

TOWN OF PORTLAND, CONNECTICUT



ADOPTED BUDGETS

**FISCAL YEAR
2013-2014**

TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2014

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TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2014

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Town of Portland, Connecticut

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Equal Opportunity Employer

Office of the First Selectwoman

June 14, 2013

Portland Board of Selectmen
33 East Main Street
Portland, Connecticut 06480

Dear Selectmen:

Enclosed is the adopted 2013-14 Fiscal Year Budget.

Grand List:

- Total Value: \$796,997,197 (*an increase of \$301,152 from last year's Grand List as reported to OPM on the M-13 form*) Note: *The Grand List value is an estimate and subject to change based on pending appeals.*
- Value of one mill: \$796,997 (*no change*)

Revenues Needed:

- Taxation: 31.28 mills: *+0.55 mill*
- All other revenues: \$5,966,635 (*-\$126,125 from 2012-13*)
- Allocation from Fund Balance: \$300,000 (*no change from 2012-13*)

Expenditures:

- Total Expenditures: \$30,823,855 (*+\$377,260 (1.24% increase over 2012-13 adopted budget)*)
- General Government decrease : *-\$104,272 (0.87% decrease from 2012-13 adopted budget)*
- Board of Education increase: *+ \$481,532 (2.61% increase over 2012-13 adopted budget)*

Accomplishments 2012-2013:


- Re-affirmed our Aa3 bond rating.
- Re-issued bonds at a favorable rate, saving more than \$900,000 over the term.
- Completed the Brownstone Avenue Project Phase III – Park Pavilion.
- The \$700,000 Small Cities Grant Project for the Quarry Heights renovations is substantially completed.
- Installed new flooring at the Senior Center.
- Made improvements to the Animal Control Shelter.
- Completed the re-painting of the water tanks at the reservoir.
- Town crews conducted cleanups for Storm Sandy and the February 2013 blizzard.
- Received \$237,700 STEAP grant for a new Salt/Sand Storage shed.
- Planned parking lot and road improvements, with an anticipated completion date of August 31, 2013.
- Coordinated installation of natural gas lines, to be connected to town owned buildings in Fiscal Year '14.
- Provided police coverage for the Arrigoni Bridge renovations, which were completed ahead of schedule.
- Provided police coverage at drop-off and pick-up times at all the schools.
- Actively involved with regional initiatives through the Lower CT River Valley Council of Governments (River COG). The River COG includes Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Lyme, Middlefield, Middletown, Old Lyme, Old Saybrook, Portland and Westbrook.

Goals and Objectives 2013-2014:

- 1) Continue careful use of all Town funds, while addressing our needs.
 - a) Hold public workshops to address citizen input and understanding of our fiscal needs.
 - b) Continue to pursue regional efforts through the River COG.
 - c) Pass a budget on the first referendum.
 - d) Pursue appropriate grants.
- 2) Work with the Board of Education (BOE) to maintain and improve our schools.
 - a) The Selectmen and the BOE will continue to meet regularly with the Finance Director, who manages the finances for both the General Town Government and the BOE.
- 3) Continue to increase economic development.
 - a) Assist with the implementation of the Portland TownPlace project.
 - b) Assist new businesses planned for the town.
- 4) Improve our Parks.
 - a) Implement the STEAP grant for the design of the Route 17 recreational complex.
- 5) Conduct a review of the water and sewer systems and town-owned roads.
 - a) Analyze the water and sewer systems and review goals.
 - b) 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 the Board of Education, Sally Doyen, Superintendent of Schools, the Board of Selectmen, town staff and Tom Robinson, Director of Finance, for all their work on this budget.

Respectfully submitted,


Susan S. Bransfield
First Selectwoman

**TOWN OF PORTLAND, CONNECTICUT
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2013-2014**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2013-2014 Expenditure Budgets	\$ 11,887,627	\$ 18,936,228	\$ 30,823,855
Less: Direct Revenue Estimates	<u>(1,573,568)</u>	<u>(4,393,067)</u>	<u>(5,966,635)</u>
Net Budget	10,314,059	14,543,161	24,857,220
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	10,164,059	14,393,161	24,557,220
Plus Adjustment *	<u>154,783</u>	<u>219,185</u>	<u>373,968</u>
Amount to be Raised	\$ 10,318,842	\$ 14,612,346	\$ 24,931,188
Adopted 2013-2014 Mill Rate	12.95	18.33	31.28
Adopted 2012-2013 Mill Rate	<u>12.98</u>	<u>17.75</u>	<u>30.73</u>
Mill Rate (Decrease) Increase	<u>(0.03)</u>	<u>0.58</u>	<u>0.55</u>
Mill Rate % (Decrease) Increase	<u>-0.25%</u>	<u>3.29%</u>	<u>1.79%</u>
<p style="text-align: right;">One Mill = <u>\$ 796,997</u> Before Board of Assessment Appeals (BAA) Hearings</p> <p style="text-align: right;">Grand List Value = <u>\$ 796,997,197</u></p>			
<p style="text-align: center;">* Adjustment includes reserve for uncollected taxes at 1.5% *</p> <p style="text-align: center;">** Board of Education budget detail found in separate budget document prepared by BOE **</p>			

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Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

General Government & Board of Education Revenue		2010-2011 Actual Revenue	2011-2012 Actual Revenue	2012-2013 Budgeted Revenue	2013-2014 Estimated Revenue
Property Taxes					
00010	Prop taxes - current	\$ 23,168,302	\$ 23,652,670	\$ 24,053,835	\$ 24,557,220
00011	Prop taxes - prior years	395,790	397,599	325,000	220,000
00012	Prop taxes - interest & liens	203,122	237,184	200,000	165,000
00013	Prop taxes - supp motor vehicle	160,644	179,710	187,500	187,500
00014	Prop taxes - prior years accrual	-	-	-	-
	Total Property Taxes	23,927,858	24,467,163	24,766,335	25,129,720
State of CT - Education					
00101	Education cost sharing grant	4,274,812	4,286,628	4,347,783	4,393,067
00102	School transportation grant	79,936	65,749	63,613	-
00103	Special education equity grant	-	-	-	-
00104	Miscellaneous education grants	47,701	-	-	-
	Total State of CT - Education	4,402,449	4,352,377	4,411,396	4,393,067
State of CT - General Government					
00201	PILOT - State property	31,427	29,573	29,526	-
00202	Pequot & Mohegan	34,088	35,327	35,753	-
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	51,015	58,299	51,000	55,000
00205	Boat registration fees	12,024	-	10,000	-
00206	PILOT - totally disabled tax relief	667	760	650	800
00207	Emergency management	2,143	73,387	2,250	2,250
00208	PILOT - elderly freeze	-	-	-	-
00210	PILOT - veteran's exemption	5,838	5,984	6,000	6,500
00212	Municipal revenue sharing/Hold harmless		53,693	73,000	85,308
00214	Other revenues - State of CT	16,757	22,331	20,000	18,000
00216	PILOT - machinery & equipment	73,590	-	-	-
00220	School construction grant	127,685	-	-	-
	Total State of CT - General Governmen	355,234	279,354	228,179	167,858
Investment Income					
00401	Investment income	40,722	24,879	45,000	32,500
	Total Investment Income	40,722	24,879	45,000	32,500

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

General Government & Board of Education Revenue		2010-2011 Actual Receipts	2011-2012 Actual Receipts	2012-2013 Budgeted Revenue	2013-2014 Estimated Revenue
Charges for Services					
00301	PILOT - housing authority	\$ 23,826	\$ 21,835	\$ 20,500	\$ 21,000
00302	PILOT - telecommunications	28,236	30,452	-	25,000
00303	Property rental	201,146	239,715	220,000	300,000
00304	Miscellaneous Finance	35,929	26,599	12,500	15,000
00305	Pin ball permits	-	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	3,000	-	-	-
00309	Vendor permits	96	106	50	75
00310	Accident reimbursements	19,280	6,558	5,000	6,000
00311	Workers compensation reimb	609	14,337	7,500	8,000
00312	Conveyance tax	53,646	58,357	65,000	60,000
00313	Vital statistics	10,000	8,889	8,750	8,900
00314	Recording fees	50,487	50,469	49,500	50,000
00315	Miscellaneous Town Clerk	8,049	8,980	8,000	8,250
00316	Publication sales	80	140	100	100
00317	Licenses	2,312	1,851	1,900	1,900
00319	Fire Marshal revenue	1,511	1,162	1,350	1,350
00320	Report copies	634	3,758	1,000	1,000
00321	Gun permits	3,220	3,175	2,000	3,000
00322	Raffle permits	115	140	185	185
00323	Miscellaneous Police	2,819	1,760	500	500
00324	Private duty	269,205	429,363	190,000	170,000
00325	Senior Center Program fees	1,847	1,717	1,750	1,750
00326	Demolition permits	-	-	50	-
00327	Miscellaneous Building Dept	718	1,026	750	750
00328	Structural permits	81,041	100,421	78,000	82,500
00329	Electrical permits	-	-	-	-
00330	Mechanical permits	-	-	-	-
00331	Plumbing permits	-	-	-	-

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

General Government & Board of Education Revenue		2010-2011 Actual Receipts	2011-2012 Actual Receipts	2012-2013 Budgeted Revenue	2013-2014 Estimated Revenue
Charges for Services (Continued)					
00332	Miscellaneous Public Works	\$ 29	\$ -	\$ 100	\$ 100
00334	Sale - construction plans	200	240	100	100
00335	Excavation permits	445	285	500	500
00336	Zoning permit fees	2,194	2,742	2,250	2,250
00337	P & Z hearings	6,847	7,520	7,500	7,500
00338	ZBA applications	1,370	2,536	1,750	1,900
00339	IW applications	1,110	514	1,000	750
00340	Fines	7,993	7,280	7,000	7,250
00354	Miscellaneous	15,095	236,124	1,000	15,000
00405	Sale of town property	6,000	20,000	-	-
	Total Charges for Services	839,089	1,288,051	695,685	800,710
Total GG & BOE Revenue		\$ 29,565,352	\$ 30,411,824	\$ 30,146,595	\$ 30,523,855

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

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
General Government		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
001	Board of Selectmen	\$ 14,250	\$ 14,250	0.00%	\$ 13,750	-3.51%
002	First Selectwoman	149,864	154,731	3.25%	156,922	1.42%
003	Ethics Commission	1,300	650	-50.00%	650	0.00%
006	Probate Court	9,500	11,500	21.05%	11,000	-4.35%
007	Elections	34,000	36,500	7.35%	35,250	-3.42%
010	Finance Department	352,640	358,775	1.74%	361,400	0.73%
011	Collector of Revenue	76,580	79,730	4.11%	82,140	3.02%
012	Assessor	138,939	143,645	3.39%	126,345	-12.04%
013	Board of Assessment Appeals	2,325	955	-58.92%	955	0.00%
014	Town Counsel	81,000	88,000	8.64%	88,000	0.00%
015	Town Clerk	177,750	175,650	-1.18%	175,000	-0.37%
016	Central Services	118,500	107,750	-9.07%	100,250	-6.96%
017	Technology Department	180,050	186,735	3.71%	199,735	6.96%
Total General Government		1,336,698	1,358,871	1.66%	1,351,397	-0.55%
		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
Public Safety		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
020	Fire Departments	276,225	288,850	4.57%	285,900	-1.02%
021	Fire Marshal	37,550	39,985	6.48%	41,123	2.85%
022	Emergency Dispatch	96,255	98,390	2.22%	111,342	13.16%
023	Police Department	1,149,450	1,269,135	10.41%	1,273,950	0.38%
024	Emergency Management	10,700	12,200	14.02%	13,200	8.20%
025	Building Department	92,010	95,750	4.06%	95,500	-0.26%
Total Public Safety		1,662,190	1,804,310	8.55%	1,821,015	0.93%

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

		Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
Public Works						
031	Public Works Director	\$ 198,000	\$ 206,800	4.44%	\$ 214,100	3.53%
032	Highway Department	797,150	833,825	4.60%	829,690	-0.50%
033	Vehicle Maintenance	247,300	256,750	3.82%	267,450	4.17%
034	Town Engineer	26,500	26,500	0.00%	26,500	0.00%
035	Street Lighting	121,000	109,000	-9.92%	114,000	4.59%
036	Grounds Maintenance	231,450	249,950	7.99%	254,950	2.00%
037	Town Building Maintenance	327,775	327,400	-0.11%	321,225	-1.89%
038	Snow Removal	101,500	91,500	-9.85%	91,500	0.00%
Total Public Works		2,050,675	2,101,725	2.49%	2,119,415	0.84%
		Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
Planning & Development						
040	Planning Department	103,000	98,000	-4.85%	97,300	-0.71%
041	Zoning Enforcement	12,550	18,150		18,300	
042	Planning & Zoning Commission	11,121	11,300	1.61%	10,100	-10.62%
043	Zoning Board of Appeals	1,900	1,900	0.00%	2,050	7.89%
044	Inland Wetlands Commission	3,674	3,674	0.00%	5,174	40.83%
045	Conservation Commission	850	850	0.00%	550	-35.29%
046	Economic Dev Commission	26,500	26,500	0.00%	25,500	-3.77%
047	Capital Expenditures Commission	500	500	0.00%	500	0.00%
Total Planning & Development		160,095	160,874	0.49%	159,474	-0.87%
		Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
Health & Human Services						
051	Health Department	79,010	78,557	-0.57%	81,005	3.12%
052	Environmental Health	-	-		-	
053	Social Services	57,505	59,005	2.61%	60,505	2.54%
054	Senior Citizen Center	100,075	99,150	-0.92%	110,100	11.04%
055	Municipal Agent for the Elderly	27,000	29,200	8.15%	30,200	3.42%
Total Health & Human Services		263,590	265,912	0.88%	281,810	5.98%

