

TOWN OF PORTLAND, CONNECTICUT



ADOPTED BUDGETS

**FISCAL YEAR
2012-2013**

TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2013

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TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2013

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Town of Portland, Connecticut

Equal Opportunity Employer

Office of the First Selectwoman

33 East Main Street / P.O. Box 71

Portland, CT 06480-0071

Phone: 860/342-6715

Fax: 860/342-6714

www.portlandct.org

June 14, 2012

Dear Fellow Residents and Taxpayers:

Enclosed is the Adopted 2012-2013 General Government & Board of Education Budget of \$30,446,595. The following is a list of budget highlights, goals and objectives for the upcoming fiscal year 2013:

Grand List :

- Total Value: \$796,760,064 (-6.9%)

Note: The Grand List value is subject to change based on pending lawsuits.

- Value of one mill: \$796,760 (a decrease from \$856,550)

Revenues Needed:

- Taxation: 30.73 (0.47 mill increase for proposed level of spending; 2.11 mills increase due to the Grand List Revaluation Adjustment (approximate).
- All other revenues: \$6,092,760 (+\$264,008 from 2011-12)
- Allocation from Fund Balance: \$300,000 (no change from 2011-12).

Expenditures:

- Total Expenditures: \$30,446,595 (+\$630,794) (2.1% increase over 2011-12 adopted budget)
- General Government increase: +\$272,410 (2.3% increase over 2011-12 adopted budget)
- Board of Education increase: + \$358,384 (1.98% increase over 2011-12 adopted budget)

Accomplishments 2011-2012:

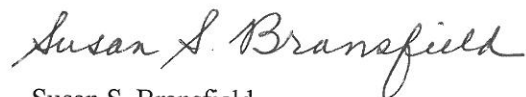
- Completed the Grand List Revaluation.
- Construction in progress for the Brownstone Avenue Project Phase III – Park Pavilion.
- Replaced roof on Portland Library.
- Obtained \$560,000 Small Cities Grant, and the use of \$140,000 of CDBG program income, for a total of \$700,000 for Quarry Heights renovation.
- Obtained \$230,000 STEAP grant for the Goodrich property on Route 17.
- Installed new water and sewer utilities billing system.
- Used State LOCIP funding to replace guide rails.
- Completed construction on the grant-funded streetscape project along Main Street.
- The High Street Water Main and the Water Tank Refurbishment Projects were completed and funding obtained.
- Successful cleanup by Town crews for Storm Irene and Storm Alfred.
- Completed the Level A Mapping Project.

Goals and Objectives 2012-2013:

- 1) Continue careful use of all Town funds, while addressing our needs.
 - a) Hold public workshops to address citizen input and a clear understanding of our fiscal needs to run the town.
 - b) Pass a budget on the first referendum.
 - c) Pursue appropriate grant opportunities.
- 2) Work with the Board of Education to maintain and improve our schools.
 - a) The Selectmen and the Board of Education will continue to meet regularly with the Finance Director, who manages the finances for both the General Town Government and the Board of Education.
- 3) Continue to increase economic development.
 - a) Assist & oversee the Portland TownPlace project.
 - b) Assist with new businesses planned for the town.
- 4) Improve our Parks.
 - a) Complete Brownstone III at the Riverfront Park.
 - b) Plan improvements for the Goodrich property recreational complex.
- 5) Continue the planned improvements to the water and sewer systems and town-owned roads.
 - a) Analyze the water system and review goals.
 - b) Review the needs of the Sewer system.
 - c) Discuss needed road improvements.
- 6) Continue work on the Town's Energy Plan to reduce costs and increase energy efficiency.
- 7) Promote & support our well-run fire, emergency and police departments, public works, library, health, senior and youth services.
 - a) Discuss ongoing Policing needs in the town.
 - b) 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, thereby providing opportunities for enrichment and education to citizens of all ages.
 - e) Assist with the needs of the town's seniors.
 - f) Discuss ongoing needs of our Fire Department.
 - g) Work with the Long Range Capital Commission concerning the funding of capital needs.
 - h) Work with the Chatham Health District on Public Health information and services.

I would like to thank everyone involved for their assistance on the budget.

Sincerely yours,



Susan S. Bransfield
First Selectwoman

**TOWN OF PORTLAND, CONNECTICUT
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2012-2013**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2012-2013 Expenditure Budgets	\$ 11,991,899	\$ 18,454,696	\$ 30,446,595
Less: Direct Revenue Estimates	<u>(1,681,364)</u>	<u>(4,411,396)</u>	<u>(6,092,760)</u>
Net Budget	10,310,535	14,043,300	24,353,835
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	10,160,535	13,893,300	24,053,835
Plus Adjustment *	<u>180,976</u>	<u>247,463</u>	<u>428,440</u>
Amount to be Raised	\$ 10,341,511	\$ 14,140,763	\$ 24,482,275
Adopted 2012-2013 Mill Rate	12.98	17.75	30.73
Adopted 2011-2012 Mill Rate ~	<u>11.98</u>	<u>16.17</u>	<u>28.15</u>
Mill Rate (Decrease) Increase	<u>1.00</u>	<u>1.58</u>	<u>2.58</u>
Mill Rate % (Decrease) Increase	<u>8.34%</u>	<u>9.75%</u>	<u>9.16%</u>

One Mill = \$ 796,760 After Board of Assessment
Appeals (BAA) Hearings

Grand List Value = \$ 796,760,064 **REVALUATION YEAR**

* Adjustment includes reserve for uncollected taxes at 1.75% *

** Board of Education budget detail found in separate budget document prepared by BOE **
~ FY 2012 mill rate would have been 30.26 at the above grand list value

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Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

General Government & Board of Education Revenue		2009-2010 Actual Revenue	2010-2011 Actual Revenue	2011-2012 Budgeted Revenue	2012-2013 Estimated Revenue
Property Taxes					
00010	Prop taxes - current	\$ 22,410,899	\$ 23,168,302	\$ 23,687,049	\$ 24,053,835
00011	Prop taxes - prior years	411,437	395,790	325,000	325,000
00012	Prop taxes - interest & liens	227,455	203,122	215,000	200,000
00013	Prop taxes - supp motor vehicle	150,898	160,644	175,000	187,500
00014	Prop taxes - prior years accrual	-	-	-	-
Total Property Taxes		<u>23,200,689</u>	<u>23,927,858</u>	<u>24,402,049</u>	24,766,335
State of CT - Education					
00101	Education cost sharing grant	4,268,060	4,274,812	4,272,257	4,347,783
00102	School transportation grant	71,832	79,936	69,250	63,613
00103	Special education equity grant	-	-	-	-
00104	Miscellaneous education grants	45,949	47,701	-	-
Total State of CT - Education		<u>4,385,841</u>	<u>4,402,449</u>	<u>4,341,507</u>	4,411,396
State of CT - General Government					
00201	PILOT - State property	24,076	31,427	29,560	29,526
00202	Pequot & Mohegan	33,255	34,088	34,300	35,753
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	53,227	51,015	52,500	51,000
00205	Boat registration fees	7,613	12,024	10,000	10,000
00206	PILOT - totally disabled tax relief	654	667	650	650
00207	Emergency management	1,957	2,143	3,000	2,250
00208	PILOT - elderly freeze	2,000	-	-	-
00210	PILOT - veteran's exemption	5,884	5,838	6,000	6,000
00212	Municipal revenue sharing				73,000
00214	Other revenues - State of CT	22,857	16,757	20,000	20,000
00216	PILOT - machinery & equipment	117,630	73,590	-	-
00220	School construction grant	192,616	127,685	-	-
Total State of CT - General Governmen		<u>461,769</u>	<u>355,234</u>	<u>156,010</u>	228,179
Investment Income					
00401	Investment income	44,120	40,722	45,000	45,000
Total Investment Income		<u>44,120</u>	<u>40,722</u>	<u>45,000</u>	45,000

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

General Government & Board of Education Revenue		2009-2010 Actual Receipts	2010-2011 Actual Receipts	2011-2012 Budgeted Revenue	2012-2013 Estimated Revenue
Charges for Services					
00301	PILOT - housing authority	\$ 25,877	\$ 23,826	\$ 20,000	\$ 20,500
00302	PILOT - telecommunications	33,317	28,236	-	-
00303	Property rental	118,670	201,146	150,000	220,000
00304	Miscellaneous Finance	7,013	35,929	10,000	12,500
00305	Pin ball permits	-	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	1,000	3,000	1,000	-
00309	Vendor permits	84	96	50	50
00310	Accident reimbursements	7,843	19,280	5,000	5,000
00311	Workers compensation reimb	18,969	609	20,000	7,500
00312	Conveyance tax	80,297	53,646	75,000	65,000
00313	Vital statistics	7,771	10,000	7,500	8,750
00314	Recording fees	48,528	50,487	48,500	49,500
00315	Miscellaneous Town Clerk	8,436	8,049	8,000	8,000
00316	Publication sales	93	80	500	100
00317	Licenses	1,947	2,312	1,750	1,900
00319	Fire Marshal revenue	1,443	1,511	1,250	1,350
00320	Report copies	1,134	634	1,250	1,000
00321	Gun permits	2,765	3,220	1,500	2,000
00322	Raffle permits	95	115	185	185
00323	Miscellaneous Police	425	2,819	500	500
00324	Private duty	150,654	269,205	120,000	190,000
00325	Senior Center Program fees	2,256	1,847	1,750	1,750
00326	Demolition permits	-	-	50	50
00327	Miscellaneous Building Dept	765	718	1,000	750
00328	Structural permits	57,297	81,041	70,000	78,000
00329	Electrical permits	4,281	-	-	-
00330	Mechanical permits	5,732	-	-	-
00331	Plumbing permits	1,231	-	-	-

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

General Government & Board of Education Revenue		2009-2010 Actual Receipts	2010-2011 Actual Receipts	2011-2012 Budgeted Revenue	2012-2013 Estimated Revenue
Charges for Services (Continued)					
00332	Miscellaneous Public Works	\$ 126	\$ 29	\$ 100	\$ 100
00334	Sale - construction plans	700	200	100	100
00335	Excavation permits	1,041	445	650	500
00336	Zoning permit fees	2,756	2,194	3,000	2,250
00337	P & Z hearings	8,944	6,847	10,000	7,500
00338	ZBA applications	2,250	1,370	2,500	1,750
00339	IW applications	1,105	1,110	1,000	1,000
00340	Fines	7,869	7,993	8,000	7,000
00354	Miscellaneous	1,024	15,095	1,000	1,000
00405	Sale of town property	-	6,000	-	-
	Total Charges for Services	613,738	839,089	571,235	695,685
	Total GG & BOE Revenue	\$ 28,706,157	\$ 29,565,352	\$ 29,515,801	\$ 30,146,595

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

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2010-2011	2011-2012	(Decrease)	2012-2013	(Decrease)
General Government						
001	Board of Selectmen	\$ 14,000	\$ 14,250	1.79%	\$ 14,250	0.00%
002	First Selectwoman	147,764	149,864	1.42%	154,731	3.25%
003	Ethics Commission	1,652	1,300	-21.31%	650	-50.00%
006	Probate Court	3,825	9,500	148.37%	11,500	21.05%
007	Elections	36,000	34,000	-5.56%	36,500	7.35%
010	Finance Department	343,690	352,640	2.60%	358,775	1.74%
011	Collector of Revenue	83,030	76,580	-7.77%	79,730	4.11%
012	Assessor	121,945	138,939	13.94%	143,645	3.39%
013	Board of Assessment Appeals	650	2,325	257.69%	955	-58.92%
014	Town Counsel	80,000	81,000	1.25%	88,000	8.64%
015	Town Clerk	173,500	177,750	2.45%	175,650	-1.18%
016	Central Services	118,500	118,500	0.00%	107,750	-9.07%
017	Technology Department	162,550	180,050	10.77%	186,735	3.71%
Total General Government		1,287,106	1,336,698	3.85%	1,358,871	1.66%
		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2010-2011	2011-2012	(Decrease)	2012-2013	(Decrease)
Public Safety						
020	Fire Departments	264,675	276,225	4.36%	288,850	4.57%
021	Fire Marshal	30,550	37,550	22.91%	39,985	6.48%
022	Emergency Dispatch	93,000	96,255	3.50%	98,390	2.22%
023	Police Department	1,121,250	1,149,450	2.52%	1,269,135	10.41%
024	Emergency Management	10,550	10,700	1.42%	12,200	14.02%
025	Building Department	89,510	92,010	2.79%	95,750	4.06%
Total Public Safety		1,609,535	1,662,190	3.27%	1,804,310	8.55%

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

		Final Budget 2010-2011	Revised Budget 2011-2012	% Increase (Decrease)	Adopted Budget 2012-2013	% Increase (Decrease)
Public Works						
031	Public Works Director	\$ 192,400	\$ 198,000	2.91%	\$ 206,800	4.44%
032	Highway Department	767,050	797,150	3.92%	833,825	4.60%
033	Vehicle Maintenance	262,800	247,300	-5.90%	256,750	3.82%
034	Town Engineer	26,000	26,500	1.92%	26,500	0.00%
035	Street Lighting	121,500	121,000	-0.41%	109,000	-9.92%
036	Grounds Maintenance	222,800	231,450	3.88%	249,950	7.99%
037	Town Building Maintenance	312,425	327,775	4.91%	327,400	-0.11%
038	Snow Removal	96,500	101,500	5.18%	91,500	-9.85%
	Total Public Works	2,001,475	2,050,675	2.46%	2,101,725	2.49%
		Final Budget 2010-2011	Revised Budget 2011-2012	% Increase (Decrease)	Adopted Budget 2012-2013	% Increase (Decrease)
Planning & Development						
040	Planning Department	99,500	103,000	3.52%	98,000	-4.85%
041	Zoning Enforcement	-	12,550		18,150	
042	Planning & Zoning Commission	11,094	11,121	0.24%	11,300	1.61%
043	Zoning Board of Appeals	1,900	1,900	0.00%	1,900	0.00%
044	Inland Wetlands Commission	3,674	3,674	0.00%	3,674	0.00%
045	Conservation Commission	850	850	0.00%	850	0.00%
046	Economic Dev Commission	26,500	26,500	0.00%	26,500	0.00%
047	Capital Expenditures Commission	300	500	66.67%	500	0.00%
	Total Planning & Development	143,818	160,095	11.32%	160,874	0.49%
		Final Budget 2010-2011	Revised Budget 2011-2012	% Increase (Decrease)	Adopted Budget 2012-2013	% Increase (Decrease)
Health & Human Services						
051	Health Department	76,500	79,010	3.28%	78,557	-0.57%
052	Environmental Health	-	-		-	
053	Social Services	54,139	57,505	6.22%	59,005	2.61%
054	Senior Citizen Center	97,300	100,075	2.85%	99,150	-0.92%
055	Municipal Agent for the Elderly	24,500	27,000	10.20%	29,200	8.15%
	Total Health & Human Services	252,439	263,590	4.42%	265,912	0.88%

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

	Final Budget 2010-2011	Revised Budget 2011-2012	% Increase (Decrease)	Adopted Budget 2012-2013	% Increase (Decrease)
Portland Library					
065 Portland Library	\$ 615,600	\$ 658,800	7.02%	\$ 659,600	0.12%
Employee Fringe Benefits					
071 Employee Fringe Benefits	2,442,132	2,444,290	0.09%	2,456,447	0.50%
Risk Management					
073 Risk Management	120,000	123,000	2.50%	131,750	7.11%
Debt Service					
085 Debt Service	2,109,434	2,030,735	-3.73%	1,969,464	-3.02%
Total Debt Service	2,109,434	2,030,735	-3.73%	1,969,464	-3.02%
Sundry					
093 Interfund Transfers Out	841,580	889,416	5.68%	982,946	10.52%
095 Town Contingency	100,000	100,000	0.00%	100,000	0.00%
Total Sundry	941,580	989,416	5.08%	1,082,946	9.45%
Total General Gov't Budget	\$ 11,523,119	\$ 11,719,489	1.70%	\$ 11,991,899	2.32%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2010-2011	2011-2012	(Decrease)	2012-2013	(Decrease)
Salaries						
11011	Certified Salaries	\$ 8,107,267	\$ 8,258,189	1.86%	\$ 8,541,894	3.44%
11012	Non-Certified Salaries	2,236,623	2,370,320	5.98%	2,514,073	6.06%
11014	Coaching Salaries	119,683	129,580	8.27%	133,269	2.85%
11015	Extracurricular Salaries	80,745	104,909	29.93%	122,695	16.95%
12000	Temporary Salaries	173,357	127,820	-26.27%	116,497	-8.86%
12022	Substitute Salaries	112,347	115,966	3.22%	115,966	0.00%
12023	Tutor Salaries	44,730	36,975	-17.34%	36,975	0.00%
13002	Overtime Salaries	81,338	54,710	-32.74%	54,710	0.00%
Total Salaries		10,956,090	11,198,469	2.21%	11,636,079	3.91%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2010-2011	2011-2012	(Decrease)	2012-2013	(Decrease)
Benefits						
21001	Medical Insurance	2,536,641	2,770,892	9.23%	2,661,995	-3.93%
21002	Dental Insurance	80,541	88,604	10.01%	38,604	-56.43%
21003	Life Insurance	18,760	21,527	14.75%	21,527	0.00%
21004	Disability	16,301	16,995	4.26%	16,995	0.00%
21050	Tuition Reimbursement	18,600	22,500	20.97%	22,500	0.00%
22000	Social Security/Medicare	315,057	358,079	13.66%	330,000	-7.84%
23001	Pension	252,776	253,844	0.42%	280,200	10.38%
23004	Retirements	63,859	10,000	-84.34%	10,000	0.00%
26000	Workers' Compensation	145,220	149,576	3.00%	157,054	5.00%
28001	Unemployment	8,520	7,500	-11.97%	7,500	0.00%
29000	Longevity-Classified	12,800	11,300	-11.72%	10,900	-3.54%
Total Benefits		3,469,075	3,710,817	6.97%	3,557,275	-4.14%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Purchased Services		2010-2011	2011-2012	(Decrease)	2012-2013	(Decrease)
30010	Legal Services	\$ 53,745	\$ 45,757	-14.86%	\$ 45,757	0.00%
30012	Negotiation Services	9,487	7,500	-20.94%	17,500	133.33%
30014	Audit Services	13,366	15,487	15.87%	15,487	0.00%
30030	Purchased Services	285,149	232,472	-18.47%	247,652	6.53%
33020	Curriculum Writing	-	-	#DIV/0!	-	
33030	Professional Development	6,499	7,425	14.25%	8,085	8.89%
Total Purchased Services		<u>368,246</u>	<u>308,641</u>	<u>-16.19%</u>	<u>334,481</u>	<u>8.37%</u>
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Facility Services		2010-2011	2011-2012	(Decrease)	2012-2013	(Decrease)
44003	Repairs & Maintenance	<u>483,984</u>	<u>184,012</u>	<u>-61.98%</u>	<u>178,222</u>	<u>-3.15%</u>
Total Facility Services		<u>483,984</u>	<u>184,012</u>	<u>-61.98%</u>	<u>178,222</u>	<u>-3.15%</u>
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Other Services		2010-2011	2011-2012	(Decrease)	2012-2013	(Decrease)
51010	Student Transportation	600,967	610,013	1.51%	616,451	1.06%
52001	Property Insurance	134,497	146,883	9.21%	146,883	0.00%
53001	Telephone	27,913	28,690	2.78%	28,690	0.00%
54000	Advertising	264	800	203.03%	800	0.00%
55050	Printing/Binding	13,438	15,912	18.41%	14,171	-10.94%
56001	Tuition To LEAs in State	268,588	430,808	60.40%	480,808	11.61%
56003	Tuition - Private Sources	186,128	18,035	-90.31%	18,035	0.00%
56004	Tuition to Ed Svc Agencies	1,200	-		-	
56006	Tuition to Magnet Schools	111,885	90,000	-19.56%	92,000	2.22%
58580	Travel	<u>14,889</u>	<u>15,622</u>	<u>4.92%</u>	<u>16,790</u>	<u>7.48%</u>
Total Other Services		<u>1,359,769</u>	<u>1,356,763</u>	<u>-0.22%</u>	<u>1,414,628</u>	<u>4.26%</u>

