

TOWN OF PORTLAND, CONNECTICUT



ADOPTED BUDGETS

**FISCAL YEAR
2014-2015**

TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2015

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TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2015

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Town of Portland, Connecticut

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Equal Opportunity Employer

Office of the First Selectwoman

May 30, 2014

Dear Residents and Taxpayers:

Enclosed is the Adopted 2014-15 Fiscal Year Budget.

Grand List:

- Total Value: \$802,729,670 (*an increase of \$5,732,473 from last year's Grand List*) Note: *The Grand List value is an estimate and subject to change based on pending appeals.*
- Value of one mill: \$802,730, (*an increase of \$5,733 over 2013-14*)

Revenues Needed:

- Taxation: 31.78 mills: *+0.5 mill*
- All other revenues: \$6,129,479 (*+\$162,844 from 2013-14*)
- Allocation from Fund Balance: \$300,000 (*no change from 2013-14*)

Expenditures:

- Total Expenditures: \$31,561,273 (*+\$737,418*) (*2.39% increase over 2013-14 adopted budget*)
- General Government increase : *+\$429,943 (3.57% increase over 2013-14 adopted budget)*
The Capital Improvement Plan includes a proposed 5 year capital lease in the amount of \$1,379,500. Capital lease principal and interest payments are increased by \$291,355, which is 68% of the General Government increase.
- Board of Education increase: *+ \$313,475 (1.66% increase over 2013-14 adopted budget)*

Accomplishments 2014-2015:

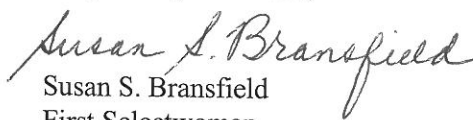
- Completed the parking lot and basketball court improvements on Main Street and the Brownstone Intermediate School.
- Coordinated installation of natural gas fueled furnaces in town owned buildings.
- Installed fiber optic conduit from Town Hall to Portland High School.
- Using the Community Development Block Grant Small Cities funding, replaced the fire alarm system, installed new railings, updated kitchens and made roof improvements at the Quarry Heights housing development.
- Provided police coverage at drop-off and pick-up times at all the schools.
- Participated in several regional initiatives through the Lower CT River Valley Council of Governments (River COG). The River COG includes Chester, Clinton, Cromwell, Deep River, Durham, East Haddam, East Hampton, Essex, Haddam, Killingworth, Lyme, Middlefield, Middletown, Old Lyme, Old Saybrook, Portland and Westbrook.

Goals and Objectives 2014-2015:

- 1) Continue careful use of all Town funds, while addressing our needs.
 - a) Continue to pursue regional efforts through the River COG.
 - b) Pass a budget on the first referendum.
 - c) Pursue appropriate grants.
- 2) Work with the Board of Education (BOE) to maintain and improve our schools.
 - a) The Selectmen and the BOE will meet regularly with the Finance Director, who manages the finances for both the General Town Government and the BOE.
- 3) Continue to increase economic development.
 - a) Assist new businesses planned for the town.
- 4) Improve our Parks.
 - a) Complete the work of the STEAP grant for the design of the Route 17 recreational complex.
- 5) Continue the review of the water and sewer systems and town-owned roads.
 - a) Analyze the water and sewer systems and review goals.
 - b) Discuss needed road improvements.
- 6) Continue work on the Town's Energy Plan to reduce costs and increase energy efficiency.
 - a) Determine how to reduce the cost of streetlights.
- 7) Promote & support our well-run fire, emergency and police departments, public works, library, health, senior and youth services.
 - a) Discuss ongoing policing needs in the town.
 - b) Maintain our Emergency Management Program.
 - i) Continue training and recognition of the Community Emergency Response Team.
 - c) Pursue grants for increased youth services.
 - d) Continue to support responsive library services, thereby providing opportunities for enrichment and education to citizens of all ages.
 - e) Assist with the needs of the town's seniors.
 - f) Discuss ongoing needs of our Fire Department.
 - g) Work with the Long Range Capital Commission concerning the funding of capital needs.
 - h) Work with the Chatham Health District on Public Health information and services.

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

Respectfully submitted,


Susan S. Bransfield
First Selectwoman

**TOWN OF PORTLAND, CONNECTICUT
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2014-2015**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2014-2015 Expenditure Budgets	\$ 12,311,570	\$ 19,249,703	\$ 31,561,273
Less: Direct Revenue Estimates	<u>(1,681,181)</u>	<u>(4,448,298)</u>	<u>(6,129,479)</u>
Net Budget	10,630,389	14,801,405	25,431,794
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	10,480,389	14,651,405	25,131,794
Plus Adjustment *	<u>159,600</u>	<u>223,118</u>	<u>382,718</u>
Amount to be Raised	\$ 10,639,989	\$ 14,874,523	\$ 25,514,512
Adopted 2014-2015 Mill Rate	13.25	18.53	31.78
Adopted 2013-2014 Mill Rate	<u>12.95</u>	<u>18.33</u>	<u>31.28</u>
Mill Rate (Decrease) Increase	<u>0.30</u>	<u>0.20</u>	<u>0.50</u>
Mill Rate % (Decrease) Increase	<u>2.35%</u>	<u>1.09%</u>	<u>1.61%</u>