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

		Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
	Portland Library					
065	Portland Library	\$ 658,800	\$ 659,600	0.12%	\$ 669,950	1.57%
	Employee Fringe Benefits					
		Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
071	Employee Fringe Benefits	2,444,290	2,456,447	0.50%	2,469,126	0.52%
	Risk Management					
		Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
073	Risk Management	123,000	131,750	7.11%	138,655	5.24%
	Debt Service					
		Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
085	Debt Service	2,030,735	1,969,464	-3.02%	1,813,844	-7.90%
	Total Debt Service	2,030,735	1,969,464	-3.02%	1,813,844	-7.90%
	Sundry					
		Final Budget 2011-2012	Revised Budget 2012-2013	% Increase (Decrease)	Adopted Budget 2013-2014	% Increase (Decrease)
093	Interfund Transfers Out	889,416	982,946	10.52%	962,941	-2.04%
095	Town Contingency	100,000	100,000	0.00%	100,000	0.00%
	Total Sundry	989,416	1,082,946	9.45%	1,062,941	-1.85%
	Total General Gov't Budget	\$ 11,719,489	\$ 11,991,899	2.32%	\$ 11,887,627	-0.87%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
Salaries						
11011	Certified Salaries	\$ 8,146,425	\$ 8,541,894	4.85%	\$ 8,785,010	2.85%
11012	Non-Certified Salaries	2,363,848	2,514,073	6.36%	2,520,460	0.25%
11014	Coaching Salaries	122,144	133,269	9.11%	136,296	2.27%
11015	Extracurricular Salaries	73,144	122,695	67.74%	78,561	-35.97%
12000	Temporary Salaries	145,234	116,497	-19.79%	123,819	6.29%
12022	Substitute Salaries	108,297	115,966	7.08%	101,252	-12.69%
12023	Tutor Salaries	31,470	36,975	17.49%	31,000	-16.16%
13002	Overtime Salaries	71,583	54,710	-23.57%	77,500	41.66%
Total Salaries		11,062,145	11,636,079	5.19%	11,853,898	1.87%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
Benefits						
21001	Medical Insurance	2,459,203	2,661,995	8.25%	2,660,344	-0.06%
21002	Dental Insurance	75,925	38,604	-49.16%	55,000	42.47%
21003	Life Insurance	18,880	21,527	14.02%	20,000	-7.09%
21004	Disability	17,031	16,995	-0.21%	20,000	17.68%
21050	Tuition Reimbursement	18,065	22,500	24.55%	22,000	-2.22%
22000	Social Security/Medicare	331,694	330,000	-0.51%	348,300	5.55%
23001	Pension	271,790	280,200	3.09%	302,000	7.78%
23004	Retirements	26,072	10,000	-61.64%	40,000	300.00%
26000	Workers' Compensation	124,000	157,054	26.66%	137,000	-12.77%
28001	Unemployment	15,311	7,500	-51.02%	12,000	60.00%
29000	Longevity-Classified	11,000	10,900	-0.91%	11,600	6.42%
Total Benefits		3,368,971	3,557,275	5.59%	3,628,244	2.00%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Purchased Services		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
30010	Legal Services	\$ 57,047	\$ 45,757	-19.79%	\$ 55,000	20.20%
30012	Negotiation Services	15,322	17,500	14.21%	20,000	14.29%
30014	Audit Services	13,533	15,487	14.44%	14,210	-8.25%
30030	Purchased Services	252,648	247,652	-1.98%	339,381	37.04%
33020	Curriculum Writing	-	-	#DIV/0!	-	
33030	Professional Development	3,882	8,085	108.27%	10,010	23.81%
Total Purchased Services		342,432	334,481	-2.32%	438,601	31.13%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Facility Services		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
44003	Repairs & Maintenance	402,919	178,222	-55.77%	257,578	44.53%
Total Facility Services		402,919	178,222	-55.77%	257,578	44.53%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Other Services		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
51010	Student Transportation	578,284	616,451	6.60%	588,529	-4.53%
52001	Property Insurance	138,967	146,883	5.70%	147,305	0.29%
53001	Telephone	20,825	28,690	37.77%	26,470	-7.74%
54000	Advertising	625	800	28.00%	800	0.00%
55050	Printing/Binding	15,347	14,171	-7.66%	16,779	18.40%
56001	Tuition To LEAs in State	134,269	480,808	258.09%	504,676	4.96%
56003	Tuition - Private Sources	274,804	18,035	-93.44%	-	-100.00%
56004	Tuition to Ed Svc Agencies	-	-		-	
56006	Tuition to Magnet Schools	105,555	92,000	-12.84%	80,000	-13.04%
58580	Travel	19,052	16,790	-11.87%	11,600	-30.91%
Total Other Services		1,287,728	1,414,628	9.85%	1,376,159	-2.72%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
Books & Supplies						
61011	General Supplies	\$ 348,653	\$ 254,070	-27.13%	\$ 271,693	6.94%
61014	Postage	11,253	12,650	12.41%	11,400	-9.88%
62001	Electricity	381,258	403,761	5.90%	409,000	1.30%
62002	Water & Sewer	21,715	28,000	28.94%	23,575	-15.80%
62004	Heating Fuel	38,952	50,000	28.36%	10,000	-80.00%
62021	Natural Gas	180,713	264,144	46.17%	247,210	-6.41%
62026	Gasoline Unleaded	29,806	28,335	-4.94%	37,000	30.58%
62027	Diesel	83,328	71,192	-14.56%	87,004	22.21%
64002	Resource/Media	3,706	862	-76.74%	1,177	36.54%
64003	Periodicals	5,507	7,523	36.61%	8,888	18.14%
64041	Textbooks	131,121	27,861	-78.75%	25,331	-9.08%
64043	Library Books	17,172	17,797	3.64%	17,945	0.83%
64045	Workbooks	36,925	35,267	-4.49%	33,297	-5.59%
Total Books & Supplies		1,290,109	1,201,462	-6.87%	1,183,520	-1.49%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
Buildings & Equipment						
73011	Equipment - Instructional	76,782	14,136	-81.59%	17,430	23.30%
73012	Equipment - Non-Instructional	6,617	5,510	-16.73%	2,480	-54.99%
73014	Technology - Hardware	158,232	17,330	-89.05%	46,596	168.87%
73015	Technology - Software	49,503	46,523	-6.02%	73,187	57.31%
Total Buildings & Equipment		291,134	83,499	-71.32%	139,693	67.30%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2011-2012	2012-2013	(Decrease)	2013-2014	(Decrease)
Dues & Fees						
81000	Dues & Fees	43,433	49,050	12.93%	58,535	19.34%
Total BOE Budget		\$ 18,088,871	\$ 18,454,696	2.02%	\$ 18,936,228	2.61%

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
How Every \$100 Dollars Is Spent
As of May 13, 2013

Town Functions	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
General Government Operating Functions				
General Government	\$ 3.91	\$ 4.13	\$ 4.46	\$ 4.38
Public Safety	5.66	6.13	5.93	5.91
Public Works (includes Buildings & Grounds)	6.87	7.12	6.90	6.88
Planning & Development	0.44	0.47	0.53	0.52
Health & Human Services	0.84	0.85	0.87	0.91
Portland Library	1.92	2.03	2.17	2.17
Employee Fringe Benefits	7.98	7.61	8.07	8.01
Risk Management	0.35	0.36	0.43	0.45
Total Gen Govt Operating Functions	27.98	28.70	29.36	29.23
Non-Operating Functions				
Debt Service	7.19	6.74	6.47	5.88
Sundry (includes interfund xfers out & contingency)	3.15	3.34	3.56	3.45
Total Non-Operating Functions	10.34	10.08	10.03	9.33
Total General Government Functions	38.32	38.78	39.39	38.57
Board of Education	61.68	61.22	60.61	60.90
Total General Fund	\$ 100.00	\$ 100.00	\$ 100.00	\$ 99.47

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2013-2014
As of May 13, 2013

General Government Budget	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 4,052,206	\$ 4,112,580	\$ 4,153,568	\$ 40,988
Employee Fringe Benefits	2,248,356	2,448,947	2,461,626	12,679
Contractual Services	705,910	857,172	878,172	21,000
Repairs	231,825	174,250	180,600	6,350
Utilities	402,839	439,470	439,600	130
Commodities	738,584	786,560	777,525	(9,035)
Equipment	6,999	8,350	8,350	-
Miscellaneous	95,195	112,160	111,401	(759)
Total Operating Expenditures	8,481,914	8,939,489	9,010,842	71,353
Non-Operating Expenditures				
Debt Service	1,991,332	1,969,464	1,813,844	(155,620)
Interfund Transfers Out	962,516	982,946	962,941	(20,005)
Contingency	28,869	100,000	100,000	-
Total Non-Operating Expenditures	2,982,717	3,052,410	2,876,785	(175,625)
Total General Government	\$ 11,464,631	\$ 11,991,899	\$ 11,887,627	\$ (104,272)
Percentage increase/(decrease)		4.60%	-0.87%	

	2013-2014 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 4,153,568	34.94%
Employee Fringe Benefits	2,461,626	20.71%
Contractual Services	878,172	7.39%
Repairs	180,600	1.52%
Utilities	439,600	3.70%
Commodities	777,525	6.54%
Equipment	8,350	0.07%
Miscellaneous	111,401	0.94%
Total Operating Expenditures	9,010,842	75.80%
Non-Operating Expenditures		
Debt Service	1,813,844	15.26%
Interfund Transfers Out	962,941	8.10%
Contingency	100,000	0.84%
Total Non-Operating Expenditures	2,876,785	24.20%
Total General Government	\$ 11,887,627	100.00%

Town of Portland, Connecticut
Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2013-2014
As of May 13, 2013

Board of Education Budget	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 11,062,145	\$ 11,636,079	\$ 11,853,898	\$ 217,819
Employee Fringe Benefits	3,368,971	3,557,275	3,628,244	70,969
Contractual Services	342,432	334,481	438,601	104,120
Repairs	402,919	178,222	257,578	79,356
Utilities	1,287,728	1,414,628	1,376,159	(38,469)
Commodities	1,290,109	1,201,462	1,183,520	(17,942)
Equipment	291,134	83,499	139,693	56,194
Miscellaneous	43,433	49,050	58,535	9,485
Total Operating Expenditures	18,088,871	18,454,696	18,936,228	481,532
Total Board of Education	\$ 18,088,871	\$ 18,454,696	\$ 18,936,228	\$ 481,532
Percentage increase/(decrease)		2.02%	2.61%	

	2013-2014 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 11,853,898	62.60%
Employee Fringe Benefits	3,628,244	19.16%
Contractual Services	438,601	2.32%
Repairs	257,578	1.36%
Utilities	1,376,159	7.27%
Commodities	1,183,520	6.25%
Equipment	139,693	0.74%
Miscellaneous	58,535	0.31%
Total Operating Expenditures	18,936,228	100.00%
Total Board of Education	\$ 18,936,228	100.00%

Town of Portland, Connecticut
Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2013-2014
As of May 13, 2013

Town Budget	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 15,114,351	\$ 15,748,659	\$ 16,007,466	\$ 258,807
Employee Fringe Benefits	5,617,327	6,006,222	6,089,870	83,648
Contractual Services	1,048,342	1,191,653	1,316,773	125,120
Repairs	634,744	352,472	438,178	85,706
Utilities	1,690,567	1,854,098	1,815,759	(38,339)
Commodities	2,028,693	1,988,022	1,961,045	(26,977)
Equipment	298,133	91,849	148,043	56,194
Miscellaneous	138,628	161,210	169,936	8,726
Total Operating Expenditures	26,570,785	27,394,185	27,947,070	552,885
Non-Operating Expenditures				
Debt Service	1,991,332	1,969,464	1,813,844	(155,620)
Interfund Transfers Out	962,516	982,946	962,941	(20,005)
Contingency	28,869	100,000	100,000	0
Total Non-Operating Expenditures	2,982,717	3,052,410	2,876,785	(175,625)
Total Town Budget	\$ 29,553,502	\$ 30,446,595	\$ 30,823,855	\$ 377,260
Percentage increase/(decrease)		3.02%	1.24%	

	2013-2014 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 16,007,466	51.93%
Employee Fringe Benefits	6,089,870	19.76%
Contractual Services	1,316,773	4.27%
Repairs	438,178	1.42%
Utilities	1,815,759	5.89%
Commodities	1,961,045	6.36%
Equipment	148,043	0.48%
Miscellaneous	169,936	0.55%
Total Operating Expenditures	27,947,070	90.67%
Non-Operating Expenditures		
Debt Service	1,813,844	5.88%
Interfund Transfers Out	962,941	3.12%
Contingency	100,000	0.32%
Total Non-Operating Expenditures	2,876,785	9.33%
Total Town Budget	\$ 30,823,855	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 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-001	Board of Selectmen	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 1,631	\$ 1,688	\$ 4,000	\$ 3,500
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>7,631</u>	<u>7,688</u>	<u>10,000</u>	<u>9,500</u>
Miscellaneous					
88001	Program services	1,806	1,855	3,250	3,250
88004	Project graduation	1,000	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	Total Miscellaneous Expenditures	<u>2,806</u>	<u>2,855</u>	<u>4,250</u>	<u>4,250</u>
01-001	Total Board of Selectmen	<u><u>\$ 10,437</u></u>	<u><u>\$ 10,543</u></u>	<u><u>\$ 14,250</u></u>	<u><u>\$ 13,750</u></u>
Percentage increase/(decrease)					<u><u>-3.51%</u></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:

- Obtained several grants for town projects.
- Assisted the BOS with implementation of their stated Goals & Objectives.
- Instituted a series of workshops for Town employees to enhance training opportunities.

Fiscal Notes:

- Personnel expenditures cover two (2) full-time employees.
- Program services, account number 88001, includes the cost of assisting community groups and hosting local and regional meetings.
- All other line items provide for memberships and professional dues requiring a fee to join.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-002	First Selectwoman	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 136,071	\$ 140,565	\$ 142,250	\$ 144,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>136,071</u>	<u>140,565</u>	<u>142,250</u>	<u>144,500</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>451</u>	<u>135</u>	<u>600</u>	<u>600</u>
	Total Contractual Services	<u>451</u>	<u>135</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	5,956	5,897
86004	CT Council of Small Towns	825	825	825	825
86005	Middlesex Chamber	512	517	600	600
88001	Program services	2,595	1,907	3,000	3,000
88010	Safety committee	-	-	-	-
88022	Town report	<u>925</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>
	Total Miscellaneous Expenditures	<u>10,696</u>	<u>9,088</u>	<u>11,881</u>	<u>11,822</u>
01-002	Total First Selectwoman	<u>\$ 147,218</u>	<u>\$ 149,788</u>	<u>\$ 154,731</u>	<u>\$ 156,922</u>
Percentage increase/(decrease)					<u>1.42%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Meetings have been held and rulings have been issued.

Fiscal Notes:

- No changes recommended.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
01-003	Ethics Commission				
Personnel Expenditures					
14001	Board clerk payroll	\$ 33	\$ -	\$ 400	\$ 400
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>33</u>	<u>-</u>	<u>400</u>	<u>400</u>
Miscellaneous					
88016	Miscellaneous	<u>60</u>	<u>62</u>	<u>250</u>	<u>250</u>
	Total Miscellaneous	<u>60</u>	<u>62</u>	<u>250</u>	<u>250</u>
01-003	Total Ethics Commission	<u>\$ 93</u>	<u>\$ 62</u>	<u>\$ 650</u>	<u>\$ 650</u>
Percentage increase/(decrease)					<u>0.00%</u>

Department Name: Probate Court

Department #: 01-006

Mission & Purpose:

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

Effective January 2011, the Courts of Portland, East Hampton, East Haddam and Marlborough were merged into one Probate Court, located in Marlborough. The lease for offices in Marlborough will be renewed in November for a possible five year term.

Goals & Objectives:

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

Accomplishments:

- The merged court system is functional.

Fiscal Notes:

- The budget reflects the changes in the Probate Court system. Portland will provide approximately 23.9% of the expenditures of the regional Probate Court.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-006	Probate Court	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contracts	\$ 2,892	\$ 9,445	\$ 11,500	\$ 11,000
31001	Office equip repair & maint	150	-	-	-
33002	Indexing and recording	981	-	-	-
	Total Contractual Services	<u>4,023</u>	<u>9,445</u>	<u>11,500</u>	11,000
Commodities					
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
01-006	Total Probate Court	<u><u>\$ 4,023</u></u>	<u><u>\$ 9,445</u></u>	<u><u>\$ 11,500</u></u>	<u><u>\$ 11,000</u></u>
Percentage increase/(decrease)					<u><u>-4.35%</u></u>

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

Goals & Objectives:

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

Accomplishments:

- Supervised multiple elections and budget referendums.
- Purchased new signage and improved street sign markers.
- Improved the check-in process at elections.

Fiscal Notes:

- Budget details the costs for one (1) local election and one (1) referendum. Should more than one (1) of any of these items be needed, additional costs will be incurred and additional funding will be necessary.
- Personnel costs cover quarterly stipend paid to one (1) Democratic Registrar and one (1) Republican Registrar.
- Election 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 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-007	Elections	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 12,438	\$ 12,465	\$ 13,500	\$ 13,500
14006	Voter canvassing	3,609	351	2,500	2,000
14007	Election workers stipends	9,111	7,168	11,500	10,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>25,158</u>	<u>19,984</u>	<u>27,500</u>	<u>25,500</u>
Contractual Services					
31003	Voting machine maint	286	1,538	1,000	2,750
32000	Conferences, meetings, dues	100	290	500	500
	Total Contractual Services	<u>386</u>	<u>1,828</u>	<u>1,500</u>	<u>3,250</u>
Commodities					
61007	Voting mach supplies	-	-	-	-
69000	Election supplies	6,763	5,000	7,500	6,500
	Total Commodities	<u>6,763</u>	<u>5,000</u>	<u>7,500</u>	<u>6,500</u>
Miscellaneous					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-007	Total Elections	<u>\$ 32,307</u>	<u>\$ 26,812</u>	<u>\$ 36,500</u>	<u>\$ 35,250</u>
Percentage increase/(decrease)					<u><u>-3.42%</u></u>

Department Name:

Finance Department

Department #: 01-010

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Issued financial statements with an unqualified opinion by December 31, 2012 due date.
- Issued refunding bonds at much lower interest rates.
- Moody’s reaffirmed the Town’s Aa3 bond rating

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 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-010	Finance Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 225,796	\$ 234,437	\$ 246,000	\$ 251,500
11003	Part-time payroll	22,076	24,466	27,000	27,500
14020	Rental use of buildings	6,357	4,217	6,750	7,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>254,229</u>	<u>263,120</u>	<u>279,750</u>	286,000
Contractual Services					
31000	Service contracts	18,453	18,705	28,500	28,500
32000	Conferences, meetings, dues	1,039	1,269	4,000	4,000
33001	Audit fees	13,176	13,341	13,525	13,900
33005	Bank fees	1,456	3,331	6,000	4,000
34001	Data processing	4,535	4,781	7,000	7,000
	Total Contractual Services	<u>38,659</u>	<u>41,427</u>	<u>59,025</u>	57,400
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	-	-
88016	Miscellaneous	9,839	13,138	20,000	18,000
	Total Miscellaneous Expenditures	<u>15,079</u>	<u>18,378</u>	<u>20,000</u>	18,000
01-010	Total Finance Department	<u><u>\$ 307,967</u></u>	<u><u>\$ 322,925</u></u>	<u><u>\$ 358,775</u></u>	<u><u>\$ 361,400</u></u>

Percentage increase/(decrease) 0.73%

Mission & Purpose:

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

Goals & Objectives:

1. Maintain 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:

- The collection rate for the fiscal year June 30, 2012 was 98.6%.
- Added a link on the Town's website to a database that includes taxes owed and paid by each entity.
- Conducted second 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 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-011	Collector of Revenue	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 52,900	\$ 55,473	\$ 58,650	\$ 61,000
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>52,900</u>	<u>55,473</u>	<u>58,650</u>	61,000
Contractual Services					
31000	Service contracts	15,342	15,745	18,000	18,000
32000	Conferences, meetings, dues	718	378	850	850
34001	Data processing	-	-	-	-
36005	DMV delinquent charge	1,749	2,226	2,230	2,290
	Total Contractual Services	<u>17,809</u>	<u>18,349</u>	<u>21,080</u>	21,140
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-011	Total Collector of Revenue	<u><u>\$ 70,709</u></u>	<u><u>\$ 73,822</u></u>	<u><u>\$ 79,730</u></u>	<u><u>\$ 82,140</u></u>
Percentage increase/(decrease)					<u><u>3.02%</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:

- 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 for the clerk assistant.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-012	Assessor	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 102,948	\$ 115,347	\$ 122,300	\$ 105,000
11003	Part-time payroll	998	563	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>103,946</u>	<u>115,910</u>	<u>122,300</u>	105,000
Contractual Services					
31000	Service contracts	13,000	11,300	17,095	17,095
32000	Conferences, meetings, dues	1,220	943	1,750	1,750
33001	Audit fees	2,500	2,500	2,500	2,500
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>16,720</u>	<u>14,743</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>\$ 120,666</u></u>	<u><u>\$ 130,653</u></u>	<u><u>\$ 143,645</u></u>	<u><u>\$ 126,345</u></u>
Percentage increase/(decrease)					<u><u>-12.04%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-013	Board of Assessment Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ -	\$ -	\$ 200	\$ 200
14011	Member stipends	725	1,055	755	755
	Total Personnel Expenditures	725	1,055	955	955
01-013	Total Board of Assessment Appeals	\$ 725	\$ 1,055	\$ 955	\$ 955
Percentage increase/(decrease)					0.00%

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 renegotiated. The negotiation process started in December 2012 and is expected to conclude during fiscal year 2014.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		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	15,115	4,789	40,000	35,000
37006	Freedom of information	-	-	2,000	2,000
37012	Suits & settlements			-	-
37013	General Town Counsel	30,131	25,516	26,000	22,500
37019	Planning & development matters	7,270	17,211	15,000	23,500
37025	Tax matters	2,697	12,220	5,000	5,000
37029	Miscellaneous matters	-	-	-	-
	Total Contractual Services	55,213	59,736	88,000	88,000
01-014	Total Town Counsel	<u>\$ 55,213</u>	<u>\$ 59,736</u>	<u>\$ 88,000</u>	<u>\$ 88,000</u>

Percentage increase/(decrease) 0.00%

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.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-015	Town Clerk	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 134,262	\$ 140,507	\$ 142,650	\$ 143,500
13002	Overtime	627	1,080	1,000	1,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>134,889</u>	<u>141,587</u>	<u>143,650</u>	144,500
Contractual Services					
31000	Service contracts	-	284	750	750
32000	Conferences, meetings, dues	620	250	1,250	1,250
33002	Indexing & recording	24,879	22,148	29,000	27,500
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	-	-
35000	Vital statistics	589	262	1,000	1,000
	Total Contractual Services	<u>26,088</u>	<u>22,944</u>	<u>32,000</u>	30,500
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
01-015	Total Town Clerk	<u><u>\$ 160,977</u></u>	<u><u>\$ 164,531</u></u>	<u><u>\$ 175,650</u></u>	<u><u>\$ 175,000</u></u>
Percentage increase/(decrease)					<u><u>-0.37%</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:

- Decrease in budget represents cost savings in service contracts and advertising, printing and publications.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

01-016	Central Services	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11003	Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
Contractual Services					
31000	Service contracts	22,005	24,036	32,000	28,000
31001	Office equip repair & maint	1,620	1,500	2,000	2,000
34001	Data processing supplies	1,430	1,307	2,500	2,500
-	Publication costs	-	-	-	-
	Total Contractual Services	25,055	26,843	36,500	32,500
Repairs					
-	Equipment repairs	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
53000	Postage	23,117	21,416	21,000	21,000
54000	Advertising, printing & publications	16,125	18,425	25,000	21,500
-	Printing	-	-	-	-
58580	Travel and mileage expense	3,100	2,168	3,750	3,750
	Total Utilities	42,342	42,009	49,750	46,250
Commodities					
61000	Office supplies	11,544	15,895	15,500	15,500
61005	Copier/printing supplies	4,450	6,254	6,000	6,000
-	Subscriptions & publications	-	-	-	-
	Total Commodities	15,994	22,149	21,500	21,500
Equipment					
-	Equipment	-	-	-	-
	Total Equipment	-	-	-	-
01-016	Total Central Services	\$ 83,391	\$ 91,001	\$ 107,750	\$ 100,250
Percentage increase/(decrease)					-6.96%

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 backup infrastructure (NAS, Network Attached Storage System).
4. Maintain the Town hardware (alarm system) located at Middletown Dispatch.
5. Explore alternatives to current alarm monitoring arrangement.
6. Replace the antiquated phone system hardware and software.
7. Update Assessor's parcel layer and infrastructure GIS maps.
8. Convert existing web site to content management system (DotNet Nuke).
9. Continue to GPS critical infrastructure with part time summer tech students.

Accomplishments:

- All BOS meetings are recorded with a new HD camera purchased by the Town Tech program and broadcast on Comcast Cable public access.
- Continue to upgrade and maintain all aspects of the Town's website.
- Installed new Exchange server to better manage e-mail traffic and to facilitate calendar sharing and remote access.
- 80% of the Town's critical infrastructure has had geographic positioning (GPS) done, and added to the GIS maps.
- Installed a new GIS/Web Server which replaces the existing 12 year old server.

Fiscal Notes:

- Personnel expenditures cover one (1) administrator, one (1) assistant clerk and the cost of the Town Tech Educational Partnership Program, which performs a variety of tasks benefiting the Town.
- Computer network maintenance, account number 36050 allows the Town to investigate and resolve levels 2 and 3 computer problems and issues as well as review and implement computer related security and back-up procedures. A reduction in this account is due to the increase in hours for the tech assistant clerk.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

01-017	Technology Department	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 72,554	\$ 74,836	\$ 77,000	\$ 78,000
11003	Part-time payroll	10,273	24,181	23,500	39,500
13002	Overtime	13,971	16,213	8,000	10,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	96,798	115,230	108,500	127,500
Contractual Services					
31000	Service contracts	480	360	1,000	1,000
31001	Office equip repair & maint	1,095	636	1,500	1,500
31008	Licensing software	15,665	18,145	20,500	20,500
32000	Conferences, meetings, dues	173	317	1,000	1,000
34001	Data processing supplies	818	5,902	6,250	6,250
36004	Telecommunications	2,512	1,797	3,500	3,500
36050	Computer network maintenance	34,480	33,470	40,000	34,000
	Total Contractual Services	55,223	60,627	73,750	67,750
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
51001	Gas & diesel fuel	1,765	1,738	2,035	2,035
	Total Utilities	1,765	1,738	2,035	2,035
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	441	435	450	450
-	Equipment supplies	-	-	-	-
	Total Commodities	441	435	450	450
Equipment					
73000	Equipment purchases	621	2,000	2,000	2,000
	Total Equipment	621	2,000	2,000	2,000
Miscellaneous					
88016	Miscellaneous	-	-	-	-
	Total Miscellaneous Expenditures	-	-	-	-
01-017	Total Technology Department	\$ 154,848	\$ 180,030	\$ 186,735	\$ 199,735

Percentage increase/(decrease) 6.96%

Mission & Purpose:

The Fire Department's 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. Request funding for the down payment required for the replacement of Engine #1 in FY 14-15.
3. Provide additional training opportunities to our members for advanced operations.
4. Continue to provide entry level training in areas of Fire Suppression, Rescue Operations, Medical Certification and Hazardous Material Mitigation.
5. Explore funding for first stage of development of plans for the construction of a new Firehouse at Company #3.
6. Continue to pursue all types of grant funding available to offset increased cost in providing a safe community for our residents.

Accomplishments:

- Continued to respond to our requests for service within 3-4 minutes from the time of dispatch.
- Developed and trained personnel in critical advance rescue techniques related to rope rescue, dive operations and Rapid Intervention Teams.
- Certified 10 new EMS providers.
- Completed installation of a dry hydrant system along Rte 66.
- Received 2012-2013 DEEP Forestry Grant to place on-line a new 6 wheel military surplus brush unit.
- Responded to 1,060 calls for calendar 2012 and 1,322 for calendar year 2011.

Fiscal Notes:

- Personnel expenditures include 10% of the full-time salary of a secretary shared with the Police Department #01-023 and stipends paid to the Fire Chief's office including department clerks.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-020	Fire Departments	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 5,554	\$ 5,738	\$ 5,950	\$ 6,000
11002	Clerical payroll	1,564	1,511	2,250	2,250
11003	Part-time payroll	9,865	15,695	17,200	21,000
-	Watchmen	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>16,983</u>	<u>22,944</u>	<u>25,400</u>	<u>29,250</u>
Contractual Services					
30000	Training	21,427	16,488	19,000	21,000
31000	Service contracts	7,936	6,037	10,000	10,000
31008	Licensing software	-	2,305	2,750	2,500
32000	Conferences, meetings, dues	1,765	1,446	2,500	3,250
34000	Equipment testing	12,848	13,734	15,000	16,000
34001	Data processing supplies	805	909	2,000	2,000
35001	Medical exams & supplies	17,353	15,331	24,000	24,000
36004	Telecommunications	1,693	1,629	2,750	2,000
	Total Contractual Services	<u>63,827</u>	<u>57,879</u>	<u>78,000</u>	<u>80,750</u>
Repairs					
44003	Equipment repair/rental	9,263	13,438	11,000	11,000
	Total Repairs	<u>9,263</u>	<u>13,438</u>	<u>11,000</u>	<u>11,000</u>
Utilities					
51001	Gas & diesel fuel	8,897	9,735	11,100	11,000
54000	Advertising & publications	447	-	-	-
57000	Firefighters banquet	4,655	4,574	6,500	6,500
	Total Utilities	<u>13,999</u>	<u>14,309</u>	<u>17,600</u>	<u>17,500</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	2,065	1,470	2,000	2,000
61003	Equipment supplies	66,429	70,435	80,000	80,000
62001	Electricity	28,300	27,064	26,900	27,100
62002	Water & sewer	2,829	1,637	3,200	2,800
62004	Heating fuel	40,686	37,177	42,500	34,000
63001	Emergency food fund	1,979	1,434	1,750	1,500
67000	Small tools	356	-	500	-
	Total Commodities	<u>142,644</u>	<u>139,217</u>	<u>156,850</u>	<u>147,400</u>
Miscellaneous					
88002	Tax abatement program	-	-	-	-
88013	Protective operations	2,581	-	-	-
	Total Miscellaneous Expenditures	<u>2,581</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-020	Total Fire Departments	<u>\$ 249,297</u>	<u>\$ 247,787</u>	<u>\$ 288,850</u>	<u>\$ 285,900</u>

Percentage increase/(decrease) -1.02%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Increased inspections of multi-family properties.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-021	Fire Marshal	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 30,705	\$ 34,934	\$ 36,150	\$ 37,288
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>30,705</u>	<u>34,934</u>	<u>36,150</u>	<u>37,288</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>570</u>	<u>445</u>	<u>1,000</u>	<u>1,000</u>
	Total Contractual Services	<u>570</u>	<u>445</u>	<u>1,000</u>	<u>1,000</u>
Utilities					
51001	Gas & diesel fuel	<u>558</u>	<u>624</u>	<u>635</u>	<u>635</u>
55000	Fire prevention week	<u>626</u>	<u>444</u>	<u>600</u>	<u>600</u>
	Total Utilities	<u>1,184</u>	<u>1,068</u>	<u>1,235</u>	<u>1,235</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	<u>485</u>	<u>291</u>	<u>500</u>	<u>500</u>
61003	Equipment supplies	<u>351</u>	<u>805</u>	<u>1,100</u>	<u>1,100</u>
	Total Commodities	<u>836</u>	<u>1,096</u>	<u>1,600</u>	<u>1,600</u>
01-021	Total Fire Marshal	<u><u>\$ 33,295</u></u>	<u><u>\$ 37,543</u></u>	<u><u>\$ 39,985</u></u>	<u><u>\$ 41,123</u></u>
Percentage increase/(decrease)					<u><u>2.85%</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.
- Budget includes an additional \$10,000 for alarm monitoring service contract.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-022	Emergency Dispatch	Expended	Expended	Budget	Budget
<hr/>					
	Contractual Services				
31000	Service contract	\$ 92,743	\$ 95,524	\$ 98,390	\$ 111,342
	Total Contractual Services	<u>92,743</u>	<u>95,524</u>	<u>98,390</u>	<u>111,342</u>
01-022	Total Emergency Dispatch	<u>\$ 92,743</u>	<u>\$ 95,524</u>	<u>\$ 98,390</u>	<u>\$ 111,342</u>
Percentage increase/(decrease)					<u><u>13.16%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Responded to 4,340 and 4,257 calls during calendar year 2012 and 2011, respectively. These statistics do not include walk-in assistance.
- Two Portland officers were trained for a regional SWAT with Middletown and East Hampton.
- Provided traffic security (private duty) for the State Department of Transportation's Arrigoni Bridge repair project. (June 2011 – October 2012).

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 officers' presence, such as construction activities or traffic control. This cost is offset by a revenue amount at account #00324. This account is reduced due to the completion of the Arrigoni Bridge project.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

01-023	Police Department	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 721,705	\$ 743,852	\$ 785,000	\$ 801,500
11002	Clerical payroll	49,984	51,642	53,250	53,900
11003	Part-time payroll	274	155	1,000	1,000
13002	Overtime	76,147	87,902	90,000	100,000
14014	Private Police duty	200,367	299,616	180,000	155,000
-	Holiday payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>1,048,477</u>	<u>1,183,167</u>	<u>1,109,250</u>	<u>1,111,400</u>
Contractual Services					
31000	Service contracts	12,015	10,866	14,000	14,000
31008	Licensing software	-	1,008	8,100	8,100
32000	Conferences, meetings, dues	2,200	3,296	3,550	3,550
34002	Cruiser computer support	11,000	11,000	13,000	13,000
36004	Telecommunications	-	-	-	-
36012	Examination services	-	-	3,500	7,000
	Total Contractual Services	<u>25,215</u>	<u>26,170</u>	<u>42,150</u>	<u>45,650</u>
Repairs					
44003	Equipment repair/rental	2,000	2,233	3,000	3,000
	Total Repairs	<u>2,000</u>	<u>2,233</u>	<u>3,000</u>	<u>3,000</u>
Utilities					
51001	Gas & diesel fuel	52,466	65,634	66,800	66,800
59002	Canine program	384	898	900	900
	Total Utilities	<u>52,850</u>	<u>66,532</u>	<u>67,700</u>	<u>67,700</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	14,251	17,999	18,500	18,500
61003	Equipment supplies	5,259	15,685	6,500	7,000
62001	Electricity	15,635	13,284	14,885	14,000
62002	Water & sewer	687	892	1,000	1,050
62004	Heating fuel	3,320	4,844	5,000	4,500
	Total Commodities	<u>39,152</u>	<u>52,704</u>	<u>45,885</u>	<u>45,050</u>
Equipment					
73000	Equipment purchases	23,530	-	-	-
	Total Equipment	<u>23,530</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88016	Miscellaneous	775	275	1,150	1,150
	Total Miscellaneous Expenditures	<u>775</u>	<u>275</u>	<u>1,150</u>	<u>1,150</u>
01-023	Total Police Department	<u><u>\$ 1,191,999</u></u>	<u><u>\$ 1,331,081</u></u>	<u><u>\$ 1,269,135</u></u>	<u><u>\$ 1,273,950</u></u>

Percentage increase/(decrease) 0.38%

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

Mission & Purpose:

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

Goals & Objectives:

1. Continue to recruit and train new volunteers.
2. Explore opportunities for creating a new Emergency Operations Center within a firehouse.
3. Aggressively pursue grant funds available to offset increased cost in providing a safe community for our residents.

Accomplishments:

- Recruited additional volunteers for CERT.
- Purchased a tow behind light tower/generator.
- Provided additional training to members.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-024	Emergency Management	Expended	Expended	Budget	Budget
Personnel Expenditures					
14005	Emergency man stipend	\$ 4,125	\$ 9,879	\$ 5,650	\$ 5,650
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	4,125	9,879	5,650	5,650
Contractual Services					
30000	Training			500	500
32000	Conferences, meetings, dues	50	50	250	250
34001	Data processing	-	-	-	-
	Total Contractual Services	50	50	750	750
Repairs					
44003	Equipment repair/rental	480	520	1,500	2,100
	Total Repairs	480	520	1,500	2,100
Utilities					
53001	Telephone	-	-	-	-
53003	Cell phones	1,220	1,371	1,300	1,500
57001	Emergency drill	-	55	500	500
	Total Utilities	1,220	1,426	1,800	2,000
Commodities					
61001	Uniforms	-	339	500	500
61003	Equipment supplies	146	252	1,000	1,200
63001	Emergency food fund	-	-	1,000	1,000
	Total Commodities	146	591	2,500	2,700
01-024 Total Emergency Management		\$ 6,021	\$ 12,466	\$ 12,200	\$ 13,200
Percentage increase/(decrease)					8.20%

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

Mission & Purpose:

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

Goals & Objectives:

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

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.
- Initiated and resolved several blight ordinance matters.
- Obtained assistance for Inland Wetlands enforcement.

