

TOWN OF PORTLAND, CONNECTICUT



ADOPTED BUDGETS

FISCAL YEAR 2011-2012

TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2012

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TOWN OF PORTLAND, CONNECTICUT

**ANNUAL BUDGET DOCUMENT
FOR THE YEAR ENDED JUNE 30, 2012**

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**OFFICE OF THE FIRST SELECTWOMAN
TOWN OF PORTLAND
33 East Main Street
P.O. Box 71
Portland, Connecticut 06480**

June 28, 2011

Dear Fellow Residents and Taxpayers:

Enclosed is the Adopted 2011-2012 General Government & Board of Education Budget of \$29,815,801. The following is a list of budget highlights, goals and objectives for the upcoming fiscal year 2012:

Grand List :

- Total Value: \$856,549,611 (*0.61% increase*)

Note: The Grand List value is an estimate and subject to change based on pending appeals.

Value of one mill: \$856,550 (*increased from \$852,152*)

Revenues Needed:

- Taxation: 28.15 (*0.35 mill increase or 1.25% mill rate increase- SUBJECT TO CHANGE, based on final State /Federal revenues and any further adjustments.*)
- All other revenues: \$5,828,752 (*\$214,394 decrease from 2010-11*)
- Allocation from Fund Balance: \$300,000 (*2010-11 estimated the use of \$300,000*)

Expenditures:

- Total Expenditures: \$29,815,801 (*+\$196,370 (0.66% increase over 2010-11 adopted budget)*)
- General Government increase : + 196,370(*1.70% increase over 2010-11 adopted budget*)
- Board of Education increase: + 0 (*no increase over 2010-11 adopted budget*)

Accomplishments 2010-2011:

- Completed project for the energy system upgrades at the Portland Library (Federal ARRA funds).
- Chip sealed several miles of town roads using a \$230,000 grant from the Federal ARRA program.
- Completed the State Small Town Economic Assistance Program (STEAP) grant-funded Brownstone Avenue Project Phase II. This project included a new paved parking lot and sidewalks along Middlesex Avenue to Brownstone Avenue.
- Obtained STEAP funding in the amount of \$200,000 for the Brownstone Avenue Project, Phase III. We will be developing plans for a pavilion at the Riverfront Park using this grant.
- Repaved two municipal parking lots on Main Street, renovated the entrance and sidewalks at the Portland Library, replaced guide rails on Old Marlborough Turnpike and Thompson Hill Road, and made improvements to the Agogliati Field on Middlesex Avenue. These projects were all funded by the State Local Capital Improvement Program (LOCIP).
- Started the grant-funded streetscape project along Main Street. The expected completion date is August 2011. This project uses federal and state funds only.
- Started the High Street water tank refurbishment project in the fall of 2010. The majority of this project will take place in the Spring and Summer of 2011. This project has been funded by a loan from the Drinking Water State Revolving Loan Fund (DWSRF), which provides loans at 2%.
- Installed the new High Street Water Main. In the spring of 2011, paving and landscaping improvements were made to complete the project. This project uses the DWSRF and water users' funds.

Goals and Objectives 2011-2012:

- 1) Continue careful use of all Town funds, while addressing our needs.
 - a) Hold public workshops to address citizen input and a clear understanding of our fiscal needs to run the town.
 - b) Pass a budget on the first referendum.
- 2) Work with the Board of Education to maintain and improve our schools.
 - a) The Selectmen and the Board of Education will continue to meet regularly with the Finance Director, who manages the finances for both the General Town Government and the Board of Education.
 - b) Review and implement as appropriate the report from the Study Committee for School Building Utilization. The Report was received by the Board of Selectmen in June 2011.
- 3) Continue to increase economic development. Our Economic Development Commission and their consultant have been very successful at recruiting and retaining businesses.
 - a) Reinvigorate the Portland TownPlace project.
 - b) Assist with the new businesses planned for Main Street & Route 66.
- 4) Improve our Parks.
 - a) Implement Brownstone III for the Brownstone Quarry Riverfront Park and complete the pavilion project.
 - b) Pursue the application for a STEAP grant to establish plans for the town-owned 37-acre property on Route 17. This complex is slated to include soccer fields, baseball/softball fields, an outdoor basketball court, walking trails, and a pavilion to serve as a concession stand for the sports leagues.
- 5) Continue the planned improvements to the water and sewer systems and town-owned roads.
 - a) Analyze the water system and develop goals for the future.
 - b) Complete the Level A Mapping Project.
 - c) Complete the Water Storage Tank Project (DWSRL Funds).
 - d) Review the needs of the Sewer system.
 - e) Improve town roads.
- 6) Continue work on the Town's Energy Plan for all town and school buildings 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 Citizens Emergency Response Team.
 - c) Pursue grants for increased youth services – particularly in the area of substance abuse prevention.
 - 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, vaccination programs and other health related matters.

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

Sincerely yours,


Susan S. Bransfield

**TOWN OF PORTLAND, CONNECTICUT
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2011-2012**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2011-2012 Expenditure Budgets	\$ 11,719,489	\$ 18,096,312	\$ 29,815,801
Less: Direct Revenue Estimates	<u>(1,487,245)</u>	<u>(4,341,507)</u>	<u>(5,828,752)</u>
Net Budget	10,232,244	13,754,805	23,987,049
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	10,082,244	13,604,805	23,687,049
Plus Adjustment *	<u>179,582</u>	<u>242,325</u>	<u>421,907</u>
Amount to be Raised	\$ 10,261,826	\$ 13,847,130	\$ 24,108,956
Adopted 2011-2012 Mill Rate	11.98	16.17	28.15
Adopted 2010-2011 Mill Rate	<u>11.60</u>	<u>16.20</u>	<u>27.80</u>
Mill Rate (Decrease) Increase	<u>0.38</u>	<u>(0.03)</u>	<u>0.35</u>
Mill Rate % (Decrease) Increase	<u>3.28%</u>	<u>-0.21%</u>	<u>1.25%</u>

One Mill = \$ 856,550 Before Board of Assessment
Appeals (BAA) Hearings

Grand List Value = \$ 856,549,611

* Adjustment includes reserve for uncollected taxes at 1.75% *

** Board of Education budget detail found in separate budget document prepared by BOE **

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Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

General Government & Board of Education Revenue		2008-2009 Actual Revenue	2009-2010 Actual Revenue	2010-2011 Budgeted Revenue	2011-2012 Estimated Revenue
Property Taxes					
00010	Prop taxes - current	\$ 22,024,411	\$ 22,410,899	\$ 23,276,285	\$ 23,687,049
00011	Prop taxes - prior years	252,188	411,437	275,000	325,000
00012	Prop taxes - interest & liens	170,477	227,455	170,000	215,000
00013	Prop taxes - supp motor vehicle	184,310	150,898	185,000	175,000
00014	Prop taxes - prior years accrual	-	-	-	-
Total Property Taxes		22,631,386	23,200,689	23,906,285	24,402,049
State of CT - Education					
00101	Education cost sharing grant	4,233,997	4,268,060	4,272,257	4,272,257
00102	School transportation grant	127,580	71,832	113,843	69,250
00103	Special education equity grant	-	-	-	-
00104	Miscellaneous education grants	-	45,949	-	-
Total State of CT - Education		4,361,577	4,385,841	4,386,100	4,341,507
State of CT - General Government					
00201	PILOT - State property	28,973	24,076	31,248	29,560
00202	Pequot & Mohegan	67,169	33,255	33,170	34,300
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	53,389	53,227	52,000	52,500
00205	Boat registration fees	14,858	7,613	14,858	10,000
00206	PILOT - totally disabled tax relief	648	654	600	650
00207	Emergency management	2,625	1,957	3,000	3,000
00208	PILOT - elderly freeze	2,000	2,000	-	-
00210	PILOT - veteran's exemption	6,046	5,884	6,000	6,000
00214	Other revenues - State of CT	27,639	22,857	15,000	20,000
00216	PILOT - machinery & equipment	83,456	117,630	120,000	-
00220	School construction grant	240,111	192,616	127,685	-
Total State of CT - General Government		526,914	461,769	403,561	156,010
Investment Income					
00401	Investment income	81,187	44,120	60,000	45,000
Total Investment Income		81,187	44,120	60,000	45,000

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

General Government & Board of Education Revenue		2008-2009 Actual Receipts	2009-2010 Actual Receipts	2010-2011 Budgeted Revenue	2011-2012 Estimated Revenue
Charges for Services					
00301	PILOT - housing authority	\$ 19,712	\$ 25,877	\$ 19,000	\$ 20,000
00302	PILOT - telecommunications	48,662	33,317	49,000	-
00303	Property rental	36,997	118,670	85,000	150,000
00304	Miscellaneous Finance	20,692	7,013	5,000	10,000
00305	Pin ball permits	155	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	8,000	1,000	1,000	1,000
00309	Vendor permits	44	84	50	50
00310	Accident reimbursements	8,806	7,843	5,000	5,000
00311	Workers compensation reimb	22,399	18,969	20,000	20,000
00312	Conveyance tax	72,285	80,297	75,000	75,000
00313	Vital statistics	5,525	7,771	6,750	7,500
00314	Recording fees	47,796	48,528	48,500	48,500
00315	Miscellaneous Town Clerk	8,290	8,436	7,750	8,000
00316	Publication sales	361	93	500	500
00317	Licenses	1,585	1,947	1,750	1,750
00319	Fire Marshal revenue	1,230	1,443	1,000	1,250
00320	Report copies	4	1,134	1,250	1,250
00321	Gun permits	1,540	2,765	1,250	1,500
00322	Raffle permits	130	95	185	185
00323	Miscellaneous Police	3,278	425	500	500
00324	Private duty	216,286	150,654	140,000	120,000
00325	Senior Center Program fees	1,275	2,256	1,500	1,750
00326	Demolition permits	-	-	50	50
00327	Miscellaneous Building Dept	1,053	765	1,000	1,000
00328	Structural permits	45,256	57,297	62,000	70,000
00329	Electrical permits	3,080	4,281	-	-
00330	Mechanical permits	6,919	5,732	-	-
00331	Plumbing permits	1,001	1,231	-	-

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

General Government & Board of Education Revenue		2008-2009 Actual Receipts	2009-2010 Actual Receipts	2010-2011 Budgeted Revenue	2011-2012 Estimated Revenue
Charges for Services (Continued)					
00332	Miscellaneous Public Works	\$ -	\$ 126	\$ 100	\$ 100
00334	Sale - construction plans	425	700	100	100
00335	Excavation permits	380	1,041	650	650
00336	Zoning permit fees	2,970	2,756	3,000	3,000
00337	P & Z hearings	13,021	8,944	12,500	10,000
00338	ZBA applications	1,950	2,250	2,500	2,500
00339	IW applications	1,000	1,105	1,000	1,000
00340	Fines	9,077	7,869	9,500	8,000
00354	Miscellaneous	22,976	1,024	1,000	1,000
00405	Sale of town property	28,714	-	-	-
	Total Charges for Services	662,874	613,738	563,485	571,235
Total GG & BOE Revenue		<u>\$ 28,263,938</u>	<u>\$ 28,706,157</u>	<u>\$ 29,319,431</u>	<u>\$ 29,515,801</u>

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

		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
General Government						
001	Board of Selectmen	\$ 14,000	\$ 14,000	0.00%	\$ 14,250	1.79%
002	First Selectwoman	147,764	147,764	0.00%	149,864	1.42%
003	Ethics Commission	1,652	1,652	0.00%	1,300	-21.31%
006	Probate Court	3,825	3,825	0.00%	9,500	148.37%
007	Elections	36,000	36,000	0.00%	34,000	-5.56%
010	Finance Department	343,690	343,690	0.00%	352,640	2.60%
011	Collector of Revenue	83,030	83,030	0.00%	76,580	-7.77%
012	Assessor	121,945	121,945	0.00%	138,939	13.94%
013	Board of Assessment Appeals	650	650	0.00%	2,325	257.69%
014	Town Counsel	80,000	80,000	0.00%	81,000	1.25%
015	Town Clerk	173,500	173,500	0.00%	177,750	2.45%
016	Central Services	118,500	118,500	0.00%	118,500	0.00%
017	Technology Department	162,550	162,550	0.00%	180,050	10.77%
	Total General Government	1,287,106	1,287,106	0.00%	1,336,698	3.85%
		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Public Safety						
020	Fire Departments	264,675	264,675	0.00%	276,225	4.36%
021	Fire Marshal	30,550	30,550	0.00%	37,550	22.91%
022	Emergency Dispatch	93,000	93,000	0.00%	96,255	3.50%
023	Police Department	1,121,250	1,121,250	0.00%	1,149,450	2.52%
024	Emergency Management	10,550	10,550	0.00%	10,700	1.42%
025	Building Department	89,510	89,510	0.00%	92,010	2.79%
	Total Public Safety	1,609,535	1,609,535	0.00%	1,662,190	3.27%

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

		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Public Works						
031	Public Works Director	\$ 192,400	\$ 192,400	0.00%	\$ 198,000	2.91%
032	Highway Department	767,050	767,050	0.00%	797,150	3.92%
033	Vehicle Maintenance	262,800	262,800	0.00%	247,300	-5.90%
034	Town Engineer	26,000	26,000	0.00%	26,500	1.92%
035	Street Lighting	121,500	121,500	0.00%	121,000	-0.41%
036	Grounds Maintenance	222,800	222,800	0.00%	231,450	3.88%
037	Town Building Maintenance	312,425	312,425	0.00%	327,775	4.91%
038	Snow Removal	96,500	96,500	0.00%	101,500	5.18%
	Total Public Works	2,001,475	2,001,475	0.00%	2,050,675	2.46%
		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Planning & Development						
040	Planning Department	99,500	99,500	0.00%	103,000	3.52%
041	Zoning Enforcement	-	-		12,550	
042	Planning & Zoning Commission	11,094	11,094	0.00%	11,121	0.24%
043	Zoning Board of Appeals	1,900	1,900	0.00%	1,900	0.00%
044	Inland Wetlands Commission	3,674	3,674	0.00%	3,674	0.00%
045	Conservation Commission	850	850	0.00%	850	0.00%
046	Economic Dev Commission	26,500	26,500	0.00%	26,500	0.00%
047	Capital Expenditures Commission	300	300	0.00%	500	66.67%
	Total Planning & Development	143,818	143,818	0.00%	160,095	11.32%
		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Health & Human Services						
051	Health Department	76,500	76,500	0.00%	79,010	3.28%
052	Environmental Health	-	-		-	
053	Social Services	54,139	54,139	0.00%	57,505	6.22%
054	Senior Citizen Center	97,300	97,300	0.00%	100,075	2.85%
055	Municipal Agent for the Elderly	24,500	24,500	0.00%	27,000	10.20%
	Total Health & Human Services	252,439	252,439	0.00%	263,590	4.42%

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

		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
	Portland Library					
065	Portland Library	\$ 615,600	\$ 615,600	0.00%	\$ 658,800	7.02%
		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
	Employee Fringe Benefits					
071	Employee Fringe Benefits	2,442,132	2,442,132	0.00%	2,444,290	0.09%
		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
	Risk Management					
073	Risk Management	120,000	120,000	0.00%	123,000	2.50%
		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
	Debt Service					
085	Debt Service	2,109,434	2,109,434	0.00%	2,030,735	-3.73%
	Total Debt Service	2,109,434	2,109,434	0.00%	2,030,735	-3.73%
		Final Budget 2009-2010	Revised Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
	Sundry					
093	Interfund Transfers Out	841,580	841,580	0.00%	889,416	5.68%
095	Town Contingency	100,000	100,000	0.00%	100,000	0.00%
	Total Sundry	941,580	941,580	0.00%	989,416	5.08%
	Total General Gov't Budget	\$ 11,523,119	\$ 11,523,119	0.00%	\$ 11,719,489	1.70%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Salaries		2009-2010	2010-2011	(Decrease)	2011-2012	(Decrease)
11011	Certified Salaries	\$ 7,995,350	\$ 8,276,086	3.51%	\$ 8,258,189	-0.22%
11012	Non-Certified Salaries	2,373,039	2,442,733	2.94%	2,370,320	-2.96%
11014	Coaching Salaries	120,321	127,806	6.22%	129,580	1.39%
11015	Extracurricular Salaries	75,779	123,056	62.39%	104,909	-14.75%
12000	Temporary Salaries	139,772	124,175	-11.16%	127,820	2.94%
12022	Substitute Salaries	154,639	90,635	-41.39%	115,966	27.95%
12023	Tutor Salaries	24,080	36,975	53.55%	36,975	0.00%
13002	Overtime Salaries	56,663	53,117	-6.26%	54,710	3.00%
Total Salaries		10,939,643	11,274,583	3.06%	11,198,469	-0.68%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Benefits		2009-2010	2010-2011	(Decrease)	2011-2012	(Decrease)
21001	Medical Insurance	2,590,457	2,691,802	3.91%	2,770,892	2.94%
21002	Dental Insurance	84,128	95,732	13.79%	88,604	-7.45%
21003	Life Insurance	18,690	20,900	11.82%	21,527	3.00%
21004	Disability	16,230	16,500	1.66%	16,995	3.00%
21050	Tuition Reimbursement	18,125	22,500	24.14%	22,500	0.00%
22000	Social Security/Medicare	317,090	358,079	12.93%	358,079	0.00%
23001	Pension	239,856	246,450	2.75%	253,844	3.00%
23004	Retirements	43,929	10,000	-77.24%	10,000	0.00%
26000	Workers' Compensation	130,000	145,220	11.71%	149,576	3.00%
28001	Unemployment	17,403	2,500	-85.63%	7,500	200.00%
29000	Longevity-Classified	13,750	13,750	0.00%	11,300	-17.82%
Total Benefits		3,489,658	3,623,433	3.83%	3,710,817	2.41%