One Mill = \$ 802,730 Before Board of Assessment
Appeals (BAA) Hearings

Grand List Value = \$ 802,729,670

* Adjustment includes reserve for uncollected taxes at 1.5% *

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

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Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

General Government & Board of Education Revenue		2011-2012 Actual Revenue	2012-2013 Actual Revenue	2013-2014 Budgeted Revenue	2014-2015 Estimated Revenue
Property Taxes					
00010	Prop taxes - current	\$ 23,652,670	\$ 23,975,924	\$ 24,557,220	\$ 25,131,794
00011	Prop taxes - prior years	397,599	388,079	220,000	275,000
00012	Prop taxes - interest & liens	237,184	202,422	165,000	175,000
00013	Prop taxes - supp motor vehicle	179,710	181,857	187,500	187,500
00014	Prop taxes - prior years accrual	-	-	-	-
Total Property Taxes		24,467,163	24,748,282	25,129,720	25,769,294
State of CT - Education					
00101	Education cost sharing grant	4,286,628	4,339,410	4,393,067	4,394,272
00102	School transportation grant	65,749	56,760	-	54,026
00103	Special education equity grant	-	-	-	-
00104	Miscellaneous education grants	-	-	-	-
Total State of CT - Education		4,352,377	4,396,170	4,393,067	4,448,298
State of CT - General Government					
00201	PILOT - State property	29,573	28,700	-	26,058
00202	Pequot & Mohegan	35,327	34,323	-	31,813
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	58,299	60,959	55,000	62,000
00205	Boat registration fees	-	-	-	-
00206	PILOT - totally disabled tax relief	760	947	800	800
00207	Emergency management	73,387	270,223	2,250	2,250
00208	PILOT - elderly freeze	-	-	-	-
00210	PILOT - veteran's exemption	5,984	6,900	6,500	6,800
00212	Municipal revenue sharing/Hold harmless	53,693	158,381	85,308	-
00214	Other revenues - State of CT	22,331	17,293	18,000	18,000
00216	PILOT - machinery & equipment	-	-	-	-
00220	School construction grant	-	-	-	-
Total State of CT - General Government		279,354	577,726	167,858	147,721
Investment Income					
00401	Investment income	24,879	29,214	32,500	30,000
Total Investment Income		24,879	29,214	32,500	30,000

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

General Government & Board of Education Revenue		2011-2012 Actual Receipts	2012-2013 Actual Receipts	2013-2014 Budgeted Revenue	2014-2015 Estimated Revenue
Charges for Services					
00301	PILOT - housing authority	\$ 21,835	\$ 23,157	\$ 21,000	\$ 21,000
00302	PILOT - telecommunications	30,452	28,392	25,000	25,000
00303	Property rental	239,715	316,133	300,000	332,500
00304	Miscellaneous Finance	26,599	13,365	15,000	15,000
00305	Pin ball permits	-	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	-	-	-	-
00309	Vendor permits	106	168	75	75
00310	Accident reimbursements	6,558	22,269	6,000	6,000
00311	Workers compensation reimb	14,337	9,461	8,000	9,000
00312	Conveyance tax	58,357	80,731	60,000	75,000
00313	Vital statistics	8,889	8,411	8,900	8,900
00314	Recording fees	50,469	55,571	50,000	55,000
00315	Miscellaneous Town Clerk	8,980	9,614	8,250	9,000
00316	Publication sales	140	143	100	100
00317	Licenses	1,851	1,914	1,900	1,900
00319	Fire Marshal revenue	1,162	1,265	1,350	1,350
00320	Report copies	3,758	557	1,000	1,000
00321	Gun permits	3,175	4,690	3,000	5,000
00322	Raffle permits	140	100	185	185
00323	Miscellaneous Police	1,760	638	500	500
00324	Private duty	429,363	198,599	170,000	170,000
00325	Senior Center Program fees	1,717	2,707	1,750	1,750
00326	Demolition permits	-	-	-	-
00327	Miscellaneous Building Dept	1,026	1,371	750	1,250
00328	Structural permits	100,421	90,075	82,500	90,000
00329	Electrical permits	-	-	-	-
00330	Mechanical permits	-	-	-	-
00331	Plumbing permits	-	-	-	-

