,559	\$ 62,788	\$ 63,950	\$ 65,500
11002	Clerical payroll	20,143	20,427	20,900	24,000
12001	Teen recreation payroll	79,814	100,906	85,150	87,500
12002	Unified sports payroll	-	682	-	-
13002	Overtime	10,188	11,981	12,000	12,000
14001	Board clerk	-	45	400	100
19002	Longevity	-	-	275	275
19003	Sick pay	4,586	4,794	5,750	5,750
21001	Medical insurance	11,699	11,565	14,250	14,800
21002	Dental insurance	101	101	150	150
21003	Life insurance	207	210	250	260
21004	Long-term disability insurance	267	273	305	315
22000	FICA/Medicare	11,699	13,664	14,000	15,000
23001	Town pension contribution	3,054	3,355	3,825	3,950
	Total Personnel Expenditures	203,317	230,791	221,205	229,600
Contractual Services					
31000	Service contracts	-	-	-	4,000
32000	Conferences, meetings, & dues	652	1,078	800	
	Total Contractual Services	652	1,078	800	4,000
Repairs					
44003	Equipment repair/rentals	4,680	5,263	7,000	7,000
	Total Repairs	4,680	5,263	7,000	7,000
Utilities					
51001	Gas & diesel fuel	199	95	400	400
52001	Municipal insurance	2,187	2,470	2,700	2,800
53000	Postage	125	150	200	200
53001	Telephone	-	-	500	500
	Total Utilities	2,511	2,715	3,800	3,900
Commodities					
61000	Office supplies	224	635	1,500	1,500
61003	Equipment supplies	505	971	2,000	2,000
62001	Electricity	17,114	21,682	21,000	24,150
62002	Water & sewer	1,209	6,938	8,000	8,500
62004	Heating fuel	624	353	750	600
	Total Commodities	19,676	30,579	33,250	36,750

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2017-2018 - Parks & Rec Department
As of May 8, 2017

12-130	Parks & Recreation Dept	2014-2015 Actual Expended	2015-2016 Actual Expended	2016-2017 Revised Budget	2017-2018 Adopted Budget
Equipment					
73000	Equipment purchases	\$ 7,548	\$ 4,028	\$ 12,000	\$ 12,000
	Total Equipment	7,548	4,028	12,000	12,000
Miscellaneous					
88001	Program services	63	63	100	100
	Total Miscellaneous	63	63	100	100
Programs/Activities					
88023	Youth tee ball	38	1,030	100	100
88024	Youth basketball	5,522	6,964	6,180	6,180
88025	Unified sports	-	7,970	3,200	3,200
88026	Summer playground	12,768	17,569	18,160	19,000
88027	Youth programs	10,059	8,283	12,500	12,500
88028	Vacation programs	500	1,580	1,000	1,000
88029	Other recreation programs	630	-	1,000	1,000
88030	Adult softball	7,727	6,147	8,000	8,100
88031	Adult fitness	7,693	6,840	7,500	7,500
88032	Holiday tree lighting	47	-	500	500
88033	Town concerts	-	-	-	1,000
88034	Trips	1,433	96	1,500	-
88035	Summer sports camp	21,017	24,713	24,000	20,000
88036	CT Track club	-	-	-	-
88037	Community events	992	672	500	500
88038	Miscellaneous programs	-	150	100	100
88051	5K Road Race	1,383	1,211	1,500	1,500
	Total Programs/Activities	69,809	83,225	85,740	82,180
Transfers Out					
90016	Transfer out - Workers' comp	3,825	3,700	3,700	3,700
	Total Transfers Out	3,825	3,700	3,700	3,700
12-130	Total Parks & Rec Department	\$ 312,081	\$ 361,442	\$ 367,595	\$ 379,230

Percentage increase/(decrease) **3.17%**

TOWN OF PORTLAND, CONNECTICUT

CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan

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

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

The amount identified in the CIP for FY's 2018 through 2022 is **\$33,045,386** with **\$2,095,536** specifically approved for FY 2017-2018. Of the \$2,095,536, **\$127,000** is estimated to be funded through taxation; **\$250,000** is estimated to be funded through water and sewer usage fees; **\$116,286** is estimated to be funded through state grants; and **\$1,602,250** from capital lease proceeds.