Fiscal Notes:

- No significant changes to this department budget.
- The Building Official also serves as the Blight Ordinance Administrator and oversees the Inland Wetlands activities in the Town.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-025	Building Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 85,370	\$ 83,131	\$ 79,000	\$ 80,500
11003	Part-time payroll	-	-	13,000	11,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>85,370</u>	<u>83,131</u>	<u>92,000</u>	<u>91,500</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>750</u>	<u>810</u>	<u>1,750</u>	<u>1,750</u>
	Total Contractual Services	<u>750</u>	<u>810</u>	<u>1,750</u>	<u>1,750</u>
Utilities					
51001	Gas & diesel fuel	<u>1,323</u>	<u>1,618</u>	<u>1,500</u>	<u>1,750</u>
	Total Utilities	<u>1,323</u>	<u>1,618</u>	<u>1,500</u>	<u>1,750</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
61003	Equipment supplies	<u>297</u>	<u>380</u>	<u>500</u>	<u>500</u>
	Total Commodities	<u>297</u>	<u>380</u>	<u>500</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>\$ 87,740</u></u>	<u><u>\$ 85,939</u></u>	<u><u>\$ 95,750</u></u>	<u><u>\$ 95,500</u></u>
Percentage increase/(decrease)					<u><u>-0.26%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Provide general oversight and management of the Public Works Department and Water and Sewer Divisions.
2. Using Small Town Economic Assistance Program (STEAP) funds, build a new salt/sand storage shed.
3. Install natural gas fired furnaces or convert existing equipment at Portland Library, Senior Center, Police Department Complex, Fire Company 2 and the Sewer Plant.

Accomplishments:

- Using water funds, installed a new generator at the chlorinator building.
- Using state grant funds with matching water funds, installed a generator at the Bartlett Street Pump Station.
- Painted the water storage tanks at the reservoir, using water funds.
- Completed Phase III of Brownstone Avenue STEAP funded project (open-air pavilion).

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.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

01-031	Public Works Director	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 177,748	\$ 186,145	\$ 194,000	\$ 199,175
13002	Overtime	4,214	4,494	3,000	4,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>181,962</u>	<u>190,639</u>	<u>197,000</u>	203,175
Contractual Services					
31000	Service contracts	-	-	-	-
32000	Conferences, meetings, dues	184	35	250	250
36013	Hazardous waste	3,334	4,534	6,000	7,000
	Total Contractual Services	<u>3,518</u>	<u>4,569</u>	<u>6,250</u>	7,250
Utilities					
51001	Gas & diesel fuel	2,227	2,904	3,000	3,100
	Total Utilities	<u>2,227</u>	<u>2,904</u>	<u>3,000</u>	3,100
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	200	152	200	225
	Total Commodities	<u>200</u>	<u>152</u>	<u>200</u>	225
Capital Expenditures					
73000	Equipment purchases	75	355	350	350
	Total Capital Expenditures	<u>75</u>	<u>355</u>	<u>350</u>	350
01-031	Total Public Works Director	<u><u>\$ 187,982</u></u>	<u><u>\$ 198,619</u></u>	<u><u>\$ 206,800</u></u>	<u><u>\$ 214,100</u></u>
Percentage increase/(decrease)					<u><u>3.53%</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:

- Assisted with electrical power restoration and clean-up due to Storm Sandy in October 2012.
- Chip-sealed several miles of road.
- Established a buffer of pine trees on Tuccitto Road, adjacent to Farrell's Restaurant.
- Screened topsoil at Sage Hollow.
- Completed ADA-handicapped compliant parking for the Portland High/Middle School Complex.
- Completed a new T- shaped, safer intersection at Silver Street and Brownstone Avenue.
- Installed new guiderails near Arrigoni Bridge, Old Marlborough Turnpike and Ames Hollow Road.
- Made improvements to the detention basin located at Portland High School.
- Rebuilt the center island on Stoner Terrace, included as part of the chip sealing project.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-032	Highway Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 496,457	\$ 517,013	\$ 530,150	\$ 528,000
13002	Overtime	8,387	32,871	9,250	9,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		504,844	549,884	539,400	537,250
Contractual Services					
31000	Service contracts	5,446	5,550	6,500	6,500
32000	Conferences, meetings, dues	300	75	750	750
36001	Traffic signals	3,454	4,695	4,500	4,750
36003	Tree removal/replacement	15,000	22,787	17,500	22,500
36004	Telecommunications	-	513	600	615
36006	Line painting contract	6,549	6,435	7,000	7,000
36007	Storm water monitoring	1,542	1,546	3,250	3,250
36008	Waste services	-	-	500	500
Total Contractual Services		32,291	41,601	40,600	45,865
Repairs					
44003	Equipment repair/rental	1,766	34,302	8,500	8,500
44005	Storm drain cleaning	21,342	24,942	26,000	26,500
Total Repairs		23,108	59,244	34,500	35,000
Utilities					
51001	Gas & diesel fuel	60,658	68,471	66,500	66,500
53001	Telephone	710	750	825	775
Total Utilities		61,368	69,221	67,325	67,275
Commodities					
61001	Uniforms	4,274	3,718	4,050	4,050
61003	Equipment supplies	9,659	8,574	8,500	9,500
62001	Electricity	10,965	8,249	10,500	9,750
62002	Water & sewer	2,155	3,227	4,000	4,250
62004	Heating fuel	30,187	23,900	35,000	31,500
65001	Road materials	83,845	101,355	80,000	70,000
67000	Small tools	2,133	932	1,200	1,500
69001	Street signs	2,532	6,039	3,250	8,250
Total Commodities		145,750	155,994	146,500	138,800
Capital Expenditures					
73000	Equipment purchases	1,195	2,044	2,500	2,500
Total Capital Expenditures		1,195	2,044	2,500	2,500
Miscellaneous					
88016	Miscellaneous fees	1,618	1,914	3,000	3,000
Total Miscellaneous Expenditures		1,618	1,914	3,000	3,000
01-032 Total Highway Department		\$ 770,174	\$ 879,902	\$ 833,825	\$ 829,690

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

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.
- Body repairs made to PO4 truck.
- Replaced dump body on PO18 truck.
- Body repairs made to triaxle dump truck.

Fiscal Notes:

- Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.
- No significant changes proposed for this department.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

01-033	Vehicle Maintenance	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 112,757	\$ 118,030	\$ 123,250	\$ 126,850
13002	Overtime	505	3,080	2,500	2,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>113,262</u>	<u>121,110</u>	<u>125,750</u>	129,350
Contractual Services					
32000	Conferences, meetings, dues	<u>100</u>	<u>400</u>	<u>300</u>	300
	Total Contractual Services	<u>100</u>	<u>400</u>	<u>300</u>	300
Repairs					
44003	Equipment repair/rental	<u>123,394</u>	<u>143,827</u>	<u>110,000</u>	115,000
	Total Repairs	<u>123,394</u>	<u>143,827</u>	<u>110,000</u>	115,000
Utilities					
51001	Gas & diesel fuel	1,187	955	2,000	1,500
51003	Fuel additives	-	2,554	-	2,600
51004	Motor vehicle oil	<u>4,870</u>	<u>4,392</u>	<u>5,500</u>	5,500
	Total Utilities	<u>6,057</u>	<u>7,901</u>	<u>7,500</u>	9,600
Commodities					
61001	Uniforms	775	920	900	900
61003	Equipment supplies	10,720	7,622	9,000	9,000
67000	Small tools	<u>825</u>	<u>1,550</u>	<u>1,500</u>	1,500
	Total Commodities	<u>12,320</u>	<u>10,092</u>	<u>11,400</u>	11,400
Capital Expenditures					
73000	Equipment purchases	<u>-</u>	<u>600</u>	<u>1,000</u>	1,000
	Total Capital Expenditures	<u>-</u>	<u>600</u>	<u>1,000</u>	1,000
Miscellaneous					
88016	Miscellaneous	<u>778</u>	<u>710</u>	<u>800</u>	800
	Total Miscellaneous Expenditures	<u>778</u>	<u>710</u>	<u>800</u>	800
01-033	Total Vehicle Maintenance	<u><u>\$ 255,911</u></u>	<u><u>\$ 284,640</u></u>	<u><u>\$ 256,750</u></u>	<u><u>\$ 267,450</u></u>

Percentage increase/(decrease) 4.17%

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 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-034	Town Engineer	Expended	Expended	Budget	Budget
Contractual Services					
38001	Residential plan review/inspect	\$ 438	\$ 777	\$ 1,000	\$ 1,000
38002	Subdivision inspection/review	2,355	3,525	6,000	3,000
38003	Public Works engineering	1,434	1,898	2,500	2,500
38004	Site plan review	14,643	14,132	9,000	12,000
38005	Road drainage	572	1,872	2,500	2,500
38006	Mapping services	-	-	500	500
38007	General services	7,245	2,278	2,000	2,000
38008	Plan & Zoning/Inland Wetlands	1,315	3,077	1,000	1,000
38009	Erosion/sedimentation review	1,268	1,224	1,000	1,000
38010	Miscellaneous	-	-	500	500
38011	Public safety engineering	-	238	500	500
Total Contractual Services		<u>29,270</u>	<u>29,021</u>	<u>26,500</u>	<u>26,500</u>
01-034	Total Town Engineer	<u>\$ 29,270</u>	<u>\$ 29,021</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 has entered into a fixed rate contract for supplier charges however, delivery charges continue to escalate.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-035	Street Lighting	Expended	Expended	Budget	Budget
Commodities					
62001	Electricity	\$ 114,473	\$ 113,903	\$ 109,000	\$ 114,000
	Total Commodities	114,473	113,903	109,000	114,000
01-035	Total Street Lighting	<u>\$ 114,473</u>	<u>\$ 113,903</u>	<u>\$ 109,000</u>	<u>\$ 114,000</u>
Percentage increase/(decrease)					<u>4.59%</u>

Mission & Purpose:

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

Goals & Objectives:

1. To maintain all Town and BOE properties.
2. Keep all sports fields in playing condition.
3. Continue with the organic lawn care program at all facilities.
4. Install plantings on Main Street and small park at the end of Freestone Avenue.

Accomplishments:

- Successfully maintained Town and BOE properties – landscaping approximately 90 acres of lawns and athletic fields.
- Hired a part-time seasonal worker for both school and town properties.
- Removed excessive vegetation at the small park located at the end of Freestone Avenue.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

01-036	Grounds Maintenance	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 154,994	\$ 161,422	\$ 168,000	\$ 171,500
11003	Part-time payroll	-	-	10,000	11,000
13002	Overtime	16,798	7,181	9,000	9,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>171,792</u>	<u>168,603</u>	<u>187,000</u>	<u>191,500</u>
Contractual Services					
36002	General contract work	7,660	4,833	7,000	7,000
36008	Waste services	-	-	600	600
	Total Contractual Services	<u>7,660</u>	<u>4,833</u>	<u>7,600</u>	<u>7,600</u>
Repairs					
44003	Equipment repair/rental	6,594	4,602	6,000	6,000
	Total Repairs	<u>6,594</u>	<u>4,602</u>	<u>6,000</u>	<u>6,000</u>
Utilities					
51001	Gas & diesel fuel	15,485	18,001	16,000	16,500
	Total Utilities	<u>15,485</u>	<u>18,001</u>	<u>16,000</u>	<u>16,500</u>
Commodities					
61001	Uniforms	1,317	1,349	1,350	1,350
61003	Equipment supplies	3,143	5,094	5,000	5,000
61004	Ground supplies	15,140	18,341	22,000	22,000
67000	Small tools	-	2,175	2,000	2,000
	Total Commodities	<u>19,600</u>	<u>26,959</u>	<u>30,350</u>	<u>30,350</u>
Capital Expenditures					
73000	Equipment purchases	-	2,000	2,500	2,500
	Total Capital Expenditures	<u>-</u>	<u>2,000</u>	<u>2,500</u>	<u>2,500</u>
Miscellaneous					
88016	Miscellaneous	-	20	500	500
	Total Miscellaneous Expenditures	<u>-</u>	<u>20</u>	<u>500</u>	<u>500</u>
01-036	Total Grounds Maintenance	<u><u>\$ 221,131</u></u>	<u><u>\$ 225,018</u></u>	<u><u>\$ 249,950</u></u>	<u><u>\$ 254,950</u></u>

Percentage increase/(decrease) 2.00%

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 who can take pride in our buildings.
2. Install hookups for the portable generator at various town/school buildings.

Accomplishments:

- Demolished the former Youth Services Building on Lower Main Street.
- Completed fire safety improvements at the Portland Library.
- Installed new flooring at the Senior Center.
- Replaced gutters at the Town Garage.
- Replaced outdoor lighting at Fire Company #1 and Portland Library.
- Completed masonry improvements at the Town Hall.
- Purchased a portable generator to be used at various town and school buildings.

Fiscal Notes:

- Personnel expenditures include the full-time salaries of three (3) employees.
- New entry level employee replaces a veteran employee, resulting in a decrease in regular payroll.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

01-037	Town Buildings Maintenance	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 152,689	\$ 158,401	\$ 163,500	\$ 157,400
11003	Part-time payroll	-	-	-	-
13002	Overtime	7,412	10,280	7,000	7,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>160,101</u>	<u>168,681</u>	<u>170,500</u>	164,400
Contractual Services					
31000	Service contracts	27,721	17,350	25,000	25,500
36008	Waste services	-	-	175	175
	Total Contractual Services	<u>27,721</u>	<u>17,350</u>	<u>25,175</u>	25,675
Repairs					
44003	Equipment repair/rental	<u>5,406</u>	<u>7,685</u>	<u>7,500</u>	7,500
	Total Repairs	<u>5,406</u>	<u>7,685</u>	<u>7,500</u>	7,500
Utilities					
51001	Gas & diesel fuel	2,854	5,170	3,575	5,000
53001	Telephone	45,457	50,207	49,800	40,000
53002	Pagers	-	-	-	-
53003	Cell phones	<u>3,787</u>	<u>4,192</u>	<u>5,500</u>	8,000
	Total Utilities	<u>52,098</u>	<u>59,569</u>	<u>58,875</u>	53,000
Commodities					
61001	Uniforms	986	1,002	1,350	1,350
61003	Equipment supplies	1,515	1,566	1,750	2,000
61004	Ground supplies	-	-	-	-
61006	Building supplies	6,946	12,379	6,000	9,000
62001	Electricity	38,115	34,179	36,250	37,500
62002	Water & sewer	1,153	1,219	1,750	1,800
62004	Heating fuel	4,729	3,534	5,500	5,250
67000	Small tools	531	744	750	750
68000	Custodial supplies	<u>10,717</u>	<u>9,760</u>	<u>12,000</u>	13,000
	Total Commodities	<u>64,692</u>	<u>64,383</u>	<u>65,350</u>	70,650
Capital Expenditures					
-	Capital/ADA compliance	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	-
01-037	Total Town Buildings Maintenance	<u><u>\$ 310,018</u></u>	<u><u>\$ 317,668</u></u>	<u><u>\$ 327,400</u></u>	<u><u>\$ 321,225</u></u>

Percentage increase/(decrease) **-1.89%**

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 a safe condition during winter weather conditions.
2. Continue training on snowplow safety.

Accomplishments:

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

Fiscal Notes:

- Climate plays a major role as to whether or not this budget is spent.
- No changes to the budget this year.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-038	Snow Removal	Expended	Expended	Budget	Budget
Personnel Expenditures					
13002	Overtime	\$ 72,689	\$ 29,796	\$ 46,500	\$ 46,500
	Total Personnel Expenditures	<u>72,689</u>	<u>29,796</u>	<u>46,500</u>	<u>46,500</u>
Commodities					
65001	Road materials	<u>52,625</u>	<u>26,253</u>	<u>45,000</u>	<u>45,000</u>
	Total Commodities	<u>52,625</u>	<u>26,253</u>	<u>45,000</u>	<u>45,000</u>
01-038	Total Snow Removal	<u><u>\$ 125,314</u></u>	<u><u>\$ 56,049</u></u>	<u><u>\$ 91,500</u></u>	<u><u>\$ 91,500</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

The Planning and Land Use Administrator provides assistance to the Planning and Zoning Commission, Zoning Board of Appeals, Economic Development Commission, Conservation Commission, 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 Air Line 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 to move forward with approved projects into the construction phase.
5. Assist the Board of Selectmen with property maintenance of abandoned properties, specifically commercial properties.