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

	Actual Expended 2009-2010	Adopted Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Purchased Services					
30010 Legal Services	\$ 70,947	\$ 34,426	-51.48%	\$ 45,757	32.91%
30012 Negotiation Services	8,794	20,000	127.43%	7,500	-62.50%
30014 Audit Services	13,750	15,487	12.63%	15,487	0.00%
30030 Purchased Services	279,461	219,963	-21.29%	232,472	5.69%
33020 Curriculum Writing	159	-	-100.00%	-	
33030 Professional Development	2,457	7,794	217.22%	7,425	-4.73%
Total Purchased Services	375,568	297,670	-20.74%	308,641	3.69%
	Actual Expended 2009-2010	Adopted Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Facility Services					
44003 Repairs & Maintenance	211,498	184,653	-12.69%	184,012	-0.35%
Total Facility Services	211,498	184,653	-12.69%	184,012	-0.35%
	Actual Expended 2009-2010	Adopted Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Other Services					
51010 Student Transportation	583,784	597,178	2.29%	610,013	2.15%
52001 Property Insurance	132,922	142,605	7.28%	146,883	3.00%
53001 Telephone	25,531	29,100	13.98%	28,690	-1.41%
54000 Advertising	60	800	1233.33%	800	0.00%
55050 Printing/Binding	8,596	15,490	80.20%	15,912	2.72%
56001 Tuition To LEAs in State	72,349	434,650	500.77%	430,808	-0.88%
56003 Tuition - Private Sources	264,864	17,510	-93.39%	18,035	3.00%
56004 Tuition to Ed Svc Agencies	-	-		-	
56006 Tuition to Magnet Schools	72,565	79,000	8.87%	90,000	13.92%
58580 Travel	14,374	16,004	11.34%	15,622	-2.39%
Total Other Services	1,175,045	1,332,337	13.39%	1,356,763	1.83%

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

		Actual Expended 2009-2010	Adopted Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Books & Supplies						
61011	General Supplies	\$ 303,693	\$ 250,620	-17.48%	\$ 243,492	-2.84%
61014	Postage	10,173	13,070	28.48%	13,670	4.59%
62001	Electricity	434,348	449,135	3.40%	428,761	-4.54%
62002	Water & Sewer	26,357	22,366	-15.14%	28,000	25.19%
62004	Heating Fuel	38,348	84,000	119.05%	50,000	-40.48%
62021	Natural Gas	217,149	282,858	30.26%	270,644	-4.32%
62026	Gasoline Unleaded	22,326	28,335	26.91%	28,335	0.00%
62027	Diesel	52,196	66,780	27.94%	71,192	6.61%
64002	Resource/Media	6,526	7,558	15.81%	1,735	-77.04%
64003	Periodicals	6,826	7,882	15.47%	7,432	-5.71%
64041	Textbooks	14,189	14,556	2.59%	17,273	18.67%
64043	Library Books	18,679	15,982	-14.44%	16,546	3.53%
64045	Workbooks	8,421	33,246	294.80%	35,780	7.62%
Total Books & Supplies		<u>1,159,231</u>	<u>1,276,388</u>	<u>10.11%</u>	<u>1,212,860</u>	<u>-4.98%</u>
		Actual Expended 2009-2010	Adopted Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Buildings & Equipment						
73011	Equipment - Instructional	13,593	17,329	27.48%	18,700	7.91%
73012	Equipment - Non-Instructional	7,957	3,972	-50.08%	7,075	78.12%
73014	Technology - Hardware	33,584	12,104	-63.96%	10,922	-9.77%
73015	Technology - Software	12,987	32,358	149.16%	41,368	27.84%
Total Buildings & Equipment		<u>68,121</u>	<u>65,763</u>	<u>-3.46%</u>	<u>78,065</u>	<u>18.71%</u>
		Actual Expended 2009-2010	Adopted Budget 2010-2011	% Increase (Decrease)	Adopted Budget 2011-2012	% Increase (Decrease)
Dues & Fees						
81000	Dues & Fees	<u>38,484</u>	<u>41,485</u>	<u>7.80%</u>	<u>46,685</u>	<u>12.53%</u>
Total BOE Budget		<u>\$ 17,457,248</u>	<u>\$ 18,096,312</u>	<u>3.66%</u>	<u>\$ 18,096,312</u>	<u>0.00%</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
How Every \$100 Dollars Is Spent
As of May 09, 2011

Town Functions	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
General Government Operating Functions				
General Government	\$ 4.69	\$ 4.01	\$ 4.35	\$ 4.48
Public Safety	6.30	5.30	5.43	5.57
Public Works (includes Buildings & Grounds)	8.14	6.61	6.76	6.88
Planning & Development	0.58	0.44	0.49	0.54
Health & Human Services	1.06	0.86	0.85	0.88
Portland Library	2.59	1.91	2.08	2.21
Employee Fringe Benefits	3.45	7.74	8.25	8.20
Risk Management	0.36	0.36	0.41	0.41
Total Gen Govt Operating Functions	27.16	27.22	28.60	29.18
Non-Operating Functions				
Debt Service	9.02	8.48	7.12	6.81
Sundry (includes interfund xfers out & contingency)	1.69	2.01	3.18	3.32
Total Non-Operating Functions	10.71	10.49	10.30	10.13
Total General Government Functions	37.87	37.71	38.90	39.31
Board of Education	62.13	62.29	61.10	60.69
Total General Fund	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00

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

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2011-2012
As of May 09, 2011

General Government Budget	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 3,543,546	\$ 3,727,452	\$ 3,900,794	\$ 173,342
Employee Fringe Benefits	2,162,347	2,434,632	2,442,790	8,158
Contractual Services	671,394	799,175	824,990	25,815
Repairs	146,256	183,500	166,250	(17,250)
Utilities	307,410	398,860	418,960	20,100
Commodities	709,793	805,750	821,500	15,750
Equipment	3,613	7,850	7,850	-
Miscellaneous	85,692	114,886	116,204	1,318
Total Operating Expenditures	7,630,051	8,472,105	8,699,338	227,233
Non-Operating Expenditures				
Debt Service	2,377,643	2,109,434	2,030,735	(78,699)
Interfund Transfers Out	565,576	841,580	889,416	47,836
Contingency	-	100,000	100,000	-
Total Non-Operating Expenditures	2,943,219	3,051,014	3,020,151	(30,863)
Total General Government	\$ 10,573,270	\$ 11,523,119	\$ 11,719,489	\$ 196,370
Percentage increase/(decrease)		8.98%	1.70%	

	2011-2012 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 3,900,794	33.28%
Employee Fringe Benefits	2,442,790	20.84%
Contractual Services	824,990	7.04%
Repairs	166,250	1.42%
Utilities	418,960	3.57%
Commodities	821,500	7.01%
Equipment	7,850	0.07%
Miscellaneous	116,204	0.99%
Total Operating Expenditures	8,699,338	74.23%
Non-Operating Expenditures		
Debt Service	2,030,735	17.33%
Interfund Transfers Out	889,416	7.59%
Contingency	100,000	0.85%
Total Non-Operating Expenditures	3,020,151	25.77%
Total General Government	\$ 11,719,489	100.00%

Town of Portland, Connecticut
Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2011-2012
As of May 09, 2011

Board of Education Budget	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 10,939,643	\$ 11,274,583	\$ 11,198,469	\$ (76,114)
Employee Fringe Benefits	3,489,658	3,623,433	3,710,817	87,384
Contractual Services	375,568	297,670	308,641	10,971
Repairs	211,498	184,653	184,012	(641)
Utilities	1,175,045	1,332,337	1,356,763	24,426
Commodities	1,159,231	1,276,388	1,212,860	(63,528)
Equipment	68,121	65,763	78,065	12,302
Miscellaneous	38,484	41,485	46,685	5,200
Total Operating Expenditures	<u>17,457,248</u>	<u>18,096,312</u>	<u>18,096,312</u>	<u>-</u>
Total Board of Education	<u>\$ 17,457,248</u>	<u>\$ 18,096,312</u>	<u>\$ 18,096,312</u>	<u>\$ -</u>
Percentage increase/(decrease)		<u>3.66%</u>	<u>0.00%</u>	

	2011-2012 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 11,198,469	61.88%
Employee Fringe Benefits	3,710,817	20.51%
Contractual Services	308,641	1.71%
Repairs	184,012	1.02%
Utilities	1,356,763	7.50%
Commodities	1,212,860	6.70%
Equipment	78,065	0.43%
Miscellaneous	46,685	0.26%
Total Operating Expenditures	<u>18,096,312</u>	<u>100.00%</u>
Total Board of Education	<u>\$ 18,096,312</u>	<u>100.00%</u>

Town of Portland, Connecticut
Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2011-2012
As of May 09, 2011

Town Budget	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 14,483,189	\$ 15,002,035	\$ 15,099,263	\$ 97,228
Employee Fringe Benefits	5,652,005	6,058,065	6,153,607	95,542
Contractual Services	1,046,962	1,096,845	1,133,631	36,786
Repairs	357,754	368,153	350,262	(17,891)
Utilities	1,482,455	1,731,197	1,775,723	44,526
Commodities	1,869,024	2,082,138	2,034,360	(47,778)
Equipment	71,734	73,613	85,915	12,302
Miscellaneous	124,176	156,371	162,889	6,518
Total Operating Expenditures	<u>25,087,299</u>	<u>26,568,417</u>	<u>26,795,650</u>	<u>227,233</u>
Non-Operating Expenditures				
Debt Service	2,377,643	2,109,434	2,030,735	(78,699)
Interfund Transfers Out	565,576	841,580	889,416	47,836
Contingency	-	100,000	100,000	-
Total Non-Operating Expenditures	<u>2,943,219</u>	<u>3,051,014</u>	<u>3,020,151</u>	<u>(30,863)</u>
Total Town Budget	<u>\$ 28,030,518</u>	<u>\$ 29,619,431</u>	<u>\$ 29,815,801</u>	<u>\$ 196,370</u>
		5.67%	0.66%	

	2011-2012 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 15,099,263	50.64%
Employee Fringe Benefits	6,153,607	20.64%
Contractual Services	1,133,631	3.80%
Repairs	350,262	1.17%
Utilities	1,775,723	5.96%
Commodities	2,034,360	6.82%
Equipment	85,915	0.29%
Miscellaneous	162,889	0.55%
Total Operating Expenditures	<u>26,795,650</u>	<u>89.87%</u>
Non-Operating Expenditures		
Debt Service	2,030,735	6.81%
Interfund Transfers Out	889,416	2.98%
Contingency	100,000	0.34%
Total Non-Operating Expenditures	<u>3,020,151</u>	<u>10.13%</u>
Total Town Budget	<u>\$ 29,815,801</u>	<u>100.00%</u>

Department Name: Board of Selectmen

Department #: 01-001

Mission & Purpose:

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

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 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-001	Board of Selectmen	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 2,004	\$ 1,657	\$ 4,000	\$ 4,000
14002	Charter revision clerk payroll	-	-	-	-
-	School building committee clerk	-	-	-	-
14008	Selectmen stipends	6,000	6,000	6,000	6,000
22000	FICA/Medicare	559	-	-	-
	Total Personnel Expenditures	<u>8,563</u>	<u>7,657</u>	<u>10,000</u>	<u>10,000</u>
Miscellaneous					
88001	Program services	3,338	1,127	3,000	3,250
88004	Project graduation	1,500	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	Total Miscellaneous Expenditures	<u>4,838</u>	<u>2,127</u>	<u>4,000</u>	<u>4,250</u>
01-001	Total Board of Selectmen	<u>\$ 13,401</u>	<u>\$ 9,784</u>	<u>\$ 14,000</u>	<u>\$ 14,250</u>
Percentage increase/(decrease)					<u>1.79%</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:

- Continue to pursue and obtain grant funding for which the Town is eligible.
- Assisted the BOS with implementation of their stated Goals & Objectives.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-002	First Selectwoman	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 132,293	\$ 131,820	\$ 136,000	\$ 137,500
19002	Longevity	-	-	-	-
21001	Medical insurance	26,627	-	-	-
22000	FICA/Medicare	9,781	-	-	-
	Total Personnel Expenditures	<u>168,701</u>	<u>131,820</u>	<u>136,000</u>	<u>137,500</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>258</u>	<u>377</u>	<u>500</u>	<u>600</u>
	Total Contractual Services	<u>258</u>	<u>377</u>	<u>500</u>	<u>600</u>
Commodities					
54000	Advertising & publications	958	-	-	-
61000	Office supplies	<u>178</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>1,136</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
86003	CT Conf of Municipalities	5,839	5,839	5,839	5,839
86004	CT Council of Small Towns	825	825	825	825
86005	Middlesex Chamber	507	507	600	600
88001	Program services	1,136	885	2,500	3,000
88010	Safety committee	-	-	-	-
88022	Town report	<u>-</u>	<u>1,170</u>	<u>1,500</u>	<u>1,500</u>
	Total Miscellaneous Expenditures	<u>8,307</u>	<u>9,226</u>	<u>11,264</u>	<u>11,764</u>
01-002	Total First Selectwoman	<u><u>\$ 178,402</u></u>	<u><u>\$ 141,423</u></u>	<u><u>\$ 147,764</u></u>	<u><u>\$ 149,864</u></u>
Percentage increase/(decrease)					<u><u>1.42%</u></u>

Mission & Purpose:

The five (5) member Ethics Commission is charged with reviewing and enforcing the Town of Portland, CT ethics ordinance as found in the Town ordinance book at Chapter 2 – Administration; Article II – Officers and Employees; Div. I – Generally; §2-33. The Commission was created by Charter vote of the Electors on November 2, 2004.

Goals & Objectives:

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

Accomplishments:

- Meetings have been held and rulings have been issued.

Fiscal Notes:

- Board clerk payroll (14001) has been reduced due to lack of current expenditure activity.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-003	Ethics Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 352	\$ 143	\$ 1,152	\$ 800
22000	FICA/Medicare	10	-	-	-
	Total Personnel Expenditures	362	143	1,152	800
Miscellaneous					
88016	Miscellaneous	314	60	500	500
	Total Miscellaneous	314	60	500	500
01-003	Total Ethics Commission	\$ 676	\$ 203	\$ 1,652	\$ 1,300
Percentage increase/(decrease)					-21.31%

Mission & Purpose:

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

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

Goals & Objectives:

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

Accomplishments:

- The merged court system is optional and functional.

Fiscal Notes:

- The budget reflects the changes in the Probate Court system. Portland will provide approximately 23% of the expenditures of the new regional Probate Court. The costs to operate the consolidated court are considerably more significant than the costs of the previous operational model. The impact has led to an increase in the budget of approximately 150% (\$5,675).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-006	Probate Court	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contracts	\$ -	\$ -	\$ 2,300	\$ 9,500
31001	Office equip repair & maint	310	150	325	-
33002	Indexing and recording	2,068	2,070	1,200	-
	Total Contractual Services	<u>2,378</u>	<u>2,220</u>	<u>3,825</u>	<u>9,500</u>
Commodities					
61000	Office supplies	768	-	-	-
	Total Commodities	<u>768</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-006	Total Probate Court	<u>\$ 3,146</u>	<u>\$ 2,220</u>	<u>\$ 3,825</u>	<u>\$ 9,500</u>
Percentage increase/(decrease)					<u><u>148.37%</u></u>

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

Goals & Objectives:

1. Maintain updated and accurate voting lists.
2. Continue enlisting and training moderators and election workers.
3. Ensure compliance with all laws and regulations.
4. Reorganize the filing system to adhere to requirements set by the Secretary of the State of Connecticut.
5. Reach out to the public for assistance in making changes to their registration, i.e. address, telephones, etc.

Accomplishments:

- Supervised multiple elections and budget referendums.

Fiscal Notes:

- Budget details the costs for one (1) election, one (1) referendum, and one (1) primary. 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.
- Voting machine maintenance (31003) is now required to be paid for by the Town. Previously it was paid for by the State.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-007	Elections	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 3,856	\$ 11,125	\$ 9,500	\$ 11,000
14006	Voter canvassing	1,675	4,115	4,500	5,000
14007	Election workers stipends	15,889	6,955	14,000	10,500
22000	FICA/Medicare	1,129	-	-	-
	Total Personnel Expenditures	<u>22,549</u>	<u>22,195</u>	<u>28,000</u>	<u>26,500</u>
Contractual Services					
31003	Voting machine maint	-	-	-	1,000
32000	Conferences, meetings, dues	358	200	500	500
	Total Contractual Services	<u>358</u>	<u>200</u>	<u>500</u>	<u>1,500</u>
Commodities					
61007	Voting mach supplies	-	-	-	-
69000	Election supplies	4,086	3,466	7,500	6,000
	Total Commodities	<u>4,086</u>	<u>3,466</u>	<u>7,500</u>	<u>6,000</u>
Miscellaneous					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-007	Total Elections	<u><u>\$ 26,993</u></u>	<u><u>\$ 25,861</u></u>	<u><u>\$ 36,000</u></u>	<u><u>\$ 34,000</u></u>
Percentage increase/(decrease)					<u><u>-5.56%</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.

Goals & Objectives:

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

Accomplishments:

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

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 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-010	Finance Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 219,114	\$ 216,653	\$ 226,000	\$ 235,500
11003	Part-time payroll	19,829	22,312	25,000	26,500
14020	Rental use of buildings	5,739	6,798	6,000	6,500
19002	Longevity	1,100	-	-	-
21001	Medical insurance	37,544	-	-	-
22000	FICA/Medicare	20,457	-	-	-
	Total Personnel Expenditures	<u>303,783</u>	<u>245,763</u>	<u>257,000</u>	<u>268,500</u>
Contractual Services					
31000	Service contracts	23,473	22,325	28,500	28,500
32000	Conferences, meetings, dues	521	1,193	4,250	4,000
33001	Audit fees	15,399	13,750	14,700	13,400
33005	Bank fees	-	-	7,000	6,000
34001	Data processing	2,717	5,619	7,000	7,000
	Total Contractual Services	<u>42,110</u>	<u>42,887</u>	<u>61,450</u>	<u>58,900</u>
Commodities					
54000	Advertising & publications	2,462	-	-	-
61000	Office supplies	1,607	-	-	-
	Total Commodities	<u>4,069</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88015	BOE admin life insurance	9,402	5,240	5,240	5,240
88016	Miscellaneous	10,206	4,769	20,000	20,000
	Total Miscellaneous Expenditures	<u>19,608</u>	<u>10,009</u>	<u>25,240</u>	<u>25,240</u>
01-010	Total Finance Department	<u><u>\$ 369,570</u></u>	<u><u>\$ 298,659</u></u>	<u><u>\$ 343,690</u></u>	<u><u>\$ 352,640</u></u>
Percentage increase/(decrease)					<u><u>2.60%</u></u>

Department Name: Collector of Revenue

Department #: 01-011

Mission & Purpose:

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

Goals & Objectives:

1. Maintain level of revenue collection during these budgetary difficulties.
2. Explore the collection of payments on-line as well as credit card payments at windows.

Accomplishments:

- Fiscal year end June 30, 2009 had a 97.70% collection rate; June 30, 2010 the collection rate was 98.10%.
- Added a link on the Town's website to a database that includes taxes owed and paid by each entity.