The following list of projects details this amount:

❖ Parks and Rec. - Airline Trail Improvements	\$ 10,000
❖ Revaluation – Town-wide	40,000
❖ Computers – Town-wide	20,000
❖ Fire – SCBA Bottle Replacement	7,000
❖ System-wide BOE – Technology upgrades	50,000
❖ Total Transfer In – General Fund Town and BOE	\$ 127,000

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

❖ Park and Field Improvements	\$ 36,286
❖ Masonry Renovations – Town-wide	50,000
❖ Municipal Parking Lots	30,000
❖ Total LOCIP-funded projects	\$ 116,286

Also, the following will be financed using Capital Lease Proceeds:

❖ Fire – Replace Apparatus (Expedition + F350, equipped)	\$ 125,000
❖ Grounds – Replace F350 Dump Truck	63,000
❖ Grounds – Midsize Utility Tractor	47,000
❖ Police – Equipped Police SUVs with laptops	154,000
❖ Police – Fingerprint Machine	35,000
❖ Police/ACO – Radio Equipment – portable & in vehicle	175,000
❖ DPW/Building Maintenance - Town Garage Generator	62,000
❖ DPW/Highway - Street Sweeper	220,000
❖ DPW/Highway – Aerial Lift Truck	90,000
❖ DPW/Highway – Large Dump Truck with plows	200,000
❖ DPW/Highway – Rubberized Backhoe	127,000
❖ DPW/Highway - Paver	160,000
❖ DPW/Highway – Wood Chipper	49,000
❖ DPW/Resource Recovery – Platform Scale	65,000
❖ Town-wide – Large Printer/Scanner	10,250
❖ Town-wide – Closing Costs/Financial Advisor	20,000
❖ Total Capital Lease	\$ 1,602,250

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2018 Through 2022
As of May 8, 2017

Capital Improvement Plan		Fiscal Years					Total
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
Estimated Revenue Sources							
00114	Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214	State of CT grants	116,286	65,000	65,000	65,000	65,000	376,286
00354	Other	-	-	-	-	-	-
00501	Transfer in - General Fund Town	127,000	650,000	650,000	650,000	650,000	2,727,000
00502	Transfer in - Parks & Rec Dept		-	-	-	-	-
00502	Transfer in - Res Rec Dept	-	-	-	-	-	-
00502	Transfer in - Sewer Department	125,000	1,895,000	1,000,000	1,000,000	1,000,000	5,020,000
00502	Transfer in - Water Department	125,000	1,955,000	1,080,000	1,000,000	1,000,000	5,160,000
00503	General obligation bonds	-	5,506,350	2,425,500	2,582,500	7,645,500	18,159,850
00504	Capital lease proceeds	1,602,250		-		-	1,602,250
00505	Prior approved allocations		-	-	-	-	-
Total Estimated Revenue Sources		\$ 2,095,536	\$ 10,071,350	\$ 5,220,500	\$ 5,297,500	\$ 10,360,500	\$ 33,045,386

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
Departmental Expenditure Summary							
89010	Board of Education	\$ 50,000	\$ 3,063,150	\$ 497,000	\$ 342,000	\$ 502,500	\$ 4,454,650
89020	Building/Planning Depts	-	285,000	125,000	125,000	157,500	692,500
89030	Emergency Management	-	6,000	6,000	-	7,000	19,000
89040	Fire Department	132,000	137,000	395,000	570,000	4,500,000	5,734,000
89050	Grounds Maintenance	110,000	67,500	12,000	5,000	5,000	199,500
89060	Library	-	35,200	54,000	70,000	45,000	204,200
89070	Parks & Recreation	46,286	455,000	110,000	470,000	570,000	1,651,286
89080	Police Department	364,000	-	77,000	77,000	77,000	595,000
89090	Public Works	988,000	1,965,500	1,730,000	1,480,000	2,165,000	8,328,500
89100	Resource Recovery	65,000	24,500	13,000	13,500	14,000	130,000
89110	Sewer Department	125,000	1,895,000	1,000,000	1,000,000	1,000,000	5,020,000
89120	Town-Wide Improvements	90,250	182,500	121,500	145,000	317,500	856,750
89130	Water Department	125,000	1,955,000	1,080,000	1,000,000	1,000,000	5,160,000
Total Departmental Summary		\$ 2,095,536	\$ 10,071,350	\$ 5,220,500	\$ 5,297,500	\$ 10,360,500	\$ 33,045,386