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

	Actual Expended 2010-2011	Adopted Budget 2011-2012	% Increase (Decrease)	Adopted Budget 2012-2013	% Increase (Decrease)
Books & Supplies					
61011 General Supplies	\$ 255,242	\$ 243,492	-4.60%	\$ 254,070	4.34%
61014 Postage	9,069	13,670	50.73%	12,650	-7.46%
62001 Electricity	450,861	428,761	-4.90%	403,761	-5.83%
62002 Water & Sewer	19,145	28,000	46.25%	28,000	0.00%
62004 Heating Fuel	53,868	50,000	-7.18%	50,000	0.00%
62021 Natural Gas	233,708	270,644	15.80%	264,144	-2.40%
62026 Gasoline Unleaded	17,584	28,335	61.14%	28,335	0.00%
62027 Diesel	81,051	71,192	-12.16%	71,192	0.00%
64002 Resource/Media	5,110	1,735	-66.05%	862	-50.32%
64003 Periodicals	7,503	7,432	-0.95%	7,523	1.22%
64041 Textbooks	82,268	17,273	-79.00%	27,861	61.30%
64043 Library Books	17,744	16,546	-6.75%	17,797	7.56%
64045 Workbooks	28,784	35,780	24.31%	35,267	-1.43%
Total Books & Supplies	1,261,937	1,212,860	-3.89%	1,201,462	-0.94%
	Actual Expended 2010-2011	Adopted Budget 2011-2012	% Increase (Decrease)	Adopted Budget 2012-2013	% Increase (Decrease)
Buildings & Equipment					
73011 Equipment - Instructional	3,801	18,700	391.98%	14,136	-24.41%
73012 Equipment - Non-Instructional	11,838	7,075	-40.23%	5,510	-22.12%
73014 Technology - Hardware	94,466	10,922	-88.44%	17,330	58.67%
73015 Technology - Software	40,503	41,368	2.14%	46,523	12.46%
Total Buildings & Equipment	150,608	78,065	-48.17%	83,499	6.96%
	Actual Expended 2010-2011	Adopted Budget 2011-2012	% Increase (Decrease)	Adopted Budget 2012-2013	% Increase (Decrease)
Dues & Fees					
81000 Dues & Fees	44,858	46,685	4.07%	49,050	5.07%
Total BOE Budget	\$ 18,094,567	\$ 18,096,312	0.01%	\$ 18,454,696	1.98%

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
How Every \$100 Dollars Is Spent
As of May 14, 2012

Town Functions	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
General Government Operating Functions				
General Government	\$ 4.01	\$ 3.91	\$ 4.48	\$ 4.46
Public Safety	5.30	5.66	5.57	5.93
Public Works (includes Buildings & Grounds)	6.61	6.87	6.88	6.90
Planning & Development	0.44	0.44	0.54	0.53
Health & Human Services	0.86	0.84	0.88	0.87
Portland Library	1.91	1.92	2.21	2.17
Employee Fringe Benefits	7.74	7.98	8.20	8.07
Risk Management	0.36	0.35	0.41	0.43
Total Gen Govt Operating Functions	27.22	27.98	29.18	29.36
Non-Operating Functions				
Debt Service	8.48	7.19	6.81	6.47
Sundry (includes interfund xfers out & contingency)	2.01	3.15	3.32	3.56
Total Non-Operating Functions	10.49	10.34	10.13	10.03
Total General Government Functions	37.71	38.32	39.31	39.39
Board of Education	62.29	61.68	60.69	60.61
Total General Fund	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00

Note 1: The Contingency line item was part of the General Government function in years prior to 2007. In 2008 and forward, this line item will be part of its own "Contingency" department, shown in Sundry function.

Note 2: The Employee Fringe Benefits function has been allocated to all individual departments as much as possible in the 2009 fiscal year. This budgetary change is shown by a reduction in the cost for that function while most other General Government operating functions have increased. For fiscal year 2010, fringe benefits have been moved back to a centralized fringe benefit department.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2012-2013
As of May 14, 2012

General Government Budget	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 3,786,316	\$ 3,900,794	\$ 4,112,580	\$ 211,786
Employee Fringe Benefits	2,336,054	2,442,790	2,448,947	6,157
Contractual Services	683,643	824,990	857,172	32,182
Repairs	171,198	166,250	174,250	8,000
Utilities	364,669	418,960	439,470	20,510
Commodities	745,177	821,500	786,560	(34,940)
Equipment	25,421	7,850	8,350	500
Miscellaneous	96,127	116,204	112,160	(4,044)
Total Operating Expenditures	8,208,605	8,699,338	8,939,489	240,151
Non-Operating Expenditures				
Debt Service	2,108,424	2,030,735	1,969,464	(61,271)
Interfund Transfers Out	865,580	889,416	982,946	93,530
Contingency	61,522	100,000	100,000	-
Total Non-Operating Expenditures	3,035,526	3,020,151	3,052,410	32,259
Total General Government	\$ 11,244,131	\$ 11,719,489	\$ 11,991,899	\$ 272,410
Percentage increase/(decrease)		4.23%	2.32%	

	2012-2013 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 4,112,580	34.29%
Employee Fringe Benefits	2,448,947	20.42%
Contractual Services	857,172	7.15%
Repairs	174,250	1.45%
Utilities	439,470	3.66%
Commodities	786,560	6.56%
Equipment	8,350	0.07%
Miscellaneous	112,160	0.94%
Total Operating Expenditures	8,939,489	74.55%
Non-Operating Expenditures		
Debt Service	1,969,464	16.42%
Interfund Transfers Out	982,946	8.20%
Contingency	100,000	0.83%
Total Non-Operating Expenditures	3,052,410	25.45%
Total General Government	\$ 11,991,899	100.00%

Town of Portland, Connecticut
Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2012-2013
As of May 14, 2012

Board of Education Budget	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 10,956,090	\$ 11,198,469	\$ 11,636,079	\$ 437,610
Employee Fringe Benefits	3,469,075	3,710,817	3,557,275	(153,542)
Contractual Services	368,246	308,641	334,481	25,840
Repairs	483,984	184,012	178,222	(5,790)
Utilities	1,359,769	1,356,763	1,414,628	57,865
Commodities	1,261,937	1,212,860	1,201,462	(11,398)
Equipment	150,608	78,065	83,499	5,434
Miscellaneous	44,858	46,685	49,050	2,365
Total Operating Expenditures	18,094,567	18,096,312	18,454,696	358,384
Total Board of Education	\$ 18,094,567	\$ 18,096,312	\$ 18,454,696	\$ 358,384
Percentage increase/(decrease)		0.01%	1.98%	

	2012-2013 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 11,636,079	63.05%
Employee Fringe Benefits	3,557,275	19.28%
Contractual Services	334,481	1.81%
Repairs	178,222	0.97%
Utilities	1,414,628	7.67%
Commodities	1,201,462	6.51%
Equipment	83,499	0.45%
Miscellaneous	49,050	0.27%
Total Operating Expenditures	18,454,696	100.00%
Total Board of Education	\$ 18,454,696	100.00%

Town of Portland, Connecticut
Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2012-2013
As of May 14, 2012

Town Budget	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 14,742,406	\$ 15,099,263	\$ 15,748,659	\$ 649,396
Employee Fringe Benefits	5,805,129	6,153,607	6,006,222	(147,385)
Contractual Services	1,051,889	1,133,631	1,191,653	58,022
Repairs	655,182	350,262	352,472	2,210
Utilities	1,724,438	1,775,723	1,854,098	78,375
Commodities	2,007,114	2,034,360	1,988,022	(46,338)
Equipment	176,029	85,915	91,849	5,934
Miscellaneous	140,985	162,889	161,210	(1,679)
Total Operating Expenditures	26,303,172	26,795,650	27,394,185	598,535
Non-Operating Expenditures				
Debt Service	2,108,424	2,030,735	1,969,464	(61,271)
Interfund Transfers Out	865,580	889,416	982,946	93,530
Contingency	61,522	100,000	100,000	0
Total Non-Operating Expenditures	3,035,526	3,020,151	3,052,410	32,259
Total Town Budget	\$ 29,338,698	\$ 29,815,801	\$ 30,446,595	\$ 630,794
Percentage increase/(decrease)		1.63%	2.12%	

	2012-2013 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 15,748,659	51.73%
Employee Fringe Benefits	6,006,222	19.73%
Contractual Services	1,191,653	3.91%
Repairs	352,472	1.16%
Utilities	1,854,098	6.09%
Commodities	1,988,022	6.53%
Equipment	91,849	0.30%
Miscellaneous	161,210	0.53%
Total Operating Expenditures	27,394,185	89.97%
Non-Operating Expenditures		
Debt Service	1,969,464	6.47%
Interfund Transfers Out	982,946	3.23%
Contingency	100,000	0.33%
Total Non-Operating Expenditures	3,052,410	10.03%
Total Town Budget	\$ 30,446,595	100.00%

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

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 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-001	Board of Selectmen	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 1,657	\$ 1,631	\$ 4,000	\$ 4,000
14002	Charter revision clerk payroll	-	-	-	-
-	School building committee clerk	-	-	-	-
14008	Selectmen stipends	6,000	6,000	6,000	6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>7,657</u>	<u>7,631</u>	<u>10,000</u>	<u>10,000</u>
Miscellaneous					
88001	Program services	1,127	1,806	3,250	3,250
88004	Project graduation	1,000	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	Total Miscellaneous Expenditures	<u>2,127</u>	<u>2,806</u>	<u>4,250</u>	<u>4,250</u>
01-001	Total Board of Selectmen	<u>\$ 9,784</u>	<u>\$ 10,437</u>	<u>\$ 14,250</u>	<u>\$ 14,250</u>
Percentage increase/(decrease)					<u>0.00%</u>

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Continued to pursue and obtained grant funding for which the Town was eligible.
- Assisted the BOS with implementation of their stated Goals & Objectives.
- Instituted a series of workshops entitled "Local Matters" to inform the residents on town services.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-002	First Selectwoman	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 131,820	\$ 136,071	\$ 137,500	\$ 142,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>131,820</u>	<u>136,071</u>	<u>137,500</u>	<u>142,250</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>377</u>	<u>451</u>	<u>600</u>	<u>600</u>
	Total Contractual Services	<u>377</u>	<u>451</u>	<u>600</u>	<u>600</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
86003	CT Conf of Municipalities	5,839	5,839	5,839	5,956
86004	CT Council of Small Towns	825	825	825	825
86005	Middlesex Chamber	507	512	600	600
88001	Program services	885	2,595	3,000	3,000
88010	Safety committee	-	-	-	-
88022	Town report	<u>1,170</u>	<u>925</u>	<u>1,500</u>	<u>1,500</u>
	Total Miscellaneous Expenditures	<u>9,226</u>	<u>10,696</u>	<u>11,764</u>	<u>11,881</u>
01-002	Total First Selectwoman	<u><u>\$ 141,423</u></u>	<u><u>\$ 147,218</u></u>	<u><u>\$ 149,864</u></u>	<u><u>\$ 154,731</u></u>
Percentage increase/(decrease)					<u><u>3.25%</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. The Commission was created by Charter vote of the Electors on November 2, 2004.

Goals & Objectives:

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

Accomplishments:

-

Fiscal Notes:

- Budget is reduced due to less expected activity.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-003	Ethics Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 143	\$ 33	\$ 800	\$ 400
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	143	33	800	400
Miscellaneous					
88016	Miscellaneous	60	60	500	250
	Total Miscellaneous	60	60	500	250
01-003	Total Ethics Commission	\$ 203	\$ 93	\$ 1,300	\$ 650
Percentage increase/(decrease)					-50.00%

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 25.7% of the expenditures of the regional Probate Court.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-006	Probate Court	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contracts	\$ -	\$ 2,892	\$ 9,500	\$ 11,500
31001	Office equip repair & maint	150	150	-	-
33002	Indexing and recording	2,070	981	-	-
	Total Contractual Services	<u>2,220</u>	<u>4,023</u>	<u>9,500</u>	11,500
Commodities					
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
01-006	Total Probate Court	<u><u>\$ 2,220</u></u>	<u><u>\$ 4,023</u></u>	<u><u>\$ 9,500</u></u>	<u><u>\$ 11,500</u></u>
Percentage increase/(decrease)					<u><u>21.05%</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 all elections; Federal, State, and local. The budget covers the cost associated with running all general elections and referendums in the Town of Portland.

Goals & Objectives:

1. Change canvas procedure to accomplish cost savings.
2. Implement a record retention program in accordance with State requirements.
3. Update election supplies to make our polling facility a safer one.
4. Improve on the handling of our actual “check-in” process at elections so that the voter lines move more efficiently.
5. Attend more of the local Middlesex County Registrars' meetings to share ideas and information concerning legislation and issues regarding changes to voting laws, etc.

Accomplishments:

- Supervised multiple elections and budget referendums.
- Purchased new signage and improved street sign markers.

Fiscal Notes:

- Budget details the costs for one (1) Presidential election, one (1) primary 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 stipends paid to one (1) Democratic Registrar and one (1) Republican Registrar.
- Election workers stipend, account number 14007 is the cost of stipends paid to moderators and poll workers.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-007 Elections		Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 11,125	\$ 12,438	\$ 11,000	\$ 13,500
14006	Voter canvassing	4,115	3,609	5,000	2,500
14007	Election workers stipends	6,955	9,111	10,500	11,500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>22,195</u>	<u>25,158</u>	<u>26,500</u>	<u>27,500</u>
Contractual Services					
31003	Voting machine maint	-	286	1,000	1,000
32000	Conferences, meetings, dues	200	100	500	500
	Total Contractual Services	<u>200</u>	<u>386</u>	<u>1,500</u>	<u>1,500</u>
Commodities					
61007	Voting mach supplies	-	-	-	-
69000	Election supplies	3,466	6,763	6,000	7,500
	Total Commodities	<u>3,466</u>	<u>6,763</u>	<u>6,000</u>	<u>7,500</u>
Miscellaneous					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-007 Total Elections		<u>\$ 25,861</u>	<u>\$ 32,307</u>	<u>\$ 34,000</u>	<u>\$ 36,500</u>
Percentage increase/(decrease)					<u>7.35%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Issued financial statements with an unqualified opinion by December 31, 2010 and 2011.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-010	Finance Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 216,653	\$ 225,796	\$ 235,500	\$ 246,000
11003	Part-time payroll	22,312	22,076	26,500	27,000
14020	Rental use of buildings	6,798	6,357	6,500	6,750
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>245,763</u>	<u>254,229</u>	<u>268,500</u>	279,750
Contractual Services					
31000	Service contracts	22,325	18,453	28,500	28,500
32000	Conferences, meetings, dues	1,193	1,039	4,000	4,000
33001	Audit fees	13,750	13,176	13,400	13,525
33005	Bank fees	-	1,456	6,000	6,000
34001	Data processing	5,619	4,535	7,000	7,000
	Total Contractual Services	<u>42,887</u>	<u>38,659</u>	<u>58,900</u>	59,025
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
Miscellaneous					
88015	BOE admin life insurance	5,240	5,240	5,240	-
88016	Miscellaneous	4,769	9,839	20,000	20,000
	Total Miscellaneous Expenditures	<u>10,009</u>	<u>15,079</u>	<u>25,240</u>	20,000
01-010	Total Finance Department	<u><u>\$ 298,659</u></u>	<u><u>\$ 307,967</u></u>	<u><u>\$ 352,640</u></u>	<u><u>\$ 358,775</u></u>
Percentage increase/(decrease)					<u><u>1.74%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Maintain level of revenue collection during these budgetary difficulties.
2. Explore the collection of payments on-line as well as credit card payments at windows.
3. Continue with the successful tax lien resolution program.

Accomplishments:

- Fiscal year end June 30, 2009 had a 97.70% collection rate; June 30, 2010 the collection rate was 98.1% and June 30, 2011 the collection rate was 98.4%.
- Added a link on the Town's website to a database that includes taxes owed and paid by each entity.
- Conducted tax sale program.

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 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-011	Collector of Revenue	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 61,387	\$ 52,900	\$ 55,500	\$ 58,650
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>61,387</u>	<u>52,900</u>	<u>55,500</u>	<u>58,650</u>
Contractual Services					
31000	Service contracts	13,069	15,342	18,000	18,000
32000	Conferences, meetings, dues	366	718	850	850
34001	Data processing	-	-	-	-
36005	DMV delinquent charge	<u>1,746</u>	<u>1,749</u>	<u>2,230</u>	<u>2,230</u>
	Total Contractual Services	<u>15,181</u>	<u>17,809</u>	<u>21,080</u>	<u>21,080</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-011	Total Collector of Revenue	<u><u>\$ 76,568</u></u>	<u><u>\$ 70,709</u></u>	<u><u>\$ 76,580</u></u>	<u><u>\$ 79,730</u></u>
Percentage increase/(decrease)					<u><u>4.11%</u></u>

Department Name: _____

Assessor _____

Department #: 01-012

Mission & Purpose:

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

Goals & Objectives:

Continue to make improvements to the level of customer service offered by this office.