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 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-011	Collector of Revenue	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 61,296	\$ 61,387	\$ 63,000	\$ 55,500
11003	Part-time payroll	-	-	-	-
19002	Longevity	550	-	-	-
21001	Medical insurance	8,204	-	-	-
22000	FICA/Medicare	5,342	-	-	-
	Total Personnel Expenditures	<u>75,392</u>	<u>61,387</u>	<u>63,000</u>	<u>55,500</u>
Contractual Services					
31000	Service contracts	12,027	13,069	17,400	18,000
32000	Conferences, meetings, dues	523	366	830	850
34001	Data processing	-	-	-	-
36005	DMV delinquent charge	1,753	1,746	1,800	2,230
	Total Contractual Services	<u>14,303</u>	<u>15,181</u>	<u>20,030</u>	<u>21,080</u>
Commodities					
54000	Advertising & publications	313	-	-	-
61000	Office supplies	675	-	-	-
	Total Commodities	<u>988</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-011	Total Collector of Revenue	<u>\$ 90,683</u>	<u>\$ 76,568</u>	<u>\$ 83,030</u>	<u>\$ 76,580</u>

Percentage increase/(decrease) -7.77%

Department Name: _____

Assessor

Department #: 01-012

Mission & Purpose:

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

Goals & Objectives:

1. Continue improvements to the level of customer service offered by this office through better database management, online information and face to face customer service.
2. Commence and implement the State mandated 2011 grand list revaluation of all taxable and non-taxable property in Town.

Accomplishments:

- Part-time staff has successfully completed University of Connecticut Institute of Public Service education courses.

Fiscal Notes:

- Personnel expenditures cover one (1) full-time employee.
- Additional support services are provided by a part time clerical position.
- Service Contracts (#31000) includes an increase for an affordable complete GIS application which will integrate with our digitized base parcel map.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-012	Assessor	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 98,302	\$ 99,677	\$ 103,500	\$ 117,594
11003	Part-time payroll	3,224	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	16,709	-	-	-
22000	FICA/Medicare	7,488	-	-	-
	Total Personnel Expenditures	<u>125,723</u>	<u>99,677</u>	<u>103,500</u>	<u>117,594</u>
Contractual Services					
31000	Service contracts	12,213	13,295	14,295	17,095
32000	Conferences, meetings, dues	776	1,375	1,650	1,750
33001	Audit fees	-	-	2,500	2,500
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>12,989</u>	<u>14,670</u>	<u>18,445</u>	<u>21,345</u>
Commodities					
54000	Advertising & publications	425	-	-	-
61000	Office supplies	639	-	-	-
	Total Commodities	<u>1,064</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-012	Total Assessor	<u><u>\$ 139,776</u></u>	<u><u>\$ 114,347</u></u>	<u><u>\$ 121,945</u></u>	<u><u>\$ 138,939</u></u>
Percentage increase/(decrease)					<u><u>13.94%</u></u>

Mission & Purpose:

The Board of Assessment Appeals is not a Town Department but rather an official municipal agency 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. Since members of the Board are generally laymen, the Board provides taxpayers with the opportunity to be heard by their peers at no expenditure to themselves. The three (3) member Board of Assessment Appeals derives its legal authority from the Connecticut General Statutes, municipal charter or from 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.
4. Add two alternates to the Board.

Accomplishments:

- 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, cover the cost of stipends to members. The increase in costs is due to revaluation year and the addition of two alternates to the Board of Assessment Appeals.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
01-013	Board of Assessment Appeals				
Personnel Expenditures					
14001	Board clerk payroll	\$ -	\$ -	\$	\$ 600
14011	Member stipends	706	650	650	1,725
	Total Personnel Expenditures	706	650	650	2,325
01-013	Total Board of Assessment Appeals	<u>\$ 706</u>	<u>\$ 650</u>	<u>\$ 650</u>	<u>\$ 2,325</u>

Percentage increase/(decrease) 257.69%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Costs are difficult to budget since they depend on the number and complexity of legal issues, lawsuits, and problems affecting the Town.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		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	26,038	11,888	24,000	24,000
37006	Freedom of information	575	976	2,000	2,000
37012	Suits & settlements			-	-
37013	General Town Counsel	20,448	26,158	25,500	25,500
37019	Planning & development matters	31,410	19,247	25,500	25,500
37025	Tax matters	1,783	3,347	3,000	4,000
37029	Miscellaneous matters	-	-	-	-
	Total Contractual Services	80,254	61,616	80,000	81,000
01-014	Total Town Counsel	\$ 80,254	\$ 61,616	\$ 80,000	\$ 81,000

Percentage increase/(decrease) 1.25%

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, insurance claim notices, parking permits, and passports.

Goals & Objectives:

1. Continue to serve the public in an efficient and effective manner.
2. Computerize and update the office for better records administration.

Accomplishments:

- Recodification of the Town Ordinances was accomplished in 2010-2011.

Fiscal Notes:

- Personnel expenditures cover one (1) elected full-time Town Clerk and one (1) full-time Assistant Town Clerk.
- Overtime has been added to the budget for extra coverage by the Assistant Town Clerk as needed.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-015	Town Clerk	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 142,670	\$ 129,533	\$ 135,000	\$ 138,250
13002	Overtime	-	-	-	1,000
19002	Longevity	-	-	-	-
21001	Medical insurance	31,947	-	-	-
22000	FICA/Medicare	9,182	-	-	-
	Total Personnel Expenditures	<u>183,799</u>	<u>129,533</u>	<u>135,000</u>	<u>139,250</u>
Contractual Services					
31000	Service contracts	164	-	750	750
32000	Conferences, meetings, dues	1,227	410	1,250	1,250
33002	Indexing & recording	25,364	34,448	35,500	35,500
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	-	-
35000	Vital statistics	548	218	1,000	1,000
	Total Contractual Services	<u>27,303</u>	<u>35,076</u>	<u>38,500</u>	<u>38,500</u>
Commodities					
54000	Advertising & publications	1,489	-	-	-
61000	Office supplies	1,891	-	-	-
	Total Commodities	<u>3,380</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-015	Total Town Clerk	<u><u>\$ 214,482</u></u>	<u><u>\$ 164,609</u></u>	<u><u>\$ 173,500</u></u>	<u><u>\$ 177,750</u></u>

Percentage increase/(decrease) 2.45%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

- No significant changes.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-016	Central Services	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
Contractual Services					
31000	Service contracts	20,596	21,443	31,000	32,000
31001	Office equip repair & maint	126	2,000	1,500	1,500
34001	Data processing supplies	-	744	2,500	2,500
-	Publication costs	-	-	-	-
	Total Contractual Services	20,722	24,187	35,000	36,000
Repairs					
-	Equipment repairs	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
53000	Postage	20,912	19,635	24,500	25,000
54000	Advertising, printing & publications	-	19,338	35,000	32,500
-	Printing	-	-	-	-
58580	Travel and mileage expense	-	1,767	3,500	3,500
	Total Utilities	20,912	40,740	63,000	61,000
Commodities					
61000	Office supplies	-	12,901	15,000	15,500
61005	Copier/printing supplies	919	5,324	5,500	6,000
-	Subscriptions & publications	-	-	-	-
	Total Commodities	919	18,225	20,500	21,500
Equipment					
-	Equipment	-	-	-	-
	Total Equipment	-	-	-	-
01-016 Total Central Services		\$ 42,553	\$ 83,152	\$ 118,500	\$ 118,500

Percentage increase/(decrease) 0.00%

Mission & Purpose:

The Technology Department is responsible for maintaining and enhancing Town-wide (excluding the Board of Education) computer systems and providing technical support to Departments with their software/hardware problems. In addition, it 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 equipment and procedures.
4. Help maintain Town hardware (alarm system) located at Middletown Dispatch.

Accomplishments:

- All BOS meetings are taped and broadcast on Comcast Cable public access.
- Upgraded and continue to maintain all aspects of the Town's website.
- Completed server migration related to financial management software.
- Deployed new technology to departments receiving upgraded equipment.

Fiscal Notes:

- Personnel expenditures cover one (1) full-time employee. Overtime expenditures are increased to reflect usage.
- Computer network maintenance, account number 36050 allows the Town to investigate and resolve computer problems and issues as well as review and implement computer related security and back-up procedures.
- Part time payroll (11003) is increased to provide for additional funding for staff that work on Town websites, assist with GIS software and help perform some network administration.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-017	Technology Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 70,342	\$ 70,084	\$ 72,500	\$ 74,500
11003	Part-time payroll	7,500	9,951	8,000	23,000
13002	Overtime	7,075	7,704	6,500	6,500
19002	Longevity	550	-	-	-
21001	Medical insurance	17,174	-	-	-
22000	FICA/Medicare	6,427	-	-	-
	Total Personnel Expenditures	109,068	87,739	87,000	104,000
Contractual Services					
31000	Service contracts	-	553	1,000	1,000
31001	Office equip repair & maint	105	1,218	1,500	1,500
31008	Licensing software	11,432	15,999	21,000	20,500
32000	Conferences, meetings, dues	293	173	500	500
34001	Data processing supplies	728	3,672	6,000	6,000
36004	Telecommunications	1,904	1,886	2,000	2,500
36050	Computer network maintenance	33,303	30,652	40,000	40,000
	Total Contractual Services	47,765	54,153	72,000	72,000
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
51001	Gas & diesel fuel	191	1,132	1,100	1,600
	Total Utilities	191	1,132	1,100	1,600
Commodities					
61000	Office supplies	200	-	-	-
61001	Uniforms	448	450	450	450
-	Equipment supplies	905	904	-	-
	Total Commodities	1,553	1,354	450	450
Equipment					
73000	Equipment purchases	-	-	2,000	2,000
	Total Equipment	-	-	2,000	2,000
Miscellaneous					
88016	Miscellaneous	-	-	-	-
	Total Miscellaneous Expenditures	-	-	-	-
01-017 Total Technology Department		\$ 158,577	\$ 144,378	\$ 162,550	\$ 180,050

Percentage increase/(decrease) 10.77%

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

Mission & Purpose:

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

Goals & Objectives:

1. Explore methods of retaining firefighters.
2. Actively pursue grants to offset increased costs in providing a safe community for our residents.
3. Continue to train our firefighters on the latest in Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) standards.
4. Develop plans for construction of new firehouse at Company #3 through grant funding.

Accomplishments:

- Purchased new compliant protective gear for a portion of the members.
- Responded to 1,129 calls during calendar year 2010.
- Sixteen (16) members received new certifications in 2010.
- Reduced the ISO rating.

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.
- Personnel costs relate to the Fire Chief's office. Increased amounts for Fire Chief and Deputy Fire Chief as administrative activities of the Fire Department continue to consume more hours weekly. The Fire Department administrators continue to provide a high level of service.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-020	Fire Departments	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 5,400	\$ 5,380	\$ 5,600	\$ 5,725
11002	Clerical payroll	1,813	1,698	1,900	2,250
11003	Part-time payroll	8,700	9,500	10,000	15,700
-	Watchmen	-	-	-	-
21001	Medical insurance	1,778	-	-	-
22000	FICA/Medicare	327	-	-	-
	Total Personnel Expenditures	18,018	16,578	17,500	23,675
Contractual Services					
30000	Training	12,386	11,968	15,000	17,000
31000	Service contracts	9,008	7,159	10,000	10,000
31008	Licensing software	-	-	-	2,500
32000	Conferences, meetings, dues	1,866	1,647	1,500	1,500
34000	Equipment testing	11,732	12,063	13,000	13,000
34001	Data processing supplies	1,531	943	2,500	2,000
35001	Medical exams & supplies	20,944	22,029	20,000	20,000
36004	Telecommunications	-	-	2,500	2,750
	Total Contractual Services	57,467	55,809	64,500	68,750
Repairs					
44003	Equipment repair/rental	11,568	10,415	8,500	10,000
	Total Repairs	11,568	10,415	8,500	10,000
Utilities					
51001	Gas & diesel fuel	10,365	7,883	10,500	10,500
54000	Advertising & publications	-	125	1,000	-
57000	Firefighters banquet	7,000	3,750	6,500	7,000
	Total Utilities	17,365	11,758	18,000	17,500
Commodities					
61000	Office supplies	346	-	-	-
61001	Uniforms	3,471	2,803	1,600	1,600
61003	Equipment supplies	46,231	74,271	80,000	80,000
62001	Electricity	23,339	28,477	27,000	27,000
62002	Water & sewer	2,704	2,842	3,200	3,200
62004	Heating fuel	45,942	23,409	40,000	42,500
63001	Emergency food fund	1,714	943	1,500	1,500
67000	Small tools	525	589	1,000	500
	Total Commodities	124,272	133,334	154,300	156,300
Miscellaneous					
88002	Tax abatement program	-	-	-	-
88013	Protective operations	1,877	1,775	1,875	-
	Total Miscellaneous Expenditures	1,877	1,775	1,875	-
01-020	Total Fire Departments	\$ 230,567	\$ 229,669	\$ 264,675	\$ 276,225

Percentage increase/(decrease) 4.36%

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

Mission & Purpose:

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

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

Goals & Objectives:

1. To inspect commercial & multi-family dwellings for compliance with the CT Fire Safety Code.
2. Continue to improve and update the Department's inspection software program.

Accomplishments:

- Established a mutual aid agreement with Cromwell.

Fiscal Notes:

- Personnel expenditures cover three (3) part-time positions of Fire Marshal, Deputy Fire Marshal, and Assistant Fire Marshal. Increase in part-time payroll allotment is due to the projected work load of the Department.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-021	Fire Marshal	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 24,415	\$ 27,544	\$ 28,000	\$ 35,000
22000	FICA/Medicare	2,170	-	-	-
	Total Personnel Expenditures	<u>26,585</u>	<u>27,544</u>	<u>28,000</u>	<u>35,000</u>
Contractual Services					
32000	Conferences, meetings, dues	695	620	600	600
	Total Contractual Services	<u>695</u>	<u>620</u>	<u>600</u>	<u>600</u>
Utilities					
51001	Gas & diesel fuel	199	79	250	250
55000	Fire prevention week	491	402	600	600
	Total Utilities	<u>690</u>	<u>481</u>	<u>850</u>	<u>850</u>
Commodities					
61000	Office supplies	192	-	-	-
61001	Uniforms	524	894	500	500
61003	Equipment supplies	389	109	600	600
	Total Commodities	<u>1,105</u>	<u>1,003</u>	<u>1,100</u>	<u>1,100</u>
01-021	Total Fire Marshal	<u>\$ 29,075</u>	<u>\$ 29,648</u>	<u>\$ 30,550</u>	<u>\$ 37,550</u>
Percentage increase/(decrease)					<u><u>22.91%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Improvements made to the Town's alarm system housed at the Middletown Dispatch Center.

Fiscal Notes:

- Budget includes a contractual obligation (estimated).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
01-022	Emergency Dispatch				
Contractual Services					
31000	Service contract	\$ 86,145	\$ 90,040	\$ 93,000	\$ 96,255
	Total Contractual Services	<u>86,145</u>	<u>90,040</u>	<u>93,000</u>	<u>96,255</u>
01-022	Total Emergency Dispatch	<u>\$ 86,145</u>	<u>\$ 90,040</u>	<u>\$ 93,000</u>	<u>\$ 96,255</u>
Percentage increase/(decrease)					<u>3.50%</u>

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Responded to 4,900 calls during calendar year 2010, not including walk-in assistance.
- Received \$30,000 in Justice Assistance Grant (JAG) for 11 new police computers, 11 new service weapons & holsters and one set of night vision goggles.
- The Department is in the process of raising funds for a new canine, due to the recent death of Niko.

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.
- Licensing software, account #31008, increased due to licensing and support costs associated with the Crimestar software – software update required in FY 2012.

Town of Portland, Connecticut
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As of May 09, 2011

		2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
01-023	Police Department				
Personnel Expenditures					
11001	Regular payroll	\$ 675,174	\$ 697,342	\$ 731,000	\$ 754,000
11002	Clerical payroll	48,014	48,419	50,500	51,500
11003	Part-time payroll	133	917	1,000	1,000
13002	Overtime	75,457	79,912	80,000	85,000
14014	Private Police duty	163,854	111,029	130,000	115,000
-	Holiday payroll	-	-	-	-
19002	Longevity	3,300	-	-	-
21001	Medical insurance	148,310	-	-	-
22000	FICA/Medicare	70,494	-	-	-
	Total Personnel Expenditures	<u>1,184,736</u>	<u>937,619</u>	<u>992,500</u>	<u>1,006,500</u>
Contractual Services					
31000	Service contracts	5,494	10,557	14,000	14,000
31008	Licensing software	-	-	-	8,100
32000	Conferences, meetings, dues	2,003	3,208	3,550	3,550
34002	Cruiser computer support	11,543	11,000	13,000	13,000
36004	Telecommunications	-	-	-	-
36012	Examination services	955	-	1,000	1,000
	Total Contractual Services	<u>19,995</u>	<u>24,765</u>	<u>31,550</u>	<u>39,650</u>
Repairs					
44003	Equipment repair/rental	1,886	2,012	3,000	3,000
	Total Repairs	<u>1,886</u>	<u>2,012</u>	<u>3,000</u>	<u>3,000</u>
Utilities					
51001	Gas & diesel fuel	44,229	36,543	44,000	49,000
59002	Canine program	325	873	800	900
	Total Utilities	<u>44,554</u>	<u>37,416</u>	<u>44,800</u>	<u>49,900</u>
Commodities					
61000	Office supplies	2,369	-	-	-
61001	Uniforms	17,459	18,660	18,500	18,500
61003	Equipment supplies	5,366	5,270	6,000	6,500
62001	Electricity	15,732	16,208	16,750	17,250
62002	Water & sewer	818	679	1,000	1,000
62004	Heating fuel	4,755	1,811	6,000	6,000
	Total Commodities	<u>46,499</u>	<u>42,628</u>	<u>48,250</u>	<u>49,250</u>
Equipment					
73000	Equipment purchases	-	-	-	-
	Total Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88016	Miscellaneous	210	265	1,150	1,150
	Total Miscellaneous Expenditures	<u>210</u>	<u>265</u>	<u>1,150</u>	<u>1,150</u>
01-023	Total Police Department	<u>\$ 1,297,880</u>	<u>\$ 1,044,705</u>	<u>\$ 1,121,250</u>	<u>\$ 1,149,450</u>

Percentage increase/(decrease) 2.52%

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

Mission & Purpose:

The Emergency Management Department ensures the public's well being and safety during civil emergencies, such as storms, hurricanes, floods, natural disasters, or acts of terrorism.

Goals & Objectives:

1. To review and update the planning documents an on-going process.
2. To provide appropriate training, drills and emergency responses with the Citizens Emergency Response Team (CERT).
3. To continue to recruit and train new volunteers.
4. Develop new methods to distribute vaccines within our community.
5. Update communications equipment through grant funding.