Departmental Expenditure Detail

89010 Board of Education							
Brownstone School							
	Replace music room carpet	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
	Second floor flooring asbestos		112,000	112,000	-	-	224,000
	Replace windows & frames	-	125,000	-	-	-	125,000
	Roof improvements	-	15,000	-	-	-	15,000
	Total Brownstone School	-	252,000	112,000	10,000	-	374,000
Gildersleeve School							
	Design and construct foyer space	-	70,000	-	-	-	70,000
	Restore & paint entrance	-	37,000	-	-	-	37,000
	Chimney improvements	-	-	-	75,000	-	75,000
	Replace exterior doors and window	-	100,000	100,000	-	-	200,000
	Paving(including redesign)	-	1,448,000	-	-	-	1,448,000
	Total Gildersleeve School	-	1,655,000	100,000	75,000	-	1,830,000
High/Middle School							
	Gym flooring	-	48,000	-	-	-	48,000
	HVAC upgrades		150,000	-	-	-	150,000
	Rubber track improvements/replac		150,000	-	-	-	150,000
	Food Service equipment	-	24,000	12,000	12,000	12,000	60,000
	Paving parking lot	-	-	-	-	75,000	75,000
	Total High/Middle School	-	372,000	12,000	12,000	87,000	483,000

L Project anticipated to be funded by LOCIP for FY 2017-2018

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
Departmental Expenditure Detail (Continued)							
System Wide BOE							
	Floor scrubber machine	\$ -	\$ 18,200	\$ -	\$ -	\$ -	\$ 18,200
	Painting	-	100,000	50,000	50,000	100,000	300,000
	Furniture	-	40,000	20,000	20,000	20,000	100,000
	Vehicle purchase	-	30,000	-	-	-	30,000
	HVAC upgrades(not MS/HS)	-	100,000	50,000	50,000	50,000	250,000
	Oil tank replacement					110,500	110,500
	Technology Upgrades	50,000	50,000	50,000	50,000	50,000	250,000
	Total System Wide	50,000	338,200	170,000	170,000	330,500	1,058,700
Valley View School							
	Removal/replacement asbestos tile	-	123,475	103,000	-	-	226,475
	Bathrooms/asbestos flooring	-	37,475	-	-	-	37,475
	Replace library carpet	-	25,000	-	-	-	25,000
	Oil tank replacement	-	-	-	-	55,000	55,000
	Chimney improvements	-	20,000	-	-	-	20,000
	Paving	-	240,000	-	75,000	30,000	345,000
	Total Valley View School	-	445,950	103,000	75,000	85,000	708,950
	Total Board of Education	50,000	3,063,150	497,000	342,000	502,500	4,454,650
89020 Building/Planning Depts							
	Grant match/leverage funds	-	100,000	50,000	50,000	82,500	282,500
	Permitting software	-	35,000	-	-	-	35,000
	Land acquisition	-	150,000	75,000	75,000	75,000	375,000
	Total Building/Planning Depts	-	285,000	125,000	125,000	157,500	692,500
89030 Emergency Management							
	EOC equipment	-	6,000	6,000	-	7,000	19,000
	Total Emergency Management	-	6,000	6,000	-	7,000	19,000
89040 Fire/Fire Marshal Department							
	Refurbish/replace apparatus	125,000	-	395,000	550,000	-	1,070,000
	Communication equipment	-	50,000	-	-	-	50,000
	Plan, design & construct CO 3	-	-	-	-	4,500,000	4,500,000
	SCBA compressor	-	60,000	-	-	-	60,000
	SCBA bottle replacement	7,000	15,000	-	20,000	-	42,000
	Thermal imaging cameras	-	12,000	-	-	-	12,000
	Total Fire/Fire Marshal Department	132,000	137,000	395,000	570,000	4,500,000	5,734,000