Accomplishments:

- Assisted the Planning and Zoning Commission with development applications.
- Prepared for submission State and Federal grant applications relative to the future development of the Airline Trail and to provide additional amenities at the Riverfront Park located on Brownstone Avenue.
- Participated on numerous committees on behalf of the Town to recognize and address community needs.
- Participated as a board member of the Connecticut delegation which hosted the annual Southern New England Planning Association (SNEAPA) Conference in Hartford, CT.

Fiscal Notes:

- No significant changes to this department budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-040	Planning Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 92,077	\$ 85,446	\$ 77,500	\$ 78,800
11003	Part-time payroll			\$ 13,000	11,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>92,077</u>	<u>85,446</u>	<u>90,500</u>	<u>89,800</u>
Contractual Services					
31002	Plan consultant	2,900	6,409	6,000	6,000
32000	Conferences, meetings, dues	<u>1,085</u>	<u>928</u>	<u>1,500</u>	<u>1,500</u>
	Total Contractual Services	<u>3,985</u>	<u>7,337</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><u>\$ 96,062</u></u>	<u><u>\$ 92,783</u></u>	<u><u>\$ 98,000</u></u>	<u><u>\$ 97,300</u></u>
Percentage increase/(decrease)					<u><u>-0.71%</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 Department 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 meetings 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 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:

- The proposed budget for this department is a decrease due to a reduction in line item #32000. The ZEO completed the requisite CAZEO classes in FY 2012-2013, so there is no need to budget for the training expense in FY 2013-2014.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

01-041	Zoning Enforce Department	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ -	\$ 10,218	\$ 17,000	\$ 17,600
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	10,218	17,000	17,600
Contractual Services					
32000	Conferences, meetings, dues	-	1,305	950	500
	Total Contractual Services	-	1,305	950	500
Utilities					
51001	Gas & diesel fuel	-	-	200	200
	Total Utilities	-	-	200	200
Commodities					
61003	Equipment supplies	-	-	-	-
	Total Commodities	-	-	-	-
01-041	Total Zoning Enforce Department	\$ -	\$ 11,523	\$ 18,150	\$ 18,300

Percentage increase/(decrease) **0.83%**

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 membered board meets at least twice a month.

Goals & Objectives:

1. Review and revise the zoning regulations and zoning map to meet the changing needs of the community.
2. Assess the completion of tasks as directed in the 10-year Plan of Conservation & Development.
3. Thoroughly review and act upon development applications in a timely manner.
4. Work cooperatively with the Economic Development Commission to encourage the highest and best use of properties located in commercial and industrial areas.

Accomplishments:

- Reviewed and permitted regulated activities and uses located within the designated Aquifer Protection Areas of the well, located on Glastonbury Turnpike.
- Reviewed and approved commercial, industrial and subdivision development proposals.
- Met bi-monthly to discuss the Plan of Conservation and Development (POCD), specifically the section entitled "Grow Smart Economically".
- Adopted Level-A Aquifer Protection Areas on the zoning map.

Fiscal Notes:

- Overall decrease in budget is 10.62%.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 1,892	\$ 1,667	\$ 3,000	\$ 2,500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>1,892</u>	<u>1,667</u>	<u>3,000</u>	<u>2,500</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 Reg, Plan Agency/LCOG	6,304	6,321	6,500	6,300
86016	CT River Assembly	500	500	500	-
	Total Miscellaneous	<u>6,804</u>	<u>6,821</u>	<u>7,000</u>	<u>6,300</u>
01-042	Total Plan & Zoning Commission	<u><u>\$ 8,786</u></u>	<u><u>\$ 8,578</u></u>	<u><u>\$ 11,300</u></u>	<u><u>\$ 10,100</u></u>
Percentage increase/(decrease)					<u><u>-10.62%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

To perform the duties required by the Connecticut General Statutes.

Accomplishments:

- Reviewed and considered applications in accordance with the statutory duties of the ZBA.

Fiscal Notes:

- Slight increase in budget due to expected increased hours required for the board clerk.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-043	Zoning Board of Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 470	\$ 625	\$ 600	\$ 750
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>470</u>	<u>625</u>	<u>600</u>	<u>750</u>
Contractual Services					
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>
01-043	Total Zoning Board of Appeals	<u><u>\$ 560</u></u>	<u><u>\$ 715</u></u>	<u><u>\$ 1,900</u></u>	<u><u>\$ 2,050</u></u>
Percentage increase/(decrease)					<u><u>7.89%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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:

- Budget reflects the addition of enforcement assistance.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-044	Inland Wetlands Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 311	\$ 232	\$ 1,500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>311</u>	<u>232</u>	<u>1,500</u>	<u>500</u>
Contractual Services					
31011	Enforcement officer	-	-	-	2,500
32000	Conferences, meetings, dues	<u>90</u>	<u>255</u>	<u>350</u>	<u>350</u>
	Total Contractual Services	<u>90</u>	<u>255</u>	<u>350</u>	<u>2,850</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>\$ 2,225</u></u>	<u><u>\$ 2,311</u></u>	<u><u>\$ 3,674</u></u>	<u><u>\$ 5,174</u></u>
Percentage increase/(decrease)					<u><u>40.83%</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 Commission, which is comprised of five members.

Goals & Objectives:

1. Review and comment on land use applications relative to conservation easements and open space requirements.
2. Focus on action items listed in Chapter 3 of the POCD related to protecting community resources.
3. Address safety, parking and signage issues related to the newly established Rim Trail at the Reservoir.

Accomplishments:

- Reviewed and commented on land use development applications where conservation easements were accomplished.
- Obtained State approval to construct the walking trail along the rim of the Portland Reservoir.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-045	Conservation Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 48	\$ 84	\$ 600	\$ 300
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	48	84	600	300
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		<u>\$ 123</u>	<u>\$ 84</u>	<u>\$ 850</u>	<u>\$ 550</u>
Percentage increase/(decrease)					<u>-35.29%</u>

Mission & Purpose:

The Economic Development Commission, consisting of five members, meets monthly to study conditions affecting Portland businesses and to discuss commercial proposals that may be heard by the Planning and Zoning Commission. The Commission's activities include promoting new businesses and creating a positive economic environment. The Commission has implemented a recognition program that supports this goal. The EDC's Consultant Staff works closely with the 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 commercial opportunities available within the Town of Portland.
2. Support existing commercial and industrial businesses, continue business recruitment of target providers of goods and services currently unavailable in the community, and continue collaborative marketing of vacant commercial and industrial properties.
3. 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 commission is decreased by 3.77% due to the elimination of account #32000 for conferences, meetings and dues and a \$600 reduction in marketing programs (account #59001).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 237	\$ 338	\$ 750	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>237</u>	<u>338</u>	<u>750</u>	<u>500</u>
Contractual Services					
31005	Grants consultant contract	18,090	20,800	22,000	22,000
32000	Conferences, meetings, dues	-	-	150	-
	Total Contractual Services	<u>18,090</u>	<u>20,800</u>	<u>22,150</u>	<u>22,000</u>
Utilities					
59001	Marketing program	3,786	1,753	3,600	3,000
	Total Utilities	<u>3,786</u>	<u>1,753</u>	<u>3,600</u>	<u>3,000</u>
01-046	Total Economic Dev Commission	<u><u>\$ 22,113</u></u>	<u><u>\$ 22,891</u></u>	<u><u>\$ 26,500</u></u>	<u><u>\$ 25,500</u></u>
Percentage increase/(decrease)					<u><u>-3.77%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- 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 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		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>\$ 114</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>
Percentage increase/(decrease)					<u>0.00%</u>

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- This budget is based on a per capita rate.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-051	Health Department	Expended	Expended	Budget	Budget
Contractual Services					
-	CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009	Chatham Health District	76,408	79,008	78,557	81,005
	Total Contractual Services	76,408	79,008	78,557	81,005
01-051	Total Health Department	<u>\$ 76,408</u>	<u>\$ 79,008</u>	<u>\$ 78,557</u>	<u>\$ 81,005</u>
Percentage increase/(decrease)					<u>3.12%</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.

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As of May 13, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
01-052	Environmental Health				
Personnel Expenditures					
11001	Regular payroll	\$ -	\$ -	\$ -	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
01-052	Total Environmental Health	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Added contributions of \$500 to Middlesex Hospital/Family Access and Rushford Center. Increased Community Health Center contribution by \$500.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
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		2010-2011	2011-2012	2012-2013	2013-2014
		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	1,000
86009	Community Renewal Team	500	500	500	500
86010	Regional Mental Health Board	505	505	505	505
86011	Rushford Center	-	-	-	500
86013	Red Cross Dial-a-Ride	27,717	27,717	29,500	29,500
86014	Rural Transit Program	10,677	10,677	11,000	11,000
86017	Sexual Assault Crisis Center	-	-	-	-
86019	Fam Access/Middlesex Behavioral	500	-	-	500
86029	Brownstone Quorum	500	500	500	500
87004	Emergency Shelter	739	2,421	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	4,489	4,010	5,000	5,000
88007	Veteran's activities	2,489	2,390	4,500	4,500
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
88042	Portland Fireworks	-	-	500	500
88019	Portland Historical Society	-	-	500	500
88020	Portland Fair	-	-	500	500
	Total Miscellaneous	<u>51,116</u>	<u>51,720</u>	<u>59,005</u>	<u>60,505</u>
01-053	Total Social Services	<u><u>\$ 51,116</u></u>	<u><u>\$ 51,720</u></u>	<u><u>\$ 59,005</u></u>	<u><u>\$ 60,505</u></u>
				Percentage increase/(decrease)	<u><u>2.54%</u></u>

Mission & Purpose:

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

Goals & Objectives:

1. Expand evening programs and office hours in an effort to attract working seniors.
2. Continue the development of an ongoing fundraising program to fund projects and enhancements to the senior center.
3. Develop an enhanced tracking program to record member information, program use and building use by seniors and other groups.

Accomplishments:

- Won two programming awards from the CT Association of Senior Center Personnel for “Thrift 101: The Fugal-ista Tour” and for “Fireside Tales”, an oral history program.
- Set up a fundraising committee composed of seven members. The goal of the committee is to raise \$30,000 for projects at the center.
- Completed the self-assessment process as designed by the National Institute of Senior Centers, with the assistance of a group of 30 seniors and community members.
- Installed new flooring in the MaryLou Rice Room.
- The Spirit of Portland Award was re-named “The Ralph Paley Spirit of Portland Award”. Mr. Paley’s children have generously offered to underwrite the annual reception in their father’s honor.

Fiscal Notes:

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



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As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-054	Senior Citizen Center	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 46,003	\$ 47,162	\$ 48,525	\$ 49,250
11003	Part-time payroll	18,169	21,286	19,650	27,450
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>64,172</u>	<u>68,448</u>	<u>68,175</u>	<u>76,700</u>
Contractual Services					
31000	Service contracts	5,333	6,052	6,250	6,500
31006	Instructor fees	3,240	3,290	3,000	3,500
32000	Conferences, meetings, dues	120	487	900	900
36004	Telecommunications	-	-	600	600
	Total Contractual Services	<u>8,693</u>	<u>9,829</u>	<u>10,750</u>	<u>11,500</u>
Commodities					
61000	Office supplies	-	-	-	-
62001	Electricity	10,066	10,317	9,600	10,500
62002	Water & sewer	659	750	625	900
62004	Heating fuel	8,039	6,306	8,500	8,500
	Total Commodities	<u>18,764</u>	<u>17,373</u>	<u>18,725</u>	<u>19,900</u>
Capital Expenditures					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88001	Program services	1,792	790	1,500	2,000
	Total Miscellaneous	<u>1,792</u>	<u>790</u>	<u>1,500</u>	<u>2,000</u>
01-054	Total Senior Citizen Center	<u>\$ 93,421</u>	<u>\$ 96,440</u>	<u>\$ 99,150</u>	<u>\$ 110,100</u>
Percentage increase/(decrease)					<u>11.04%</u>

Mission & Purpose:

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

Goals & Objectives:

1. Continue providing transportation as needed to help seniors maintain their quality of life.
2. Make sure seniors are taking advantage of all programs available to them.

Accomplishments:

- Took delivery last year of a van from the Red Cross by way of the CT DOT. The smaller vehicle will serve our growing transportation needs while being less expensive to operate.
- Assisted with applications for fuel assistance.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
01-055	Municipal Agent for Elderly				
	Personnel Expenditures				
14010	Van drivers stipends	\$ 19,571	\$ 19,524	\$ 23,000	\$ 24,000
	Total Personnel Expenditures	19,571	19,524	23,000	24,000
	Contractual Services				
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	-	-	-	-
	Utilities				
51001	Gas & diesel fuel	4,716	5,873	6,200	6,200
	Total Utilities	4,716	5,873	6,200	6,200
	Miscellaneous				
88011	Veteran's relief	-	-	-	-
	Total Miscellaneous	-	-	-	-
01-055	Total Munic Agent for the Elderly	<u>\$ 24,287</u>	<u>\$ 25,397</u>	<u>\$ 29,200</u>	<u>\$ 30,200</u>
Percentage increase/(decrease)					<u>3.42%</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 the "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 staff and new furnishings and carpet were installed in the Teen Area.

Fiscal Notes:

- No major changes.



Town of Portland, Connecticut
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As of May 13, 2013

01-065	Portland Library	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 273,126	\$ 323,357	\$ 336,600	\$ 345,500
11003	Part-time payroll	131,107	118,212	141,000	142,000
14001	Board clerk	425	675	800	800
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	404,658	442,244	478,400	488,300
Contractual Services					
31000	Service contracts	13,351	18,382	15,000	15,000
32000	Conferences, meetings, dues	1,385	2,243	2,500	2,500
36010	Contract - data bases	3,524	4,005	5,500	5,750
36011	Data processing - Library Connection	28,495	27,837	29,800	31,300
	Total Contractual Services	46,755	52,467	52,800	54,550
Repairs					
44003	Equipment repair/rental	953	276	750	1,000
	Total Repairs	953	276	750	1,000
Utilities					
53000	Postage	1,050	2,030	2,750	2,800
59000	Cataloging	552	552	650	800
	Total Utilities	1,602	2,582	3,400	3,600
Commodities					
61000	Office supplies	4,652	6,182	7,000	7,000
62001	Electricity	44,622	39,752	40,000	46,500
62002	Water & sewer	957	888	1,600	1,600
62004	Heating fuel	22,929	12,630	26,250	18,000
64001	Books	29,335	33,484	36,000	36,000
64002	Discs & videos	2,062	2,398	6,000	6,000
64003	Periodicals	5,923	6,569	6,400	6,400
	Total Commodities	110,480	101,903	123,250	121,500
Miscellaneous					
88001	Program services	198	738	1,000	1,000
	Total Miscellaneous Expenditures	198	738	1,000	1,000
01-065	Total Portland Library	\$ 564,646	\$ 600,210	\$ 659,600	\$ 669,950

Percentage increase/(decrease) 1.57%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No major changes.
- Amounts remain budgeted for potential actuarial costs associated with pension plan negotiations (#37029).
- Medical insurance – claim experience has not been positive this year. Medical carriers have included a percentage increase related to our claim experience, as well as the new Federal Health Care Plan regulations.
- The combined defined benefit plans' required contributions are down slightly for FY 2014.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-071	Employee Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
19001	Vacation pay	\$ 36,368	\$ 37,418	\$ 41,000	\$ 41,000
19002	Longevity	14,175	14,725	15,750	14,900
19003	Sick pay	76,667	89,867	93,000	96,000
19004	Termination benefits pay	28,461	-	62,500	62,500
21001	Medical insurance	907,659	863,928	940,000	961,130
21002	Dental insurance	18,165	17,089	22,000	20,000
21003	Life insurance	12,618	12,938	13,500	13,750
21004	Long-term disability insurance	9,247	9,448	10,000	10,250
22000	FICA/Medicare	285,595	315,186	330,000	338,500
23001	Town pension contributions	421,051	378,121	410,000	418,781
23002	Police pension contribution	285,467	272,457	263,349	237,705
23003	Volunteer Fire pension contribution	60,222	73,233	76,348	74,610
26000	Workers' compensation	178,600	162,600	167,500	168,500
28001	Unemployment compensation	1,759	1,346	4,000	4,000
	Total Personnel Expenditures	<u>2,336,054</u>	<u>2,248,356</u>	<u>2,448,947</u>	<u>2,461,626</u>
Contractual Services					
37029	Collective bargaining	<u>6,000</u>	<u>-</u>	<u>7,500</u>	<u>7,500</u>
	Total Contractual Services	<u>6,000</u>	<u>-</u>	<u>7,500</u>	<u>7,500</u>
01-071	Total Employee Fringe Benefits	<u><u>\$ 2,342,054</u></u>	<u><u>\$ 2,248,356</u></u>	<u><u>\$ 2,456,447</u></u>	<u><u>\$ 2,469,126</u></u>
Percentage increase/(decrease)					<u><u>0.52%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Entered into fixed rate contracts for most insurance policies.