Accomplishments:

- Completed and implemented the State mandated 2011 grand list revaluation of all taxable and non-taxable property in Town.
- The Clerk Assistant successfully completed three University of CT Institute of Public Service education courses designed for assessors.
- Digital maps are in the process of being updated with key parcel information.

Fiscal Notes:

- Personnel expenditures cover one (1) full-time assessor and 25 hours per week clerk assistant.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-012	Assessor	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 99,677	\$ 102,948	\$ 117,594	\$ 122,300
11003	Part-time payroll	-	998	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>99,677</u>	<u>103,946</u>	<u>117,594</u>	122,300
Contractual Services					
31000	Service contracts	13,295	13,000	17,095	17,095
32000	Conferences, meetings, dues	1,375	1,220	1,750	1,750
33001	Audit fees	-	2,500	2,500	2,500
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>14,670</u>	<u>16,720</u>	<u>21,345</u>	21,345
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
01-012	Total Assessor	<u><u>\$ 114,347</u></u>	<u><u>\$ 120,666</u></u>	<u><u>\$ 138,939</u></u>	<u><u>\$ 143,645</u></u>
Percentage increase/(decrease)					<u><u>3.39%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Conducted many assessment appeals last fiscal year, which was a revaluation year.
- Conformance to statutory requirements to provide hearing opportunities to aggrieved taxpayers with minimum effect to Grand List totals.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-013	Board of Assessment Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ -	\$ -	\$ 600	\$ 200
14011	Member stipends	650	725	1,725	755
	Total Personnel Expenditures	650	725	2,325	955
01-013	Total Board of Assessment Appeals	\$ 650	\$ 725	\$ 2,325	\$ 955
Percentage increase/(decrease)					-58.92%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Additional labor costs are expected due to all collective bargaining unit contracts being re-negotiated this year.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		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	11,888	15,115	24,000	40,000
37006	Freedom of information	976	-	2,000	2,000
37012	Suits & settlements			-	-
37013	General Town Counsel	26,158	30,131	25,500	26,000
37019	Planning & development matters	19,247	7,270	25,500	15,000
37025	Tax matters	3,347	2,697	4,000	5,000
37029	Miscellaneous matters	-	-	-	-
	Total Contractual Services	<u>61,616</u>	<u>55,213</u>	<u>81,000</u>	<u>88,000</u>
01-014	Total Town Counsel	<u><u>\$ 61,616</u></u>	<u><u>\$ 55,213</u></u>	<u><u>\$ 81,000</u></u>	<u><u>\$ 88,000</u></u>
Percentage increase/(decrease)					<u><u>8.64%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

- Personnel expenditures cover one (1) elected full-time Town Clerk and one (1) full-time Assistant Town Clerk.
- Indexing and recording, Account 33002, decreased by \$6,500 due to cost saving measures implemented by the department.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-015	Town Clerk	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 129,533	\$ 134,262	\$ 138,250	\$ 142,650
13002	Overtime	-	627	1,000	1,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>129,533</u>	<u>134,889</u>	<u>139,250</u>	143,650
Contractual Services					
31000	Service contracts	-	-	750	750
32000	Conferences, meetings, dues	410	620	1,250	1,250
33002	Indexing & recording	34,448	24,879	35,500	29,000
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	-	-
35000	Vital statistics	<u>218</u>	<u>589</u>	<u>1,000</u>	1,000
	Total Contractual Services	<u>35,076</u>	<u>26,088</u>	<u>38,500</u>	32,000
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
01-015	Total Town Clerk	<u><u>\$ 164,609</u></u>	<u><u>\$ 160,977</u></u>	<u><u>\$ 177,750</u></u>	<u><u>\$ 175,650</u></u>
Percentage increase/(decrease)					<u><u>-1.18%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

- Account 54000, Advertising, printing and publications, decreased by \$7,500 due to estimated cost savings.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

01-016 Central Services	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Personnel Expenditures				
11003 Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	-	-	-	-
Contractual Services				
31000 Service contracts	21,443	22,005	32,000	32,000
31001 Office equip repair & maint	2,000	1,620	1,500	2,000
34001 Data processing supplies	744	1,430	2,500	2,500
- Publication costs	-	-	-	-
Total Contractual Services	24,187	25,055	36,000	36,500
Repairs				
- Equipment repairs	-	-	-	-
Total Repairs	-	-	-	-
Utilities				
53000 Postage	19,635	23,117	25,000	21,000
54000 Advertising, printing & publications	19,338	16,125	32,500	25,000
- Printing	-	-	-	-
58580 Travel and mileage expense	1,767	3,100	3,500	3,750
Total Utilities	40,740	42,342	61,000	49,750
Commodities				
61000 Office supplies	12,901	11,544	15,500	15,500
61005 Copier/printing supplies	5,324	4,450	6,000	6,000
- Subscriptions & publications	-	-	-	-
Total Commodities	18,225	15,994	21,500	21,500
Equipment				
- Equipment	-	-	-	-
Total Equipment	-	-	-	-
01-016 Total Central Services	\$ 83,152	\$ 83,391	\$ 118,500	\$ 107,750
Percentage increase/(decrease)				-9.07%

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. The town website is also maintained and updated daily in conjunction with the Town Tech Educational Partnership Program. In addition, The Technology Department ensures the proper retention of electronic data and records to facilitate qualitative and quantitative analysis of municipal information.

Goals & Objectives:

1. Continue the upgrade process of hardware and software in Town Departments.
2. Purchase new servers as necessary.
3. Upgrade existing spam and firewall equipment.
4. Help to maintain the Town hardware (alarm system) located at Middletown Dispatch.
5. Replace the antiquated phone system hardware and software.
6. Complete the migration of existing e-mail system onto Exchange.

Accomplishments:

- All BOS meetings are taped and broadcast on Comcast Cable public access.
- Continue to upgrade and maintain all aspects of the Town's website.
- Scanned more than 3,500 paper and Mylar map documents to digital format utilizing newly acquired Wide Format Scanner in conjunction with the Town Tech Program.
- Acquired part time personnel to update and maintain Town GIS maps as well as help with Help Desk issues.
- Installed new Exchange server to better manage e-mail traffic and to facilitate calendar sharing and remote access.

Fiscal Notes:

- Personnel expenditures cover one (1) full-time employee, one (1) part time employee and the cost of the Town Tech Educational Partnership Program, which performs a variety of tasks benefiting the Town. Overtime is increased to reflect usage.
- Computer network maintenance, account number 36050 allows the Town to investigate and resolve levels 2 and 3 computer problems and issues as well as review and implement computer related security and back-up procedures.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

01-017	Technology Department	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 70,084	\$ 72,554	\$ 74,500	\$ 77,000
11003	Part-time payroll	9,951	10,273	23,000	23,500
13002	Overtime	7,704	13,971	6,500	8,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>87,739</u>	<u>96,798</u>	<u>104,000</u>	<u>108,500</u>
Contractual Services					
31000	Service contracts	553	480	1,000	1,000
31001	Office equip repair & maint	1,218	1,095	1,500	1,500
31008	Licensing software	15,999	15,665	20,500	20,500
32000	Conferences, meetings, dues	173	173	500	1,000
34001	Data processing supplies	3,672	818	6,000	6,250
36004	Telecommunications	1,886	2,512	2,500	3,500
36050	Computer network maintenance	30,652	34,480	40,000	40,000
	Total Contractual Services	<u>54,153</u>	<u>55,223</u>	<u>72,000</u>	<u>73,750</u>
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	1,132	1,765	1,600	2,035
	Total Utilities	<u>1,132</u>	<u>1,765</u>	<u>1,600</u>	<u>2,035</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	450	441	450	450
-	Equipment supplies	904	-	-	-
	Total Commodities	<u>1,354</u>	<u>441</u>	<u>450</u>	<u>450</u>
Equipment					
73000	Equipment purchases	-	621	2,000	2,000
	Total Equipment	<u>-</u>	<u>621</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>\$ 144,378</u>	<u>\$ 154,848</u>	<u>\$ 180,050</u>	<u>\$ 186,735</u>

Percentage increase/(decrease) 3.71%

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

Mission & Purpose:

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

Goals & Objectives:

1. Continue to explore methods of recruiting and retaining firefighters.
2. Actively pursue grants to offset increased costs in providing a safe community for our residents.
3. Continue to provide new training in areas of Fire Suppression, Rescue Operations, Medical Certification and Hazardous Material Mitigation.
4. Complete land acquisition and develop plans for the construction of a new firehouse at Company #3.

Accomplishments:

- Continued to respond to our requests for service within 3-4 minutes from the time of dispatch.
- Received 2011-12 DEEP Forestry Grant for the Installation of a Dry Hydrant System along Route 66.
- Received 2011-12 DEEP Forestry Grant to assist in the development of our Forestry Unit.
- Developed and trained personnel in critical advance rescue techniques related to rope rescue, dive operations and Rapid Intervention Teams.
- Awarded the conveyance of land from DEEP for the planning and construction of a new firehouse on Great Hill Road.

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.
- Medical exams and supplies, Account 35001, increased by \$4,000 due to continued regulations regarding testing for the volunteers.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

01-020	Fire Departments	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 5,380	\$ 5,554	\$ 5,725	\$ 5,950
11002	Clerical payroll	1,698	1,564	2,250	2,250
11003	Part-time payroll	9,500	9,865	15,700	17,200
-	Watchmen	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	16,578	16,983	23,675	25,400
Contractual Services					
30000	Training	11,968	21,427	17,000	19,000
31000	Service contracts	7,159	7,936	10,000	10,000
31008	Licensing software	-	-	2,500	2,750
32000	Conferences, meetings, dues	1,647	1,765	1,500	2,500
34000	Equipment testing	12,063	12,848	13,000	15,000
34001	Data processing supplies	943	805	2,000	2,000
35001	Medical exams & supplies	22,029	17,353	20,000	24,000
36004	Telecommunications	-	1,693	2,750	2,750
	Total Contractual Services	55,809	63,827	68,750	78,000
Repairs					
44003	Equipment repair/rental	10,415	9,263	10,000	11,000
	Total Repairs	10,415	9,263	10,000	11,000
Utilities					
51001	Gas & diesel fuel	7,883	8,897	10,500	11,100
54000	Advertising & publications	125	447	-	-
57000	Firefighters banquet	3,750	4,655	7,000	6,500
	Total Utilities	11,758	13,999	17,500	17,600
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	2,803	2,065	1,600	2,000
61003	Equipment supplies	74,271	66,429	80,000	80,000
62001	Electricity	28,477	28,300	27,000	26,900
62002	Water & sewer	2,842	2,829	3,200	3,200
62004	Heating fuel	23,409	40,686	42,500	42,500
63001	Emergency food fund	943	1,979	1,500	1,750
67000	Small tools	589	356	500	500
	Total Commodities	133,334	142,644	156,300	156,850
Miscellaneous					
88002	Tax abatement program	-	-	-	-
88013	Protective operations	1,775	2,581	-	-
	Total Miscellaneous Expenditures	1,775	2,581	-	-
01-020	Total Fire Departments	\$ 229,669	\$ 249,297	\$ 276,225	\$ 288,850

Percentage increase/(decrease) **4.57%**

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

Mission & Purpose:

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

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

Goals & Objectives:

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

Accomplishments:

- Received a \$500 grant from CT Fair Plan for a new digital camera that will assist in documentation of fire investigations.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-021	Fire Marshal	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 27,544	\$ 30,705	\$ 35,000	\$ 36,150
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>27,544</u>	<u>30,705</u>	<u>35,000</u>	<u>36,150</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>620</u>	<u>570</u>	<u>600</u>	<u>1,000</u>
	Total Contractual Services	<u>620</u>	<u>570</u>	<u>600</u>	<u>1,000</u>
Utilities					
51001	Gas & diesel fuel	79	558	250	635
55000	Fire prevention week	<u>402</u>	<u>626</u>	<u>600</u>	<u>600</u>
	Total Utilities	<u>481</u>	<u>1,184</u>	<u>850</u>	<u>1,235</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	894	485	500	500
61003	Equipment supplies	<u>109</u>	<u>351</u>	<u>600</u>	<u>1,100</u>
	Total Commodities	<u>1,003</u>	<u>836</u>	<u>1,100</u>	<u>1,600</u>
01-021	Total Fire Marshal	<u><u>\$ 29,648</u></u>	<u><u>\$ 33,295</u></u>	<u><u>\$ 37,550</u></u>	<u><u>\$ 39,985</u></u>
Percentage increase/(decrease)					<u><u>6.48%</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:

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

Accomplishments:

Fiscal Notes:

- Budget includes the contractual obligation.

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		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-022	Emergency Dispatch	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contract	\$ 90,040	\$ 92,743	\$ 96,255	\$ 98,390
	Total Contractual Services	<u>90,040</u>	<u>92,743</u>	<u>96,255</u>	<u>98,390</u>
01-022	Total Emergency Dispatch	<u>\$ 90,040</u>	<u>\$ 92,743</u>	<u>\$ 96,255</u>	<u>\$ 98,390</u>
Percentage increase/(decrease)					<u>2.22%</u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Protect our residents in a cost effective manner.
2. Maintain all records internally.
3. Make improvements to traffic enforcements as the budget allows.
4. Reduce the number of motor vehicle accidents with a more proactive approach including radar speed checks, sobriety checkpoints, and cell phone use violations.
5. Reduce the drug activity in the town.
6. Work to secure more grant funds.
7. Educate the general public on computer and internet safety.
8. Offer home security education to residents.
9. Establish neighborhood watch programs as requested.

Accomplishments:

- Responded to 4,257 calls during calendar year 2011, not including walk-in assistance.
- Trained a new canine, Jesse.
- Two Portland officers are in training for a regional SWAT with Middletown and East Hampton.
- Provide traffic security (private duty) for the State Department of Transportation's Arrigoni Bridge repair project. (June 2011 – November 2012 (expected)).

Fiscal Notes:

- Personnel expenditures covers eleven (11) full-time officers, including one (1) Lieutenant, two (2) Sergeants, eight (8) Police Officers, and 90% of the full-time salary of a secretary shared with the Fire Department #01-020.
- Private Police duty, account #14014 is the cost of having officers working on special projects that require an officer's presence, such as construction activities or traffic control. This cost is offset by a revenue amount at account #00324.
- Account 51001, Gas and Diesel Fuel, is up \$17,800 based on expected cost of gasoline for the year.

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		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-023	Police Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 697,342	\$ 721,705	\$ 754,000	\$ 785,000
11002	Clerical payroll	48,419	49,984	51,500	53,250
11003	Part-time payroll	917	274	1,000	1,000
13002	Overtime	79,912	76,147	85,000	90,000
14014	Private Police duty	111,029	200,367	115,000	180,000
-	Holiday payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>937,619</u>	<u>1,048,477</u>	<u>1,006,500</u>	<u>1,109,250</u>
Contractual Services					
31000	Service contracts	10,557	12,015	14,000	14,000
31008	Licensing software	-	-	8,100	8,100
32000	Conferences, meetings, dues	3,208	2,200	3,550	3,550
34002	Cruiser computer support	11,000	11,000	13,000	13,000
36004	Telecommunications	-	-	-	-
36012	Examination services	-	-	1,000	3,500
	Total Contractual Services	<u>24,765</u>	<u>25,215</u>	<u>39,650</u>	<u>42,150</u>
Repairs					
44003	Equipment repair/rental	2,012	2,000	3,000	3,000
	Total Repairs	<u>2,012</u>	<u>2,000</u>	<u>3,000</u>	<u>3,000</u>
Utilities					
51001	Gas & diesel fuel	36,543	52,466	49,000	66,800
59002	Canine program	873	384	900	900
	Total Utilities	<u>37,416</u>	<u>52,850</u>	<u>49,900</u>	<u>67,700</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	18,660	14,251	18,500	18,500
61003	Equipment supplies	5,270	5,259	6,500	6,500
62001	Electricity	16,208	15,635	17,250	14,885
62002	Water & sewer	679	687	1,000	1,000
62004	Heating fuel	1,811	3,320	6,000	5,000
	Total Commodities	<u>42,628</u>	<u>39,152</u>	<u>49,250</u>	<u>45,885</u>
Equipment					
73000	Equipment purchases	-	23,530	-	-
	Total Equipment	<u>-</u>	<u>23,530</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88016	Miscellaneous	265	775	1,150	1,150
	Total Miscellaneous Expenditures	<u>265</u>	<u>775</u>	<u>1,150</u>	<u>1,150</u>
01-023	Total Police Department	<u><u>\$ 1,044,705</u></u>	<u><u>\$ 1,191,999</u></u>	<u><u>\$ 1,149,450</u></u>	<u><u>\$ 1,269,135</u></u>

Percentage increase/(decrease) 10.41%

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

Mission & Purpose:

The Emergency Management Department ensures the public's well being and safety during civil emergencies, such as storms, hurricanes, floods, natural disasters, or acts of terrorism. The department supports all public safety agencies within our town, manages sheltering operations as well as organizes and coordinates the Community Emergency Response Team (CERT).

Goals & Objectives:

1. Continue to recruit and train new volunteers.
2. Purchase portable remote lighting system to provide safe egress for the entrance, exit and parking areas at the Portland High School Shelter.
3. Aggressively pursue grant funds available to offset increased cost in providing a safe community for our residents.
4. Review and update the planning documents on an ongoing basis.

Accomplishments:

- Operated the Portland High School Shelter to assist more than 500 residents in the October 2011 Storm Alfred. Services included overnight sleeping arrangements, water, MRE's (Meals Ready to Eat), showers and cell phone charging.
- Recruited new volunteers for CERT.

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.
- Account 63001, Emergency Food Fund, increased by \$1,000 for feeding workers at Emergency Shelter and possibly provide emergency food for participants.