Accomplishments:

- Assisted Chatham Health District with several flu clinics held in Portland and throughout the Health District
- Vaccinated more than 1,000 citizens in our region.
- Held two successful shelter drills.

Fiscal Notes:

- Personnel expenditures cover the annual stipend cost of our Emergency Management Director and Clinic Coordinator.
- A portion of costs associated with this budget are offset by a grant from the State of CT and additional funds allocated from the Chatham Health District.

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As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-024	Emergency Management	Expended	Expended	Budget	Budget
Personnel Expenditures					
14005	Emergency man stipend	\$ 5,050	\$ 4,495	\$ 5,500	\$ 5,650
22000	FICA/Medicare	320	-	-	-
	Total Personnel Expenditures	5,370	4,495	5,500	5,650
Contractual Services					
32000	Conferences, meetings, dues	-	75	250	250
34001	Data processing	-	-	500	500
	Total Contractual Services	-	75	750	750
Repairs					
44003	Equipment repair/rental	-	319	1,000	1,000
	Total Repairs	-	319	1,000	1,000
Utilities					
53001	Telephone	-	812	-	-
53003	Cell phones	-	-	1,300	1,300
57001	Emergency drill	-	228	1,000	500
	Total Utilities	-	1,040	2,300	1,800
Commodities					
61001	Uniforms	-	-	-	500
61003	Equipment supplies	9	532	1,000	1,000
63001	Emergency food fund	-	-	-	-
	Total Commodities	9	532	1,000	1,500
01-024 Total Emergency Management		\$ 5,379	\$ 6,461	\$ 10,550	\$ 10,700
Percentage increase/(decrease)					1.42%

Mission & Purpose:

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

Goals & Objectives:

1. To make most forms and applications available on-line to smooth and expedite the application process.
2. To invest in permit tracking software (please see the Capital Improvement Plan).
3. Continue to ensure the health, safety, and welfare of the public as it relates to building occupants.

Accomplishments:

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

Fiscal Notes:

- Personnel expenditures cover one (1) full-time Building Official/Inland Wetlands Agent and 40% of the full-time salary of the Department secretary shared with the Planning Department #01-040.
- The Building Official serves as the Inland Wetland Enforcement Agent and assists with Zoning Enforcement.

Town of Portland, Connecticut
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As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-025	Building Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 87,999	\$ 83,635	\$ 85,500	\$ 88,000
11003	Part-time payroll	-	-	-	-
19002	Longevity	194	-	-	-
21001	Medical insurance	23,113	-	-	-
22000	FICA/Medicare	6,611	-	-	-
	Total Personnel Expenditures	<u>117,917</u>	<u>83,635</u>	<u>85,500</u>	<u>88,000</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>1,399</u>	<u>306</u>	<u>1,750</u>	<u>1,750</u>
	Total Contractual Services	<u>1,399</u>	<u>306</u>	<u>1,750</u>	<u>1,750</u>
Utilities					
51001	Gas & diesel fuel	<u>1,109</u>	<u>892</u>	<u>1,260</u>	<u>1,260</u>
	Total Utilities	<u>1,109</u>	<u>892</u>	<u>1,260</u>	<u>1,260</u>
Commodities					
54000	Advertising & publications	1,052	-	-	-
61000	Office supplies	428	-	-	-
61003	Equipment supplies	<u>941</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
	Total Commodities	<u>2,421</u>	<u>-</u>	<u>1,000</u>	<u>1,000</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>\$ 122,846</u></u>	<u><u>\$ 84,833</u></u>	<u><u>\$ 89,510</u></u>	<u><u>\$ 92,010</u></u>
Percentage increase/(decrease)					<u><u>2.79%</u></u>

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 also works directly with the Town Engineer.

Goals & Objectives:

1. Complete the Main Street Streetscape Improvements grants project.
2. Complete Level A mapping for Glastonbury Turnpike well.
3. Complete High Street Water Main and Water Storage Tanks.
4. Implement the Brownstone Avenue Extension Project – Phase III

Accomplishments:

- Completed Phase III of the Sewer System Mapping, TV Inspection, and Cleaning Program.
- Completed the Brownstone Avenue Phase II Project.
- Completed the ARRA/CL&P funded Energy Efficiency Project at the Portland Library.
- Completed Portland Library Main Entrance Project.
- Completed the establishment of the procedures associated with the Low Pressure Sewer System.
- Completed rehabilitation of parking lots at 265 & 270 Main Street.

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
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As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-031	Public Works Director	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 173,552	\$ 171,770	\$ 178,000	\$ 185,750
13002	Overtime	-	-	5,000	3,000
19002	Longevity	150	-	-	-
21001	Medical insurance	36,336	-	-	-
22000	FICA/Medicare	12,631	-	-	-
	Total Personnel Expenditures	<u>222,669</u>	<u>171,770</u>	<u>183,000</u>	<u>188,750</u>
Contractual Services					
31000	Service contracts	1,203	-	-	-
32000	Conferences, meetings, dues	60	70	250	250
36013	Hazardous waste	5,017	5,384	6,000	6,000
	Total Contractual Services	<u>6,280</u>	<u>5,454</u>	<u>6,250</u>	<u>6,250</u>
Utilities					
51001	Gas & diesel fuel	2,074	1,457	2,600	2,450
	Total Utilities	<u>2,074</u>	<u>1,457</u>	<u>2,600</u>	<u>2,450</u>
Commodities					
61000	Office supplies	1,357	-	-	-
61001	Uniforms	-	-	200	200
	Total Commodities	<u>1,357</u>	<u>-</u>	<u>200</u>	<u>200</u>
Capital Expenditures					
73000	Equipment purchases	173	-	350	350
	Total Capital Expenditures	<u>173</u>	<u>-</u>	<u>350</u>	<u>350</u>
01-031	Total Public Works Director	<u><u>\$ 232,553</u></u>	<u><u>\$ 178,681</u></u>	<u><u>\$ 192,400</u></u>	<u><u>\$ 198,000</u></u>
Percentage increase/(decrease)					<u><u>2.91%</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.

Accomplishments:

- The Department had a very successful year of the chip sealing program utilizing ARRA funds.
- Installed a new culvert at the end of Great Hill Pond Road.
- Drainage improvements were made on Dunham Road.
- Installed new guiderails on Old Marlborough Turnpike and Thompson Hill Road.
- Installed a new walking path, access drive and parking area at Riverfront Park.
- Completed paving and sidewalk improvements at Gildersleeve Elementary School and Brownstone Intermediate School.
- Screened topsoil and winter road sand, made improvements to the Sage Hollow Road sand pit and recycled chip stone.

Fiscal Notes:

- Personnel expenditures include the full-time salaries of nine (9) employees.
- Gas and Diesel (#51001) is increased due to projected cost increases to fuel.

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As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-032	Highway Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 479,002	\$ 482,764	\$ 496,000	\$ 513,000
13002	Overtime	4,990	8,437	9,500	9,250
19002	Longevity	4,550	-	-	-
21001	Medical insurance	149,448	-	-	-
22000	FICA/Medicare	35,259	-	-	-
	Total Personnel Expenditures	673,249	491,201	505,500	522,250
Contractual Services					
31000	Service contracts	3,442	6,693	4,000	5,000
32000	Conferences, meetings, dues	418	815	750	750
36001	Traffic signals	4,573	3,741	5,000	4,500
36003	Tree removal/replacement	6,570	10,990	15,000	15,000
36004	Telecommunications	-	-	-	600
36006	Line painting contract	5,528	6,088	6,500	7,000
36007	Storm water monitoring	288	2,897	2,000	2,000
36008	Waste services	-	714	500	500
	Total Contractual Services	20,819	31,938	33,750	35,350
Repairs					
44003	Equipment repair/rental	6,562	5,711	7,000	7,000
44005	Storm drain cleaning	24,633	25,640	26,000	25,000
	Total Repairs	31,195	31,351	33,000	32,000
Utilities					
51001	Gas & diesel fuel	63,695	38,146	54,000	66,000
53001	Telephone	621	700	800	800
	Total Utilities	64,316	38,846	54,800	66,800
Commodities					
61001	Uniforms	4,151	4,089	4,050	4,050
61003	Equipment supplies	4,792	6,563	6,500	7,000
62001	Electricity	10,778	9,752	12,000	11,750
62002	Water & sewer	3,548	1,914	4,000	4,000
62004	Heating fuel	29,178	16,914	27,500	29,000
65001	Road materials	72,724	93,121	75,000	75,000
67000	Small tools	421	1,045	1,200	1,200
69001	Street signs	2,045	2,228	3,250	3,250
	Total Commodities	127,637	135,626	133,500	135,250
Capital Expenditures					
73000	Equipment purchases	-	2,504	2,500	2,500
	Total Capital Expenditures	-	2,504	2,500	2,500
Miscellaneous					
88016	Miscellaneous fees	1,526	140	4,000	3,000
	Total Miscellaneous Expenditures	1,526	140	4,000	3,000
01-032	Total Highway Department	\$ 918,742	\$ 731,606	\$ 767,050	\$ 797,150

Percentage increase/(decrease) **3.92%**

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.
- The large dump truck #46 has been rehabilitated.

Fiscal Notes:

- Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.
- Equipment repair/rental (#44003) decreased due to expected capital lease program of equipment for Fiscal Year 2012.

Town of Portland, Connecticut
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As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	
01-033	Vehicle Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 108,149	\$ 108,276	\$ 113,000	\$ 118,000
13002	Overtime	1,241	2,316	4,000	2,500
19002	Longevity	350	-	-	-
21001	Medical insurance	30,000	-	-	-
22000	FICA/Medicare	11,047	-	-	-
	Total Personnel Expenditures	<u>150,787</u>	<u>110,592</u>	<u>117,000</u>	<u>120,500</u>
Contractual Services					
32000	Conferences, meetings, dues	-	140	300	300
	Total Contractual Services	<u>-</u>	<u>140</u>	<u>300</u>	<u>300</u>
Repairs					
44003	Equipment repair/rental	105,919	87,887	125,000	106,000
	Total Repairs	<u>105,919</u>	<u>87,887</u>	<u>125,000</u>	<u>106,000</u>
Utilities					
51001	Gas & diesel fuel	1,601	1,168	2,000	2,000
51003	Fuel additives	1,627	-	1,500	500
51004	Motor vehicle oil	4,461	4,653	4,500	5,000
	Total Utilities	<u>7,689</u>	<u>5,821</u>	<u>8,000</u>	<u>7,500</u>
Commodities					
61001	Uniforms	450	220	900	900
61003	Equipment supplies	4,318	8,561	8,000	9,000
67000	Small tools	937	737	2,000	1,500
	Total Commodities	<u>5,705</u>	<u>9,518</u>	<u>10,900</u>	<u>11,400</u>
Capital Expenditures					
73000	Equipment purchases	-	-	1,000	1,000
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
Miscellaneous					
88016	Miscellaneous	32	30	600	600
	Total Miscellaneous Expenditures	<u>32</u>	<u>30</u>	<u>600</u>	<u>600</u>
01-033	Total Vehicle Maintenance	<u>\$ 270,132</u>	<u>\$ 213,988</u>	<u>\$ 262,800</u>	<u>\$ 247,300</u>

Percentage increase/(decrease) -5.90%

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.

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As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
01-034	Town Engineer				
	Contractual Services				
38001	Residential plan review/inspect	\$ 579	\$ 1,251	\$ 1,000	\$ 1,000
38002	Subdivision inspection/review	5,210	2,967	6,000	6,000
38003	Public Works engineering	5,326	12,661	2,500	2,500
38004	Site plan review	14,094	9,516	9,000	9,000
38005	Road drainage	-	5,719	2,500	2,500
38006	Mapping services	-	-	500	500
38007	General services	3,278	2,061	2,000	2,000
38008	Plan & Zoning/Inland Wetlands	953	1,672	500	1,000
38009	Erosion/sedimentation review	1,168	741	1,000	1,000
38010	Miscellaneous	1,410	-	500	500
38011	Public safety engineering	829	1,126	500	500
	Total Contractual Services	<u>32,847</u>	<u>37,714</u>	<u>26,000</u>	<u>26,500</u>
01-034	Total Town Engineer	<u>\$ 32,847</u>	<u>\$ 37,714</u>	<u>\$ 26,000</u>	<u>\$ 26,500</u>

Percentage increase/(decrease) 1.92%

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:

1. To ensure all streetlights are in working condition.

Accomplishments:

Fiscal Notes:

- No significant changes proposed for this department.

Town of Portland, Connecticut
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As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
01-035	Street Lighting				
Commodities					
62001	Electricity	\$ 113,303	\$ 112,047	\$ 121,500	\$ 121,000
	Total Commodities	<u>113,303</u>	<u>112,047</u>	<u>121,500</u>	<u>121,000</u>
01-035	Total Street Lighting	<u>\$ 113,303</u>	<u>\$ 112,047</u>	<u>\$ 121,500</u>	<u>\$ 121,000</u>
Percentage increase/(decrease)					<u>-0.41%</u>

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

Mission & Purpose:

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

Goals & Objectives:

1. To maintain all Town owned property and keep fields in playing condition.
2. Continue with the organic lawn care program at all facilities to assure a pesticide free environment.

Accomplishments:

- Major improvements at Agogliati Park.

Fiscal Notes:

- Personnel expenditures include the full-time salaries of three (3) employees plus approximately 10% of the full-time Grounds Maintenance Supervisor salary shared with the BOE.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-036	Grounds Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 148,129	\$ 148,297	\$ 153,350	\$ 161,000
11003	Part-time payroll	5,714	-	-	-
13002	Overtime	7,196	7,871	9,000	9,000
19002	Longevity	700	-	-	-
21001	Medical insurance	43,135	-	-	-
22000	FICA/Medicare	12,089	-	-	-
	Total Personnel Expenditures	<u>216,963</u>	<u>156,168</u>	<u>162,350</u>	<u>170,000</u>
Contractual Services					
36002	General contract work	7,011	4,275	7,000	7,000
36008	Waste services	-	215	600	600
	Total Contractual Services	<u>7,011</u>	<u>4,490</u>	<u>7,600</u>	<u>7,600</u>
Repairs					
44003	Equipment repair/rental	3,535	4,963	6,000	6,000
	Total Repairs	<u>3,535</u>	<u>4,963</u>	<u>6,000</u>	<u>6,000</u>
Utilities					
51001	Gas & diesel fuel	13,225	10,681	15,000	16,000
	Total Utilities	<u>13,225</u>	<u>10,681</u>	<u>15,000</u>	<u>16,000</u>
Commodities					
61001	Uniforms	1,301	1,325	1,350	1,350
61003	Equipment supplies	2,181	3,470	4,000	4,000
61004	Ground supplies	12,568	20,573	22,000	22,000
67000	Small tools	1,332	-	2,000	2,000
	Total Commodities	<u>17,382</u>	<u>25,368</u>	<u>29,350</u>	<u>29,350</u>
Capital Expenditures					
73000	Equipment purchases	25	1,109	2,000	2,000
	Total Capital Expenditures	<u>25</u>	<u>1,109</u>	<u>2,000</u>	<u>2,000</u>
Miscellaneous					
88016	Miscellaneous	-	-	500	500
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>500</u>	<u>500</u>
01-036	Total Grounds Maintenance	<u>\$ 258,141</u>	<u>\$ 202,779</u>	<u>\$ 222,800</u>	<u>\$ 231,450</u>

Percentage increase/(decrease) 3.88%

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.

Accomplishments:

- Completed Library entrance improvements.
- Replaced windows at Town Hall.
- Replaced doors at the Animal Control Building.
- Replaced door at the Water Department.
- Painted siding at Fire Company #3.
- Installed new carpet in various rooms at the Portland Library.

Fiscal Notes:

- Personnel expenditures include the full-time salaries of three (3) employees. A part time position was eliminated in FY2010.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-037	Town Buildings Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 147,119	\$ 147,185	\$ 152,500	\$ 161,250
11003	Part-time payroll	4,441	-	-	-
13002	Overtime	4,759	6,265	5,000	6,000
19002	Longevity	800	-	-	-
21001	Medical insurance	54,314	-	-	-
22000	FICA/Medicare	10,950	-	-	-
	Total Personnel Expenditures	<u>222,383</u>	<u>153,450</u>	<u>157,500</u>	<u>167,250</u>
Contractual Services					
31000	Service contracts	23,733	13,190	24,000	25,000
36008	Waste services	-	-	175	175
	Total Contractual Services	<u>23,733</u>	<u>13,190</u>	<u>24,175</u>	<u>25,175</u>
Repairs					
44003	Equipment repair/rental	6,569	8,132	6,000	7,500
	Total Repairs	<u>6,569</u>	<u>8,132</u>	<u>6,000</u>	<u>7,500</u>
Utilities					
51001	Gas & diesel fuel	2,237	2,470	2,500	2,750
53001	Telephone	37,031	42,986	45,000	47,000
53002	Pagers	2,577	-	-	-
53003	Cell phones	5,290	4,164	8,000	7,000
	Total Utilities	<u>47,135</u>	<u>49,620</u>	<u>55,500</u>	<u>56,750</u>
Commodities					
61001	Uniforms	1,098	828	1,350	1,350
61003	Equipment supplies	545	1,238	1,000	1,750
61004	Ground supplies	-	-	-	-
61006	Building supplies	5,504	5,131	3,000	5,000
62001	Electricity	38,721	38,588	41,000	41,000
62002	Water & sewer	1,310	1,014	1,750	1,750
62004	Heating fuel	3,680	3,528	6,500	5,500
67000	Small tools	612	633	650	750
68000	Custodial supplies	9,238	11,081	14,000	14,000
	Total Commodities	<u>60,708</u>	<u>62,041</u>	<u>69,250</u>	<u>71,100</u>
Capital Expenditures					
-	Capital/ADA compliance	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-037	Total Town Buildings Maintenance	<u><u>\$ 360,528</u></u>	<u><u>\$ 286,433</u></u>	<u><u>\$ 312,425</u></u>	<u><u>\$ 327,775</u></u>

Percentage increase/(decrease) 4.91%

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. Continue training on snowplow safety.