Fiscal Notes:

- Budget reflects a six 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 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		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	102,647	106,335	131,750	138,655
	Total Utilities	102,647	106,335	131,750	138,655
01-073	Total Risk Management	<u>\$ 102,647</u>	<u>\$ 106,335</u>	<u>\$ 131,750</u>	<u>\$ 138,655</u>
Percentage increase/(decrease)					<u>5.24%</u>

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Made all bond payments in a timely fashion.
- Issued refunding bonds on the majority of remaining 2003 and 2004 High School/Middle School bonds in the amount of \$9,510,000. The Town saved considerable amounts over the remaining life of the debt while locking in lower interest rates.

Fiscal Notes:

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

	Bonds Principal #83001	Bonds Interest #83002	Cap Lease Principal #83003	Cap Lease Interest #83004
❖ 2012 Refunding BOE \$9.510M H/MS	\$ 565,000	\$ 249,451	\$ -	\$ -
❖ 1999 GENOB Town & BOE \$7.105M	195,000	54,898	-	-
❖ Remaining \$960K of 2004 GENOB BOE \$9.47M H/MS after 2012 refunding	480,000	28,080	-	-
❖ Fire Department ladder truck (7th of 12 annual payments)	-	-	42,947	14,532
❖ Multi-equipment lease (2 nd of 5 annual payments)	-	-	169,874	13,062
	<u>\$ 1,240,000</u>	<u>\$ 332,429</u>	<u>\$ 212,821</u>	<u>\$ 27,594</u>
				Misc #83005
❖ Miscellaneous (estimated bank fees)				<u>\$ 1,000</u>

Town of Portland, Connecticut
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As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-085	Debt Service	Expended	Expended	Budget	Budget
Debt Service					
83001	Bonds - principal	\$ 1,430,000	\$ 1,205,000	\$ 1,200,000	\$ 1,240,000
83002	Bonds - interest	591,991	540,996	499,082	332,429
83003	Capital leases - principal	62,569	214,807	234,385	212,821
83004	Capital leases - interest	23,864	30,529	34,997	27,594
83005	Miscellaneous	-	-	1,000	1,000
	Total Debt Service	<u>2,108,424</u>	<u>1,991,332</u>	<u>1,969,464</u>	1,813,844
01-085	Total Debt Service	<u><u>\$ 2,108,424</u></u>	<u><u>\$ 1,991,332</u></u>	<u><u>\$ 1,969,464</u></u>	<u><u>\$ 1,813,844</u></u>

Percentage increase/(decrease) **-7.90%**

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 \$43,000 due to lower revenues to the fund.
- Detail of Capital Non-recurring Town & BOE, Account Numbers 90012 and 90013 are as follows:

❖ Fire Department – Refurbish/replace apparatus	\$ 3,000
❖ Fire Department – Hurst Tool Power Unit	4,000
❖ Fire Department -SCBA Bottle Replacement	13,000
❖ Grounds – Replace Big Tex Trailer 18’	6,000
❖ Building Maintenance – Storage Shed Door	10,000
❖ Building Maintenance – Replace Furnaces Various Buildings	100,000
❖ Town-wide - Computers, printers, etc.	19,000
❖ Total Transfer In – General Fund Town/BOE	\$ <u>155,000</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-093	Interfund Transfers Out	Expended	Expended	Budget	Budget
Transfers Out					
90001	Transfer out - Animal Control	\$ 74,415	\$ 75,657	\$ 77,508	\$ 79,912
90002	Transfer out - Youth Services	105,686	105,686	105,686	103,899
90003	Transfer out - Bldg Maintenance	60,000	65,000	65,000	70,000
90004	Transfer out - Town Aid Road	-	-	-	-
90005	Transfer out - Resource Recov	169,125	205,225	176,815	185,844
90006	Transfer out - Other	30,898	125,000	125,000	125,000
90007	Transfer out - Park & Rec	119,000	158,992	139,330	182,330
90008	Transfer out - Open Space	55,956	55,956	55,956	55,956
90012	Transfer out - Cap Non rec Town	230,500	100,000	167,700	155,000
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>865,580</u>	<u>962,516</u>	<u>982,946</u>	<u>962,941</u>
01-093	Total Interfund Transfers Out	<u>\$ 865,580</u>	<u>\$ 962,516</u>	<u>\$ 982,946</u>	<u>\$ 962,941</u>
Percentage increase/(decrease)					<u><u>-2.04%</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 2013-2014
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
01-095	Town Contingency	Expended	Expended	Budget	Budget
Miscellaneous					
84001	Contingency	\$ 61,522	\$ 28,869	\$ 100,000	\$ 100,000
	Total Miscellaneous	<u>61,522</u>	<u>28,869</u>	<u>100,000</u>	<u>100,000</u>
01-095	Total Town Contingency	<u>\$ 61,522</u>	<u>\$ 28,869</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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TOWN OF PORTLAND, CONNECTICUT

OTHER SPECIAL REVENUE FUNDS

SEWER DEPARTMENT

WATER DEPARTMENT

ANIMAL CONTROL DEPARTMENT

TOWN AID ROAD FUND

YOUTH SERVICES DEPARTMENT

RESOURCE RECOVERY DEPARTMENT

BUILDING MAINTENANCE FUND

PARKS & RECREATION DEPARTMENT

ADOPTED BUDGETS

FISCAL YEAR

2013-2014

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. Over the past several years, the Department has seen a reduction in revenues due to the Town losing major users. 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 2013-2014 shows a General Fund contribution of \$79,912, or approximately 67% of the total budget.

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

This budget provides for road maintenance, repair, purchases of salt for the winter months, and purchases of materials for road maintenance projects. This fund is funded by a State of CT grant. The grant is expected to remain at \$240,766 for Fiscal Year 2013-2014.

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 2013-2014 shows a State of CT grant for \$23,000 with the rest of the budget funded by user charges of \$139,201 or 52% of the total budget and a contribution from the General Fund of \$103,899, 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 \$185,844, or 48% of the total budget.

Department Name: ***Building Maintenance Fund*** ***Department #:*** ***11-037***

This budget provides for maintenance and repair projects in Town buildings and schools that do not meet the criteria of the five (5) year capital improvement plan. The estimated budget for FY 2012-2013 shows a contribution from the General Fund of \$70,000, 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 2014 is \$182,330, or 56% of the total budget.

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2013-2014 - Sewer Department
As of May 13, 2013

Sewer Department		2010-2011 Actual Revenue	2011-2012 Actual Revenue	2012-2013 Budgeted Revenue	2013-2014 Estimated Revenue
Charges for Services					
00350	User charges	\$ 748,482	\$ 751,575	\$ 894,990	\$ 937,905
00351	User charges - interest & lien fees	34,945	28,056	35,000	29,000
00352	Sale of nitrogen credits	2,345	-	1,000	1,000
00353	Process material	10,080	8,460	7,500	8,500
00354	Other revenue sources	574	2,085	750	750
00355	PILOT payment	-	-	-	-
00406	Demand Response	3,604	1,014	1,500	-
Total Charges for Services		800,030	791,190	940,740	977,155
Investment Income					
00401	Investment income	231	11	200	10
Total Investment Income		231	11	200	10
Interfund Transfers In					
00502	Transfer in - Other funds	-	-	-	-
Total Interfund Transfers In		-	-	-	-
Total Sewer Department Revenue		\$ 800,261	\$ 791,201	\$ 940,940	\$ 977,165

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Sewer Department
As of May 13, 2013

02-139 Sewer Department	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 207,677	\$ 215,494	\$ 223,500	\$ 226,000
13002 Overtime	12,517	13,744	13,000	14,000
14001 Board clerk	65	105	150	175
- Unused vacation pay			-	-
19002 Longevity	1,450	1,550	1,450	1,550
19003 Sick pay	10,775	11,128	12,500	13,000
21001 Medical insurance	63,627	60,959	67,500	67,500
21002 Dental insurance	1,097	1,024	1,500	1,500
21003 Life insurance	528	544	630	630
21004 Long-term disability insurance	600	619	710	710
22000 FICA/Medicare	16,574	18,611	19,250	19,500
23001 Town pension contribution	20,937	18,584	19,830	20,335
Total Personnel Expenditures	335,847	342,362	360,020	364,900
Contractual Services				
31000 Service contracts	40,316	43,837	46,000	50,000
32000 Conferences, meetings, dues	610	297	1,200	1,200
33001 Audit services	6,024	6,099	6,200	6,300
34001 Data processing	482	833	1,500	1,500
37013 Legal fees	-	-	2,500	2,500
Total Contractual Services	47,432	51,066	57,400	61,500
Repairs				
44003 Equipment repair/rental	28,261	21,211	35,000	35,000
Total Repairs	28,261	21,211	35,000	35,000
Utilities				
51001 Gas & diesel fuel	2,935	3,420	3,900	3,900
52001 Municipal insurance	17,088	17,196	18,375	19,500
53000 Postage	4,260	4,300	4,500	4,500
53001 Telephone	5,407	5,835	6,000	6,000
Total Utilities	29,690	30,751	32,775	33,900

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Sewer Department
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
02-139	Sewer Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 118	\$ 296	\$ 500	\$ 500
61001	Uniforms	1,249	1,216	1,300	1,350
62001	Electricity	119,186	111,624	114,000	118,000
62002	Water & sewer	13,359	16,085	16,000	17,500
62004	Heating fuel	14,753	15,187	16,500	16,500
65002	Sewer supplies	8,343	6,199	11,000	11,500
68000	Custodial supplies	88	868	250	750
69002	Chemicals	3,168	2,851	4,000	4,500
	Total Commodities	<u>160,264</u>	<u>154,326</u>	<u>163,550</u>	<u>170,600</u>
Equipment					
73000	Equipment purchases	3,591	1,654	5,000	5,000
	Total Equipment	<u>3,591</u>	<u>1,654</u>	<u>5,000</u>	<u>5,000</u>
Miscellaneous					
83006	CWF notes - principal	209,957	213,954	215,060	210,300
83007	CWF notes - interest	44,956	40,721	36,420	32,750
88016	Miscellaneous	4,970	7,049	5,000	5,000
	Total Miscellaneous	<u>259,883</u>	<u>261,724</u>	<u>256,480</u>	<u>248,050</u>
Transfers Out					
90015	Transfer out - Cap Non rec Town	58,000	74,500	20,000	47,500
90016	Transfer out - Workers' comp	11,500	10,400	10,715	10,715
	Total Transfers Out	<u>69,500</u>	<u>84,900</u>	<u>30,715</u>	<u>58,215</u>
02-139	Total Sewer Department	<u>\$ 934,468</u>	<u>\$ 947,994</u>	<u>\$ 940,940</u>	<u>\$ 977,165</u>
Percentage increase/(decrease)					<u>3.85%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2013-2014 - Water Department
As of May 13, 2013

Water Department		2010-2011 Actual Revenue	2011-2012 Actual Revenue	2012-2013 Budgeted Revenue	2013-2014 Estimated Revenue
Intergovernmental					
00207	Emergency Management	\$ -	\$ 1,125	\$ -	\$ -
	Total Intergovernmental	-	1,125	-	-
Charges for Services					
00351	User charges - interest & lien fees	\$ 46,589	\$ 28,981	\$ 44,000	\$ 34,000
00354	Miscellaneous	2,320	32,681	4,000	4,000
00356	Meter charges	140,885	138,114	141,000	141,000
00357	Unmetered sales	9,909	16,339	10,000	15,000
00358	Metered sales	785,756	744,304	1,072,145	1,103,312
00359	Private fire protection	8,426	8,091	8,000	8,100
00360	Service connections	3,450	1,750	3,000	3,000
00361	Sales to public authorities	52,343	56,479	52,000	57,750
00362	Cross connection fees	7,475	5,925	7,500	7,500
	Total Charges for Services	1,057,153	1,032,664	1,341,645	1,373,662
Investment Income					
00401	Investment income	124	1,041	100	100
	Total Investment Income	124	1,041	100	100
Interfund Transfers In					
00502	Transfer in - Other funds	-	-	-	-
	Total Interfund Transfers In	-	-	-	-
Total Water Department Revenue		\$ 1,057,277	\$ 1,034,830	\$ 1,341,745	\$ 1,373,762

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Water Department
As of May 13, 2013

03-135 Water Department		2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 135,288	\$ 141,807	\$ 201,500	\$ 204,000
13002	Overtime	26,855	25,029	20,000	23,000
14001	Board clerk	131	106	175	175
-	Unused vacation pay	-	-	-	-
19002	Longevity	550	550	550	900
19003	Sick pay	6,493	6,878	7,500	7,500
21001	Medical insurance	42,130	39,682	68,050	68,050
21002	Dental insurance	987	768	1,325	1,325
21003	Life insurance	344	360	750	750
21004	Long-term disability insurance	392	409	750	750
22000	FICA/Medicare	11,634	12,786	18,000	18,000
23001	Town pension contribution	9,453	9,153	12,500	12,662
Total Personnel Expenditures		234,257	237,528	331,100	337,112
Contractual Services					
31000	Service contracts	21,650	18,629	25,000	25,000
32000	Conferences, meetings, dues	942	1,162	850	1,500
33001	Audit services	7,434	7,527	7,625	7,800
34001	Data processing	619	198	1,500	1,500
37013	Legal fees	240	-	3,000	2,500
38010	Miscellaneous engineering	2,060	695	4,000	4,000
38012	MDC water contract	441,291	522,662	505,000	545,000
Total Contractual Services		474,236	550,873	546,975	587,300
Repairs					
44003	Equipment repair/rental	4,245	8,185	6,000	7,500
Total Repairs		4,245	8,185	6,000	7,500
Utilities					
51001	Gas & diesel fuel	11,090	6,154	7,325	7,325
52001	Municipal insurance	7,762	7,810	8,310	9,000
53000	Postage	5,530	5,523	5,750	5,750
53001	Telephone	5,425	3,105	3,500	3,250
Total Utilities		29,807	22,592	24,885	25,325

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Water Department
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
03-135	Water Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 332	\$ 402	\$ 2,000	\$ 1,000
61001	Uniforms	844	850	1,300	1,350
62001	Electricity	34,334	35,825	33,100	36,000
62004	Heating fuel	-	4,701	6,000	6,000
65003	Water supplies	40,078	16,482	40,000	40,000
69002	Chemicals	3,592	4,059	4,000	5,000
	Total Commodities	<u>79,180</u>	<u>62,319</u>	<u>86,400</u>	<u>89,350</u>
Equipment					
73000	Equipment purchases	-	-	6,500	6,500
	Total Equipment	<u>-</u>	<u>-</u>	<u>6,500</u>	<u>6,500</u>
Miscellaneous					
83001	Bonds - principal	-	-	-	-
83002	Bonds - interest	-	-	-	-
83006	CWF notes - principal	125,135	205,905	206,500	211,100
83007	CWF notes - interest	32,023	52,721	59,210	54,400
88016	Miscellaneous	2,532	2,747	5,000	5,000
	Total Miscellaneous	<u>159,690</u>	<u>261,373</u>	<u>270,710</u>	<u>270,500</u>
Transfers Out					
90006	Transfer out - Other	125,000	-	-	-
90015	Transfer out - Cap Non rec Town	111,500	186,500	60,000	41,000
90016	Transfer out - Workers' comp	9,800	8,900	9,175	9,175
	Total Transfers Out	<u>246,300</u>	<u>195,400</u>	<u>69,175</u>	<u>50,175</u>
03-135	Total Water Department	<u><u>\$ 1,227,715</u></u>	<u><u>\$ 1,338,270</u></u>	<u><u>\$ 1,341,745</u></u>	<u><u>\$ 1,373,762</u></u>

Percentage increase/(decrease) 2.39%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2013-2014 - Animal Control Department
As of May 13, 2013

Animal Control Department		2010-2011 Actual Revenue	2011-2012 Actual Revenue	2012-2013 Budgeted Revenue	2013-2014 Estimated Revenue
Charges for Services					
00303	Property rental	\$ 32,130	\$ 21,771	\$ 31,392	\$ 32,334
00317	Sale of dog licenses	5,169	4,252	5,400	5,400
00354	Miscellaneous	220	129	500	500
00363	Dog surcharge	1,648	1,408	1,750	1,750
Total Charges for Services		39,167	27,560	39,042	39,984
Investment Income					
00401	Investment income	-	-	-	-
Total Investment Income		-	-	-	-
Subtotal Operating Income		39,167	27,560	39,042	39,984
Interfund Transfers In					
00501	Transfer in - General Fund	74,415	75,657	77,508	79,912
Total Interfund Transfers In		74,415	75,657	77,508	79,912
Total Animal Control Dept Revenue		\$ 113,582	\$ 103,217	\$ 116,550	\$ 119,896

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Animal Control Department
As of May 13, 2013