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01-024	Emergency Management	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Personnel Expenditures					
14005	Emergency man stipend	\$ 4,495	\$ 4,125	\$ 5,650	\$ 5,650
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>4,495</u>	<u>4,125</u>	<u>5,650</u>	<u>5,650</u>
Contractual Services					
30000	Training				500
32000	Conferences, meetings, dues	75	50	250	250
34001	Data processing	-	-	500	-
	Total Contractual Services	<u>75</u>	<u>50</u>	<u>750</u>	<u>750</u>
Repairs					
44003	Equipment repair/rental	319	480	1,000	1,500
	Total Repairs	<u>319</u>	<u>480</u>	<u>1,000</u>	<u>1,500</u>
Utilities					
53001	Telephone	812	-	-	-
53003	Cell phones	-	1,220	1,300	1,300
57001	Emergency drill	228	-	500	500
	Total Utilities	<u>1,040</u>	<u>1,220</u>	<u>1,800</u>	<u>1,800</u>
Commodities					
61001	Uniforms	-	-	500	500
61003	Equipment supplies	532	146	1,000	1,000
63001	Emergency food fund	-	-	-	1,000
	Total Commodities	<u>532</u>	<u>146</u>	<u>1,500</u>	<u>2,500</u>
01-024	Total Emergency Management	<u>\$ 6,461</u>	<u>\$ 6,021</u>	<u>\$ 10,700</u>	<u>\$ 12,200</u>
Percentage increase/(decrease)					<u><u>14.02%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Place forms and applications on-line to smooth and expedite the application process.
2. Continue to ensure the health, safety, and welfare of the public as it relates to building occupants.
3. Implement a digital tracking system for permits (Access).

Accomplishments:

- The Building Official is accessible during Town Hall office hours, as well as on an emergency 24-hour basis.
- Permit forms are on the Town website along with information on various topics pertinent to seasonal changes.

Fiscal Notes:

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

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		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-025	Building Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 83,635	\$ 85,370	\$ 88,000	\$ 79,000
11003	Part-time payroll	-	-	-	13,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>83,635</u>	<u>85,370</u>	<u>88,000</u>	<u>92,000</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>306</u>	<u>750</u>	<u>1,750</u>	<u>1,750</u>
	Total Contractual Services	<u>306</u>	<u>750</u>	<u>1,750</u>	<u>1,750</u>
Utilities					
51001	Gas & diesel fuel	<u>892</u>	<u>1,323</u>	<u>1,260</u>	<u>1,500</u>
	Total Utilities	<u>892</u>	<u>1,323</u>	<u>1,260</u>	<u>1,500</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
61003	Equipment supplies	<u>-</u>	<u>297</u>	<u>1,000</u>	<u>500</u>
	Total Commodities	<u>-</u>	<u>297</u>	<u>1,000</u>	<u>500</u>
Miscellaneous					
88016	State training fee	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-025	Total Building Department	<u><u>\$ 84,833</u></u>	<u><u>\$ 87,740</u></u>	<u><u>\$ 92,010</u></u>	<u><u>\$ 95,750</u></u>
Percentage increase/(decrease)					<u><u>4.06%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Provide general oversight and management of the Public Works Department and Water and Sewer Divisions.
2. Make paving improvements to the Portland Library and the Senior Center parking lots.
3. Paint the water tanks at the Reservoir.

Accomplishments:

- Completed Level A mapping for Glastonbury Turnpike well.
- Completed High Street Water Main and Water Storage Tanks projects.
- Implemented the Brownstone Avenue Extension Project – Phase III.
- Completed the replacement of the Portland Library's roof.

Fiscal Notes:

- Personnel expenditures include two (2) full-time employees; the Director and the Secretary to the Director, and 50% of the full-time salary of the Supervisor of Operations shared with the Resource Recovery Department #09-120.

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		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-031	Public Works Director	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 171,770	\$ 177,748	\$ 185,750	\$ 194,000
13002	Overtime	-	4,214	3,000	3,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>171,770</u>	<u>181,962</u>	<u>188,750</u>	<u>197,000</u>
Contractual Services					
31000	Service contracts	-	-	-	-
32000	Conferences, meetings, dues	70	184	250	250
36013	Hazardous waste	<u>5,384</u>	<u>3,334</u>	<u>6,000</u>	<u>6,000</u>
	Total Contractual Services	<u>5,454</u>	<u>3,518</u>	<u>6,250</u>	<u>6,250</u>
Utilities					
51001	Gas & diesel fuel	<u>1,457</u>	<u>2,227</u>	<u>2,450</u>	<u>3,000</u>
	Total Utilities	<u>1,457</u>	<u>2,227</u>	<u>2,450</u>	<u>3,000</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	<u>-</u>	<u>200</u>	<u>200</u>	<u>200</u>
	Total Commodities	<u>-</u>	<u>200</u>	<u>200</u>	<u>200</u>
Capital Expenditures					
73000	Equipment purchases	<u>-</u>	<u>75</u>	<u>350</u>	<u>350</u>
	Total Capital Expenditures	<u>-</u>	<u>75</u>	<u>350</u>	<u>350</u>
01-031	Total Public Works Director	<u><u>\$ 178,681</u></u>	<u><u>\$ 187,982</u></u>	<u><u>\$ 198,000</u></u>	<u><u>\$ 206,800</u></u>
Percentage increase/(decrease)					<u><u>4.44%</u></u>

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Conducted three (3) town wide brush pick-ups, 2 of which were due to major storms in 2011.
- Chip-sealed approximately five (5) miles of road.
- Improved drainage on Gloria Heights Road.
- Installed new guiderails on Old Marlborough Turnpike.
- Performed major re-grading at the Town sandpit located on Sage Hollow Road.
- Repairs made to erosion at the Portland High School Athletic Fields.
- Improvements made at the Riverfront Park.

Fiscal Notes:

- Personnel expenditures allow for nine (9) full-time employees.
- Tree removal/replacement, Account #36003, has been increased by \$2,500 to accomplish additional tree stump grinding.
- Road materials, Account #65001 is increased by \$5,000 due to higher costs associated with these materials.
- Heating fuel, Account #62004, increased by \$6,000 based on projected fuel costs.

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01-032	Highway Department	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 482,764	\$ 496,457	\$ 513,000	\$ 530,150
13002	Overtime	8,437	8,387	9,250	9,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	491,201	504,844	522,250	539,400
Contractual Services					
31000	Service contracts	6,693	5,546	5,000	6,500
32000	Conferences, meetings, dues	815	300	750	750
36001	Traffic signals	3,741	3,454	4,500	4,500
36003	Tree removal/replacement	10,990	15,000	15,000	17,500
36004	Telecommunications	-	-	600	600
36006	Line painting contract	6,088	6,549	7,000	7,000
36007	Storm water monitoring	2,897	1,542	2,000	3,250
36008	Waste services	714	-	500	500
	Total Contractual Services	31,938	32,391	35,350	40,600
Repairs					
44003	Equipment repair/rental	5,711	1,766	7,000	8,500
44005	Storm drain cleaning	25,640	21,342	25,000	26,000
	Total Repairs	31,351	23,108	32,000	34,500
Utilities					
51001	Gas & diesel fuel	38,146	60,658	66,000	66,500
53001	Telephone	700	710	800	825
	Total Utilities	38,846	61,368	66,800	67,325
Commodities					
61001	Uniforms	4,089	4,274	4,050	4,050
61003	Equipment supplies	6,563	9,659	7,000	8,500
62001	Electricity	9,752	10,965	11,750	10,500
62002	Water & sewer	1,914	2,155	4,000	4,000
62004	Heating fuel	16,914	30,187	29,000	35,000
65001	Road materials	93,121	83,845	75,000	80,000
67000	Small tools	1,045	2,133	1,200	1,200
69001	Street signs	2,228	2,532	3,250	3,250
	Total Commodities	135,626	145,750	135,250	146,500
Capital Expenditures					
73000	Equipment purchases	2,504	1,195	2,500	2,500
	Total Capital Expenditures	2,504	1,195	2,500	2,500
Miscellaneous					
88016	Miscellaneous fees	140	1,618	3,000	3,000
	Total Miscellaneous Expenditures	140	1,618	3,000	3,000
01-032	Total Highway Department	\$ 731,606	\$ 770,274	\$ 797,150	\$ 833,825

Percentage increase/(decrease) **4.60%**

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Ongoing maintenance of vehicles has been accomplished.
- Purchased two new frontline dump trucks, two pickup trucks, snow plows, three cruisers, two SUV's and a large trailer.
- Major engine repairs made to the bulldozer.

Fiscal Notes:

- Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.
- Increased account 44003, Equipment Repair/Rental, by \$5,000.

Town of Portland, Connecticut
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As of May 14, 2012

01-033	Vehicle Maintenance	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 108,276	\$ 112,757	\$ 118,000	\$ 123,250
13002	Overtime	2,316	505	2,500	2,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>110,592</u>	<u>113,262</u>	<u>120,500</u>	<u>125,750</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>140</u>	<u>100</u>	<u>300</u>	<u>300</u>
	Total Contractual Services	<u>140</u>	<u>100</u>	<u>300</u>	<u>300</u>
Repairs					
44003	Equipment repair/rental	<u>87,887</u>	<u>123,394</u>	<u>106,000</u>	<u>110,000</u>
	Total Repairs	<u>87,887</u>	<u>123,394</u>	<u>106,000</u>	<u>110,000</u>
Utilities					
51001	Gas & diesel fuel	<u>1,168</u>	<u>1,187</u>	<u>2,000</u>	<u>2,000</u>
51003	Fuel additives	-	-	500	-
51004	Motor vehicle oil	<u>4,653</u>	<u>4,870</u>	<u>5,000</u>	<u>5,500</u>
	Total Utilities	<u>5,821</u>	<u>6,057</u>	<u>7,500</u>	<u>7,500</u>
Commodities					
61001	Uniforms	<u>220</u>	<u>775</u>	<u>900</u>	<u>900</u>
61003	Equipment supplies	<u>8,561</u>	<u>10,720</u>	<u>9,000</u>	<u>9,000</u>
67000	Small tools	<u>737</u>	<u>825</u>	<u>1,500</u>	<u>1,500</u>
	Total Commodities	<u>9,518</u>	<u>12,320</u>	<u>11,400</u>	<u>11,400</u>
Capital Expenditures					
73000	Equipment purchases	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
Miscellaneous					
88016	Miscellaneous	<u>30</u>	<u>778</u>	<u>600</u>	<u>800</u>
	Total Miscellaneous Expenditures	<u>30</u>	<u>778</u>	<u>600</u>	<u>800</u>
01-033	Total Vehicle Maintenance	<u>\$ 213,988</u>	<u>\$ 255,911</u>	<u>\$ 247,300</u>	<u>\$ 256,750</u>

Percentage increase/(decrease) 3.82%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No significant changes proposed for this department.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-034	Town Engineer	Expended	Expended	Budget	Budget
Contractual Services					
38001	Residential plan review/inspect	\$ 1,251	\$ 438	\$ 1,000	\$ 1,000
38002	Subdivision inspection/review	2,967	2,355	6,000	6,000
38003	Public Works engineering	12,661	1,434	2,500	2,500
38004	Site plan review	9,516	14,643	9,000	9,000
38005	Road drainage	5,719	572	2,500	2,500
38006	Mapping services	-	-	500	500
38007	General services	2,061	7,245	2,000	2,000
38008	Plan & Zoning/Inland Wetlands	1,672	1,315	1,000	1,000
38009	Erosion/sedimentation review	741	1,268	1,000	1,000
38010	Miscellaneous	-	-	500	500
38011	Public safety engineering	1,126	-	500	500
Total Contractual Services		<u>37,714</u>	<u>29,270</u>	<u>26,500</u>	<u>26,500</u>
01-034	Total Town Engineer	<u>\$ 37,714</u>	<u>\$ 29,270</u>	<u>\$ 26,500</u>	<u>\$ 26,500</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

Mission & Purpose:

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

Goals & Objectives:

To ensure all streetlights are in working condition.

Accomplishments:

Fiscal Notes:

- Town expects to have cost savings based on an updated contract at a blended lower rate.

Town of Portland, Connecticut
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As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-035	Street Lighting	Expended	Expended	Budget	Budget
Commodities					
62001	Electricity	\$ 112,047	\$ 114,473	\$ 121,000	\$ 109,000
	Total Commodities	<u>112,047</u>	<u>114,473</u>	<u>121,000</u>	<u>109,000</u>
01-035	Total Street Lighting	<u>\$ 112,047</u>	<u>\$ 114,473</u>	<u>\$ 121,000</u>	<u>\$ 109,000</u>
Percentage increase/(decrease)					<u><u>-9.92%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. To maintain all Town and BOE properties.
2. Keep all sports fields in playing condition.
3. Continue with the organic lawn care program.

Accomplishments:

- Successfully maintained Town and BOE properties – landscaping approximately 90 acres of lawns and athletic fields.
- Removed excessive landscaping elements in order to streamline maintenance of BOE and town facilities.

Fiscal Notes:

- Personnel expenditures include the full-time salaries of three (3) employees plus approximately 10% of the full-time Grounds Maintenance Supervisor's salary, shared with the BOE. Summer help has been funded in the budget for \$10,000.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

01-036	Grounds Maintenance	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 148,297	\$ 154,994	\$ 161,000	\$ 168,000
11003	Part-time payroll	-	-	-	10,000
13002	Overtime	7,871	16,798	9,000	9,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>156,168</u>	<u>171,792</u>	<u>170,000</u>	187,000
Contractual Services					
36002	General contract work	4,275	7,660	7,000	7,000
36008	Waste services	215	-	600	600
	Total Contractual Services	<u>4,490</u>	<u>7,660</u>	<u>7,600</u>	7,600
Repairs					
44003	Equipment repair/rental	4,963	6,594	6,000	6,000
	Total Repairs	<u>4,963</u>	<u>6,594</u>	<u>6,000</u>	6,000
Utilities					
51001	Gas & diesel fuel	10,681	15,485	16,000	16,000
	Total Utilities	<u>10,681</u>	<u>15,485</u>	<u>16,000</u>	16,000
Commodities					
61001	Uniforms	1,325	1,317	1,350	1,350
61003	Equipment supplies	3,470	3,143	4,000	5,000
61004	Ground supplies	20,573	15,140	22,000	22,000
67000	Small tools	-	-	2,000	2,000
	Total Commodities	<u>25,368</u>	<u>19,600</u>	<u>29,350</u>	30,350
Capital Expenditures					
73000	Equipment purchases	1,109	-	2,000	2,500
	Total Capital Expenditures	<u>1,109</u>	<u>-</u>	<u>2,000</u>	2,500
Miscellaneous					
88016	Miscellaneous	-	-	500	500
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>500</u>	500
01-036	Total Grounds Maintenance	<u><u>\$ 202,779</u></u>	<u><u>\$ 221,131</u></u>	<u><u>\$ 231,450</u></u>	<u><u>\$ 249,950</u></u>

Percentage increase/(decrease) 7.99%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Completed the Portland Library Roof Replacement Project.
- Managed the installation of new floors at the Senior Center's bathrooms and kitchen.
- Painted the Senior Center bathrooms.
- Painted the office areas at the Highway Garage.

Fiscal Notes:

- Personnel expenditures include the full-time salaries of three (3) employees.
- Account 62001, Electricity, is lower based on expected savings due to lower rates (\$4,750).
- Account 53003, Cell Phones, decrease in cell phones of \$1,500 due to account restructuring and reallocation of the First Selectman's account to Emergency Management.
- Account 68000, Custodial Supplies, decreased by \$2,000.

Town of Portland, Connecticut
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As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-037	Town Buildings Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 147,185	\$ 152,689	\$ 161,250	\$ 163,500
11003	Part-time payroll	-	-	-	-
13002	Overtime	6,265	7,412	6,000	7,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>153,450</u>	<u>160,101</u>	<u>167,250</u>	<u>170,500</u>
Contractual Services					
31000	Service contracts	13,190	27,721	25,000	25,000
36008	Waste services	-	-	175	175
	Total Contractual Services	<u>13,190</u>	<u>27,721</u>	<u>25,175</u>	<u>25,175</u>
Repairs					
44003	Equipment repair/rental	8,132	5,406	7,500	7,500
	Total Repairs	<u>8,132</u>	<u>5,406</u>	<u>7,500</u>	<u>7,500</u>
Utilities					
51001	Gas & diesel fuel	2,470	2,854	2,750	3,575
53001	Telephone	42,986	45,457	47,000	49,800
53002	Pagers	-	-	-	-
53003	Cell phones	4,164	3,787	7,000	5,500
	Total Utilities	<u>49,620</u>	<u>52,098</u>	<u>56,750</u>	<u>58,875</u>
Commodities					
61001	Uniforms	828	986	1,350	1,350
61003	Equipment supplies	1,238	1,515	1,750	1,750
61004	Ground supplies	-	-	-	-
61006	Building supplies	5,131	6,946	5,000	6,000
62001	Electricity	38,588	38,115	41,000	36,250
62002	Water & sewer	1,014	1,153	1,750	1,750
62004	Heating fuel	3,528	4,729	5,500	5,500
67000	Small tools	633	531	750	750
68000	Custodial supplies	11,081	10,717	14,000	12,000
	Total Commodities	<u>62,041</u>	<u>64,692</u>	<u>71,100</u>	<u>65,350</u>
Capital Expenditures					
-	Capital/ADA compliance	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-037	Total Town Buildings Maintenance	<u><u>\$ 286,433</u></u>	<u><u>\$ 310,018</u></u>	<u><u>\$ 327,775</u></u>	<u><u>\$ 327,400</u></u>

Percentage increase/(decrease) -0.11%

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

Mission & Purpose:

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

Goals & Objectives:

1. Maintain all town-owned roadways in safe condition during winter weather conditions.
2. Continue training on snowplow safety.

Accomplishments:

- Department was created for budgeting purposes only in 2008 as a way to better track expenditures.
- All departments made a major effort in recent winters to keep roads and facilities safe.

Fiscal Notes:

- Climate plays a major role as to whether or not this budget is spent.
- In Fiscal Year 2012 the winter was very mild, post the October storm. Anticipated excess salt at the end of Fiscal Year 2012 will be used in Fiscal Year 2013.
- Road materials are lowered by \$10,000 in this budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-038	Snow Removal	Expended	Expended	Budget	Budget
Personnel Expenditures					
13002	Overtime	\$ 36,379	\$ 72,689	\$ 46,500	\$ 46,500
	Total Personnel Expenditures	<u>36,379</u>	<u>72,689</u>	<u>46,500</u>	<u>46,500</u>
Commodities					
65001	Road materials	<u>53,297</u>	<u>52,625</u>	<u>55,000</u>	<u>45,000</u>
	Total Commodities	<u>53,297</u>	<u>52,625</u>	<u>55,000</u>	<u>45,000</u>
01-038	Total Snow Removal	<u>\$ 89,676</u>	<u>\$ 125,314</u>	<u>\$ 101,500</u>	<u>\$ 91,500</u>
Percentage increase/(decrease)					<u><u>-9.85%</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, Brownstone Quorum, the First Selectwoman, Superintendent of Schools and other Town departments.