Accomplishments:

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

Fiscal Notes:

- Climate plays a major role as to whether or not this budget is spent.
- Increase in road materials (#65001) is due to expected increase in the cost of material.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-038	Snow Removal	Expended	Expended	Budget	Budget
Personnel Expenditures					
13002	Overtime	\$ 40,296	\$ 36,379	\$ 46,500	\$ 46,500
	Total Personnel Expenditures	<u>40,296</u>	<u>36,379</u>	<u>46,500</u>	<u>46,500</u>
Commodities					
65001	Road materials	62,721	53,297	50,000	55,000
	Total Commodities	<u>62,721</u>	<u>53,297</u>	<u>50,000</u>	<u>55,000</u>
01-038	Total Snow Removal	<u>\$ 103,017</u>	<u>\$ 89,676</u>	<u>\$ 96,500</u>	<u>\$ 101,500</u>
Percentage increase/(decrease)					<u>5.18%</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 planning and implementation of the grant-funded third phase of the Brownstone Avenue Extension project to include visitor amenities on the riverfront parcel.
2. Collaborate with the State of Connecticut Department of Environmental Protection to extend the Airline Trail into Portland.
3. Assist the Planning and Zoning Commission to complete a modified grant-funded Incentive Housing Zone project.
4. Partner with the EDC to support Main Street businesses to continue to create a more vibrant, walkable and economically successful Village District.
5. Complete the Main Street Streetscape project, a grant-funded enhancement project.
6. Offer encouragement and assistance to the developer of Portland Town Place to facilitate the start of the approved mixed-use development project.

Accomplishments:

- Collaborated with the Public Works Director and Economic Development Coordinator to submit a STEAP grant application for the 3rd phase of the Brownstone Extension Project to provide amenities at the riverfront parcel. The Town was awarded \$200,000 by the State of Connecticut.
- Assisted the Planning and Zoning Commission with numerous applications for new commercial and industrial development.
- Teamed with Midstate Regional Planning Agency to update the digital parcel layer of for GIS mapping to include all subdivision and lot line revisions current through January 2010.

Fiscal Notes:

- Personnel expenditures include the full-time salary of the Town Planning and Land Use Administrator and 60% of the full-time salary of the Department secretary shared with the Building Department #01-025.
- There are no significant changes proposed for this department.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-040	Planning Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 86,092	\$ 87,275	\$ 92,000	\$ 95,500
19002	Longevity	194	-	-	-
21001	Medical insurance	4,102	-	-	-
22000	FICA/Medicare	6,569	-	-	-
	Total Personnel Expenditures	<u>96,957</u>	<u>87,275</u>	<u>92,000</u>	<u>95,500</u>
Contractual Services					
31002	Plan consultant	-	600	6,500	6,000
32000	Conferences, meetings, dues	<u>1,142</u>	<u>595</u>	<u>1,000</u>	<u>1,500</u>
	Total Contractual Services	<u>1,142</u>	<u>1,195</u>	<u>7,500</u>	<u>7,500</u>
Commodities					
54000	Advertising & publications	5,989	-	-	-
61000	Office supplies	<u>464</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>6,453</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-040	Total Planning Department	<u><u>\$ 104,552</u></u>	<u><u>\$ 88,470</u></u>	<u><u>\$ 99,500</u></u>	<u><u>\$ 103,000</u></u>
Percentage increase/(decrease)					<u><u>3.52%</u></u>

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

Mission & Purpose:

The Zoning Enforcement Department pursues zoning violations and provides staff assistance to the Zoning Board of Appeals and Planning and Zoning Commission. Duties include issuing zoning permits, reviewing site plans and special permit applications.

Goals and Objectives:

1. To investigate a backlog of zoning complaints and to initiate enforcement as necessary to gain compliance with the Town of Portland Zoning Regulations.
2. To attend Zoning Board of Appeals meeting to offer assistance with matters relative to variance requests and motor vehicle dealer/repairer licensing applications.
3. To assist the Land Use Administrator with providing information to the public relative to zoning permit requirements and issuing zoning permits.

Accomplishments:

Fiscal Notes:

- The proposed budget includes a request to fund a 10-hour per week position.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-041	Zoning Enforce Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 22,680	\$ -	\$ -	\$ 12,000
19002	Longevity	31	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	1,860	-	-	-
	Total Personnel Expenditures	24,571	-	-	12,000
Contractual Services					
32000	Conferences, meetings, dues	120	-	-	350
	Total Contractual Services	120	-	-	350
Utilities					
51001	Gas & diesel fuel	108	-	-	200
	Total Utilities	108	-	-	200
Commodities					
61003	Equipment supplies	117	-	-	-
	Total Commodities	117	-	-	-
01-041	Total Zoning Enforce Department	\$ 24,916	\$ -	\$ -	\$ 12,550

Mission & Purpose:

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

Goals & Objectives:

1. Revise subdivision regulations.
2. Complete a modified grant-funded project related to Incentive Housing Zones.
3. Continue to regularly discuss action steps identified in the Plan of Conservation and Development. Specific focus in 2011 includes economic development, increased density in the Village District and revitalization of Route 66.
4. Assist and support the municipal water department to ensure compliance with adopted Aquifer Protection Regulations. Adopt the Level-A well protection overlay zone once the limits are identified by the Town's consultant.

Accomplishments:

- Reviewed and approved numerous commercial and industrial development applications.
- Met bi-monthly to discuss the Plan of Conservation and Development, specifically "Grow Smart Economically" and the potential for extension of municipal sewer and water service along Route 66.
- Actively participated with a planning consultant to discuss and identify areas to study as part of a grant-funded Incentive Housing Zone project.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 2,285	\$ 2,091	\$ 3,000	\$ 3,000
22000	FICA/Medicare	158	-	-	-
	Total Personnel Expenditures	2,443	2,091	3,000	3,000
Contractual Services					
31002	Plan consultant	96	-	-	-
31004	Court transcriptions	150	-	1,000	1,000
32000	Conferences, meetings, dues	243	90	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	489	90	1,300	1,300
Miscellaneous					
86015	Midstate Regional Plan Agency	6,333	6,294	6,294	6,321
86016	CT River Assembly	500	500	500	500
	Total Miscellaneous	6,833	6,794	6,794	6,821
01-042 Total Plan & Zoning Commission		\$ 9,765	\$ 8,975	\$ 11,094	\$ 11,121
Percentage increase/(decrease)					0.24%

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

Mission & Purpose:

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

Goals & Objectives:

1. Perform the duties required by the Connecticut General Statutes.

Accomplishments:

- Reviewed and considered applications in accordance with their statutory duties. There were no appeals relative to decisions and/or orders of a Zoning Enforcement Officer.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-043	Zoning Board of Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 349	\$ 400	\$ 600	\$ 600
22000	FICA/Medicare	12	-	-	-
	Total Personnel Expenditures	<u>361</u>	<u>400</u>	<u>600</u>	<u>600</u>
Contractual Services					
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	-	120	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>120</u>	<u>1,300</u>	<u>1,300</u>
01-043	Total Zoning Board of Appeals	<u><u>\$ 361</u></u>	<u><u>\$ 520</u></u>	<u><u>\$ 1,900</u></u>	<u><u>\$ 1,900</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Review and revise the IWC fee schedule.
2. Fill Board vacancies.
3. Update Inland Wetlands regulations to accommodate state statute changes.
4. Seek grant funding for storm water runoff management.

Accomplishments:

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

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-044	Inland Wetlands Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 337	\$ 479	\$ 1,500	\$ 1,500
-	Enforcement officer	-	-	-	-
22000	FICA/Medicare	4	-	-	-
	Total Personnel Expenditures	<u>341</u>	<u>479</u>	<u>1,500</u>	<u>1,500</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>150</u>	<u>155</u>	<u>350</u>	<u>350</u>
	Total Contractual Services	<u>150</u>	<u>155</u>	<u>350</u>	<u>350</u>
Miscellaneous					
86001	CT Coastal Conservation Dist	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>
	Total Miscellaneous	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>
01-044	Total Inland Wetlands Commission	<u><u>\$ 2,315</u></u>	<u><u>\$ 2,458</u></u>	<u><u>\$ 3,674</u></u>	<u><u>\$ 3,674</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Obtain State approval to construct a walking trail along the rim of the Portland Reservoir.
2. Review land use applications to provide input on conservation areas &/or open space preservation.

Accomplishments:

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-045	Conservation Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 368	\$ 48	\$ 600	\$ 600
22000	FICA/Medicare	28	-	-	-
	Total Personnel Expenditures	396	48	600	600
Contractual Services					
32000	Conferences, meetings, dues	-	75	250	250
	Total Contractual Services	-	75	250	250
Miscellaneous					
86002	Reservoir Trail Project	-	-	-	-
	Total Miscellaneous	-	-	-	-
01-045 Total Conservation Commission		\$ 396	\$ 123	\$ 850	\$ 850
Percentage increase/(decrease)					0.00%

Mission & Purpose:

The Economic Development Commission, consisting of five members, meets monthly to study conditions affecting Portland businesses and discuss commercial proposals that may be heard by the Planning and Zoning Commission. Their activities include promoting new businesses and creating a positive economic environment. They have implemented a recognition program that supports this goal. The EDC's Consultant 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. Positively promote the Town of Portland through business outreach and marketing.
2. Support existing commercial and industrial businesses and seek new opportunities to provide a more diverse blend of available goods and services for the citizens of Portland.
3. Review and comment on commercial and industrial applications, and any proposed text amendments that may impact commerce.
4. Collaborate with officials to mitigating traffic impacts on commercial businesses during the repair of the Arrigoni Bridge and consider ways to enhance pedestrian safety in the Village District.

Accomplishments:

- Maintained the publication of the Portland Business Journal and continued the successful Business Recognition Program.
- Collaborated with property owners and prospective businesses to fill numerous vacant commercial tenant spaces and assisted them through the approval and permitting process.
- Reviewed and commented on land use development applications and text amendments before the Planning and Zoning Commission.

Fiscal Notes:

- The proposed budget for this board remains unchanged.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 277	\$ 507	\$ 750	\$ 750
22000	FICA/Medicare	36	-	-	-
	Total Personnel Expenditures	313	507	750	750
Contractual Services					
31005	Grants consultant contract	18,000	19,800	22,000	22,000
32000	Conferences, meetings, dues	325	74	150	150
	Total Contractual Services	18,325	19,874	22,150	22,150
Utilities					
59001	Marketing program	1,739	2,409	3,600	3,600
	Total Utilities	1,739	2,409	3,600	3,600
01-046	Total Economic Dev Commission	\$ 20,377	\$ 22,790	\$ 26,500	\$ 26,500
Percentage increase/(decrease)					0.00%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-047	Capital Expend Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 63	\$ -	\$ 300	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	63	-	300	500
01-047	Total Capital Expend Commission	<u>\$ 63</u>	<u>\$ -</u>	<u>\$ 300</u>	<u>\$ 500</u>
Percentage increase/(decrease)					<u>66.67%</u>

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

Mission & Purpose:

The Health Department prevents and suppresses disease; protects, preserves, and enhances the health of the community. The Town contracts with the Chatham Health District to provide these services.

Goals & Objectives:

1. To continue providing the Town of Portland residents health services in the most cost effective manner.

Accomplishments:

- Permits are 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.

Fiscal Notes:

- This budget is based on a per capita rate.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-051	Health Department	Expended	Expended	Budget	Budget
Contractual Services					
-	CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009	Chatham Health District	<u>76,760</u>	<u>76,296</u>	<u>76,500</u>	79,010
	Total Contractual Services	<u>76,760</u>	<u>76,296</u>	<u>76,500</u>	79,010
01-051	Total Health Department	<u><u>\$ 76,760</u></u>	<u><u>\$ 76,296</u></u>	<u><u>\$ 76,500</u></u>	<u><u>\$ 79,010</u></u>
Percentage increase/(decrease)					<u><u>3.28%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

Accomplishments:

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
01-052	Environmental Health				
Personnel Expenditures					
11001	Regular payroll	\$ 3,497	\$ 2,620	\$ -	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>3,497</u>	<u>2,620</u>	<u>-</u>	<u>-</u>
01-052	Total Environmental Health	<u>\$ 3,497</u>	<u>\$ 2,620</u>	<u>\$ -</u>	<u>\$ -</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- The contribution to the Memorial Day parade has been reinstated to a total of \$5,000.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-053	Social Services	Expended	Expended	Budget	Budget
Miscellaneous					
86007	MCSAAC	\$ -	\$ 500	\$ 500	\$ 500
86008	Community Health Center	2,000	500	500	500
86009	Community Renewal Team	2,000	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	28,634	29,500
86014	Rural Transit Program	10,677	10,677	11,000	11,000
86017	Sexual Assault Crisis Center	-	-	-	-
86019	Family Access	1,200	-	500	-
86029	Brownstone Quorum	2,000	500	500	500
87004	Emergency Shelter	523	247	3,000	3,000
87005	Clinical social worker	-	-	-	-
87006	Connection Emergency Shelter	3,500	2,000	2,000	2,000
88001	Program services	-	-	-	-
88005	Memorial Day parade	6,698	4,676	1,000	5,000
88007	Veteran's activities	4,114	3,317	5,000	4,500
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
-	Quarryside Downtown	-	-	-	-
88020	Portland Fair	4,000	-	-	-
Total Miscellaneous		64,934	51,139	54,139	57,505
01-053	Total Social Services	\$ 64,934	\$ 51,139	\$ 54,139	\$ 57,505

Percentage increase/(decrease) 6.22%

Mission & Purpose:

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

Goals & Objectives:

1. Continue work on the accreditation process.
2. Continue outreach to other groups in town (library, youth services, housing, schools, clubs and organizations) to work cooperatively.
3. Establish more evening and weekend programs to attract younger, working seniors.
4. Develop a volunteer-run "Friendly Visitor" program to provide contact with homebound seniors for socialization and safety checks.

Accomplishments:

- Increased visibility of the Senior Center through partnerships with Youth Services (Sojourner Bears) and the library (Memoir Writing), through the use of social networking (Facebook, Patch.com) and other venues.
- Continued our award winning ARTVan for cultural excursions.
- Camp Waverly, our summer camp for seniors, was the winner of a programming award from the CT Association of Senior Personnel.
- Continued to do outreach programs at Quarry Heights and Chatham Court.
- Conducted periodic joint programs with residents at Greystone Retirement Home.
- Provided meeting space for more than 25 community groups. Total evening and day attendance was over 2,600 for the 2010 calendar year.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-054	Senior Citizen Center	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 44,870	\$ 44,251	\$ 46,000	\$ 47,000
11003	Part-time payroll	24,272	17,554	17,750	19,000
19002	Longevity	350	-	-	-
21001	Medical insurance	19,245	-	-	-
22000	FICA/Medicare	6,822	-	-	-
	Total Personnel Expenditures	95,559	61,805	63,750	66,000
Contractual Services					
31000	Service contracts	5,095	5,127	6,000	6,000
31006	Instructor fees	3,896	4,240	4,000	4,250
32000	Conferences, meetings, dues	320	355	350	375
	Total Contractual Services	9,311	9,722	10,350	10,625
Commodities					
61000	Office supplies	490	-	-	-
62001	Electricity	10,503	9,649	12,500	12,500
62002	Water & sewer	586	680	700	700
62004	Heating fuel	8,331	4,451	8,000	8,000
	Total Commodities	19,910	14,780	21,200	21,200
Capital Expenditures					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	-	-	-	-
Miscellaneous					
88001	Program services	1,553	1,567	2,000	2,250
	Total Miscellaneous	1,553	1,567	2,000	2,250
01-054	Total Senior Citizen Center	\$ 126,333	\$ 87,874	\$ 97,300	\$ 100,075

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

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

Mission & Purpose:

The Municipal Agent for the Elderly is the Senior Citizen Center Director. This Department funds the costs associated with transportation of the residents, who have no other means of transportation, to and from various locations and attractions in the area. The van program is designed to enhance the quality of life of senior citizens by allowing them to get out of their home for shopping, church, appointments, and to participate in community events.

Goals & Objectives:

1. To provide transportation to needed residents as a quality of life issue.

Accomplishments:

- More than 300 contacts were made by the Municipal Agent (Director of Senior Services) in the 2010 calendar year either by phone, in the office or at the home of the senior.
- A total of 1,786 rides were provided to seniors during calendar year 2009 - 2010.
- Assisted with applications for fuel assistance through Community Renewal Team (CRT).

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-055	Municipal Agent for Elderly	Expended	Expended	Budget	Budget
Personnel Expenditures					
14010	Van drivers stipends	\$ 18,662	\$ 18,761	\$ 20,000	\$ 21,500
	Total Personnel Expenditures	<u>18,662</u>	<u>18,761</u>	<u>20,000</u>	<u>21,500</u>
Contractual Services					
31007	Tax incentive program	3,282	-	-	-
	Total Contractual Services	<u>3,282</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	3,957	3,823	4,500	5,500
	Total Utilities	<u>3,957</u>	<u>3,823</u>	<u>4,500</u>	<u>5,500</u>
Miscellaneous					
88011	Veteran's relief	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-055	Total Munic Agent for the Elderly	<u>\$ 25,901</u>	<u>\$ 22,584</u>	<u>\$ 24,500</u>	<u>\$ 27,000</u>
Percentage increase/(decrease)					<u><u>10.20%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Improve accessibility to library services for disabled individuals will be emphasized this year.
2. Continue efforts toward school readiness and early literacy.
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 reading and information in a variety of formats.
6. Continue to provide services of interest to persons of all ages.
7. Increase the number of children's programs offered.

Accomplishments:

- Library is rated in the 91st percentile in a national rating of public libraries.

Fiscal Notes:

- Funding is provided for a Children's Librarian for the full year.
- No other significant changes made in this budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-065	Portland Library	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 282,425	\$ 254,638	\$ 289,000	\$ 326,000
11003	Part-time payroll	123,815	138,476	133,000	136,000
14001	Board clerk	811	451	800	800
19002	Longevity	150	-	-	-
21001	Medical insurance	100,577	-	-	-
22000	FICA/Medicare	29,468	-	-	-
	Total Personnel Expenditures	<u>537,246</u>	<u>393,565</u>	<u>422,800</u>	<u>462,800</u>
Contractual Services					
31000	Service contracts	9,163	9,800	15,000	15,000
32000	Conferences, meetings, dues	1,635	2,045	2,000	2,000
36010	Contract - data bases	3,577	3,830	4,500	4,500
36011	Data processing - Library Connection	26,962	27,084	30,000	29,800
	Total Contractual Services	<u>41,337</u>	<u>42,759</u>	<u>51,500</u>	<u>51,300</u>
Repairs					
44003	Equipment repair/rental	532	1,177	1,000	750
	Total Repairs	<u>532</u>	<u>1,177</u>	<u>1,000</u>	<u>750</u>
Utilities					
53000	Postage	1,390	1,229	2,750	2,750
59000	Cataloging	477	529	800	500
	Total Utilities	<u>1,867</u>	<u>1,758</u>	<u>3,550</u>	<u>3,250</u>
Commodities					
61000	Office supplies	7,254	5,999	6,000	6,500
62001	Electricity	49,123	45,625	48,500	48,500
62002	Water & sewer	1,424	893	1,750	1,600
62004	Heating fuel	44,783	21,777	37,500	40,000
64001	Books	31,916	15,320	32,000	33,000
64002	Discs & videos	3,502	-	3,000	3,300
64003	Periodicals	7,828	6,960	7,000	7,000
	Total Commodities	<u>145,830</u>	<u>96,574</u>	<u>135,750</u>	<u>139,900</u>
Miscellaneous					
88001	Program services	1,317	736	1,000	800
	Total Miscellaneous Expenditures	<u>1,317</u>	<u>736</u>	<u>1,000</u>	<u>800</u>
01-065	Total Portland Library	<u><u>\$ 728,129</u></u>	<u><u>\$ 536,569</u></u>	<u><u>\$ 615,600</u></u>	<u><u>\$ 658,800</u></u>

Percentage increase/(decrease) 7.02%

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 personnel manual.