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
Departmental Expenditure Detail (Continued)							
89050	Grounds Maintenance						
	Ride on mower replacement	\$ -	\$ 7,000	\$ 7,000		\$ -	\$ 14,000
	Paint sprayer replacement	-	5,000	-	-		5,000
	Tow behind mower replacement	-	18,000			-	18,000
	Miscellaneous grounds equipment	-	10,000	5,000	5,000	5,000	25,000
	Construct storage addition at Gara	-	12,000	-	-	-	12,000
	Walk behind mower		9,000			-	9,000
	Replace 2004 F350 dump truck	63,000			-	-	63,000
	Midsize utility tractor	47,000			-	-	47,000
	Replace 18' trailer	-	6,500	-	-	-	6,500
	Total Ground Maintenance	110,000	67,500	12,000	5,000	5,000	199,500
89060	Library						
	Computers, printers, laptops, table	\$ -	\$ 15,200	\$ 15,000	\$ 15,000	\$ 30,000	\$ 75,200
	Server replacement	-	-	-	-	5,000	5,000
	Furnishings and lighting	-	10,000	10,000	10,000	10,000	40,000
	Book drop	-	10,000	-	-	-	10,000
	Service desk replacement	-	-	-	45,000	-	45,000
	Security cameras	-	-	15,000	-	-	15,000
	Security system replacement	-	-	14,000	-	-	14,000
	Total Library	-	35,200	54,000	70,000	45,000	204,200
89070	Parks & Recreation						
	Riverfront park	-		65,000	-	-	65,000
	Gildersleeve School field renov	-	30,000				30,000
	Airline Trail Improvements	10,000	10,000	10,000	10,000	10,000	50,000
	Bransfield Park Renovation	-	20,000		220,000	-	240,000
	Veteran's Park	-	-	-	-	60,000	60,000
	Main Street play area	-	75,000	-	-	-	75,000
	Brownstone Park	-	70,000	-	215,000	-	285,000
	Middlesex Avenue Renovations	-	225,000	10,000		475,000	710,000
	Park and field improvements	36,286	25,000	25,000	25,000	25,000	136,286
	Total Parks & Recreation	46,286	455,000	110,000	470,000	570,000	1,651,286
89080	Police Department						
	Equipped cruiser replacement	154,000	\$ -	\$ 77,000	\$ 77,000	\$ 77,000	\$ 385,000
	Fingerprinting machine	35,000	-	-	-	-	35,000
	Radio replacement	175,000	-	-	-	-	175,000
	Total Police Department	364,000	-	77,000	77,000	77,000	595,000
89090	Public Works						
	Office of the Director						
	Replace director vehicle	-	-	-	-	40,000	40,000
	Total Office of the Director	-	-	-	-	40,000	40,000