Goals & Objectives:

1. Assist in the implementation of the grant-funded design project for the Goodrich Recreational Complex.
2. Collaborate with the CT DEEP and Northeast Utilities to establish the Airline Trail in Portland.
3. Partner with the EDC to support Main Street businesses to continue to create a more vibrant, walkable and economically successful Village District.
4. Assist developers with projects.
5. Assist the Board of Selectmen with property maintenance of abandoned properties, specifically commercial properties.

Accomplishments:

- Assisted the Planning and Zoning Commission with applications.
- Completion of the Main Street Streetscape project, a grant-funded enhancement project which was initiated by the Planning Department and created an improved visual gateway to the community.
- Assisted in the planning and implementation of the grant-funded third phase of the Brownstone Avenue Extension project that included the building of a pavilion with a view of the Connecticut River.
- Collaborated with the Public Works Director and Parks & Recreation Director to submit a STEAP grant application for a proposed recreational complex on the municipally owned Goodrich property. The Town was awarded the total amount requested of \$230,000 by the State of Connecticut.

Fiscal Notes:

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

Town of Portland, Connecticut
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As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-040	Planning Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 87,275	\$ 92,077	\$ 95,500	\$ 77,500
11003	Part-time payroll				13,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>87,275</u>	<u>92,077</u>	<u>95,500</u>	<u>90,500</u>
Contractual Services					
31002	Plan consultant	600	2,900	6,000	6,000
32000	Conferences, meetings, dues	<u>595</u>	<u>1,085</u>	<u>1,500</u>	<u>1,500</u>
	Total Contractual Services	<u>1,195</u>	<u>3,985</u>	<u>7,500</u>	<u>7,500</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-040	Total Planning Department	<u>\$ 88,470</u>	<u>\$ 96,062</u>	<u>\$ 103,000</u>	<u>\$ 98,000</u>
Percentage increase/(decrease)					<u><u>-4.85%</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. This position also proactively monitors compliance relative to PZC and ZBA approvals and provides staff assistance to the Zoning Board of Appeals. The ZEO provides initial investigation and assistance to the Police Dept. for the enforcement of the Abandoned and Inoperable Vehicles Ordinance. The part-time position was filled in September 2011 after being vacant since July 2009.

Goals and Objectives:

1. Investigate zoning complaints and initiate enforcement as appropriate.
2. Attend Zoning Board of Appeals meeting and offer assistance with matters relative to variance requests and motor vehicle dealer/repairer licensing applications.
3. Assist the Land Use Administrator with providing information to the public relative to zoning permit requirements and issuing zoning permits.
4. Obtain certification by the Connecticut Association of Zoning Enforcement Officials (CAZEO) as a Zoning Enforcement Officer (ZEO).

Accomplishments:

- Participated in CAZEO classes and passed the requisite initial examination.
- Drafted process and procedure guidelines that create uniform responses to zoning issues.
- Collaborated with the multiple Town departments and the Chatham Health District to address issues relative to zoning violations and then resolved many without the need for legal or court involvement.
- Assisted the Zoning Board of Appeals by providing relevant testimony and procedural guidance for the applications being considered by them.

Fiscal Notes:

- Part-time hours of this position are increased from ten to fifteen hours per week.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-041	Zoning Enforce Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ -	\$ -	\$ 12,000	\$ 17,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	12,000	17,000
Contractual Services					
32000	Conferences, meetings, dues	-	-	350	950
	Total Contractual Services	-	-	350	950
Utilities					
51001	Gas & diesel fuel	-	-	200	200
	Total Utilities	-	-	200	200
Commodities					
61003	Equipment supplies	-	-	-	-
	Total Commodities	-	-	-	-
01-041	Total Zoning Enforce Department	\$ -	\$ -	\$ 12,550	\$ 18,150

Percentage increase/(decrease) **44.62%**

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

Mission & Purpose:

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

Goals & Objectives:

1. Revise text in zoning regulations as needed.
2. Work with the Economic Development Commission to encourage the highest and best use of properties located in commercial and industrial areas.
3. To initiate the review and permitting of regulated activities and uses in the designated Aquifer Protection Areas.

Accomplishments:

- Adopted Level-A Aquifer Protection Areas on the zoning map.
- Reviewed and approved commercial, industrial and subdivision development proposals.
- Met bi-monthly to discuss the Plan of Conservation and Development (POCD), specifically "Grow Smart Economically".

Fiscal Notes:

- No significant changes is in the proposed budget this year.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 2,091	\$ 1,892	\$ 3,000	\$ 3,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>2,091</u>	<u>1,892</u>	<u>3,000</u>	<u>3,000</u>
Contractual Services					
31002	Plan consultant	-	-	-	-
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	90	90	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>90</u>	<u>90</u>	<u>1,300</u>	<u>1,300</u>
Miscellaneous					
86015	Midstate Regional Plan Agency	6,294	6,304	6,321	6,500
86016	CT River Assembly	500	500	500	500
	Total Miscellaneous	<u>6,794</u>	<u>6,804</u>	<u>6,821</u>	<u>7,000</u>
01-042	Total Plan & Zoning Commission	<u><u>\$ 8,975</u></u>	<u><u>\$ 8,786</u></u>	<u><u>\$ 11,121</u></u>	<u><u>\$ 11,300</u></u>
Percentage increase/(decrease)					<u><u>1.61%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

To perform the duties required by the Connecticut General Statutes.

Accomplishments:

- Reviewed and considered applications in accordance with statutory duties

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-043	Zoning Board of Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 400	\$ 470	\$ 600	\$ 600
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>400</u>	<u>470</u>	<u>600</u>	<u>600</u>
Contractual Services					
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	120	90	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>120</u>	<u>90</u>	<u>1,300</u>	<u>1,300</u>
01-043	Total Zoning Board of Appeals	<u>\$ 520</u>	<u>\$ 560</u>	<u>\$ 1,900</u>	<u>\$ 1,900</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

Mission & Purpose:

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

Goals & Objectives:

Review and revise the IWC fee schedule.

Accomplishments:

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

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-044	Inland Wetlands Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 479	\$ 311	\$ 1,500	\$ 1,500
-	Enforcement officer	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>479</u>	<u>311</u>	<u>1,500</u>	<u>1,500</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>155</u>	<u>90</u>	<u>350</u>	<u>350</u>
	Total Contractual Services	<u>155</u>	<u>90</u>	<u>350</u>	<u>350</u>
Miscellaneous					
86001	CT Coastal Conservation Dist	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>
	Total Miscellaneous	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>
01-044	Total Inland Wetlands Commission	<u><u>\$ 2,458</u></u>	<u><u>\$ 2,225</u></u>	<u><u>\$ 3,674</u></u>	<u><u>\$ 3,674</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

The Conservation Commission duties include reviewing and commenting on subdivision and earth removal applications that may be pending before the Planning & Zoning Commission and/or Inland Wetlands Commission. 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. Obtain State approval to construct a walking trail along the rim of the Portland Reservoir.
2. Review and comment on land use applications.
3. Focus on action items listed in Chapter 3 of the POCD related to protecting community resources.

Accomplishments:

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

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-045	Conservation Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 48	\$ 94	\$ 600	\$ 600
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	48	94	600	600
Contractual Services					
32000	Conferences, meetings, dues	75	-	250	250
	Total Contractual Services	75	-	250	250
Miscellaneous					
86002	Reservoir Trail Project	-	-	-	-
	Total Miscellaneous	-	-	-	-
01-045	Total Conservation Commission	\$ 123	\$ 94	\$ 850	\$ 850

Percentage increase/(decrease) 0.00%

Mission & Purpose:

The Economic Development Commission, consisting of five members, meets monthly to study conditions affecting Portland businesses and discuss commercial proposals that may be heard by the Planning and Zoning Commission. Their activities include promoting new businesses and creating a positive economic environment. They have implemented a recognition program that supports this goal. The EDC's Consultant Staff 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 long-term benefits.

Goals and Objectives:

1. Promote the business and recreational opportunities available within the Town of Portland.
2. Support existing commercial and industrial businesses, continue business recruitment of target providers of goods and services currently unavailable in the community, and continue collaborative marketing of vacant commercial and industrial properties.
3. Provide free quarterly seminars for Portland business owners and residents covering business development and capitalization, interpretation of government regulation, and social media and web based marketing trends.
4. Review and comment on commercial and industrial applications and any proposed text amendments that may influence local business or commerce.

Accomplishments:

- Maintained the publication of the Portland Business Journal and continued the successful business recognition program.
- Established and maintained the Portland Connecticut Marketplace page on Facebook.
- Maintained a catalog of available commercial and industrial properties.
- Targeted vacant spaces that appeared to have "stagnated" in the current market and initiated collaborative efforts with owners to reignite interest.
- Assisted in the establishment of new businesses and business transfers, from the initial space acquisition through the permitting process, including the securing of appropriate financing.
- Reviewed and commented on land use development applications and text amendments before the Planning and Zoning Commission.

Fiscal Notes:

- The proposed budget for this board remains unchanged.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 507	\$ 237	\$ 750	\$ 750
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>507</u>	<u>237</u>	<u>750</u>	<u>750</u>
Contractual Services					
31005	Grants consultant contract	19,800	18,090	22,000	22,000
32000	Conferences, meetings, dues	74	-	150	150
	Total Contractual Services	<u>19,874</u>	<u>18,090</u>	<u>22,150</u>	<u>22,150</u>
Utilities					
59001	Marketing program	2,409	3,786	3,600	3,600
	Total Utilities	<u>2,409</u>	<u>3,786</u>	<u>3,600</u>	<u>3,600</u>
01-046	Total Economic Dev Commission	<u>\$ 22,790</u>	<u>\$ 22,113</u>	<u>\$ 26,500</u>	<u>\$ 26,500</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Assisted in the Lease-Purchase of Library roof and multiple types of equipment.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-047	Capital Expend Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ -	\$ 114	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	114	500	500
01-047	Total Capital Expend Commission	<u>\$ -</u>	<u>\$ 114</u>	<u>\$ 500</u>	<u>\$ 500</u>
Percentage increase/(decrease)					<u>0.00%</u>

Mission & Purpose:

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

Goals & Objectives:

1. Issue permits for onsite subsurface sewage disposal systems, permits for public or private water supply wells, compliance inspections of food service establishments, rental housing, daycare facilities, and schools.
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 clinic, in-home nurse visitation, and other skilled nursing services by referral.
5. Provide follow-up for communicable disease reports. Investigations of food-borne illness are undertaken to identify potential sources of contamination at food service establishments.
6. Monitor community health status.
7. Provide a variety of Health Education/ Wellness Programs.
8. Offer Qualified Food Service Operator training courses.
9. Provide nutrition education courses for weight management.

Accomplishments:

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

Fiscal Notes:

- This budget is based on a per capita rate.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-051	Health Department	Expended	Expended	Budget	Budget
Contractual Services					
-	CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009	Chatham Health District	76,296	76,408	79,010	78,557
	Total Contractual Services	76,296	76,408	79,010	78,557
01-051	Total Health Department	<u>\$ 76,296</u>	<u>\$ 76,408</u>	<u>\$ 79,010</u>	<u>\$ 78,557</u>
Percentage increase/(decrease)					<u><u>-0.57%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

Accomplishments:

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-052	Environmental Health	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 2,620	\$ -	\$ -	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>2,620</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-052	Total Environmental Health	<u><u>\$ 2,620</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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:

- Added contributions of \$500 each to the Portland Fair, Portland Fireworks and the Portland Historical Society (to help offset the cost of a storage facility for Town historical documents).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-053	Social Services	Expended	Expended	Budget	Budget
Miscellaneous					
86007	MCSAAC	\$ 500	\$ 500	\$ 500	\$ 500
86008	Community Health Center	500	500	500	500
86009	Community Renewal Team	500	500	500	500
86010	Regional Mental Health Board	505	505	505	505
86011	Rushford Center	-	-	-	-
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	-	-	-	-
86019	Family Access	-	500	-	-
86029	Brownstone Quorum	500	500	500	500
87004	Emergency Shelter	247	739	3,000	3,000
87005	Clinical social worker	-	-	-	-
87006	Connection Emergency Shelter	2,000	2,000	2,000	2,000
88001	Program services	-	-	-	-
88005	Memorial Day parade	4,676	4,489	5,000	5,000
88007	Veteran's activities	3,317	2,489	4,500	4,500
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
-	Portland Fireworks	-	-	-	500
-	Portland Historical Society	-	-	-	500
88020	Portland Fair	-	-	-	500
Total Miscellaneous		<u>51,139</u>	<u>51,116</u>	<u>57,505</u>	<u>59,005</u>
01-053	Total Social Services	<u><u>\$ 51,139</u></u>	<u><u>\$ 51,116</u></u>	<u><u>\$ 57,505</u></u>	<u><u>\$ 59,005</u></u>

Percentage increase/(decrease) 2.61%

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

Mission & Purpose:

The Senior Citizens Center provides programming, information, referrals and services to adults, fifty years or older. Services include education, health services, social, recreational and cultural opportunities.

Goals & Objectives:

1. Complete the work on the accreditation process: anticipated by September 2012.
2. Establish more evening programs and office hours to accommodate working seniors.
3. Install satellite or cable television in the Senior Center.

Accomplishments:

- Published frequent Senior News items on The Courant's ITowns website.
- Provided frequent e-mail and Facebook updates to seniors.
- Published the Senior Newsletter each month via e-mail and hard copy.
- Continued monthly men's breakfasts. Guests included State Rep. Christie Carpino, First Selectwoman Susan Bransfield, Economic Development Coordinator Mary Dickerson, Building Official Lincoln White, Town Planner Deanna Rhodes, among others.
- Developed adult aqua program with the Middlesex YMCA.
- More than 1200 members of outside groups used the Senior Center Building during 2011.
- Provided day trips at low cost options.
- Conducted outreach and volunteer activities at Chatham Court, Quarry Heights and Greystone Retirement Home.
- Home visits, frequent phone contact and referrals were made by the staff on an on-going basis.
- Average daytime attendance is 45 people.
- Continued our award –winning ArtVan Program and Camp Waverly.

Fiscal Notes:

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



Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-054	Senior Citizen Center	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 44,251	\$ 46,033	\$ 47,000	\$ 48,525
11003	Part-time payroll	17,554	18,169	19,000	19,650
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>61,805</u>	<u>64,202</u>	<u>66,000</u>	<u>68,175</u>
Contractual Services					
31000	Service contracts	5,127	5,333	6,000	6,250
31006	Instructor fees	4,240	3,240	4,250	3,000
32000	Conferences, meetings, dues	355	120	375	900
36004	Telecommunications	-	-	-	600
	Total Contractual Services	<u>9,722</u>	<u>8,693</u>	<u>10,625</u>	<u>10,750</u>
Commodities					
61000	Office supplies	-	-	-	-
62001	Electricity	9,649	10,066	12,500	9,600
62002	Water & sewer	680	659	700	625
62004	Heating fuel	4,451	8,039	8,000	8,500
	Total Commodities	<u>14,780</u>	<u>18,764</u>	<u>21,200</u>	<u>18,725</u>
Capital Expenditures					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88001	Program services	1,567	1,792	2,250	1,500
	Total Miscellaneous	<u>1,567</u>	<u>1,792</u>	<u>2,250</u>	<u>1,500</u>
01-054	Total Senior Citizen Center	<u><u>\$ 87,874</u></u>	<u><u>\$ 93,451</u></u>	<u><u>\$ 100,075</u></u>	<u><u>\$ 99,150</u></u>

Percentage increase/(decrease) -0.92%

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 aged 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 helps seniors to complete application forms for various benefit programs sponsored by the Town or the State of CT.

Goals & Objectives:

1. Take delivery sometime this year of a van from the Red Cross by way of the CT Department of Transportation. The smaller vehicle will serve our growing transportation needs while being less expensive to operate.
2. Continue providing transportation as needed to help the seniors maintain their quality of life.
3. Make sure seniors are taking advantage of all programs available to them.

Accomplishments:

- More than 300 contacts were made with seniors for referrals at the Senior Center, via phone and home visits.
- Provided approximately 1,700 rides in 2010-11.
- Assisted with applications for fuel assistance from the Town and the Community Renewal Team.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-055	Municipal Agent for Elderly	Expended	Expended	Budget	Budget
Personnel Expenditures					
14010	Van drivers stipends	\$ 18,761	\$ 19,571	\$ 21,500	\$ 23,000
	Total Personnel Expenditures	<u>18,761</u>	<u>19,571</u>	<u>21,500</u>	<u>23,000</u>
Contractual Services					
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	3,823	4,716	5,500	6,200
	Total Utilities	<u>3,823</u>	<u>4,716</u>	<u>5,500</u>	<u>6,200</u>
Miscellaneous					
88011	Veteran's relief	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-055	Total Munic Agent for the Elderly	<u><u>\$ 22,584</u></u>	<u><u>\$ 24,287</u></u>	<u><u>\$ 27,000</u></u>	<u><u>\$ 29,200</u></u>
Percentage increase/(decrease)					<u><u>8.15%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Improve accessibility to library services for disabled individuals.
2. Continue efforts toward school readiness and early literacy. Investigate "Family Place" Service and collaborate with the Portland Early Childhood Council.
3. Continue our collaboration with the BOE and all Town Departments.
4. Provide information and meeting space in support of community improvement, including Economic Development.
5. Provide information and leisure materials in a variety of formats.
6. Continue to provide services of interest to persons of all ages.
7. Increase the number of youth programs offered.

Accomplishments:

- Library is rated in the 90th percentile in a national rating of public libraries.
- Continued to develop book collections and related policies for digital materials.
- New computers for teens and new furnishings were installed in the library.
- Increased youth programming and brought back the Teen Advisory Board.