04-140	Animal Control Department	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 43,658	\$ 45,076	\$ 46,500	\$ 47,200
11003	Part-time payroll	9,072	8,559	12,225	12,225
13002	Overtime	3,309	3,266	3,300	3,500
19002	Longevity	150	250	350	250
19003	Sick pay	2,342	2,548	2,750	2,750
21001	Medical insurance	8,810	8,505	9,150	9,350
21002	Dental insurance	219	219	315	315
21003	Life insurance	111	113	150	150
21004	Long-term disability insurance	126	130	210	210
22000	FICA/Medicare	4,143	4,455	4,955	5,000
23001	Town pension contribution	4,352	3,816	4,050	4,161
	Total Personnel Expenditures	76,292	76,937	83,955	85,111
Contractual Services					
31000	Service contracts	2,307	1,634	2,500	3,000
32000	Conferences, meetings, dues	75	150	-	1,000
33001	Audit services	-	-	-	-
33004	Veterinarian fees	1,258	1,055	2,000	2,000
-	Data processing	-	-	-	-
	Total Contractual Services	3,640	2,839	4,500	6,000
Repairs					
44003	Equipment repair/rental	164	2,327	1,750	2,000
	Total Repairs	164	2,327	1,750	2,000
Utilities					
51001	Gas & diesel fuel	3,778	3,978	4,600	4,600
52001	Municipal insurance	842	847	915	975
53000	Postage	600	600	650	650
53001	Telephone	836	623	950	880
54000	Advertising & publications	26	26	150	150
	Total Utilities	6,082	6,074	7,265	7,255

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Animal Control Department
As of May 13, 2013

04-140	Animal Control Department	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Commodities					
61000	Office supplies	\$ 450	\$ 267	\$ 300	\$ 300
61001	Uniforms	406	641	1,000	750
61003	Equipment supplies	441	4,261	1,500	1,750
62001	Electricity	2,919	2,587	2,800	2,800
62002	Water & sewer	795	912	1,500	1,500
62004	Heating fuel	1,285	1,056	1,750	1,750
63002	Dog food	842	1,969	1,300	2,000
68000	Custodial supplies	183	1,151	1,250	1,250
	Total Commodities	<u>7,321</u>	<u>12,844</u>	<u>11,400</u>	<u>12,100</u>
Miscellaneous					
-	Fee share to State	4,600	3,222	5,000	4,750
-	Miscellaneous	-	-	-	-
	Total Miscellaneous	<u>4,600</u>	<u>3,222</u>	<u>5,000</u>	<u>4,750</u>
Transfers Out					
90016	Transfer out - Workers' comp	<u>2,900</u>	<u>2,600</u>	<u>2,680</u>	<u>2,680</u>
	Total Transfers Out	<u>2,900</u>	<u>2,600</u>	<u>2,680</u>	<u>2,680</u>
04-140	Total Animal Control Department	<u>\$ 100,999</u>	<u>\$ 106,843</u>	<u>\$ 116,550</u>	<u>\$ 119,896</u>
Percentage increase/(decrease)					<u>2.87%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2013-2014 - Town Aid Road Fund
As of May 13, 2013

Town Aid Road Fund		2010-2011 Actual Revenue	2011-2012 Actual Revenue	2012-2013 Budgeted Revenue	2013-2014 Estimated Revenue
Charges for Services					
00354	Miscellaneous	-	2,225	-	-
	Total Charges for Services	-	2,225	-	-
Intergovernmental					
00221	State of CT - TAR	\$ 122,088	\$ 118,713	\$ 121,320	\$ 240,766
	Total Intergovernmental	122,088	118,713	121,320	240,766
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	122,088	120,938	121,320	240,766
Interfund Transfers In					
00501	Transfer in - General Fund	-	-	-	-
	Total Interfund Transfers In	-	-	-	-
Total Town Aid Road Fund Revenue		\$ 122,088	\$ 120,938	\$ 121,320	\$ 240,766

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Town Aid Road Fund
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
06-030	Town Aid Road Fund	Expended	Expended	Budget	Budget
Commodities					
65001	Road materials	\$ 122,088	\$ 120,938	\$ 121,320	\$ 240,766
	Total Commodities	<u>122,088</u>	<u>120,938</u>	<u>121,320</u>	<u>240,766</u>
06-030	Total Town Aid Road Fund	<u>\$ 122,088</u>	<u>\$ 120,938</u>	<u>\$ 121,320</u>	<u>\$ 240,766</u>
Percentage increase/(decrease)					<u><u>98.46%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2013-2014 - Youth Services Department
As of May 13, 2013

Youth Services Department		2010-2011 Actual Revenue	2011-2012 Actual Revenue	2012-2013 Budgeted Revenue	2013-2014 Estimated Revenue
Intergovernmental					
00222	State of CT - YSB	\$ 19,000	\$ 19,000	\$ 14,000	\$ 14,000
00223	State of CT - DSS	9,644	8,171	9,000	9,000
Total Intergovernmental		<u>28,644</u>	<u>27,171</u>	<u>23,000</u>	<u>23,000</u>
Charges for Services					
00354	Miscellaneous	759	-	500	500
00364	Program fees - school year	117,644	116,905	129,750	127,701
00365	Resource center fees	9,981	4,987	9,000	9,000
00366	Contributions/donations	1,162	1,674	2,000	2,000
Total Charges for Services		<u>129,546</u>	<u>123,566</u>	<u>141,250</u>	<u>139,201</u>
Investment Income					
00401	Investment income	-	-	-	-
Total Investment Income		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal Operating Income		<u>158,190</u>	<u>150,737</u>	<u>164,250</u>	<u>162,201</u>
Interfund Transfers In					
00501	Transfer in - General Fund	105,686	105,686	105,637	103,899
Total Interfund Transfers In		<u>105,686</u>	<u>105,686</u>	<u>105,637</u>	<u>103,899</u>
Total Youth Services Dept Revenue		<u>\$ 263,876</u>	<u>\$ 256,423</u>	<u>\$ 269,887</u>	<u>\$ 266,100</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Youth Services Department
As of May 13, 2013

07-110 Youth Services Department	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 48,405	\$ 49,975	\$ 51,415	\$ 52,200
11002 Clerical payroll	6,176	4,055	7,250	3,000
12000 Temporary payroll	92,688	83,285	116,122	114,500
19002 Longevity	250	250	250	250
19003 Sick pay	2,689	2,873	2,850	2,850
21001 Medical insurance	17,935	17,302	18,335	18,360
21002 Dental insurance	219	219	300	300
21003 Life insurance	123	126	150	150
21004 Long-term disability insurance	140	145	185	185
22000 FICA/Medicare	6,830	8,215	13,650	13,500
23001 Town pension contribution	4,896	4,293	4,681	4,650
Total Personnel Expenditures	180,351	170,738	215,188	209,945
Contractual Services				
32000 Conferences, meetings, & dues	660	655	700	700
Total Contractual Services	660	655	700	700
Repairs				
44003 Equipment repair/rental	-	-	-	-
Total Repairs	-	-	-	-
Utilities				
52001 Municipal insurance	1,836	1,847	1,975	2,100
53000 Postage	150	150	175	175
53001 Telephone	-	-	-	-
Total Utilities	1,986	1,997	2,150	2,275
Commodities				
61000 Office supplies	602	234	750	750
61006 Building supplies	535	-	750	750
62001 Electricity	4,432	3,926	4,250	4,250
62002 Water & sewer	181	179	250	250
62004 Heating fuel	962	365	1,300	1,100
Total Commodities	6,712	4,704	7,300	7,100

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Youth Services Department
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Programs/Activities					
88038	Miscellaneous programs	\$ -	\$ -	\$ -	\$ -
88039	CRC consulting	27,060	24,315	25,000	27,500
88040	Activity funds	6,098	7,243	14,000	11,500
88041	Activity supplies	943	597	1,250	2,750
	Total Programs/Activities	34,101	32,155	40,250	41,750
Transfers Out					
90016	Transfer out - Workers' comp	4,700	4,200	4,330	4,330
	Total Transfers Out	4,700	4,200	4,330	4,330
07-110	Total Youth Services Department	\$ 228,510	\$ 214,449	\$ 269,918	\$ 266,100
Percentage increase/(decrease)					-1.41%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2013-2014 - Resource Recovery Department
As of May 13, 2013

Resource Recovery Department		2010-2011 Actual Revenue	2011-2012 Actual Revenue	2012-2013 Budgeted Revenue	2013-2014 Estimated Revenue
Charges for Services					
00354	Miscellaneous	\$ 4,798	\$ 2,400	\$ 500	\$ 1,500
00367	Tire fees	1,247	1,210	1,300	1,300
00368	Sale of newsprint	-	-	-	-
00369	Battery recycling	60	-	50	50
00370	Sale of metal	21,636	36,660	22,000	30,000
00371	Facility use permits	28,400	26,915	27,000	27,500
00372	Freon appliance permits	2,545	2,575	3,000	3,000
00373	15 gallon bags to residents	3,352	4,721	3,500	4,250
00374	30 gallon bags to residents	17,874	18,589	18,000	19,000
00375	45 gallon bags to residents	34,559	34,983	40,000	36,000
00376	15 gallon bags to distributors	500	315	400	400
00377	30 gallon bags to distributors	2,700	1,800	2,750	3,000
00378	45 gallon bags to distributors	7,000	5,000	7,500	6,500
00379	Bulky waste	59,174	56,266	60,000	60,000
00380	Anti-freeze disposal	98	63	50	50
00381	Mixed paper	-	-	-	-
00382	Cardboard sales	-	-	-	-
00383	Town demolition	-	56	250	250
00384	Propane tank disposal	460	250	450	450
00399	Single stream recyclables	14,876	10,616	15,000	11,500
	Total Charges for Services	199,279	202,419	201,750	204,750
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	199,279	202,419	201,750	204,750
Interfund Transfers In					
00501	Transfer in - General Fund	169,125	205,225	176,815	185,844
	Total Interfund Transfers In	169,125	205,225	176,815	185,844
Total Resource Recovery Dept Rev		\$ 368,404	\$ 407,644	\$ 378,565	\$ 390,594

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Resource Recovery Dept
As of May 13, 2013

09-120	Resource Recovery Dept	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 143,386	\$ 150,961	\$ 158,500	\$ 163,100
12000	Temporary payroll	-	-	-	-
13002	Overtime	12,806	19,355	13,000	13,000
19002	Longevity	825	825	825	825
19003	Sick pay	4,910	4,691	6,000	6,000
21001	Medical insurance	41,487	37,791	44,400	44,000
21002	Dental insurance	648	648	790	790
21003	Life insurance	364	381	500	500
21004	Long-term disability insurance	415	435	500	515
22000	FICA/Medicare	11,591	12,683	13,750	13,724
23001	Town pension contribution	10,859	10,069	11,000	12,500
	Total Personnel Expenditures	227,291	237,839	249,265	254,954
Contractual Services					
31000	Service contracts	277	38,486	6,000	10,000
34001	Data processing	-	-	1,000	1,800
36004	Telecommunications	1,127	1,130	1,250	1,250
	Total Contractual Services	1,404	39,616	8,250	13,050
Repairs					
44003	Equipment repair/rental	3,996	3,771	4,000	5,000
	Total Repairs	3,996	3,771	4,000	5,000
Utilities					
51001	Gas & diesel fuel	7,401	7,733	10,350	9,000
52001	Municipal insurance	2,144	2,158	2,360	2,500
53001	Telephone	-	5	300	300
	Total Utilities	9,545	9,896	13,010	11,800
Commodities					
61001	Uniforms	651	1,099	1,100	1,125
61003	Equipment supplies	786	88	1,500	1,750
61006	Building supplies	929	174	1,000	1,500
62001	Electricity	1,969	1,676	1,900	2,000
62002	Water & sewer	461	398	475	500
62004	Heating fuel	691	539	1,250	1,100
69003	Bags and stickers	7,486	7,366	11,000	11,000
	Total Commodities	12,973	11,340	18,225	18,975

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Resource Recovery Dept
As of May 13, 2013

09-120	Resource Recovery Dept	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Equipment					
73000	Equipment purchases	\$ -	\$ -	\$ -	\$ -
	Total Equipment	-	-	-	-
Miscellaneous					
88001	Program services	-	-	500	500
88003	Permits - State of CT	930	1,067	1,500	1,500
88012	MSW disposal fees	24,660	25,025	28,000	29,000
88014	BW disposal fees	34,919	41,121	42,500	42,500
88017	Hauling expense	-	-	1,000	1,000
88018	Recycling	3,658	4,195	5,825	5,825
	Total Miscellaneous	64,167	71,408	79,325	80,325
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	-	-	-
90016	Transfer out - Workers' comp	7,000	6,300	6,490	6,490
	Total Transfers Out	7,000	6,300	6,490	6,490
09-120	Total Resource Recovery Dept	\$ 326,376	\$ 380,170	\$ 378,565	\$ 390,594
Percentage increase/(decrease)					3.18%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2013-2014 - Building Maintenance Fund
As of May 13, 2013

Building Maintenance Fund		2010-2011 Actual Revenue	2011-2012 Actual Revenue	2012-2013 Budgeted Revenue	2013-2014 Estimated Revenue
Intergovernmental					
00207	Emergency Management	\$ -	\$ 2,833	\$ -	\$ -
	Total Intergovernmental	-	2,833	-	-
Miscellaneous					
00354	Miscellaneous	\$ 6,667	\$ 1,586	\$ -	\$ -
00366	Contributions/donations	-	-	-	-
	Total Miscellaneous	6,667	1,586	-	-
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	6,667	4,419	-	-
Interfund Transfers In					
00501	Transfer in - General Fund	60,000	105,000	65,000	70,000
	Total Interfund Transfers In	60,000	105,000	65,000	70,000
Total Building Maint Fund Revenue		<u>\$ 66,667</u>	<u>\$ 109,419</u>	<u>\$ 65,000</u>	<u>\$ 70,000</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Building Maintenance Fund
As of May 13, 2013

		2010-2011	2011-2012	2012-2013	2013-2014
		Actual	Actual	Revised	Adopted
11-037	Building Maintenance Fund	Expended	Expended	Budget	Budget
Repairs					
44006	Town maintenance	\$ 35,279	\$ 25,639	\$ 32,500	\$ 35,000
44007	BOE maintenance	34,386	20,381	32,500	35,000
	Total Repairs	<u>69,665</u>	<u>46,020</u>	<u>65,000</u>	<u>70,000</u>
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	-	-	-
	Total Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
11-037	Total Building Maintenance Fund	<u>\$ 69,665</u>	<u>\$ 46,020</u>	<u>\$ 65,000</u>	<u>\$ 70,000</u>
Percentage increase/(decrease)					<u>7.69%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2013-2014 - Parks & Recreation Department
As of May 13, 2013

Parks & Recreation Department		2010-2011 Actual Revenue	2011-2012 Actual Revenue	2012-2013 Budgeted Revenue	2013-2014 Estimated Revenue
Charges for Services					
00354	Miscellaneous	\$ 4,591	\$ 889	\$ 10,000	\$ 1,000
00385	Program fees - adult	11,970	7,519	12,000	7,500
00386	Program fees - youth	21,086	30,670	26,000	26,455
00387	Tee ball fees	2,315	560	2,500	-
00388	Adult softball fees	7,300	8,790	9,000	9,500
00389	Summer playground fees	83,520	86,462	105,000	80,000
00390	Program fees - vacation	-	1,680	3,500	2,000
00391	Summer sports camp	14,519	36,817	22,000	15,000
00392	CT Track club	-	-	-	-
00393	Skateboard park	-	-	-	-
00394	5k race fees	4,714	2,885	2,500	2,500
00395	Trips	2,579	10,827	7,000	2,000
Total Charges for Services		152,594	187,099	199,500	145,955
Investment Income					
00401	Investment income	-	-	-	-
Total Investment Income		-	-	-	-
Subtotal Operating Income		152,594	187,099	199,500	145,955
Interfund Transfers In					
00501	Transfer in - General Fund	119,000	158,992	139,330	182,330
Total Interfund Transfers In		119,000	158,992	139,330	182,330
Total Parks & Rec Dept Revenue		<u>\$ 271,594</u>	<u>\$ 346,091</u>	<u>\$ 338,830</u>	<u>\$ 328,285</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Parks & Rec Department
As of May 13, 2013