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No overall significant change to this budget.
- The two year GASB 45 valuation was completed in Fiscal Year 2011 and will be required to be budgeted in Fiscal Year 2013 (#37029).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-071	Employee Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
19001	Vacation pay	\$ 26,208	\$ 38,169	\$ 28,000	\$ 40,000
19002	Longevity	-	13,650	15,000	15,000
19003	Sick pay	82,680	78,418	93,000	93,000
19004	Termination benefits pay	59,221	15,653	72,000	62,500
21001	Medical insurance	77,191	853,780	926,000	970,000
21002	Dental insurance	16,180	17,745	21,500	22,000
21003	Life insurance	7,864	7,725	11,000	10,500
21004	Long-term disability insurance	10,718	12,221	12,500	13,500
22000	FICA/Medicare	694	259,884	302,000	321,000
23001	Town pension contributions	273,220	318,466	424,343	382,000
23002	Police pension contribution	235,000	289,226	285,467	272,457
23003	Volunteer Fire pension contribution	38,500	50,000	60,222	73,233
26000	Workers' compensation	140,660	201,500	178,600	162,600
28001	Unemployment compensation	945	5,910	5,000	5,000
	Total Personnel Expenditures	<u>969,081</u>	<u>2,162,347</u>	<u>2,434,632</u>	<u>2,442,790</u>
Contractual Services					
37029	Collective bargaining	-	6,000	7,500	1,500
	Total Contractual Services	<u>-</u>	<u>6,000</u>	<u>7,500</u>	<u>1,500</u>
01-071	Total Employee Fringe Benefits	<u><u>\$ 969,081</u></u>	<u><u>\$ 2,168,347</u></u>	<u><u>\$ 2,442,132</u></u>	<u><u>\$ 2,444,290</u></u>
Percentage increase/(decrease)					<u><u>0.09%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Entered into fixed rate contracts for most insurance policies.

Fiscal Notes:

- Minimal increase in liability and property premiums due to good claim history.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		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	<u>99,997</u>	<u>99,536</u>	<u>120,000</u>	123,000
	Total Utilities	<u>99,997</u>	<u>99,536</u>	<u>120,000</u>	123,000
01-073	Total Risk Management	<u><u>\$ 99,997</u></u>	<u><u>\$ 99,536</u></u>	<u><u>\$ 120,000</u></u>	<u><u>\$ 123,000</u></u>

Percentage increase/(decrease) 2.50%

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:

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

Accomplishments:

- Made all bond payments in a timely fashion.

Fiscal Notes:

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

	Bonds Principal #83001	Bonds Interest #83002	Cap Lease Principal #83003	Cap Lease Interest #83004
❖	\$ -	\$ -	\$ -	\$ -
❖ 2003 GENOB BOE \$9.475M H/MS	525,000	198,582	-	-
❖ 1999 GENOB Town & BOE \$7.105M	195,000	72,448	-	-
❖ 2004 GENOB BOE \$9.47M H/MS	485,000	269,968	-	-
❖ Fire Department ladder truck (5 th of 10 annual payments)	-	-	38,971	18,508
❖ Fire Department rescue boat (4 th of 5 annual payments)	-	-	26,566	2,390
❖ Multi equipment lease (1 st of 5 annual payments)			179,500	17,800
❖ Rounding	-	2	-	-
	\$ <u>1,205,000</u>	\$ <u>541,000</u>	\$ <u>245,037</u>	\$ <u>38,698</u>
				Misc #83005
❖ Miscellaneous (estimated bank fees)				\$ <u>1,000</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
01-085	Debt Service				
Debt Service					
83001	Bonds - principal	\$ 1,725,000	\$ 1,615,000	\$ 1,430,000	\$ 1,205,000
83002	Bonds - interest	719,799	648,710	592,000	541,000
83003	Capital leases - principal	68,456	89,033	62,569	245,037
83004	Capital leases - interest	22,998	24,900	23,865	38,698
83005	Miscellaneous	-	-	1,000	1,000
Total Debt Service		<u>2,536,253</u>	<u>2,377,643</u>	<u>2,109,434</u>	2,030,735
01-085	Total Debt Service	<u><u>\$ 2,536,253</u></u>	<u><u>\$ 2,377,643</u></u>	<u><u>\$ 2,109,434</u></u>	<u><u>\$ 2,030,735</u></u>
Percentage increase/(decrease)					<u><u>-3.73%</u></u>

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Transfer to Parks and Recreation (#90007) must be increased as the anticipated revenues have been below expectations (\$23,992).
- Transfer out – Renewable Energy Account (#90014) shows level funding to reinforce the Town's commitment to renewable energy.
- Detail of Capital Non-recurring Town, Account (#90012) is as follows:

❖ Grounds – Replace Box Van	\$ 17,000
❖ Facility Improvements – Resource Recovery	5,000
❖ Revaluation	60,000
❖ Computers – Town-wide	18,000
❖ Total Transfer In – General Fund Town	<u>\$ 100,000</u>
- Detail of Capital Non-recurring Town, Account (# 90013) is as follows:

❖ Brownstone School – Repaving	\$ 20,000
❖ System-wide BOE – stair railings	10,000
❖ Gildersleeve School removal/replacement of asbestos tile	18,000
❖ Valley View School removal/replacement of asbestos tile	18,000
❖ Total Transfer In – General Fund BOE	<u>\$ 66,000</u>
- Transfer out – Other - \$125,000 is transferred to help begin to fund the deficit in the school construction fund.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
01-093	Interfund Transfers Out	Expended	Expended	Budget	Budget
Transfers Out					
90001	Transfer out - Animal Control	\$ 53,025	\$ 73,215	\$ 74,415	\$ 75,657
90002	Transfer out - Youth Services	107,242	80,105	105,686	105,686
90003	Transfer out - Bldg Maintenance	49,000	64,000	60,000	65,000
90004	Transfer out - Town Aid Road	75,000	-	-	-
90005	Transfer out - Resource Recov	-	110,300	169,125	172,125
90006	Transfer out - Other	-	-	30,898	125,000
90007	Transfer out - Park & Rec	-	73,000	95,000	118,992
90008	Transfer out - Open Space	55,956	55,956	55,956	55,956
90012	Transfer out - Cap Non rec Town	109,000	104,000	230,500	100,000
90013	Transfer out - Cap Non rec BOE	20,000	-	15,000	66,000
90014	Transfer out - Renewable Energy	5,000	5,000	5,000	5,000
Total Transfers Out		<u>474,223</u>	<u>565,576</u>	<u>841,580</u>	<u>889,416</u>
01-093	Total Interfund Transfers Out	<u>\$ 474,223</u>	<u>\$ 565,576</u>	<u>\$ 841,580</u>	<u>\$ 889,416</u>

Percentage increase/(decrease) 5.68%

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:

1. To provide a “cushion” for extraordinary occurrences and unanticipated obligations during this budget year.

Accomplishments:

Fiscal Notes:

- 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 2011-2012
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
01-095	Town Contingency				
	Miscellaneous				
84001	Contingency	\$ -	\$ -	\$ 100,000	\$ 100,000
	Total Miscellaneous	-	-	100,000	100,000
01-095	Total Town Contingency	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
Percentage increase/(decrease)					<u>0.00%</u>

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TOWN OF PORTLAND, CONNECTICUT

OTHER SPECIAL REVENUE FUNDS

SEWER DEPARTMENT

WATER DEPARTMENT

ANIMAL CONTROL DEPARTMENT

TOWN AID ROAD FUND

YOUTH SERVICES DEPARTMENT

RESOURCE RECOVERY DEPARTMENT

BUILDING MAINTENANCE FUND

PARKS & RECREATION DEPARTMENT

ADOPTED BUDGETS

FISCAL YEAR

2011-2012

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 charges for service 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, Cromwell, and Middletown use the Facility to impound animals. The estimated budget for FY 2011-2012 shows a General Fund contribution of \$75,657, 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 \$121,415 for Fiscal Year 2011-2012.

Other Special Revenue Funds (Continued)

Department Name: Youth Services Department **Department #:** 07-110

Personnel expenditures for the Youth Services Department (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 2011-2012 shows a State of CT grant for \$23,000 with the rest of the budget funded by user charges of \$140,250, or 52% of the total budget, and a contribution from the General Fund of \$105,686, 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 \$172,125, or 46% 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 2011-2012 is \$65,000.

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 holiday tree lighting, Easter-egg hunt, road race and other town-wide activities. The General Fund contribution budgeted in Fiscal Year 2012 is \$118,992, or 33% of the total budget.

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2011-2012 - Sewer Department
As of May 09, 2011

Sewer Department		2008-2009 Actual Revenue	2009-2010 Actual Revenue	2010-2011 Budgeted Revenue	2011-2012 Estimated Revenue
Charges for Services					
00350	User charges	\$ 744,636	\$ 708,943	\$ 937,066	\$ 952,542
00351	User charges - interest & lien fees	29,309	39,576	30,000	32,000
00352	Sale of nitrogen credits	1,643	1,326	1,000	1,000
00353	Process material	4,080	8,400	4,500	5,000
00354	Other revenue sources	1,388	1,883	1,000	1,000
00355	PILOT payment	-	-	-	-
00406	Demand Response	5,676	4,181	3,500	2,200
	Total Charges for Services	<u>786,732</u>	<u>764,309</u>	<u>977,066</u>	<u>993,742</u>
Investment Income					
00401	Investment income	4,837	714	4,000	500
	Total Investment Income	<u>4,837</u>	<u>714</u>	<u>4,000</u>	<u>500</u>
Interfund Transfers In					
00502	Transfer in - Other funds	-	73,385	-	-
	Total Interfund Transfers In	<u>-</u>	<u>73,385</u>	<u>-</u>	<u>-</u>
Total Sewer Department Revenue		<u>\$ 791,569</u>	<u>\$ 838,408</u>	<u>\$ 981,066</u>	<u>\$ 994,242</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Sewer Department
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
02-139	Sewer Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 202,628	\$ 212,994	\$ 210,000	\$ 215,500
13002	Overtime	7,281	13,698	11,000	11,000
14001	Board clerk	48	63	150	150
-	Unused vacation pay	-	-	-	-
19002	Longevity	1,450	1,450	1,450	1,450
19003	Sick pay	10,338	10,435	12,500	12,500
21001	Medical insurance	72,715	71,262	78,600	70,000
21002	Dental insurance	1,096	1,118	1,500	1,500
21003	Life insurance	506	513	600	630
21004	Long-term disability insurance	543	583	675	710
22000	FICA/Medicare	15,227	16,722	18,250	18,600
23001	Town pension contribution	26,021	15,890	21,100	18,650
	Total Personnel Expenditures	337,853	344,728	355,825	350,690
Contractual Services					
31000	Service contracts	36,639	39,175	46,000	46,000
32000	Conferences, meetings, dues	949	612	1,200	1,200
33001	Audit services	6,999	6,000	6,300	6,100
34001	Data processing	412	466	1,000	1,000
37013	Legal fees	2,906	2,924	3,000	3,000
	Total Contractual Services	47,905	49,177	57,500	57,300
Repairs					
44003	Equipment repair/rental	14,406	33,058	30,000	35,000
	Total Repairs	14,406	33,058	30,000	35,000
Utilities					
51001	Gas & diesel fuel	2,327	1,960	2,400	3,250
52001	Municipal insurance	16,572	17,047	18,375	18,375
53000	Postage	4,060	3,771	4,500	4,500
53001	Telephone	5,051	5,149	5,500	5,500
	Total Utilities	28,010	27,927	30,775	31,625

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Sewer Department
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
02-139	Sewer Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 579	\$ -	\$ 1,000	\$ 500
61001	Uniforms	1,348	1,148	1,300	1,300
62001	Electricity	121,836	118,182	127,500	124,000
62002	Water & sewer	10,692	9,819	13,500	15,000
62004	Heating fuel	15,395	10,064	15,000	15,000
65002	Sewer supplies	6,387	7,992	8,500	10,000
68000	Custodial supplies	-	70	250	250
69002	Chemicals	2,301	2,440	4,000	4,000
	Total Commodities	<u>158,538</u>	<u>149,715</u>	<u>171,050</u>	<u>170,050</u>
Equipment					
73000	Equipment purchases	<u>2,572</u>	<u>871</u>	<u>5,000</u>	<u>5,000</u>
	Total Equipment	<u>2,572</u>	<u>871</u>	<u>5,000</u>	<u>5,000</u>
Miscellaneous					
83006	CWF notes - principal	202,170	206,038	209,958	213,955
83007	CWF notes - interest	53,192	49,113	44,958	40,722
88016	Miscellaneous	<u>2,322</u>	<u>2,367</u>	<u>6,500</u>	<u>5,000</u>
	Total Miscellaneous	<u>257,684</u>	<u>257,518</u>	<u>261,416</u>	<u>259,677</u>
Transfers Out					
90015	Transfer out - Cap Non rec Town	40,000	-	58,000	74,500
90016	Transfer out - Workers' comp	<u>9,000</u>	<u>12,900</u>	<u>11,500</u>	<u>10,400</u>
	Total Transfers Out	<u>49,000</u>	<u>12,900</u>	<u>69,500</u>	<u>84,900</u>
02-139	Total Sewer Department	<u>\$ 895,968</u>	<u>\$ 875,894</u>	<u>\$ 981,066</u>	<u>\$ 994,242</u>

Percentage increase/(decrease) 1.34%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2011-2012 - Water Department
As of May 09, 2011

Water Department		2008-2009 Actual Revenue	2009-2010 Actual Revenue	2010-2011 Budgeted Revenue	2011-2012 Estimated Revenue
Charges for Services					
00351	User charges - interest & lien fees	\$ 34,404	\$ 44,441	\$ 37,500	\$ 37,500
00354	Miscellaneous	5,833	9,186	4,000	4,000
00356	Meter charges	139,733	140,691	144,000	144,000
00357	Unmetered sales	13,576	9,240	16,000	14,000
00358	Metered sales	739,075	698,538	998,434	1,212,510
00359	Private fire protection	13,782	3,951	14,000	8,000
00360	Service connections	450	-	1,000	2,000
00361	Sales to public authorities	50,663	47,058	51,000	51,000
00362	Cross connection fees	5,500	5,400	6,250	7,500
Total Charges for Services		<u>1,003,016</u>	<u>958,505</u>	<u>1,272,184</u>	<u>1,480,510</u>
Investment Income					
00401	Investment income	1,429	158	1,000	1,000
Total Investment Income		<u>1,429</u>	<u>158</u>	<u>1,000</u>	<u>1,000</u>
Interfund Transfers In					
00502	Transfer in - Other funds	-	809,071	-	-
Total Interfund Transfers In		<u>-</u>	<u>809,071</u>	<u>-</u>	<u>-</u>
Total Water Department Revenue		<u>\$ 1,004,445</u>	<u>\$ 1,767,734</u>	<u>\$ 1,273,184</u>	<u>\$ 1,481,510</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Water Department
As of May 09, 2011

03-135 Water Department		2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 130,585	\$ 128,312	\$ 197,800	\$ 199,000
13002	Overtime	17,556	19,112	22,500	20,000
14001	Board clerk	143	127	175	175
-	Unused vacation pay	-	-	-	-
19002	Longevity	550	550	550	550
19003	Sick pay	5,951	5,615	7,500	7,500
21001	Medical insurance	41,409	42,349	67,100	70,500
21002	Dental insurance	877	913	1,250	1,325
21003	Life insurance	313	321	700	750
21004	Long-term disability insurance	367	362	700	750
22000	FICA/Medicare	10,766	11,145	18,500	17,450
23001	Town pension contribution	31,171	7,841	12,400	11,800
	Total Personnel Expenditures	239,688	216,647	329,175	329,800
Contractual Services					
31000	Service contracts	17,297	20,971	20,000	22,000
32000	Conferences, meetings, dues	955	628	850	850
33001	Audit services	8,601	8,000	8,400	7,500
34001	Data processing	742	359	1,500	1,500
37013	Legal fees	5,235	1,980	5,000	5,000
38010	Miscellaneous engineering	9,961	75	5,000	5,000
38012	MDC water contract	446,046	416,279	487,000	487,000
	Total Contractual Services	488,837	448,292	527,750	528,850
Repairs					
44003	Equipment repair/rental	6,224	7,405	6,000	6,000
	Total Repairs	6,224	7,405	6,000	6,000
Utilities					
51001	Gas & diesel fuel	11,637	6,341	10,000	6,000
52001	Municipal insurance	7,527	7,742	8,250	8,250
53000	Postage	5,055	5,000	5,750	5,750
53001	Telephone	5,213	5,179	6,500	6,500
	Total Utilities	29,432	24,262	30,500	26,500

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Water Department
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
03-135	Water Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 1,234	\$ -	\$ 2,000	\$ 2,000
61001	Uniforms	893	826	1,300	1,300
62001	Electricity	32,262	33,248	41,500	40,000
62004	Heating fuel	-	-	-	5,000
65003	Water supplies	7,340	44,852	40,000	40,000
69002	Chemicals	2,672	2,430	3,000	4,000
	Total Commodities	<u>44,401</u>	<u>81,356</u>	<u>87,800</u>	<u>92,300</u>
Equipment					
73000	Equipment purchases	<u>10,955</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
	Total Equipment	<u>10,955</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
Miscellaneous					
83001	Bonds - principal	125,000	-	-	-
83002	Bonds - interest	4,531	-	-	-
83006	CWF notes - principal	119,038	122,048	125,135	227,300
83007	CWF notes - interest	38,120	35,110	32,024	63,860
88016	Miscellaneous	<u>3,005</u>	<u>1,173</u>	<u>7,000</u>	<u>5,000</u>
	Total Miscellaneous	<u>289,694</u>	<u>158,331</u>	<u>164,159</u>	<u>296,160</u>
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	-	111,500	186,500
90016	Transfer out - Workers' comp	<u>13,700</u>	<u>11,000</u>	<u>9,800</u>	<u>8,900</u>
	Total Transfers Out	<u>13,700</u>	<u>11,000</u>	<u>121,300</u>	<u>195,400</u>
03-135 Total Water Department		<u>\$ 1,122,931</u>	<u>\$ 953,793</u>	<u>\$ 1,273,184</u>	<u>\$ 1,481,510</u>
Percentage increase/(decrease)					<u><u>16.36%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2011-2012 - Animal Control Department
As of May 09, 2011