Fiscal Notes:

- Electricity (62001) and heating fuel (62004) savings noted based on energy projects completed.
- Maintained staffing levels and increased budget of books (64001), discs and videos (64002)



Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-065	Portland Library	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 254,638	\$ 273,126	\$ 326,000	\$ 336,600
11003	Part-time payroll	138,476	131,107	136,000	141,000
14001	Board clerk	451	425	800	800
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>393,565</u>	<u>404,658</u>	<u>462,800</u>	<u>478,400</u>
Contractual Services					
31000	Service contracts	9,800	13,351	15,000	15,000
32000	Conferences, meetings, dues	2,045	1,385	2,000	2,500
36010	Contract - data bases	3,830	3,524	4,500	5,500
36011	Data processing - Library Connection	27,084	28,495	29,800	29,800
Total Contractual Services		<u>42,759</u>	<u>46,755</u>	<u>51,300</u>	<u>52,800</u>
Repairs					
44003	Equipment repair/rental	1,177	953	750	750
Total Repairs		<u>1,177</u>	<u>953</u>	<u>750</u>	<u>750</u>
Utilities					
53000	Postage	1,229	1,050	2,750	2,750
59000	Cataloging	529	552	500	650
Total Utilities		<u>1,758</u>	<u>1,602</u>	<u>3,250</u>	<u>3,400</u>
Commodities					
61000	Office supplies	5,999	4,652	6,500	7,000
62001	Electricity	45,625	44,622	48,500	40,000
62002	Water & sewer	893	957	1,600	1,600
62004	Heating fuel	21,777	22,929	40,000	26,250
64001	Books	15,320	29,335	33,000	36,000
64002	Discs & videos	-	2,062	3,300	6,000
64003	Periodicals	6,960	5,923	7,000	6,400
Total Commodities		<u>96,574</u>	<u>110,480</u>	<u>139,900</u>	<u>123,250</u>
Miscellaneous					
88001	Program services	736	198	800	1,000
Total Miscellaneous Expenditures		<u>736</u>	<u>198</u>	<u>800</u>	<u>1,000</u>
01-065 Total Portland Library		<u>\$ 536,569</u>	<u>\$ 564,646</u>	<u>\$ 658,800</u>	<u>\$ 659,600</u>

Percentage increase/(decrease) **0.12%**

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No major changes.
- The two year GASB 45 valuation was completed in Fiscal Year 2011 and is budgeted in Fiscal Year 2013 (#37029).
- Medical insurance – no increase budgeted as our claim experience has been positive.
- The Town Employees defined benefit plan's required contribution is up approximately \$39,000 total, with a portion charged to this department, BOE and other funds as well.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-071	Employee Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
19001	Vacation pay	\$ 38,169	\$ 36,368	\$ 40,000	\$ 41,000
19002	Longevity	13,650	14,175	15,000	15,750
19003	Sick pay	78,418	76,667	93,000	93,000
19004	Termination benefits pay	15,653	28,461	62,500	62,500
21001	Medical insurance	853,780	907,659	970,000	940,000
21002	Dental insurance	17,745	18,165	22,000	22,000
21003	Life insurance	7,725	12,618	10,500	13,500
21004	Long-term disability insurance	12,221	9,247	13,500	10,000
22000	FICA/Medicare	259,884	285,595	321,000	330,000
23001	Town pension contributions	318,466	421,051	382,000	410,000
23002	Police pension contribution	289,226	285,467	272,457	263,349
23003	Volunteer Fire pension contribution	50,000	60,222	73,233	76,348
26000	Workers' compensation	201,500	178,600	162,600	167,500
28001	Unemployment compensation	5,910	1,759	5,000	4,000
	Total Personnel Expenditures	<u>2,162,347</u>	<u>2,336,054</u>	<u>2,442,790</u>	<u>2,448,947</u>
Contractual Services					
37029	Collective bargaining	<u>6,000</u>	<u>6,000</u>	<u>1,500</u>	<u>7,500</u>
	Total Contractual Services	<u>6,000</u>	<u>6,000</u>	<u>1,500</u>	<u>7,500</u>
01-071	Total Employee Fringe Benefits	<u><u>\$ 2,168,347</u></u>	<u><u>\$ 2,342,054</u></u>	<u><u>\$ 2,444,290</u></u>	<u><u>\$ 2,456,447</u></u>
Percentage increase/(decrease)					<u><u>0.50%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Entered into fixed rate contracts for most insurance policies.

Fiscal Notes:

- Budget reflects approximately a seven percent increase due to recent experience (police car totaled, water damage at BIS, snow removal from Portland High School (winter 2011) and water damage at Valley View).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		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	99,536	102,647	123,000	131,750
	Total Utilities	99,536	102,647	123,000	131,750
01-073	Total Risk Management	\$ 99,536	\$ 102,647	\$ 123,000	\$ 131,750
Percentage increase/(decrease)					7.11%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Made all bond payments in a timely fashion.

Fiscal Notes:

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

	Bonds Principal #83001	Bonds Interest #83002	Cap Lease Principal #83003	Cap Lease Interest #83004
	\$	\$	\$	\$
❖ 2003 GENOB BOE \$9.475M H/MS	525,000	182,832	-	-
❖ 1999 GENOB Town & BOE \$7.105M	195,000	63,770	-	-
❖ 2004 GENOB BOE \$9.47M H/MS	480,000	252,480	-	-
❖ Fire Department ladder truck (6 th of 12 annual payments)	-	-	40,911	16,569
❖ Fire Department rescue boat (5 th of 5 annual payments)	-	-	27,740	1,222
❖ Multi-equipment lease (2 nd of 5 annual payments)			165,734	17,206
	<u>\$ 1,200,000</u>	<u>\$ 499,082</u>	<u>\$ 234,385</u>	<u>\$ 34,997</u>
				Misc #83005
❖ Miscellaneous (estimated bank fees)				<u>\$ 1,000</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-085	Debt Service	Expended	Expended	Budget	Budget
Debt Service					
83001	Bonds - principal	\$ 1,615,000	\$ 1,430,000	\$ 1,205,000	\$ 1,200,000
83002	Bonds - interest	648,710	591,991	541,000	499,082
83003	Capital leases - principal	89,033	62,569	245,037	234,385
83004	Capital leases - interest	24,900	23,864	38,698	34,997
83005	Miscellaneous	-	-	1,000	1,000
	Total Debt Service	<u>2,377,643</u>	<u>2,108,424</u>	<u>2,030,735</u>	<u>1,969,464</u>
01-085	Total Debt Service	<u>\$ 2,377,643</u>	<u>\$ 2,108,424</u>	<u>\$ 2,030,735</u>	<u>\$ 1,969,464</u>
Percentage increase/(decrease)					<u>-3.02%</u>

Department Name: Interfund Transfers Out

Department #: 01-093

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Transfer out to Parks and Recreation is increased by \$20,338 due to lower revenues to the fund.
- Detail of Capital Non-recurring Town & BOE, Account Numbers 90012 and 90013 are as follows:

❖ Flooring – Senior Center	\$ 19,000
❖ Emergency Management - Equipment	6,200
❖ Containers - Resource recovery	7,000
❖ Brush/leaf bucket for loader - highway	24,000
❖ Revaluation – town-wide	25,000
❖ Computers – town-wide	18,500
❖ <i>Brownstone School – repaving</i>	<i>5,000</i>
❖ <i>High School – building improvements</i>	<i>50,000</i>
❖ <i>High School – track improvements</i>	<i>10,000</i>
❖ Leaf/chipper box – Grounds	4,000
❖ Paint sprayer replacement – Grounds	5,000
❖ Hurst Tool Power Unit - Fire Department	5,000
❖ SCBA Bottle Replacement – Fire Department	8,000
❖ Police SUV equipped	35,000
❖ Police radios	3,000
❖ Furnishings - Library	8,000
❖ Total Transfer In – General Fund Town/BOE	\$ <u>232,700</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-093	Interfund Transfers Out	Expended	Expended	Budget	Budget
Transfers Out					
90001	Transfer out - Animal Control	\$ 73,215	\$ 74,415	\$ 75,657	\$ 77,508
90002	Transfer out - Youth Services	80,105	105,686	105,686	105,637
90003	Transfer out - Bldg Maintenance	64,000	60,000	65,000	65,000
90004	Transfer out - Town Aid Road	-	-	-	-
90005	Transfer out - Resource Recov	110,300	169,125	172,125	176,815
90006	Transfer out - Other	-	30,898	125,000	125,000
90007	Transfer out - Park & Rec	73,000	119,000	118,992	139,330
90008	Transfer out - Open Space	55,956	55,956	55,956	55,956
90012	Transfer out - Cap Non rec Town	104,000	230,500	100,000	167,700
90013	Transfer out - Cap Non rec BOE	-	15,000	66,000	65,000
90014	Transfer out - Renewable Energy	5,000	5,000	5,000	5,000
Total Transfers Out		<u>565,576</u>	<u>865,580</u>	<u>889,416</u>	<u>982,946</u>
01-093	Total Interfund Transfers Out	<u>\$ 565,576</u>	<u>\$ 865,580</u>	<u>\$ 889,416</u>	<u>\$ 982,946</u>
Percentage increase/(decrease)					<u><u>10.52%</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 a “cushion” for extraordinary occurrences and unanticipated obligations during this budget year.

Accomplishments:

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2012-2013
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
01-095	Town Contingency	Expended	Expended	Budget	Budget
Miscellaneous					
84001	Contingency	\$ -	\$ 61,522	\$ 100,000	\$ 100,000
	Total Miscellaneous	-	61,522	100,000	100,000
01-095	Total Town Contingency	\$ -	\$ 61,522	\$ 100,000	\$ 100,000
Percentage increase/(decrease)					0.00%

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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
2012-2013**

Other Special Revenue Funds

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

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

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

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

Personnel expenditures for the Water Department include the full-time salaries of three (3) employees plus 50% of the full-time salary of the billing/collection agent shared with the Sewer Department #02-139. The Department maintains approximately 40 miles of water mains serving approximately 25% of our total Town population. The entire budget is funded through user charges.

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

Personnel expenditures for the Animal Control Department include the full-time salary of one (1) Animal Control Officer plus the part-time salary of our weekend/call-in employee. The Towns of Portland and Middletown use the Facility to impound animals. The estimated budget for FY 2012-2013 shows a General Fund contribution of \$77,508, or approximately 67% of the total budget.

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

This budget provides for road maintenance, repair, the purchase of salt for the winter months, and purchase of materials for road maintenance projects. This fund is funded by a State of CT grant. The grant is expected to remain at \$121,320 for Fiscal Year 2012-2013.

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, the part-time salary of an administrative assistant, plus numerous temporary/part-time staff. The YSB is continuing to build understanding of the Search Institutes "40 Developmental Asset" model. This is the model used to develop all programs for the Town. The school based programs focus on social skill building, defining healthy relationships and developing decision-making strategies. The estimated budget for FY 2012-2013 shows a State of CT grant for \$23,000 with the rest of the budget funded by user charges of \$141,250 or 52% of the total budget and a contribution from the General Fund of \$105,637, or approximately 39% of the total budget.

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

Personnel expenditures for the Resource Recovery Department include two full-time salaried employees, plus 50% of the full-time salary of the Supervisor of Operations shared with the Public Works Director Department #01-031. The Resource Recovery Department allows residents to bring municipal solid waste (MSW) and recyclables for disposal. The Department assists residents with recycling, bag sales for MSW, bulky waste disposal, brush burning, leaf composting, and transfer of MSW to disposal centers utilizing the roll-off container vehicle. The General Fund contribution is \$176,815, or 47% 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 2012-2013 shows a contribution from the General Fund of \$65,000, 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, the Father-Daughter Valentine Dance, road race and other town-wide activities. The General Fund contribution budgeted in Fiscal Year 2013 is \$139,330, or 41% of the total budget.

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2012-2013 - Sewer Department
As of May 14, 2012

Sewer Department		2009-2010 Actual Revenue	2010-2011 Actual Revenue	2011-2012 Budgeted Revenue	2012-2013 Estimated Revenue
Charges for Services					
00350	User charges	\$ 708,943	\$ 748,482	\$ 952,542	\$ 894,990
00351	User charges - interest & lien fees	39,576	34,945	32,000	35,000
00352	Sale of nitrogen credits	1,326	2,345	1,000	1,000
00353	Process material	8,400	10,080	5,000	7,500
00354	Other revenue sources	1,883	574	1,000	750
00355	PILOT payment	-	-	-	-
00406	Demand Response	4,181	3,604	2,200	1,500
Total Charges for Services		<u>764,309</u>	<u>800,030</u>	<u>993,742</u>	<u>940,740</u>
Investment Income					
00401	Investment income	714	231	500	200
Total Investment Income		<u>714</u>	<u>231</u>	<u>500</u>	<u>200</u>
Interfund Transfers In					
00502	Transfer in - Other funds	73,385	-	-	-
Total Interfund Transfers In		<u>73,385</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Sewer Department Revenue		<u>\$ 838,408</u>	<u>\$ 800,261</u>	<u>\$ 994,242</u>	<u>\$ 940,940</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Sewer Department
As of May 14, 2012

02-139 Sewer Department		2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 212,994	\$ 207,677	\$ 215,500	\$ 223,500
13002	Overtime	13,698	12,517	11,000	13,000
14001	Board clerk	63	65	150	150
-	Unused vacation pay			-	-
19002	Longevity	1,450	1,450	1,450	1,450
19003	Sick pay	10,435	10,775	12,500	12,500
21001	Medical insurance	71,262	63,627	70,000	67,500
21002	Dental insurance	1,118	1,097	1,500	1,500
21003	Life insurance	513	528	630	630
21004	Long-term disability insurance	583	600	710	710
22000	FICA/Medicare	16,722	16,574	18,600	19,250
23001	Town pension contribution	15,890	20,937	18,650	19,830
	Total Personnel Expenditures	344,728	335,847	350,690	360,020
Contractual Services					
31000	Service contracts	39,175	40,316	46,000	46,000
32000	Conferences, meetings, dues	612	610	1,200	1,200
33001	Audit services	6,000	6,024	6,100	6,200
34001	Data processing	466	482	1,000	1,500
37013	Legal fees	2,924	-	3,000	2,500
	Total Contractual Services	49,177	47,432	57,300	57,400
Repairs					
44003	Equipment repair/rental	33,058	28,261	35,000	35,000
	Total Repairs	33,058	28,261	35,000	35,000
Utilities					
51001	Gas & diesel fuel	1,960	2,935	3,250	3,900
52001	Municipal insurance	17,047	17,088	18,375	18,375
53000	Postage	3,771	4,260	4,500	4,500
53001	Telephone	5,149	5,407	5,500	6,000
	Total Utilities	27,927	29,690	31,625	32,775

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Sewer Department
As of May 14, 2012

02-139 Sewer Department	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Commodities				
61000 Office supplies	\$ -	\$ 118	\$ 500	\$ 500
61001 Uniforms	1,148	1,249	1,300	1,300
62001 Electricity	118,182	119,186	124,000	114,000
62002 Water & sewer	9,819	13,359	15,000	16,000
62004 Heating fuel	10,064	14,753	15,000	16,500
65002 Sewer supplies	7,992	8,343	10,000	11,000
68000 Custodial supplies	70	88	250	250
69002 Chemicals	2,440	3,168	4,000	4,000
Total Commodities	149,715	160,264	170,050	163,550
Equipment				
73000 Equipment purchases	871	3,591	5,000	5,000
Total Equipment	871	3,591	5,000	5,000
Miscellaneous				
83006 CWF notes - principal	206,038	209,957	213,955	215,060
83007 CWF notes - interest	49,113	44,956	40,722	36,420
88016 Miscellaneous	2,367	4,970	5,000	5,000
Total Miscellaneous	257,518	259,883	259,677	256,480
Transfers Out				
90015 Transfer out - Cap Non rec Town	-	58,000	74,500	20,000
90016 Transfer out - Workers' comp	12,900	11,500	10,400	10,715
Total Transfers Out	12,900	69,500	84,900	30,715
02-139 Total Sewer Department	\$ 875,894	\$ 934,468	\$ 994,242	\$ 940,940
Percentage increase/(decrease)				-5.36%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2012-2013 - Water Department
As of May 14, 2012

Water Department		2009-2010 Actual Revenue	2010-2011 Actual Revenue	2011-2012 Budgeted Revenue	2012-2013 Estimated Revenue
Charges for Services					
00351	User charges - interest & lien fees	\$ 44,441	\$ 46,589	\$ 37,500	\$ 44,000
00354	Miscellaneous	9,186	2,320	4,000	4,000
00356	Meter charges	140,691	140,885	144,000	141,000
00357	Unmetered sales	9,240	9,909	14,000	10,000
00358	Metered sales	698,538	785,756	1,212,510	1,072,145
00359	Private fire protection	3,951	8,426	8,000	8,000
00360	Service connections	-	3,450	2,000	3,000
00361	Sales to public authorities	47,058	52,343	51,000	52,000
00362	Cross connection fees	5,400	7,475	7,500	7,500
Total Charges for Services		<u>958,505</u>	<u>1,057,153</u>	<u>1,480,510</u>	<u>1,341,645</u>
Investment Income					
00401	Investment income	<u>158</u>	<u>124</u>	<u>1,000</u>	<u>100</u>
Total Investment Income		<u>158</u>	<u>124</u>	<u>1,000</u>	<u>100</u>
Interfund Transfers In					
00502	Transfer in - Other funds	<u>809,071</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Interfund Transfers In		<u>809,071</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Water Department Revenue		<u>\$ 1,767,734</u>	<u>\$ 1,057,277</u>	<u>\$ 1,481,510</u>	<u>\$ 1,341,745</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Water Department
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
03-135	Water Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 128,312	\$ 135,288	\$ 199,000	\$ 201,500
13002	Overtime	19,112	26,855	20,000	20,000
14001	Board clerk	127	131	175	175
-	Unused vacation pay	-	-	-	-
19002	Longevity	550	550	550	550
19003	Sick pay	5,615	6,493	7,500	7,500
21001	Medical insurance	42,349	42,130	70,500	68,050
21002	Dental insurance	913	987	1,325	1,325
21003	Life insurance	321	344	750	750
21004	Long-term disability insurance	362	392	750	750
22000	FICA/Medicare	11,145	11,634	17,450	18,000
23001	Town pension contribution	7,841	9,453	11,800	12,500
	Total Personnel Expenditures	216,647	234,257	329,800	331,100
Contractual Services					
31000	Service contracts	20,971	21,650	22,000	25,000
32000	Conferences, meetings, dues	628	942	850	850
33001	Audit services	8,000	7,434	7,500	7,625
34001	Data processing	359	619	1,500	1,500
37013	Legal fees	1,980	240	5,000	3,000
38010	Miscellaneous engineering	75	2,060	5,000	4,000
38012	MDC water contract	416,279	441,291	487,000	505,000
	Total Contractual Services	448,292	474,236	528,850	546,975
Repairs					
44003	Equipment repair/rental	7,405	4,245	6,000	6,000
	Total Repairs	7,405	4,245	6,000	6,000
Utilities					
51001	Gas & diesel fuel	6,341	11,090	6,000	7,325
52001	Municipal insurance	7,742	7,762	8,250	8,310
53000	Postage	5,000	5,530	5,750	5,750
53001	Telephone	5,179	5,425	6,500	3,500
	Total Utilities	24,262	29,807	26,500	24,885