12-130	Parks & Recreation Dept	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 56,530	\$ 58,364	\$ 60,100	\$ 61,000
11002	Clerical payroll	18,522	19,244	19,750	19,900
12001	Teen recreation payroll	96,211	98,335	75,000	80,000
13002	Overtime	8,517	7,961	7,000	8,000
14001	Board clerk	495	388	650	550
19002	Longevity	-	-	225	225
19003	Sick pay	1,059	600	1,325	3,500
21001	Medical insurance	12,762	10,864	12,365	13,750
21002	Dental insurance	106	106	200	150
21003	Life insurance	190	196	225	225
21004	Long-term disability insurance	217	223	275	275
22000	FICA/Medicare	13,007	13,807	14,000	14,000
23001	Town pension contribution	2,761	2,960	3,250	3,250
	Total Personnel Expenditures	210,377	213,048	194,365	204,825
Contractual Services					
32000	Conferences, meetings, & dues	625	539	650	650
	Total Contractual Services	625	539	650	650
Repairs					
44003	Equipment repair/rentals	6,299	5,517	7,000	7,000
	Total Repairs	6,299	5,517	7,000	7,000
Utilities					
51001	Gas & diesel fuel	143	179	750	500
52001	Municipal insurance	1,922	1,451	2,400	2,400
53000	Postage	150	125	200	175
53001	Telephone	-	-	700	500
	Total Utilities	2,215	1,755	4,050	3,575
Commodities					
61000	Office supplies	70	393	1,500	1,500
61003	Equipment supplies	-	196	2,000	2,000
62001	Electricity	17,023	16,526	18,600	19,000
62002	Water & sewer	5,017	1,978	2,000	2,750
62004	Heating fuel	962	365	1,400	1,400
	Total Commodities	23,072	19,458	25,500	26,650

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2013-2014 - Parks & Rec Department
As of May 13, 2013

12-130	Parks & Recreation Dept	2010-2011 Actual Expended	2011-2012 Actual Expended	2012-2013 Revised Budget	2013-2014 Adopted Budget
Equipment					
73000	Equipment purchases	\$ 6,024	\$ 8,051	\$ 17,500	\$ 10,500
	Total Equipment	<u>6,024</u>	<u>8,051</u>	<u>17,500</u>	<u>10,500</u>
Miscellaneous					
88001	Program services	58	-	-	-
	Total Miscellaneous	<u>58</u>	<u>-</u>	<u>-</u>	<u>-</u>
Programs/Activities					
88023	Youth tee ball	964	82	1,120	500
88024	Youth basketball	5,548	5,787	7,130	5,000
88025	Youth fitness	-	-	-	-
88026	Summer playground	23,834	23,162	20,160	18,160
88027	Youth programs	4,182	13,589	9,000	12,000
88028	Vacation programs	495	1,570	1,500	1,500
88029	Other recreation programs	-	970	1,000	1,000
88030	Adult softball	8,414	8,717	8,500	8,750
88031	Adult fitness	8,971	5,704	9,900	7,000
88032	Holiday tree lighting	30	-	750	750
88033	Town concerts	-	-	-	-
88034	Trips	5,461	8,475	6,000	1,500
88035	Summer sports camp	21,479	22,390	19,000	13,000
88036	CT Track club	1,475	-	-	-
88037	Community events	731	325	500	500
88038	Miscellaneous programs	-	215	100	100
88051	5K Road Race	2,024	1,302	1,500	1,500
	Total Programs/Activities	<u>83,608</u>	<u>92,288</u>	<u>86,160</u>	<u>71,260</u>
Transfers Out					
90016	Transfer out - Workers' comp	3,850	3,500	3,605	3,825
	Total Transfers Out	<u>3,850</u>	<u>3,500</u>	<u>3,605</u>	<u>3,825</u>
12-130 Total Parks & Rec Department		<u>\$ 336,128</u>	<u>\$ 344,156</u>	<u>\$ 338,830</u>	<u>\$ 328,285</u>
Percentage increase/(decrease)					<u>-3.11%</u>

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 2014 through 2018 is **\$8,138,131** with **\$343,931** specifically approved for FY 2013-2014. Of the \$343,931, **\$155,000** is estimated to be funded through taxation and **\$88,500** is estimated to be funded through water and sewer usage fees. The following list of projects detail this amount:

❖ Fire Department - Refurbish/Replace Equipment	\$ 3,000
❖ Fire Department - Hurst Tool Power Unit	4,000
❖ Fire Department -SCBA Bottle Replacement	13,000
❖ Grounds – Replace Big Tex Trailer 18'	6,000
❖ Building Maintenance – Storage Shed Door	10,000
❖ Building Maintenance – Replace Furnaces Various Buildings	100,000
❖ Town-wide - Computers, printers, etc.	19,000
❖ Total Transfer In – General Fund Town	<u>\$ 155,000</u>

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

❖ Park and Field Improvements	\$ 35,431
❖ Municipal Parking Lot Improvements	25,000
❖ Library Bathroom Improvements	30,000
❖ Sidewalk Reconstruction	10,000
❖ Total LOCIP-funded projects	<u>\$ 100,431</u>

Town of Portland, Connecticut
 Adopted Capital Improvement Plan - Fiscal Years 2014 Through 2018
 As of May 13, 2013

Capital Improvement Plan		Fiscal Years					Total
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Estimated Revenue Sources							
00114	Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214	State of CT grants	100,431	100,000	100,000	100,000	100,000	500,431
00354	Other	-	-	-	-	-	-
00501	Transfer in - General Fund Town	155,000	650,000	650,000	650,000	650,000	2,755,000
00502	Transfer in - Parks & Rec Dept	-	-	-	-	-	-
00502	Transfer in - Res Rec Dept	-	-	-	-	-	-
00502	Transfer in - Sewer Department	47,500	47,500	70,000	120,000	85,000	370,000
00502	Transfer in - Water Department	41,000	82,500	72,000	77,500	73,000	346,000
00503	General obligation bonds	-	1,919,100	811,600	641,000	-	3,371,700
00504	Capital lease proceeds	-	556,500	-	-	238,500	795,000
00505	Prior approved allocations	-	-	-	-	-	-
Total Estimated Revenue Sources		\$ 343,931	\$ 3,355,600	\$ 1,703,600	\$ 1,588,500	\$ 1,146,500	\$ 8,138,131

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2014 Through 2018
As of May 13, 2013

08-141	Capital Improvement Plan	Fiscal Years					Total
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Departmental Expenditure Summary							
89010	Board of Education	\$ -	\$ 1,053,000	\$ 275,000	\$ 374,000	\$ 165,000	\$ 1,867,000
89020	Building/Planning Depts	-	134,000	100,000	100,000	100,000	434,000
89030	Emergency Management	-	6,000	6,000	-	7,000	19,000
89040	Fire Department	20,000	596,500	45,000	16,000	34,000	711,500
89050	Grounds Maintenance	6,000	131,000	148,300	117,000	-	402,300
89060	Library	-	48,100	22,300	54,500	21,000	145,900
89070	Parks & Recreation	35,431	70,000	246,000	246,000	246,000	843,431
89080	Police Department	-	60,000	60,000	60,000	60,000	240,000
89090	Public Works	175,000	914,000	513,000	314,000	269,000	2,185,000
89100	Resource Recovery	-	13,000	5,000	14,000	5,000	37,000
89110	Sewer Department	47,500	47,500	70,000	120,000	85,000	370,000
89120	Town-Wide Improvements	19,000	200,000	141,000	95,500	81,500	537,000
89130	Water Department	41,000	82,500	72,000	77,500	73,000	346,000
Total Departmental Summary		\$ 343,931	\$ 3,355,600	\$ 1,703,600	\$ 1,588,500	\$ 1,146,500	\$ 8,138,131

Departmental Expenditure Detail

89010	Board of Education					
Brownstone School						
Replace various restrooms	\$	-	\$ 95,000	\$ 95,000	\$ 95,000	\$ 380,000
Paving		-	115,000	-	-	115,000
Second floor flooring asbestos			112,000	112,000	-	224,000
Replace windows & frames		-	235,000	-	-	235,000
Roof repairs/replacement		-	20,000	-	-	20,000
Total Brownstone School		-	577,000	207,000	95,000	974,000
Gildersleeve School						
Paving		-	75,000	-	-	75,000
Total Gildersleeve School		-	75,000	-	-	75,000
High/Middle School						
Building improvements		-	75,000	-	75,000	150,000
Rubber track improvements/replace		-	10,000	-	60,000	70,000
Total High/Middle School		-	85,000	-	135,000	220,000
System Wide BOE						
Van replacement - wheelchair		-	48,000	-	-	48,000
Van replacement		-	45,000	-	45,000	90,000
Stair railing (multi locations per FM)		-	-	-	24,000	24,000
Security & safety		-	100,000	-	-	100,000
Bus replacement		-	63,000	68,000	-	201,000
Total System Wide		-	256,000	68,000	69,000	463,000

L Project anticipated to be funded by LOCIP for FY 2013-2014

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2014 Through 2018
As of May 13, 2013

08-141	Capital Improvement Plan	Fiscal Years					Total
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Departmental Expenditure Detail (Continued)							
Valley View School							
	Removal/replacement asbestos tile	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
	Modular improvements	-	35,000	-	-	-	35,000
	Paving	-	-	-	75,000	-	75,000
	Total Valley View School	-	60,000	-	75,000	-	135,000
	Total Board of Education	-	1,053,000	275,000	374,000	165,000	1,867,000
89020 Building/Planning Depts							
	Grant match/leverage funds	-	50,000	50,000	50,000	50,000	200,000
	Permitting software	-	34,000	-	-	-	34,000
	Land acquisition	-	50,000	50,000	50,000	50,000	200,000
	Total Building/Planning Depts	-	134,000	100,000	100,000	100,000	434,000
89030 Emergency Management							
	EOC equipment	-	6,000	6,000	-	7,000	\$ 19,000
	Emergency equipment (lighting, etc)	-	-	-	-	-	-
	Total Emergency Management	-	6,000	6,000	-	7,000	19,000
89040 Fire/Fire Marshal Department							
	Refurbish/replace apparatus	3,000	556,500	-	-	-	559,500
	Hurst Tool Power Unit	4,000	-	-	-	-	4,000
	SCBA bottle replacement	13,000	14,000	15,000	16,000	18,000	76,000
	Thermal imaging cameras	-	11,000	15,000	-	16,000	42,000
	Pick up truck w/ cap-fire marshal	-	15,000	15,000	-	-	30,000
	Total Fire/Fire Marshal Department	20,000	596,500	45,000	16,000	34,000	711,500
89050 Grounds Maintenance							
	Ride on mower replacement	-	-	6,000	6,000	-	12,000
	Paint sprayer replacement	-	-	2,300	-	-	2,300
	Walk behind mower replacement	-	-	9,000	-	-	9,000
	Miscellaneous grounds equipment	-	-	5,000	5,000	-	10,000
	Replace '88 International trailer 16'	-	5,000	-	-	-	5,000
	Replace 2002 Bobcat & attachments	-	20,000	20,000	-	-	40,000
	Replace John Deere Loader (used)	-	10,000	20,000	20,000	-	50,000
	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
	Replace dump body truck '04 F350	-	5,000	-	-	-	5,000
	Replace Big Tex Trailer 18'	6,000	-	-	-	-	6,000
	Replace 1998 L/S Trailer 16'	-	5,000	-	-	-	5,000
	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	6,000	131,000	148,300	117,000	-	402,300

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Departmental Expenditure Detail (Continued)							
89060	Library						
	Computers and printers	\$ -	\$ 13,800	\$ 6,800	\$ 8,000	\$ 7,000	\$ 35,600
	Server replacement	-	6,500	-	6,500	-	13,000
	Furnishings and lighting	-	9,800	-	20,000	-	29,800
	Book drop	-	-	-	-	14,000	14,000
	Service desk replacement	-	-	-	20,000	-	20,000
	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	-	48,100	22,300	54,500	21,000	145,900
89070	Parks & Recreation						
	Gildersleeve School field renov	-	-	236,000	236,000	236,000	708,000
	Veteran's Park	-	60,000	-	-	-	60,000
	Park and field improvements	35,431	L 10,000	10,000	10,000	10,000	75,431
	Total Parks & Recreation	35,431	70,000	246,000	246,000	246,000	843,431
89080	Police Department						
	Equipped cruiser replacement	-	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 240,000
	Interrogation room upgrades	-	-	-	-	-	-
	Total Police Department	-	60,000	60,000	60,000	60,000	240,000
89090	Public Works						
	Office of the Director						
	Replace supervisor vehicle	-	25,000	-	-	-	25,000
	Total Office of the Director	-	25,000	-	-	-	25,000
	Building Maintenance						
	Carpeting in planning development	-	5,000	5,000	-	-	10,000
	Replace generator at Town Hall	-	25,000	25,000	-	-	50,000
	Library carpet replacement	-	62,000	62,000	-	-	124,000
	Library bathroom upgrade	30,000	L -	-	-	-	30,000
	Library painting	-	-	25,000	25,000	-	50,000
	Flooring - Senior Center	-	7,500	-	-	-	7,500
	Roof at Storage Shed	-	15,000	-	-	-	15,000
	Roof at Senior Center	-	25,000	-	-	-	25,000
	Replace Underground Propane Tanks	-	-	-	-	25,000	25,000
	Storage shed door	10,000	-	-	-	-	10,000
	Windows various locations	-	20,000	10,000	10,000	10,000	50,000
	Overhead doors various buildings	-	20,000	10,000	10,000	10,000	50,000
	Replace bldg maintenance pickup	-	27,500	-	-	-	27,500
	Municipal parking lot improvements	25,000	L 30,000	30,000	30,000	30,000	145,000
	Masonry Repairs Town-wide	-	10,000	10,000	10,000	-	30,000
	Replace furnaces - various buildings	100,000	30,000	30,000	-	-	160,000
	Rehab garage - Buck Foreman(BF)	-	8,000	8,000	-	-	16,000
	Total Building Maintenance	165,000	285,000	215,000	85,000	75,000	825,000

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
Departmental Expenditure Detail (Continued)							
Highway Division/Vehicle Maintenance							
	Replace mechanics truck	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 40,000
	Replace excavator	-	30,000	30,000	-	-	60,000
	Scraper plow replacements	-	-	-	-	9,000	9,000
	Replace Crewleader's Pick Up	-	20,000	20,000	-	-	40,000
	Large dump trucks replacement	-	173,000	88,000	89,000	90,000	440,000
	Large roller replacement	-	20,000	20,000	20,000	-	60,000
	Tractor and mower replacement	-	50,000	50,000	50,000	-	150,000
	Sidewalk repair/construction	10,000	L 25,000	25,000	25,000	25,000	110,000
	Replace street signs	-	40,000	20,000	20,000	20,000	100,000
	Small dump truck replacement	-	60,000	-	-	-	60,000
	Purchase used forklift	-	10,000	-	-	-	10,000
	Stoner Terrace Drainage Improv	-	106,000	-	-	-	106,000
	Purchase sand spreader	-	-	-	-	25,000	25,000
	Repair/replace guardrails	-	50,000	25,000	25,000	25,000	125,000
	Total Highway Division	10,000	604,000	298,000	229,000	194,000	1,335,000
	Total Public Works	175,000	914,000	513,000	314,000	269,000	2,185,000
89100	Resource Recovery						
	Purchase compactor/containers	-	8,000	-	9,000	-	17,000
	Facility improvements	-	5,000	5,000	5,000	5,000	20,000
	Total Resource Recovery	-	13,000	5,000	14,000	5,000	37,000
89110	Sewer Department						
	Purchase vacuum attachment	25,000	-	-	-	-	25,000
	Plant and system improvements	22,500	47,500	35,000	35,000	35,000	175,000
	Install screenings washer/press	-	-	-	50,000	50,000	100,000
	Replace sewer cleaning truck	-	-	35,000	35,000	-	70,000
	Total Sewer Department	47,500	47,500	70,000	120,000	85,000	370,000
89120	Town-Wide Improvements						
	Computers incl peripherals/printers	19,000	27,500	27,000	28,000	28,000	129,500
	Wide Scanner	-	-	-	-	-	-
	Upgrade computers - Fire	-	3,000	2,500	3,000	1,000	9,500
	Upgrade computers - Police	-	4,500	10,000	-	2,500	17,000
	Upgrade computers - Sen Center	-	2,500	1,000	1,000	-	4,500
	GIS Reimplementation	-	22,500	2,500	5,000	5,000	35,000
	Revaluation	-	65,000	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	16,000	5,000	-	56,000
	Water & Sewer fixed network antennae	-	-	22,000	-	-	22,000
	Cameras on Veterans' monument	-	-	-	8,500	-	8,500
	Total Town-Wide Improvements	19,000	200,000	141,000	95,500	81,500	537,000

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		2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	
89130	Water Department						
	Pump station & facility upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
	Water main replacement	10,000	10,000	10,000	10,000	10,000	50,000
	Repaint storage tank interiors	-	-	-	-	-	-
	Replace large water meters	-	-	-	5,000	-	5,000
	Replace mainline valves	10,000	10,000	10,000	10,000	10,000	50,000
	Remote read meters	6,000	6,500	7,000	7,500	8,000	35,000
	Purchase small pick up truck	-	41,000	-	-	-	41,000
	Replace utility truck	-	-	30,000	30,000	30,000	90,000
	Replace fire hydrants	10,000	10,000	10,000	10,000	10,000	50,000
	Total Water Department	41,000	82,500	72,000	77,500	73,000	346,000
08-141	Total Capital Improvement Plan	\$ 343,931	\$ 3,355,600	\$ 1,703,600	\$ 1,588,500	\$ 1,146,500	\$ 8,138,131