Animal Control Department		2008-2009 Actual Revenue	2009-2010 Actual Revenue	2010-2011 Budgeted Revenue	2011-2012 Estimated Revenue
Charges for Services					
00303	Property rental	\$ 27,430	\$ 29,081	\$ 28,850	\$ 29,700
00317	Sale of dog licenses	4,174	5,280	5,250	5,400
00354	Miscellaneous	731	1,065	500	750
00363	Dog surcharge	1,344	1,712	1,750	1,750
Total Charges for Services		<u>33,679</u>	<u>37,138</u>	<u>36,350</u>	<u>37,600</u>
Investment Income					
00401	Investment income	-	-	-	-
Total Investment Income		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal Operating Income		<u>33,679</u>	<u>37,138</u>	<u>36,350</u>	<u>37,600</u>
Interfund Transfers In					
00501	Transfer in - General Fund	53,025	73,215	74,415	75,657
Total Interfund Transfers In		<u>53,025</u>	<u>73,215</u>	<u>74,415</u>	<u>75,657</u>
Total Animal Control Dept Revenue		<u>\$ 86,704</u>	<u>\$ 110,353</u>	<u>\$ 110,765</u>	<u>\$ 113,257</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Animal Control Department
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
04-140	Animal Control Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 42,418	\$ 42,268	\$ 43,500	\$ 45,000
11003	Part-time payroll	8,659	8,756	12,000	12,000
13002	Overtime	3,083	1,547	3,250	3,250
19002	Longevity	250	350	350	350
19003	Sick pay	1,943	2,368	2,500	2,750
21001	Medical insurance	8,204	8,468	9,025	9,500
21002	Dental insurance	219	224	300	315
21003	Life insurance	108	108	150	150
21004	Long-term disability insurance	122	122	210	210
22000	FICA/Medicare	4,082	4,102	4,500	4,850
23001	Town pension contribution	4,100	3,246	4,400	3,900
	Total Personnel Expenditures	73,188	71,559	80,185	82,275
Contractual Services					
31000	Service contracts	1,598	1,705	1,750	2,500
32000	Conferences, meetings, dues	-	-	-	-
33001	Audit services	-	-	-	-
33004	Veterinarian fees	2,940	1,164	2,000	2,000
-	Data processing	-	-	-	-
	Total Contractual Services	4,538	2,869	3,750	4,500
Repairs					
44003	Equipment repair/rental	896	33	1,750	1,750
	Total Repairs	896	33	1,750	1,750
Utilities					
51001	Gas & diesel fuel	2,499	1,900	2,600	2,600
52001	Municipal insurance	816	839	860	882
53000	Postage	650	400	650	650
53001	Telephone	-	610	720	900
54000	Advertising & publications	150	44	150	150
	Total Utilities	4,115	3,793	4,980	5,182

Town of Portland, Connecticut

Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Animal Control Department

As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
04-140	Animal Control Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 109	\$ 201	\$ 250	\$ 250
61001	Uniforms	574	971	750	1,000
61003	Equipment supplies	1,150	575	1,500	1,500
62001	Electricity	2,910	2,695	3,500	3,250
62002	Water & sewer	971	539	2,250	1,500
62004	Heating fuel	2,017	980	2,250	2,250
63002	Dog food	988	824	1,200	1,200
68000	Custodial supplies	109	919	900	1,000
	Total Commodities	<u>8,828</u>	<u>7,704</u>	<u>12,600</u>	<u>11,950</u>
Miscellaneous					
-	Fee share to State	4,250	4,600	4,600	5,000
-	Miscellaneous	-	-	-	-
	Total Miscellaneous	<u>4,250</u>	<u>4,600</u>	<u>4,600</u>	<u>5,000</u>
Transfers Out					
90016	Transfer out - Workers' comp	2,300	3,200	2,900	2,600
	Total Transfers Out	<u>2,300</u>	<u>3,200</u>	<u>2,900</u>	<u>2,600</u>
04-140	Total Animal Control Department	<u><u>\$ 98,115</u></u>	<u><u>\$ 93,758</u></u>	<u><u>\$ 110,765</u></u>	<u><u>\$ 113,257</u></u>

Percentage increase/(decrease) 2.25%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2011-2012 - Town Aid Road Fund
As of May 09, 2011

Town Aid Road Fund		2008-2009 Actual Revenue	2009-2010 Actual Revenue	2010-2011 Budgeted Revenue	2011-2012 Estimated Revenue
Intergovernmental					
00221	State of CT - TAR	\$ 180,889	\$ 134,462	\$ 121,415	\$ 121,415
	Total Intergovernmental	180,889	134,462	121,415	121,415
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	180,889	134,462	121,415	121,415
Interfund Transfers In					
00501	Transfer in - General Fund	75,000	-	-	-
	Total Interfund Transfers In	75,000	-	-	-
Total Town Aid Road Fund Revenue		\$ 255,889	\$ 134,462	\$ 121,415	\$ 121,415

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Town Aid Road Fund

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
06-030	Town Aid Road Fund	Expended	Expended	Budget	Budget
Commodities					
65001	Road materials	<u>\$ 242,673</u>	<u>\$ 134,462</u>	<u>\$ 121,415</u>	<u>\$ 121,415</u>
	Total Commodities	<u>242,673</u>	<u>134,462</u>	<u>121,415</u>	<u>121,415</u>
06-030	Total Town Aid Road Fund	<u><u>\$ 242,673</u></u>	<u><u>\$ 134,462</u></u>	<u><u>\$ 121,415</u></u>	<u><u>\$ 121,415</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2011-2012 - Youth Services Department
As of May 09, 2011

Youth Services Department		2008-2009 Actual Revenue	2009-2010 Actual Revenue	2010-2011 Budgeted Revenue	2011-2012 Estimated Revenue
Intergovernmental					
00222	State of CT - YSB	\$ 19,000	\$ 19,000	\$ 14,000	\$ 14,000
00223	State of CT - DSS	6,411	16,548	8,500	9,000
Total Intergovernmental		25,411	35,548	22,500	23,000
Charges for Services					
00354	Miscellaneous	1,907	2,000	500	500
00364	Program fees - school year	23,380	30,820	127,720	129,750
00365	Resource center fees	2,895	4,505	8,000	8,000
00366	Contributions/donations	1,144	1,613	2,000	2,000
Total Charges for Services		29,326	38,938	138,220	140,250
Investment Income					
00401	Investment income	-	-	-	-
Total Investment Income		-	-	-	-
Subtotal Operating Income		54,737	74,486	160,720	163,250
Interfund Transfers In					
00501	Transfer in - General Fund	107,242	80,105	105,686	105,686
Total Interfund Transfers In		107,242	80,105	105,686	105,686
Total Youth Services Dept Revenue		\$ 161,979	\$ 154,591	\$ 266,406	\$ 268,936

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Youth Services Department
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 47,059	\$ 46,890	\$ 48,300	\$ 49,850
11002	Clerical payroll	6,573	6,400	7,250	7,250
12000	Temporary payroll	34,650	27,717	115,100	116,122
19002	Longevity	-	250	250	250
19003	Sick pay	2,694	2,694	2,750	2,850
21001	Medical insurance	16,709	17,238	18,500	19,000
21002	Dental insurance	219	224	300	300
21003	Life insurance	118	118	150	150
21004	Long-term disability insurance	135	135	175	185
22000	FICA/Medicare	6,774	6,718	13,400	13,500
23001	Town pension contribution	4,000	3,652	4,900	4,300
	Total Personnel Expenditures	118,931	112,036	211,075	213,757
Contractual Services					
32000	Conferences, meetings, & dues	560	639	700	700
	Total Contractual Services	560	639	700	700
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
52001	Municipal insurance	1,781	1,832	1,906	1,954
53000	Postage	155	100	175	175
53001	Telephone	-	-	-	-
	Total Utilities	1,936	1,932	2,081	2,129
Commodities					
61000	Office supplies	985	360	750	750
61006	Building supplies	-	305	500	750
62001	Electricity	4,558	4,695	4,800	4,850
62002	Water & sewer	208	172	250	250
62004	Heating fuel	682	525	1,300	1,300
	Total Commodities	6,433	6,057	7,600	7,900

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Youth Services Department
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Programs/Activities					
88038	Miscellaneous programs	\$ -	\$ -	\$ -	\$ -
88039	CRC consulting	27,830	26,292	25,000	25,000
88040	Activity funds	5,766	3,523	14,000	14,000
88041	Activity supplies	881	743	1,250	1,250
	Total Programs/Activities	<u>34,477</u>	<u>30,558</u>	<u>40,250</u>	40,250
Transfers Out					
90016	Transfer out - Workers' comp	2,300	5,300	4,700	4,200
	Total Transfers Out	<u>2,300</u>	<u>5,300</u>	<u>4,700</u>	4,200
07-110	Total Youth Services Department	<u><u>\$ 164,637</u></u>	<u><u>\$ 156,522</u></u>	<u><u>\$ 266,406</u></u>	<u><u>\$ 268,936</u></u>
Percentage increase/(decrease)					<u><u>0.95%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2011-2012 - Resource Recovery Department
As of May 09, 2011

Resource Recovery Department		2008-2009 Actual Revenue	2009-2010 Actual Revenue	2010-2011 Budgeted Revenue	2011-2012 Estimated Revenue
Charges for Services					
00354	Miscellaneous	\$ 2,934	\$ 3,856	\$ 500	\$ 1,500
00367	Tire fees	1,065	1,304	1,100	1,300
00368	Sale of newsprint	186	-	-	-
00369	Battery recycling	73	51	125	50
00370	Sale of metal	21,107	16,590	10,000	15,500
00371	Facility use permits	20,414	27,142	25,000	27,000
00372	Freon appliance permits	4,896	2,596	4,000	4,000
00373	15 gallon bags to residents	3,236	2,940	3,500	3,500
00374	30 gallon bags to residents	20,835	19,922	24,000	24,000
00375	45 gallon bags to residents	40,168	42,543	44,000	44,000
00376	15 gallon bags to distributors	313	250	400	400
00377	30 gallon bags to distributors	3,480	2,550	4,250	3,750
00378	45 gallon bags to distributors	6,376	4,401	7,500	7,500
00379	Bulky waste	53,628	51,088	60,000	60,000
00380	Anti-freeze disposal	85	74	50	50
00381	Mixed paper	1,730	1,232	-	-
00382	Cardboard sales	24	-	-	-
00383	Town demolition	373	543	1,000	500
00384	Propane tank disposal	272	410	275	300
00399	Single stream recyclables	-	12,361	12,500	10,000
	Total Charges for Services	181,195	189,853	198,200	203,350
Investment Income					
00401	Investment income	1,521	-	-	-
	Total Investment Income	1,521	-	-	-
	Subtotal Operating Income	182,716	189,853	198,200	203,350
Interfund Transfers In					
00501	Transfer in - General Fund	-	110,300	169,125	172,125
	Total Interfund Transfers In	-	110,300	169,125	172,125
	Total Resource Recovery Dept Rev	\$ 182,716	\$ 300,153	\$ 367,325	\$ 375,475

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Resource Recovery Dept
As of May 09, 2011

09-120	Resource Recovery Dept	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 137,428	\$ 127,179	\$ 143,500	\$ 150,500
12000	Temporary payroll	-	-	-	-
13002	Overtime	9,566	11,414	12,500	12,500
19002	Longevity	450	550	825	825
19003	Sick pay	5,196	4,879	6,000	6,000
21001	Medical insurance	34,294	43,534	46,500	48,500
21002	Dental insurance	647	660	775	790
21003	Life insurance	210	352	475	500
21004	Long-term disability insurance	166	239	475	500
22000	FICA/Medicare	10,966	10,581	12,000	13,100
23001	Town pension contribution	15,001	8,631	11,000	10,500
	Total Personnel Expenditures	213,924	208,019	234,050	243,715
Contractual Services					
31000	Service contracts	-	2,057	3,750	4,750
34001	Data processing	607	110	1,000	1,000
36004	Telecommunications	-	463	1,000	1,000
	Total Contractual Services	607	2,630	5,750	6,750
Repairs					
44003	Equipment repair/rental	2,316	4,794	5,500	4,000
	Total Repairs	2,316	4,794	5,500	4,000
Utilities					
51001	Gas & diesel fuel	7,235	3,784	7,300	6,700
52001	Municipal insurance	2,080	2,139	2,225	2,360
53001	Telephone	-	-	300	300
	Total Utilities	9,315	5,923	9,825	9,360
Commodities					
61001	Uniforms	1,125	582	1,100	1,100
61003	Equipment supplies	1,855	981	1,500	1,500
61006	Building supplies	2,890	8	500	1,000
62001	Electricity	1,485	1,928	3,000	2,750
62002	Water & sewer	267	412	350	425
62004	Heating fuel	1,082	522	1,250	1,250
69003	Bags and stickers	9,977	6,419	9,000	10,000
	Total Commodities	18,681	10,852	16,700	18,025

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Resource Recovery Dept
As of May 09, 2011

09-120	Resource Recovery Dept	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Equipment					
73000	Equipment purchases	\$ -	\$ -	\$ -	\$ -
	Total Equipment	-	-	-	-
Miscellaneous					
88001	Program services	107	500	1,000	500
88003	Permits - State of CT	1,858	375	1,500	1,500
88012	MSW disposal fees	33,711	24,539	36,000	36,000
88014	BW disposal fees	35,680	37,557	42,500	42,500
88017	Hauling expense	2,195	400	1,500	1,000
88018	Recycling	4,445	2,226	6,000	5,825
	Total Miscellaneous	77,996	65,597	88,500	87,325
Transfers Out					
90015	Transfer out - Cap Non rec Town	10,000	-	-	-
90016	Transfer out - Workers' comp	8,740	7,800	7,000	6,300
	Total Transfers Out	18,740	7,800	7,000	6,300
09-120	Total Resource Recovery Dept	\$ 341,579	\$ 305,615	\$ 367,325	\$ 375,475
Percentage increase/(decrease)					2.22%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2011-2012 - Building Maintenance Fund
As of May 09, 2011

Building Maintenance Fund		2008-2009 Actual Revenue	2009-2010 Actual Revenue	2010-2011 Budgeted Revenue	2011-2012 Estimated Revenue
Miscellaneous					
00354	Miscellaneous	\$ 8,939	\$ -	\$ -	\$ -
00366	Contributions/donations	-	-	-	-
	Total Miscellaneous	<u>8,939</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal Operating Income	<u>8,939</u>	<u>-</u>	<u>-</u>	<u>-</u>
Interfund Transfers In					
00501	Transfer in - General Fund	<u>49,500</u>	<u>64,000</u>	<u>60,000</u>	<u>65,000</u>
	Total Interfund Transfers In	<u>49,500</u>	<u>64,000</u>	<u>60,000</u>	<u>65,000</u>
Total Building Maint Fund Revenue		<u>\$ 58,439</u>	<u>\$ 64,000</u>	<u>\$ 60,000</u>	<u>\$ 65,000</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Building Maintenance Fund
As of May 09, 2011

		2008-2009	2009-2010	2010-2011	2011-2012
		Actual	Actual	Revised	Adopted
11-037	Building Maintenance Fund	Expended	Expended	Budget	Budget
Repairs					
44006	Town maintenance	\$ 17,011	\$ 61,335	\$ 30,000	\$ 32,500
44007	BOE maintenance	56,566	33,630	30,000	32,500
	Total Repairs	<u>73,577</u>	<u>94,965</u>	<u>60,000</u>	<u>65,000</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><u>\$ 73,577</u></u>	<u><u>\$ 94,965</u></u>	<u><u>\$ 60,000</u></u>	<u><u>\$ 65,000</u></u>
Percentage increase/(decrease)					<u><u>8.33%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2011-2012 - Parks & Recreation Department
As of May 09, 2011

Parks & Recreation Department		2008-2009 Actual Revenue	2009-2010 Actual Revenue	2010-2011 Budgeted Revenue	2011-2012 Estimated Revenue
Charges for Services					
00354	Miscellaneous	\$ 620	\$ 671	\$ 3,500	\$ 21,574
00385	Program fees - adult	6,491	10,053	12,000	14,200
00386	Program fees - youth	139,616	110,314	74,000	36,000
00387	Tee ball fees	4,961	2,175	4,000	2,500
00388	Adult softball fees	7,010	8,696	8,500	9,000
00389	Summer playground fees	93,734	92,028	125,725	113,100
00390	Program fees - vacation	7,818	940	3,500	3,500
00391	Summer sports camp	37,138	26,382	42,500	22,000
00392	CT Track club	4,470	2,655	5,000	-
00393	Skateboard park	43	260	-	-
00394	5k race fees	1,975	2,195	2,500	2,500
00395	Trips	10,215	1,890	12,500	14,500
Total Charges for Services		314,091	258,259	293,725	238,874
Investment Income					
00401	Investment income	3,994	-	-	-
Total Investment Income		3,994	-	-	-
Subtotal Operating Income		318,085	258,259	293,725	238,874
Interfund Transfers In					
00501	Transfer in - General Fund	-	73,000	95,000	118,992
Total Interfund Transfers In		-	73,000	95,000	118,992
Total Parks & Rec Dept Revenue		\$ 318,085	\$ 331,259	\$ 388,725	\$ 357,866

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Parks & Rec Department
As of May 09, 2011