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Water Department
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
03-135	Water Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ -	\$ 332	\$ 2,000	\$ 2,000
61001	Uniforms	826	844	1,300	1,300
62001	Electricity	33,248	34,334	40,000	33,100
62004	Heating fuel	-	-	5,000	6,000
65003	Water supplies	44,852	40,078	40,000	40,000
69002	Chemicals	2,430	3,592	4,000	4,000
	Total Commodities	81,356	79,180	92,300	86,400
Equipment					
73000	Equipment purchases	6,500	-	6,500	6,500
	Total Equipment	6,500	-	6,500	6,500
Miscellaneous					
83001	Bonds - principal	-	-	-	-
83002	Bonds - interest	-	-	-	-
83006	CWF notes - principal	122,048	125,135	227,300	206,500
83007	CWF notes - interest	35,110	32,023	63,860	59,210
88016	Miscellaneous	1,173	2,532	5,000	5,000
	Total Miscellaneous	158,331	159,690	296,160	270,710
Transfers Out					
90006	Transfer out - Other	-	125,000	-	-
90015	Transfer out - Cap Non rec Town	-	111,500	186,500	60,000
90016	Transfer out - Workers' comp	11,000	9,800	8,900	9,175
	Total Transfers Out	11,000	246,300	195,400	69,175
03-135 Total Water Department		<u>\$ 953,793</u>	<u>\$ 1,227,715</u>	<u>\$ 1,481,510</u>	<u>\$ 1,341,745</u>
Percentage increase/(decrease)					<u>-9.43%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2012-2013 - Animal Control Department
As of May 14, 2012

Animal Control Department		2009-2010 Actual Revenue	2010-2011 Actual Revenue	2011-2012 Budgeted Revenue	2012-2013 Estimated Revenue
Charges for Services					
00303	Property rental	\$ 29,081	\$ 32,130	\$ 29,700	\$ 31,392
00317	Sale of dog licenses	5,280	5,169	5,400	5,400
00354	Miscellaneous	1,065	220	750	500
00363	Dog surcharge	1,712	1,648	1,750	1,750
	Total Charges for Services	<u>37,138</u>	<u>39,167</u>	<u>37,600</u>	<u>39,042</u>
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal Operating Income	<u>37,138</u>	<u>39,167</u>	<u>37,600</u>	<u>39,042</u>
Interfund Transfers In					
00501	Transfer in - General Fund	73,215	74,415	75,657	77,508
	Total Interfund Transfers In	<u>73,215</u>	<u>74,415</u>	<u>75,657</u>	<u>77,508</u>
Total Animal Control Dept Revenue		<u>\$ 110,353</u>	<u>\$ 113,582</u>	<u>\$ 113,257</u>	<u>\$ 116,550</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Animal Control Department
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
04-140	Animal Control Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 42,268	\$ 43,658	\$ 45,000	\$ 46,500
11003	Part-time payroll	8,756	9,072	12,000	12,225
13002	Overtime	1,547	3,309	3,250	3,300
19002	Longevity	350	150	350	350
19003	Sick pay	2,368	2,342	2,750	2,750
21001	Medical insurance	8,468	8,810	9,500	9,150
21002	Dental insurance	224	219	315	315
21003	Life insurance	108	111	150	150
21004	Long-term disability insurance	122	126	210	210
22000	FICA/Medicare	4,102	4,143	4,850	4,955
23001	Town pension contribution	3,246	4,352	3,900	4,050
Total Personnel Expenditures		71,559	76,292	82,275	83,955
Contractual Services					
31000	Service contracts	1,705	2,307	2,500	2,500
32000	Conferences, meetings, dues	-	75	-	-
33001	Audit services	-	-	-	-
33004	Veterinarian fees	1,164	1,258	2,000	2,000
-	Data processing	-	-	-	-
Total Contractual Services		2,869	3,640	4,500	4,500
Repairs					
44003	Equipment repair/rental	33	164	1,750	1,750
Total Repairs		33	164	1,750	1,750
Utilities					
51001	Gas & diesel fuel	1,900	3,778	2,600	4,600
52001	Municipal insurance	839	842	882	915
53000	Postage	400	600	650	650
53001	Telephone	610	836	900	950
54000	Advertising & publications	44	26	150	150
Total Utilities		3,793	6,082	5,182	7,265

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Animal Control Department
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
04-140	Animal Control Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 201	\$ 450	\$ 250	\$ 300
61001	Uniforms	971	406	1,000	1,000
61003	Equipment supplies	575	441	1,500	1,500
62001	Electricity	2,695	2,919	3,250	2,800
62002	Water & sewer	539	795	1,500	1,500
62004	Heating fuel	980	1,285	2,250	1,750
63002	Dog food	824	842	1,200	1,300
68000	Custodial supplies	919	183	1,000	1,250
	Total Commodities	<u>7,704</u>	<u>7,321</u>	<u>11,950</u>	<u>11,400</u>
Miscellaneous					
-	Fee share to State	4,600	4,600	5,000	5,000
-	Miscellaneous	-	-	-	-
	Total Miscellaneous	<u>4,600</u>	<u>4,600</u>	<u>5,000</u>	<u>5,000</u>
Transfers Out					
90016	Transfer out - Workers' comp	<u>3,200</u>	<u>2,900</u>	<u>2,600</u>	<u>2,680</u>
	Total Transfers Out	<u>3,200</u>	<u>2,900</u>	<u>2,600</u>	<u>2,680</u>
04-140	Total Animal Control Department	<u><u>\$ 93,758</u></u>	<u><u>\$ 100,999</u></u>	<u><u>\$ 113,257</u></u>	<u><u>\$ 116,550</u></u>
Percentage increase/(decrease)					<u><u>2.91%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2012-2013 - Town Aid Road Fund
As of May 14, 2012

Town Aid Road Fund		2009-2010 Actual Revenue	2010-2011 Actual Revenue	2011-2012 Budgeted Revenue	2012-2013 Estimated Revenue
Intergovernmental					
00221	State of CT - TAR	\$ 134,462	\$ 122,088	\$ 121,415	\$ 121,320
	Total Intergovernmental	134,462	122,088	121,415	121,320
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	134,462	122,088	121,415	121,320
Interfund Transfers In					
00501	Transfer in - General Fund	-	-	-	-
	Total Interfund Transfers In	-	-	-	-
Total Town Aid Road Fund Revenue		<u>\$ 134,462</u>	<u>\$ 122,088</u>	<u>\$ 121,415</u>	<u>\$ 121,320</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Town Aid Road Fund
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
06-030	Town Aid Road Fund	Expended	Expended	Budget	Budget
Commodities					
65001	Road materials	\$ 134,462	\$ 122,088	\$ 121,415	\$ 121,320
	Total Commodities	<u>134,462</u>	<u>122,088</u>	<u>121,415</u>	<u>121,320</u>
06-030	Total Town Aid Road Fund	<u><u>\$ 134,462</u></u>	<u><u>\$ 122,088</u></u>	<u><u>\$ 121,415</u></u>	<u><u>\$ 121,320</u></u>
Percentage increase/(decrease)					<u><u>-0.08%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2012-2013 - Youth Services Department
As of May 14, 2012

Youth Services Department		2009-2010 Actual Revenue	2010-2011 Actual Revenue	2011-2012 Budgeted Revenue	2012-2013 Estimated Revenue
Intergovernmental					
00222	State of CT - YSB	\$ 19,000	\$ 19,000	\$ 14,000	\$ 14,000
00223	State of CT - DSS	16,548	9,644	9,000	9,000
Total Intergovernmental		35,548	28,644	23,000	23,000
Charges for Services					
00354	Miscellaneous	2,000	759	500	500
00364	Program fees - school year	30,820	117,644	129,750	129,750
00365	Resource center fees	4,505	9,981	8,000	9,000
00366	Contributions/donations	1,613	1,162	2,000	2,000
Total Charges for Services		38,938	129,546	140,250	141,250
Investment Income					
00401	Investment income	-	-	-	-
Total Investment Income		-	-	-	-
Subtotal Operating Income		74,486	158,190	163,250	164,250
Interfund Transfers In					
00501	Transfer in - General Fund	80,105	105,686	105,686	105,637
Total Interfund Transfers In		80,105	105,686	105,686	105,637
Total Youth Services Dept Revenue		\$ 154,591	\$ 263,876	\$ 268,936	\$ 269,887

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Youth Services Department
As of May 14, 2012

07-110 Youth Services Department		2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 46,890	\$ 48,405	\$ 49,850	\$ 51,415
11002	Clerical payroll	6,400	6,176	7,250	7,250
12000	Temporary payroll	27,717	92,688	116,122	116,122
19002	Longevity	250	250	250	250
19003	Sick pay	2,694	2,689	2,850	2,850
21001	Medical insurance	17,238	17,935	19,000	18,335
21002	Dental insurance	224	219	300	300
21003	Life insurance	118	123	150	150
21004	Long-term disability insurance	135	140	185	185
22000	FICA/Medicare	6,718	6,830	13,500	13,650
23001	Town pension contribution	3,652	4,896	4,300	4,650
	Total Personnel Expenditures	112,036	180,351	213,757	215,157
Contractual Services					
32000	Conferences, meetings, & dues	639	660	700	700
	Total Contractual Services	639	660	700	700
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
52001	Municipal insurance	1,832	1,836	1,954	1,975
53000	Postage	100	150	175	175
53001	Telephone	-	-	-	-
	Total Utilities	1,932	1,986	2,129	2,150
Commodities					
61000	Office supplies	360	602	750	750
61006	Building supplies	305	535	750	750
62001	Electricity	4,695	4,432	4,850	4,250
62002	Water & sewer	172	181	250	250
62004	Heating fuel	525	962	1,300	1,300
	Total Commodities	6,057	6,712	7,900	7,300

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Youth Services Department
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Programs/Activities					
88038	Miscellaneous programs	\$ -	\$ -	\$ -	\$ -
88039	CRC consulting	26,292	27,060	25,000	25,000
88040	Activity funds	3,523	6,098	14,000	14,000
88041	Activity supplies	743	943	1,250	1,250
	Total Programs/Activities	<u>30,558</u>	<u>34,101</u>	<u>40,250</u>	40,250
Transfers Out					
90016	Transfer out - Workers' comp	<u>5,300</u>	<u>4,700</u>	<u>4,200</u>	4,330
	Total Transfers Out	<u>5,300</u>	<u>4,700</u>	<u>4,200</u>	4,330
07-110	Total Youth Services Department	<u><u>\$ 156,522</u></u>	<u><u>\$ 228,510</u></u>	<u><u>\$ 268,936</u></u>	<u><u>\$ 269,887</u></u>
Percentage increase/(decrease)					<u><u>0.35%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2012-2013 - Resource Recovery Department
As of May 14, 2012

Resource Recovery Department		2009-2010 Actual Revenue	2010-2011 Actual Revenue	2011-2012 Budgeted Revenue	2012-2013 Estimated Revenue
Charges for Services					
00354	Miscellaneous	\$ 3,856	\$ 4,798	\$ 1,500	\$ 500
00367	Tire fees	1,304	1,247	1,300	1,300
00368	Sale of newsprint	-	-	-	-
00369	Battery recycling	51	60	50	50
00370	Sale of metal	16,590	21,636	15,500	22,000
00371	Facility use permits	27,142	28,400	27,000	27,000
00372	Freon appliance permits	2,596	2,545	4,000	3,000
00373	15 gallon bags to residents	2,940	3,352	3,500	3,500
00374	30 gallon bags to residents	19,922	17,874	24,000	18,000
00375	45 gallon bags to residents	42,543	34,559	44,000	40,000
00376	15 gallon bags to distributors	250	500	400	400
00377	30 gallon bags to distributors	2,550	2,700	3,750	2,750
00378	45 gallon bags to distributors	4,401	7,000	7,500	7,500
00379	Bulky waste	51,088	59,174	60,000	60,000
00380	Anti-freeze disposal	74	98	50	50
00381	Mixed paper	1,232	-	-	-
00382	Cardboard sales	-	-	-	-
00383	Town demolition	543	-	500	250
00384	Propane tank disposal	410	460	300	450
00399	Single stream recyclables	12,361	14,876	10,000	15,000
Total Charges for Services		189,853	199,279	203,350	201,750
Investment Income					
00401	Investment income	-	-	-	-
Total Investment Income		-	-	-	-
Subtotal Operating Income		189,853	199,279	203,350	201,750
Interfund Transfers In					
00501	Transfer in - General Fund	110,300	169,125	172,125	176,815
Total Interfund Transfers In		110,300	169,125	172,125	176,815
Total Resource Recovery Dept Rev		\$ 300,153	\$ 368,404	\$ 375,475	\$ 378,565

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Resource Recovery Dept
As of May 14, 2012

09-120	Resource Recovery Dept	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 127,179	\$ 143,386	\$ 150,500	\$ 158,500
12000	Temporary payroll	-	-	-	-
13002	Overtime	11,414	12,806	12,500	13,000
19002	Longevity	550	825	825	825
19003	Sick pay	4,879	4,910	6,000	6,000
21001	Medical insurance	43,534	41,487	48,500	44,400
21002	Dental insurance	660	648	790	790
21003	Life insurance	352	364	500	500
21004	Long-term disability insurance	239	415	500	500
22000	FICA/Medicare	10,581	11,591	13,100	13,750
23001	Town pension contribution	8,631	10,859	10,500	11,000
	Total Personnel Expenditures	208,019	227,291	243,715	249,265
Contractual Services					
31000	Service contracts	2,057	277	4,750	6,000
34001	Data processing	110	-	1,000	1,000
36004	Telecommunications	463	1,127	1,000	1,250
	Total Contractual Services	2,630	1,404	6,750	8,250
Repairs					
44003	Equipment repair/rental	4,794	3,996	4,000	4,000
	Total Repairs	4,794	3,996	4,000	4,000
Utilities					
51001	Gas & diesel fuel	3,784	7,401	6,700	10,350
52001	Municipal insurance	2,139	2,144	2,360	2,360
53001	Telephone	-	-	300	300
	Total Utilities	5,923	9,545	9,360	13,010
Commodities					
61001	Uniforms	582	651	1,100	1,100
61003	Equipment supplies	981	786	1,500	1,500
61006	Building supplies	8	929	1,000	1,000
62001	Electricity	1,928	1,969	2,750	1,900
62002	Water & sewer	412	461	425	475
62004	Heating fuel	522	691	1,250	1,250
69003	Bags and stickers	6,419	7,486	10,000	11,000
	Total Commodities	10,852	12,973	18,025	18,225

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Resource Recovery Dept
As of May 14, 2012

09-120	Resource Recovery Dept	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Equipment					
73000	Equipment purchases	\$ -	\$ -	\$ -	\$ -
	Total Equipment	-	-	-	-
Miscellaneous					
88001	Program services	500	-	500	500
88003	Permits - State of CT	375	930	1,500	1,500
88012	MSW disposal fees	24,539	24,660	36,000	28,000
88014	BW disposal fees	37,557	34,919	42,500	42,500
88017	Hauling expense	400	-	1,000	1,000
88018	Recycling	2,226	3,658	5,825	5,825
	Total Miscellaneous	65,597	64,167	87,325	79,325
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	-	-	-
90016	Transfer out - Workers' comp	7,800	7,000	6,300	6,490
	Total Transfers Out	7,800	7,000	6,300	6,490
09-120	Total Resource Recovery Dept	\$ 305,615	\$ 326,376	\$ 375,475	\$ 378,565
Percentage increase/(decrease)					0.82%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2012-2013 - Building Maintenance Fund
As of May 14, 2012

Building Maintenance Fund		2009-2010 Actual Revenue	2010-2011 Actual Revenue	2011-2012 Budgeted Revenue	2012-2013 Estimated Revenue
Miscellaneous					
00354	Miscellaneous	\$ -	\$ 6,667	\$ -	\$ -
00366	Contributions/donations	-	-	-	-
	Total Miscellaneous	-	6,667	-	-
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	-	6,667	-	-
Interfund Transfers In					
00501	Transfer in - General Fund	64,000	60,000	65,000	65,000
	Total Interfund Transfers In	64,000	60,000	65,000	65,000
Total Building Maint Fund Revenue		<u>\$ 64,000</u>	<u>\$ 66,667</u>	<u>\$ 65,000</u>	<u>\$ 65,000</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Building Maintenance Fund
As of May 14, 2012

		2009-2010	2010-2011	2011-2012	2012-2013
		Actual	Actual	Revised	Adopted
11-037	Building Maintenance Fund	Expended	Expended	Budget	Budget
Repairs					
44006	Town maintenance	\$ 61,355	\$ 35,279	\$ 32,500	\$ 32,500
44007	BOE maintenance	33,630	34,386	32,500	32,500
	Total Repairs	94,985	69,665	65,000	65,000
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	-	-	-
	Total Transfers Out	-	-	-	-
11-037	Total Building Maintenance Fund	\$ 94,985	\$ 69,665	\$ 65,000	\$ 65,000
Percentage increase/(decrease)					0.00%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2012-2013 - Parks & Recreation Department
As of May 14, 2012

Parks & Recreation Department		2009-2010 Actual Revenue	2010-2011 Actual Revenue	2011-2012 Budgeted Revenue	2012-2013 Estimated Revenue
Charges for Services					
00354	Miscellaneous	\$ 671	\$ 4,591	\$ 21,574	\$ 10,000
00385	Program fees - adult	10,053	11,970	14,200	12,000
00386	Program fees - youth	110,314	21,086	36,000	26,000
00387	Tee ball fees	2,175	2,315	2,500	2,500
00388	Adult softball fees	8,696	7,300	9,000	9,000
00389	Summer playground fees	92,028	83,520	113,100	105,000
00390	Program fees - vacation	940	-	3,500	3,500
00391	Summer sports camp	26,382	14,519	22,000	22,000
00392	CT Track club	2,655	-	-	-
00393	Skateboard park	260	-	-	-
00394	5k race fees	2,195	4,714	2,500	2,500
00395	Trips	1,890	2,579	14,500	7,000
	Total Charges for Services	258,259	152,594	238,874	199,500
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	258,259	152,594	238,874	199,500
Interfund Transfers In					
00501	Transfer in - General Fund	73,000	119,000	118,992	139,330
	Total Interfund Transfers In	73,000	119,000	118,992	139,330
	Total Parks & Rec Dept Revenue	\$ 331,259	\$ 271,594	\$ 357,866	\$ 338,830