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
Departmental Expenditure Detail (Continued)							
Building Maintenance							
	Carpeting in planning developmen	\$ -	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ 14,000
	Install Transfer Switch Emerg Gen	-	25,000	-	-	-	25,000
	Library carpet replacement	-	65,000	70,000	-	-	135,000
	Library painting	-	-	25,000	25,000	-	50,000
	Library entrance doors	-	13,500	-	-	-	13,500
	DPW garage generator	62,000	-	-	-	-	62,000
	Replace Underground Propane Tar	-	-	-	-	25,000	25,000
	Energy efficiency improvements	-	20,000	10,000	10,000	10,000	50,000
	Overhead doors various buildings	-	20,000	10,000	10,000	10,000	50,000
	Municipal parking lot improvemen	30,000	L 30,000	30,000	30,000	30,000	150,000
	Masonry Repairs Town-wide	50,000	L 20,000	10,000	10,000	10,000	100,000
	Replace furnaces - various buildin	-	30,000	30,000	-	-	60,000
	Rehab garage - Buck Foreman(BF)	-	10,000	10,000	-	-	20,000
	Total Building Maintenance	142,000	240,500	202,000	85,000	85,000	754,500
Highway Division/Vehicle Maintenance							
	Replace street sweeper	220,000			-	-	220,000
	Replace miniexcavator	-	80,000				80,000
	Large roll plow replacements	-	8,000	-		-	8,000
	Replace dump bodies	-	45,000	30,000	30,000	55,000	160,000
	Lg dump trucks replace w/plows	200,000		230,000	130,000	140,000	700,000
	Large roller replacement	-	25,000	25,000	-	-	50,000
	Sidewalk reconstruction - non gran	-	100,000	100,000	100,000	200,000	500,000
	Sidewalk repair/construction	-	10,000	10,000	10,000	20,000	50,000
	Snowpusher attachment	-	8,000	8,000	-	-	16,000
	Replace Lg rubber tire backhoe	127,000			-	-	127,000
	Purchase used forklift	-	20,000	-	-	-	20,000
	Stoner Terrace Drainage Improv	-	120,000		-	-	120,000
	Replace paver	160,000					160,000
	Aerial lift van	90,000			-	-	90,000
	Wood chipper	49,000	-	-	-	-	49,000
	Asphalt road saw	-	9,000	-	-	-	9,000
	Brownstone Ave Road Reconstruct	-	1,000,000	1,000,000	1,000,000	1,500,000	4,500,000
	Purchase temp cover for sand/salt	-	50,000	-	-	-	50,000
	Storm drainage improvements	-	200,000	100,000	100,000	100,000	500,000
	Repair/replace guardrails	-	50,000	25,000	25,000	25,000	125,000
	Total Highway Division	846,000	1,725,000	1,528,000	1,395,000	2,040,000	7,534,000
	Total Public Works	988,000	1,965,500	1,730,000	1,480,000	2,165,000	8,328,500
89100	Resource Recovery						
	Purchase compactor/containers	-	14,500	8,000	8,500	9,000	40,000
	Replace platform scale	65,000	-	-	-	-	65,000
	Facility improvements	-	10,000	5,000	5,000	5,000	25,000
	Total Resource Recovery	65,000	24,500	13,000	13,500	14,000	130,000

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
89110	Sewer Department						
	Plant and system improvements	\$ 125,000	\$ 1,875,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
	Replace sewer cleaning equipment	-	20,000	-	-	-	20,000
	Total Sewer Department	125,000	1,895,000	1,000,000	1,000,000	1,000,000	5,020,000
89120	Town-Wide Improvements						
	Computers incl peripherals/printer	20,000	28,000	29,000	30,000	31,000	138,000
	VersaUV Flatbed Printer	10,250	-	-	-	-	10,250
	Replace Blade Server	-	42,000	-	-	2,500	44,500
	Financial software replacement	-	-	-	-	200,000	200,000
	Upgrade computers - Police	-	-	-	-	24,000	24,000
	Closing costs/FA costs	20,000	-	-	-	-	20,000
	GIS Reimplementation	-	22,500	2,500	5,000	5,000	35,000
	Revaluation	40,000	40,000	40,000	40,000	40,000	200,000
	Phone system replacement	-	-	25,000	35,000	-	60,000
	Camera and fire alarm system	-	20,000	20,000	20,000	-	60,000
	Wiring - SCADA System, Water	-	8,000	5,000	15,000	15,000	43,000
	Water & Sewer fixed network ante	-	22,000	-	-	-	22,000
	Total Town-Wide Improvements	90,250	182,500	121,500	145,000	317,500	856,750
89130	Water Department						
	Facility & system upgrades	125,000	1,875,000	1,000,000	1,000,000	1,000,000	5,000,000
	Replace utility truck	-	80,000	80,000	-	-	160,000
	Total Water Department	125,000	1,955,000	1,080,000	1,000,000	1,000,000	5,160,000
08-141	Total Capital Improvement Plan	\$ 2,095,536	\$ 10,071,350	\$ 5,220,500	\$ 5,297,500	\$ 10,360,500	\$ 33,045,386