12-130	Parks & Recreation Dept	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 43,420	\$ 54,761	\$ 56,500	\$ 58,250
11002	Clerical payroll	13,865	17,553	17,750	19,000
12001	Teen recreation payroll	157,706	174,526	97,500	88,541
13002	Overtime	-	7,002	5,000	7,000
14001	Board clerk	404	550	600	650
19002	Longevity	500	-	175	175
19003	Sick pay	985	985	1,400	1,250
21001	Medical insurance	11,799	10,824	11,750	12,750
21002	Dental insurance	169	108	200	200
21003	Life insurance	107	183	225	225
21004	Long-term disability insurance	104	208	250	275
22000	FICA/Medicare	15,392	17,056	14,900	14,000
23001	Town pension contribution	6,591	4,047	3,100	3,100
	Total Personnel Expenditures	251,042	287,803	209,350	205,416
Contractual Services					
32000	Conferences, meetings, & dues	220	528	650	650
	Total Contractual Services	220	528	650	650
Repairs					
44003	Equipment repair/rentals	4,690	5,432	7,000	7,000
	Total Repairs	4,690	5,432	7,000	7,000
Utilities					
51001	Gas & diesel fuel	352	241	975	750
52001	Municipal insurance	1,864	1,918	3,000	2,750
53000	Postage	155	150	200	200
53001	Telephone	-	-	700	700
	Total Utilities	2,371	2,309	4,875	4,400
Commodities					
61000	Office supplies	816	198	1,500	1,500
61003	Equipment supplies	560	-	2,000	2,000
62001	Electricity	19,784	14,271	21,000	20,000
62002	Water & sewer	1,348	1,010	2,000	2,000
62004	Heating fuel	682	525	1,400	1,400
	Total Commodities	23,190	16,004	27,900	26,900

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2011-2012 - Parks & Rec Department
As of May 09, 2011

12-130	Parks & Recreation Dept	2008-2009 Actual Expended	2009-2010 Actual Expended	2010-2011 Revised Budget	2011-2012 Adopted Budget
Equipment					
73000	Equipment purchases	\$ 13,215	\$ 5,207	\$ 17,500	\$ 17,500
	Total Equipment	13,215	5,207	17,500	17,500
Miscellaneous					
88001	Program services	130	580	-	-
	Total Miscellaneous	130	580	-	-
Programs/Activities					
88023	Youth tee ball	1,332	668	1,500	1,120
88024	Youth basketball	4,212	4,967	4,500	7,130
88025	Youth fitness	384	2,400	-	-
88026	Summer playground	25,933	24,480	26,000	21,000
88027	Youth programs	15,859	8,045	20,000	9,000
88028	Vacation programs	139	3,069	1,500	1,500
88029	Other recreation programs	2,656	1,159	1,000	1,000
88030	Adult softball	8,102	7,970	8,500	8,500
88031	Adult fitness	3,529	6,536	4,000	9,900
88032	Holiday tree lighting	722	237	750	750
88033	Town concerts	-	-	-	-
88034	Trips	15,773	1,490	10,000	12,000
88035	Summer sports camp	23,300	19,707	35,000	18,500
88036	CT Track club	5,307	2,024	3,000	-
88037	Community events	761	478	500	500
88038	Miscellaneous programs	70	-	100	100
88051	5K Road Race	1,307	1,606	1,250	1,500
	Total Programs/Activities	109,386	84,836	117,600	92,500
Transfers Out					
90016	Transfer out - Workers' comp	5,300	4,300	3,850	3,500
	Total Transfers Out	5,300	4,300	3,850	3,500
12-130	Total Parks & Rec Department	\$ 409,544	\$ 406,999	\$ 388,725	\$ 357,866
Percentage increase/(decrease)					-7.94%

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 2012 through 2016 is **\$9,208,465** with **\$1,391,457** specifically approved for FY 2011-2012. Of the \$1,391,457, \$166,000 is estimated to be funded through taxation. The following list of projects detail this amount:

❖ Grounds – Replace Box Van	\$ 17,000
❖ Facility Improvements – Resource Recovery	5,000
❖ Revaluation	60,000
❖ Computers – Town-wide	18,000
❖ Brownstone School – Repaving	20,000
❖ System-wide BOE – stair railings	10,000
❖ Gildersleeve School removal/replacement of asbestos tile	18,000
❖ Valley View School removal/replacement of asbestos tile	18,000
❖ Total Transfer In – General Fund Town and BOE	\$ <u>166,000</u>

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

❖ Park and Field Improvements	\$ 10,000
❖ Municipal Parking Lot Improvements	43,957
❖ Replace Guiderails	15,000
❖ Total LOCIP-funded projects	\$ <u>68,957</u>

Also, the following will be financed using capital lease proceeds:

❖ Grounds – Snow pusher/blower equipment	\$ 7,000
❖ Grounds – Infield Groomer	18,000
❖ Fire – Hurst Tool	10,000
❖ Fire - Zodiac Boat	6,500
❖ Fire - 4 x 4 Vehicle for Chief	27,500
❖ Police – 3 cruisers and 1 SUV (equipped)	108,500
❖ Town-Wide - Wide Scanner/Printer/Copier	10,500
❖ Building Maintenance – Library Roof Replacement	300,000
❖ Highway - Large Equipment Trailer	30,000
❖ Highway – Leadman Vehicle	37,500
❖ Highway – 2 Large Dump Trucks	320,000
❖ Highway – Large Snow Plows	20,000
❖ Total – Capital Lease Proceeds	\$ <u>895,500</u>

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2012 Through 2016
As of May 09, 2011

Capital Improvement Plan		Fiscal Years					Total
		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	
Estimated Revenue Sources							
00114	Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214	State of CT grants	68,957	68,957	65,000	65,000	65,000	332,914
00354	Other	-	-	-	-	-	-
00501	Transfer in - General Fund Town	166,000	650,000	650,000	650,000	650,000	2,766,000
00502	Transfer in - Parks & Rec Dept	-	50,000	25,000	25,000	25,000	125,000
00502	Transfer in - Res Rec Dept	-	-	-	-	-	-
00502	Transfer in - Sewer Department	74,500	145,000	125,000	125,000	65,000	534,500
00502	Transfer in - Water Department	186,500	131,000	96,500	63,000	43,500	520,500
00503	General obligation bonds	-	1,112,043	1,127,908	1,349,000	445,100	4,034,051
00504	Capital lease proceeds	895,500	-	-	-	-	895,500
00505	Prior approved allocations	-	-	-	-	-	-
Total Estimated Revenue Sources		\$ 1,391,457	\$ 2,157,000	\$ 2,089,408	\$ 2,277,000	\$ 1,293,600	\$ 9,208,465

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2012 Through 2016
As of May 09, 2011

08-141	Capital Improvement Plan	Fiscal Years					Total
		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	
Departmental Expenditure Summary							
89010	Board of Education	\$ 66,000	\$ 191,500	\$ 234,500	\$ 358,500	\$ 155,000	\$ 1,005,500
89020	Building/Planning Depts	-	120,000	90,000	45,000	45,000	300,000
89030	Emergency Management	-	16,500	14,500	14,000	4,500	49,500
89040	Fire Department	44,000	150,500	82,500	68,000	68,000	413,000
89050	Grounds Maintenance	42,000	48,800	78,100	56,100	116,100	341,100
89060	Library	-	41,200	39,500	24,500	5,000	110,200
89070	Parks & Recreation	10,000	507,000	598,308	961,000	397,000	2,473,308
89080	Police Department	108,500	36,000	66,000	61,200	66,000	337,700
89090	Public Works	766,457	595,500	556,500	405,200	239,000	2,562,657
89100	Resource Recovery	5,000	5,000	5,000	5,000	5,000	25,000
89110	Sewer Department	74,500	145,000	125,000	125,000	65,000	534,500
89120	Town-Wide Improvements	88,500	169,000	103,000	90,500	84,500	535,500
89130	Water Department	186,500	131,000	96,500	63,000	43,500	520,500
Total Departmental Summary		\$ 1,391,457	\$ 2,157,000	\$ 2,089,408	\$ 2,277,000	\$ 1,293,600	\$ 9,208,465
Departmental Expenditure Detail							
89010	Board of Education						
Brownstone School							
	Replace boys lavatory (1931-32)	\$ -	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 250,000
	Replacement of basement flooring	-	-	-	-	17,500	17,500
	Paving	20,000	5,000	5,000	5,000	5,000	40,000
	Removal/replacement asbestos tile		20,000		-	-	20,000
	Replace windows & frames			125,000	125,000	-	250,000
	Roof repairs/replacement	-	20,000	-	125,000	-	145,000
	Total Brownstone School	20,000	107,500	192,500	317,500	85,000	722,500
Gildersleeve School							
	Removal/replacement asbestos tile	18,000	-	-	-	-	18,000
	Paving	-	25,000	25,000	-	-	50,000
	Total Gildersleeve School	18,000	25,000	25,000	-	-	68,000
High/Middle School							
	Building improvements	-	62,500	62,500	62,500	-	187,500
	Rubber track improvements	-	5,000	-	-	5,000	10,000
	Total High/Middle School	-	5,000	-	-	5,000	10,000
System Wide BOE							
	Van replacement - wheelchair	-	12,000	12,000	12,000	12,000	48,000
	Stair railing (multi locations per FM)	10,000	-	-	-	24,000	34,000
	Van replacement - student	-	-	-	24,000	24,000	48,000
	Total System Wide	10,000	12,000	12,000	36,000	60,000	130,000

L Project anticipated to be funded by LOCIP for FY 2011-2012

Town of Portland, Connecticut
 Adopted Capital Improvement Plan - Fiscal Years 2012 Through 2016
 As of May 09, 2011

08-141	Capital Improvement Plan	Fiscal Years					Total
		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	
Departmental Expenditure Detail (Continued)							
Valley View School							
	Removal/replacement asbestos tile	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
	Modular improvements	-	42,000	-	-	-	42,000
	Paving	-	-	5,000	5,000	5,000	15,000
	Total Valley View School	18,000	42,000	5,000	5,000	5,000	75,000
	Total Board of Education	66,000	191,500	234,500	358,500	155,000	1,005,500
89020	Building/Planning Depts						
	Grant match/leverage funds	-	50,000	50,000	25,000	25,000	150,000
	Permitting software	-	30,000	-	-	-	30,000
	Land acquisition	-	40,000	40,000	20,000	20,000	120,000
	Total Building/Planning Depts	-	120,000	90,000	45,000	45,000	300,000
89030	Emergency Management						
	EOC equipment	-	2,500	1,500	2,000	2,000	\$ 8,000
	Communication - radios	-	3,000	2,000	2,000	2,500	9,500
	Emergency equipment	-	11,000	11,000	10,000	-	32,000
	Total Emergency Management	-	16,500	14,500	14,000	4,500	49,500
89040	Fire/Fire Marshal Department						
	Refurbish/replace apparatus	-	100,000	50,000	50,000	50,000	250,000
	Equipment replacement	-	34,500	15,000	-	-	49,500
	Replace Co #3 Zodiac boat	6,500	-	-	-	-	6,500
	Hurst Tool	10,000	-	-	-	-	10,000
	Replace Chief's 4X4 vehicle	27,500	-	-	-	-	27,500
	SCBA bottle replacement	-	7,500	7,500	8,000	8,000	31,000
	Thermal imaging cameras	-	8,500	-	-	10,000	18,500
	Used pick up truck w/ cap-fire marsha	-	-	10,000	10,000	-	20,000
	Total Fire/Fire Marshal Department	44,000	150,500	82,500	68,000	68,000	413,000
89050	Grounds Maintenance						
	Ride on mower replacement	-	11,200	5,800	5,800	5,800	28,600
	Paint sprayer replacement	-	2,100	3,600	3,600	3,600	12,900
	Walk behind mower replacement	-	3,500	3,700	3,700	3,700	14,600
	Miscellaneous grounds equipment	-	10,000	5,000	5,000	5,000	25,000
	Snow pusher/blower equipment	7,000	-	-	-	-	7,000
	Infield groomer replacement	18,000	-	-	-	-	18,000
	Replace 1995 box van	17,000	-	-	-	-	17,000
	Replace John Deere Loader (used)	-	22,000	22,000	-	-	44,000
	Replace 2004 F550 truck	-	-	-	-	60,000	60,000
	1976 JD 301 utility tractor replace	-	-	15,000	15,000	15,000	45,000
	Toro 580 16' mower replacement	-	-	23,000	23,000	23,000	69,000
	Total Ground Maintenance	42,000	48,800	78,100	56,100	116,100	341,100

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	
Departmental Expenditure Detail (Continued)							
89060	Library						
	Computers and printers	\$ -	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
	Server replacement	-	6,200	-	6,500	-	12,700
	Furnishings and lighting	-	13,000	13,000	13,000	-	39,000
	Security cameras	-	-	12,500	-	-	12,500
	Installation of cable/internet	-	3,000	-	-	-	3,000
	Security system replacement	-	9,000	9,000	-	-	18,000
	Total Library	-	41,200	39,500	24,500	5,000	110,200
89070	Parks & Recreation						
	Landscape architect	-	7,000	7,000	-	-	14,000
	Gildersleeve School field renov	-	20,000	236,000	236,000	236,000	728,000
	Tennis & Bball courts - Main St.	-	20,000	-	544,000	-	564,000
	Valley View field renovation	-	-	279,308	140,000	140,000	559,308
	Riverfront Park	-	150,000	50,000	-	-	200,000
	Goodrich property improvements	-	-	5,000	20,000	-	25,000
	Park and field improvements	10,000	L 310,000	21,000	21,000	21,000	383,000
	Total Parks & Recreation	10,000	507,000	598,308	961,000	397,000	2,473,308
89080	Police Department						
	Equipped cruiser replacement	108,500	\$ 30,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 318,500
	Radio replacement program	-	6,000	6,000	-	6,000	18,000
	Office equipment	-	-	-	1,200	-	1,200
	Total Police Department	108,500	36,000	66,000	61,200	66,000	337,700
89090	Public Works						
	Office of the Director						
	Replace supervisor vehicle	-	16,500	-	-	-	16,500
	Replacement of Director's vehicle	-	-	-	25,000	-	25,000
	Total Office of the Director	-	16,500	-	25,000	-	41,500
	Building Maintenance						
	Carpeting in planning development	-	5,000	5,000	-	-	10,000
	Miscellaneous equipment(ic:heaters)		10,000	10,000	10,000	10,000	40,000
	Library roof	300,000	-	-	-	-	300,000
	Library carpet replacement	-	-	57,000	57,000	-	114,000
	Library bathroom upgrade	-	15,000	15,000	-	-	30,000
	Library painting	-	-	25,000	25,000	-	50,000
	Flooring - Senior Center	-	8,000	8,000	-	-	16,000
	Construct storage addition-salt shed	-	25,000	25,000	-	-	50,000
	Replace bldg maintenance pickup	-	12,500	12,500	-	-	25,000
	Municipal parking lot improvements	43,957	L 30,000	30,000	30,000	38,000	171,957
	Masonry Repairs Town-wide	-	10,000	10,000	10,000	10,000	40,000
	Rehab garage - Buck Foreman(BF)	-	-	20,000	-	-	20,000
	Total Building Maintenance	343,957	115,500	217,500	132,000	58,000	866,957

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	
Departmental Expenditure Detail (Continued)							
Highway Division							
	Replace mechanics truck	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
	Replace excavator	-	60,000	30,000	30,000	30,000	150,000
	Scraper plow replacements	-	8,000	-	8,200	-	16,200
	Replace Lead Man Pick Up	37,500	-	-	-	-	37,500
	Large dump trucks replacement	320,000	160,000	160,000	80,000	81,000	801,000
	Large roller replacement	-	20,000	20,000	20,000	-	60,000
	Large equipment trailer	30,000	-	-	-	-	30,000
	Tractor replacement	-	20,000	20,000	20,000	-	60,000
	Sidewalk repair/construction	-	50,000	25,000	25,000	25,000	125,000
	Replace street signs	-	20,000	20,000	20,000	20,000	80,000
	Small dump truck replacement	-	20,000	20,000	-	-	40,000
	Large snow plows	20,000					20,000
	Push-back plow for loader	-	20,000				20,000
	Purchase used forklift	-	12,500	-	-	-	12,500
	Purchase sand spreader	-	18,000	19,000	20,000	-	57,000
	Repair/replace guardrails	15,000	L 35,000	25,000	25,000	25,000	125,000
	Total Highway Division	422,500	463,500	339,000	248,200	181,000	1,654,200
	Total Public Works	766,457	595,500	556,500	405,200	239,000	2,562,657
89100	Resource Recovery						
	Purchase compactor/containers		-	-	-	-	-
	Facility improvements	5,000	5,000	5,000	5,000	5,000	25,000
	Total Resource Recovery	5,000	5,000	5,000	5,000	5,000	25,000
89110	Sewer Department						
	Plant and system improvements	35,000	50,000	30,000	30,000	30,000	175,000
	Install screenings washer/press	-	60,000	60,000	60,000	-	180,000
	Replace sewer cleaning truck	-	35,000	35,000	35,000	35,000	140,000
	Replace pickup truck	39,500	-	-	-	-	39,500
	Total Sewer Department	74,500	145,000	125,000	125,000	65,000	534,500
89120	Town-Wide Improvements						
	Computers incl periferals/printers	18,000	27,500	27,000	28,000	28,000	128,500
	Wide Scanner	10,500	-	-	-	-	10,500
	Upgrade computers - Fire	-	2,500	2,500	3,000	4,000	12,000
	Upgrade computers - Police	-	-	10,000	-	2,500	12,500
	Upgrade computers - Sen Center	-	1,500	1,000	1,000	-	3,500
	GIS Reimplementation	-	22,500	2,500	5,000	5,000	35,000
	Revaluation	60,000	40,000	40,000	40,000	40,000	220,000
	Phone system replacement	-	40,000	20,000	5,000	5,000	70,000
	Wiring - old water pipe High St	-	35,000	-	-	-	35,000
	Cameras on Veterans' monument	-	-	-	8,500	-	8,500
	Total Town-Wide Improvements	88,500	169,000	103,000	90,500	84,500	535,500

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		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	
89130	Water Department						
	Pump station & facility upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
	Water main replacement	-	30,000	15,000	15,000	15,000	75,000
	Repaint storage tank interiors	150,000	-	-	-	-	150,000
	Hydraulic hammer attachment	-	4,000	4,000	-	-	8,000
	Replace large water meters	-	5,000	10,000	-	-	15,000
	Replace mainline valves	20,000	15,000	10,000	10,000	10,000	65,000
	Remote read meters	11,500	12,000	12,500	13,000	13,500	62,500
	Replace utility truck	-	40,000	20,000	20,000	-	80,000
	Emergency generator	-	20,000	20,000	-	-	40,000
	Total Water Department	186,500	131,000	96,500	63,000	43,500	520,500
08-141	Total Capital Improvement Plan	\$ 1,391,457	\$ 2,157,000	\$ 2,089,408	\$ 2,277,000	\$ 1,293,600	\$ 9,208,465