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Parks & Rec Department
As of May 14, 2012

12-130	Parks & Recreation Dept	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 54,761	\$ 56,530	\$ 58,250	\$ 60,100
11002	Clerical payroll	17,553	18,522	19,000	19,750
12001	Teen recreation payroll	174,526	96,211	88,541	75,000
13002	Overtime	7,002	8,517	7,000	7,000
14001	Board clerk	550	495	650	650
19002	Longevity	-	-	175	225
19003	Sick pay	985	1,059	1,250	1,325
21001	Medical insurance	10,824	12,762	12,750	12,365
21002	Dental insurance	108	106	200	200
21003	Life insurance	183	190	225	225
21004	Long-term disability insurance	208	217	275	275
22000	FICA/Medicare	17,056	13,007	14,000	14,000
23001	Town pension contribution	4,047	2,761	3,100	3,250
	Total Personnel Expenditures	287,803	210,377	205,416	194,365
Contractual Services					
32000	Conferences, meetings, & dues	528	625	650	650
	Total Contractual Services	528	625	650	650
Repairs					
44003	Equipment repair/rentals	5,432	6,299	7,000	7,000
	Total Repairs	5,432	6,299	7,000	7,000
Utilities					
51001	Gas & diesel fuel	241	143	750	750
52001	Municipal insurance	1,918	1,922	2,750	2,400
53000	Postage	150	150	200	200
53001	Telephone	-	-	700	700
	Total Utilities	2,309	2,215	4,400	4,050
Commodities					
61000	Office supplies	198	70	1,500	1,500
61003	Equipment supplies	-	-	2,000	2,000
62001	Electricity	14,271	17,023	20,000	18,600
62002	Water & sewer	1,010	5,017	2,000	2,000
62004	Heating fuel	525	962	1,400	1,400
	Total Commodities	16,004	23,072	26,900	25,500

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2012-2013 - Parks & Rec Department
As of May 14, 2012

12-130	Parks & Recreation Dept	2009-2010 Actual Expended	2010-2011 Actual Expended	2011-2012 Revised Budget	2012-2013 Adopted Budget
Equipment					
73000	Equipment purchases	\$ 5,207	\$ 6,024	\$ 17,500	\$ 17,500
	Total Equipment	5,207	6,024	17,500	17,500
Miscellaneous					
88001	Program services	580	58	-	-
	Total Miscellaneous	580	58	-	-
Programs/Activities					
88023	Youth tee ball	668	964	1,120	1,120
88024	Youth basketball	4,967	5,548	7,130	7,130
88025	Youth fitness	2,400	-	-	-
88026	Summer playground	24,480	23,834	21,000	20,160
88027	Youth programs	8,045	4,182	9,000	9,000
88028	Vacation programs	3,069	495	1,500	1,500
88029	Other recreation programs	1,159	-	1,000	1,000
88030	Adult softball	7,970	8,414	8,500	8,500
88031	Adult fitness	6,536	8,971	9,900	9,900
88032	Holiday tree lighting	237	30	750	750
88033	Town concerts	-	-	-	-
88034	Trips	1,490	5,461	12,000	6,000
88035	Summer sports camp	19,707	21,479	18,500	19,000
88036	CT Track club	2,024	1,475	-	-
88037	Community events	478	731	500	500
88038	Miscellaneous programs	-	-	100	100
88051	5K Road Race	1,606	2,024	1,500	1,500
	Total Programs/Activities	84,836	83,608	92,500	86,160
Transfers Out					
90016	Transfer out - Workers' comp	4,300	3,850	3,500	3,605
	Total Transfers Out	4,300	3,850	3,500	3,605
12-130	Total Parks & Rec Department	\$ 406,999	\$ 336,128	\$ 357,866	\$ 338,830
Percentage increase/(decrease)					-5.32%

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 Capital Improvement Commission is charged with pulling this document together with the input of all Town and Board of Education departments.

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

The amount identified in the CIP for FY's 2013 through 2017 is **\$7,461,660** with **\$409,683** specifically approved for FY 2012-2013. Of the \$409,683, **\$232,700** is estimated to be funded through taxation. The following list of projects detail this amount:

❖ Flooring – Senior Center	\$ 19,000
❖ Emergency Management - Equipment	6,200
❖ Containers - Resource recovery	7,000
❖ Brush/leaf bucket for loader - highway	24,000
❖ Revaluation – town-wide	25,000
❖ Computers – town-wide	18,500
❖ Brownstone School – repaving	5,000
❖ High School – building improvements	50,000
❖ High School – track improvements	10,000
❖ Leaf/chipper box – Grounds	4,000
❖ Paint sprayer replacement – Grounds	5,000
❖ Hurst Tool Power Unit - Fire Department	5,000
❖ SCBA Bottle Replacement – Fire Department	8,000
❖ Police SUV equipped	35,000
❖ Police radios	3,000
❖ Furnishings - Library	8,000
 ❖ Total Transfer In – General Fund Town	 \$ <u>232,700</u>

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

❖ Park and Field Improvements	\$ 10,000
❖ Municipal Parking Lot Improvements	30,000
❖ Replace Guardrails	26,983
 ❖ Total LOCIP-funded projects	 \$ <u>66,983</u>

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2013 Through 2017
As of May 14, 2012

Capital Improvement Plan		Fiscal Years					Total
		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	
Estimated Revenue Sources							
00114	Federal grants	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
00214	State of CT grants	66,983	65,000	65,000	65,000	65,000	326,983
00354	Other	-	-	-	-	-	-
00501	Transfer in - General Fund Town	232,700	650,000	650,000	650,000	650,000	2,832,700
00502	Transfer in - Parks & Rec Dept	-	-	-	-	-	-
00502	Transfer in - Res Rec Dept	-	-	-	-	-	-
00502	Transfer in - Sewer Department	20,000	50,000	70,000	70,000	85,000	295,000
00502	Transfer in - Water Department	60,000	86,500	37,000	67,500	58,000	309,000
00503	General obligation bonds	-	1,484,400	1,303,780	557,580	322,217	3,667,977
00504	Capital lease proceeds	-	-	-	-	-	-
00505	Prior approved allocations	-	-	-	-	-	-
Total Estimated Revenue Sources		\$ 409,683	\$ 2,335,900	\$ 2,125,780	\$ 1,410,080	\$ 1,180,217	\$ 7,461,660

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2013 Through 2017
As of May 14, 2012

08-141	Capital Improvement Plan	Fiscal Years					
		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	Total
Departmental Expenditure Summary							
89010	Board of Education	\$ 65,000	\$ 329,000	\$ 283,000	\$ 197,000	\$ 165,000	\$ 1,039,000
89020	Building/Planning Depts	-	130,000	100,000	100,000	100,000	430,000
89030	Emergency Management	6,200	4,000	-	2,500	-	12,700
89040	Fire Department	13,000	22,500	614,000	20,000	25,000	694,500
89050	Grounds Maintenance	9,000	89,200	106,000	148,300	86,000	438,500
89060	Library	8,000	39,200	21,500	12,500	6,000	87,200
89070	Parks & Recreation	10,000	634,000	246,000	246,000	246,000	1,382,000
89080	Police Department	38,000	60,000	60,000	60,000	60,000	278,000
89090	Public Works	99,983	712,500	472,780	390,780	252,017	1,928,060
89100	Resource Recovery	7,000	10,000	12,500	5,000	12,700	47,200
89110	Sewer Department	20,000	50,000	70,000	70,000	85,000	295,000
89120	Town-Wide Improvements	43,500	169,000	103,000	90,500	84,500	490,500
89130	Water Department	90,000	86,500	37,000	67,500	58,000	339,000
Total Departmental Summary		\$ 409,683	\$ 2,335,900	\$ 2,125,780	\$ 1,410,080	\$ 1,180,217	\$ 7,461,660
Departmental Expenditure Detail							
89010	Board of Education						
Brownstone School							
	Replace various restrooms	\$ -	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 380,000
	Paving	5,000	5,000	5,000	5,000	5,000	25,000
	Second floor flooring		-	56,000	56,000	-	112,000
	Replace windows & frames		85,000	85,000	-	-	170,000
	Roof repairs/replacement	-	10,000	-	-	-	10,000
	Total Brownstone School	5,000	195,000	241,000	156,000	100,000	697,000
Gildersleeve School							
	Paving	-	25,000	25,000	-	-	50,000
	Total Gildersleeve School	-	25,000	25,000	-	-	50,000
High/Middle School							
	Building improvements	50,000	75,000	-	-	-	125,000
	Rubber track improvements	10,000	-	-	-	-	10,000
	Total High/Middle School	60,000	75,000	-	-	-	135,000
System Wide BOE							
	Van replacement - wheelchair	-	12,000	12,000	12,000	12,000	48,000
	Stair railing (multi locations per FM)	-	-	-	-	24,000	24,000
	Van replacement - student	-	-	-	24,000	24,000	48,000
	Total System Wide	-	12,000	12,000	36,000	60,000	120,000

L Project anticipated to be funded by LOCIP for FY 2012-2013

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	
Departmental Expenditure Detail (Continued)							
Valley View School							
	Removal/replacement asbestos tile	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ 22,000
	Paving	-	-	5,000	5,000	5,000	15,000
	Total Valley View School	-	22,000	5,000	5,000	5,000	37,000
	Total Board of Education	65,000	329,000	283,000	197,000	165,000	1,039,000
89020	Building/Planning Depts						
	Grant match/leverage funds	-	50,000	50,000	50,000	50,000	200,000
	Permitting software	-	30,000	-	-	-	30,000
	Land acquisition	-	50,000	50,000	50,000	50,000	200,000
	Total Building/Planning Depts	-	130,000	100,000	100,000	100,000	430,000
89030	Emergency Management						
	EOC equipment	-	2,000	-	2,500	-	\$ 4,500
	Emergency equipment (lighting, etc)	6,200	2,000	-	-	-	8,200
	Total Emergency Management	6,200	4,000	-	2,500	-	12,700
89040	Fire/Fire Marshal Department						
	Refurbish/replace apparatus	-	6,500	585,000	-	-	591,500
	Hurst Tool Power Unit	5,000	-	-	-	-	5,000
	Replace Chief's 4X4 vehicle	-	-	-	-	-	-
	SCBA bottle replacement	8,000	8,000	10,000	10,000	15,000	51,000
	Thermal imaging cameras	-	8,000	9,000	-	10,000	27,000
	Used pick up truck w/ cap-fire marsha	-	-	10,000	10,000	-	20,000
	Total Fire/Fire Marshal Department	13,000	22,500	614,000	20,000	25,000	694,500
89050	Grounds Maintenance						
	Ride on mower replacement	-	5,200	-	6,000	6,000	17,200
	Paint sprayer replacement	5,000	-	-	2,300	-	7,300
	Walk behind mower replacement	-	6,200	-	9,000	-	15,200
	Miscellaneous grounds equipment	-	5,000	-	5,000	5,000	15,000
	Walk behind track snowblower	-	2,800	-	-	-	2,800
	Purchase leaf/chipper box	4,000	-	-	-	-	4,000
	Toro Groundmasters - all season eq	-	39,000	-	-	-	39,000
	Replace 2002 Bobcat & attachments	-	-	20,000	20,000	-	40,000
	Replace John Deere Loader (used)	-	-	-	20,000	20,000	40,000
	Replace 2004 F350 dump truck	-	-	20,000	20,000	20,000	60,000
	Replace 2004 F550 dump truck	-	-	20,000	20,000	20,000	60,000
	1976 JD 301 utility tractor replace	-	-	15,000	15,000	15,000	45,000
	Toro 580 16' mower replacement	-	31,000	31,000	31,000	-	93,000
	Total Ground Maintenance	9,000	89,200	106,000	148,300	86,000	438,500

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		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	
Departmental Expenditure Detail (Continued)							
89060	Library						
	Computers and printers	\$ -	\$ 11,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 29,000
	Server replacement	-	6,200	-	6,500	-	12,700
	Furnishings and lighting	8,000	4,000	-	-	-	12,000
	Security cameras	-	6,000	6,500	-	-	12,500
	Installation of cable/internet	-	3,000	-	-	-	3,000
	Security system replacement	-	9,000	9,000	-	-	18,000
	Total Library	8,000	39,200	21,500	12,500	6,000	87,200
89070	Parks & Recreation						
	Gildersleeve School field renov	-	20,000	236,000	236,000	236,000	728,000
	Tennis & Bball courts - Main St.	-	544,000	-	-	-	544,000
	Veteran's Park	-	60,000	-	-	-	60,000
	Park and field improvements	10,000	L 10,000	10,000	10,000	10,000	50,000
	Total Parks & Recreation	10,000	634,000	246,000	246,000	246,000	1,382,000
89080	Police Department						
	Equipped cruiser replacement	35,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 275,000
	Radio replacement program	3,000	-	-	-	-	3,000
	Total Police Department	38,000	60,000	60,000	60,000	60,000	278,000
89090	Public Works						
	Office of the Director						
	Replace supervisor vehicle	-	25,000	-	-	-	25,000
	Replacement of Director's vehicle	-	15,000	-	-	-	15,000
	Total Office of the Director	-	40,000	-	-	-	40,000
	Building Maintenance						
	Carpeting in planning development	-	3,500	3,500	-	-	7,000
	Replace generator at Town Hall	-	20,000	25,000	-	-	45,000
	Library carpet replacement	-	-	59,280	59,280	-	118,560
	Library bathroom upgrade	-	15,000	-	-	-	15,000
	Library painting	-	-	25,000	25,000	-	50,000
	Flooring - Senior Center	19,000	-	-	-	-	19,000
	Boilers at Highway Garage/Library	-	20,000	10,000	10,000	10,000	50,000
	Replace Underground Propane Tanks	-	-	-	-	25,000	25,000
	Construct storage addition-salt shed	-	25,000	25,000	-	-	50,000
	Purchase large portable generator	-	45,000	-	-	-	45,000
	Replace bldg maintenance pickup	-	12,500	12,500	-	-	25,000
	Municipal parking lot improvements	30,000	L 30,000	30,000	30,000	30,000	150,000
	Masonry Repairs Town-wide	-	10,000	10,000	10,000	-	30,000
	Rehab garage - Buck Foreman(BF)	-	8,000	8,000	-	-	16,000
	Total Building Maintenance	49,000	189,000	208,280	134,280	65,000	645,560

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		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	
Departmental Expenditure Detail (Continued)							
Highway Division							
	Replace mechanics truck	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 40,000
	Replace excavator	-	60,000	30,000	30,000	30,000	150,000
	Scraper plow replacements	-	-	-	8,500	-	8,500
	Replace Crewleader's Pick Up	-	17,500	17,500	-	-	35,000
	Large dump trucks replacement	-	171,000	87,000	88,000	89,000	435,000
	Large roller replacement	-	20,000	20,000	20,000	-	60,000
	Tractor replacement	-	20,000	20,000	20,000	-	60,000
	Sidewalk repair/construction	-	50,000	25,000	25,000	25,000	125,000
	Replace street signs	-	40,000	20,000	20,000	20,000	100,000
	Small dump truck replacement	-	50,000	-	-	-	50,000
	Purchase used forklift	-	10,000	-	-	-	10,000
	Brush/Leaf Bucket for Loader	24,000	-	-	-	-	24,000
	Purchase sand spreader	-	-	-	20,000	-	20,000
	Repair/replace guardrails	26,983	L 25,000	25,000	25,000	23,017	125,000
	Total Highway Division	50,983	483,500	264,500	256,500	187,017	1,242,500
	Total Public Works	99,983	712,500	472,780	390,780	252,017	1,928,060
89100	Resource Recovery						
	Purchase compactor/containers	7,000	-	7,500	-	7,700	22,200
	Facility improvements	-	10,000	5,000	5,000	5,000	25,000
	Total Resource Recovery	7,000	10,000	12,500	5,000	12,700	47,200
89110	Sewer Department						
	Plant and system improvements	20,000	50,000	35,000	35,000	35,000	175,000
	Install screenings washer/press	-	-	-	-	50,000	50,000
	Replace sewer cleaning truck	-	-	35,000	35,000	-	70,000
	Total Sewer Department	20,000	50,000	70,000	70,000	85,000	295,000
89120	Town-Wide Improvements						
	Computers incl peripherals/printers	18,500	27,500	27,000	28,000	28,000	129,000
	Wide Scanner	-	-	-	-	-	-
	Upgrade computers - Fire	-	2,500	2,500	3,000	4,000	12,000
	Upgrade computers - Police	-	-	10,000	-	2,500	12,500
	Upgrade computers - Sen Center	-	1,500	1,000	1,000	-	3,500
	GIS Reimplementation	-	22,500	2,500	5,000	5,000	35,000
	Revaluation	25,000	40,000	40,000	40,000	40,000	185,000
	Phone system replacement	-	40,000	20,000	5,000	5,000	70,000
	Wiring - old water pipe High St	-	35,000	-	-	-	35,000
	Cameras on Veterans' monument	-	-	-	8,500	-	8,500
	Total Town-Wide Improvements	43,500	169,000	103,000	90,500	84,500	490,500

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		2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	
89130	Water Department						
	Pump station & facility upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
	Water main replacement	-	20,000	10,000	10,000	10,000	50,000
	Repaint storage tank interiors	20,000	-	-	-	-	20,000
	Replace large water meters	-	5,000	5,000	5,000	-	15,000
	Replace mainline valves	-	20,000	10,000	10,000	10,000	50,000
	Remote read meters	10,000	6,500	7,000	7,500	3,000	34,000
	Purchase small pick up truck	-	30,000	-	-	-	30,000
	Replace utility truck	-	-	-	30,000	30,000	60,000
	Emergency generator	55,000	-	-	-	-	55,000
	Total Water Department	90,000	86,500	37,000	67,500	58,000	339,000
08-141	Total Capital Improvement Plan	\$ 409,683	\$ 2,335,900	\$ 2,125,780	\$ 1,410,080	\$ 1,180,217	\$ 7,461,660