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

General Government & Board of Education Revenue		2011-2012 Actual Receipts	2012-2013 Actual Receipts	2013-2014 Budgeted Revenue	2014-2015 Estimated Revenue
Charges for Services (Continued)					
00332	Miscellaneous Public Works	\$ -	\$ 186	\$ 100	\$ 100
00334	Sale - construction plans	240	-	100	100
00335	Excavation permits	285	325	500	500
00336	Zoning permit fees	2,742	2,305	2,250	2,250
00337	P & Z hearings	7,520	10,987	7,500	8,500
00338	ZBA applications	2,536	1,906	1,900	1,900
00339	IW applications	514	602	750	750
00340	Fines	7,280	8,746	7,250	7,250
00354	Miscellaneous	236,124	25,431	15,000	15,000
00405	Sale of town property	20,000	-	-	-
	Total Charges for Services	1,288,051	919,819	800,710	865,960
Total GG & BOE Revenue		<u>\$ 30,411,824</u>	<u>\$ 30,671,211</u>	<u>\$ 30,523,855</u>	<u>\$ 31,261,273</u>

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

		Final Budget 2012-2013	Revised Budget 2013-2014	% Increase (Decrease)	Adopted Budget 2014-2015	% Increase (Decrease)
General Government						
001	Board of Selectmen	\$ 14,250	\$ 13,750	-3.51%	\$ 13,750	0.00%
002	First Selectwoman	154,731	156,922	1.42%	156,922	0.00%
003	Ethics Commission	650	650	0.00%	650	0.00%
006	Probate Court	11,500	11,000	-4.35%	11,000	0.00%
007	Elections	36,500	35,250	-3.42%	37,400	6.10%
010	Finance Department	358,775	361,400	0.73%	375,550	3.92%
011	Collector of Revenue	79,730	82,140	3.02%	83,065	1.13%
012	Assessor	143,645	126,345	-12.04%	127,145	0.63%
013	Board of Assessment Appeals	955	955	0.00%	1,150	20.42%
014	Town Counsel	88,000	88,000	0.00%	88,000	0.00%
015	Town Clerk	175,650	175,000	-0.37%	176,775	1.01%
016	Central Services	107,750	100,250	-6.96%	100,250	0.00%
017	Technology Department	186,735	199,735	6.96%	202,075	1.17%
Total General Government		1,358,871	1,351,397	-0.55%	1,373,732	1.65%
		Final Budget 2012-2013	Revised Budget 2013-2014	% Increase (Decrease)	Adopted Budget 2014-2015	% Increase (Decrease)
Public Safety						
020	Fire Departments	288,850	285,900	-1.02%	294,750	3.10%
021	Fire Marshal	39,985	41,123	2.85%	42,235	2.70%
022	Emergency Dispatch	98,390	111,342	13.16%	115,382	3.63%
023	Police Department	1,269,135	1,273,950	0.38%	1,268,700	-0.41%
024	Emergency Management	12,200	13,200	8.20%	12,900	-2.27%
025	Building Department	95,750	95,500	-0.26%	96,700	1.26%
Total Public Safety		1,804,310	1,821,015	0.93%	1,830,667	0.53%

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

		Final Budget 2012-2013	Revised Budget 2013-2014	% Increase (Decrease)	Adopted Budget 2014-2015	% Increase (Decrease)
Public Works						
031	Public Works Director	\$ 206,800	\$ 214,100	3.53%	\$ 215,800	0.79%
032	Highway Department	833,825	829,690	-0.50%	834,075	0.53%
033	Vehicle Maintenance	256,750	267,450	4.17%	275,000	2.82%
034	Town Engineer	26,500	26,500	0.00%	30,500	15.09%
035	Street Lighting	109,000	114,000	4.59%	110,750	-2.85%
036	Grounds Maintenance	249,950	254,950	2.00%	266,100	4.37%
037	Town Building Maintenance	327,400	321,225	-1.89%	325,075	1.20%
038	Snow Removal	91,500	91,500	0.00%	96,500	5.46%
	Total Public Works	2,101,725	2,119,415	0.84%	2,153,800	1.62%
		Final Budget 2012-2013	Revised Budget 2013-2014	% Increase (Decrease)	Adopted Budget 2014-2015	% Increase (Decrease)
Planning & Development						
040	Planning Department	98,000	97,300	-0.71%	98,125	0.85%
041	Zoning Enforcement	18,150	18,300		18,450	
042	Planning & Zoning Commission	11,300	10,100	-10.62%	10,100	0.00%
043	Zoning Board of Appeals	1,900	2,050	7.89%	2,050	0.00%
044	Inland Wetlands Commission	3,674	5,174	40.83%	5,424	4.83%
045	Conservation Commission	850	550	-35.29%	550	0.00%
046	Economic Dev Commission	26,500	25,500	-3.77%	25,820	1.25%
047	Capital Expenditures Commission	500	500	0.00%	500	0.00%
	Total Planning & Development	160,874	159,474	-0.87%	161,019	0.97%
		Final Budget 2012-2013	Revised Budget 2013-2014	% Increase (Decrease)	Adopted Budget 2014-2015	% Increase (Decrease)
Health & Human Services						
051	Health Department	78,557	81,005	3.12%	84,774	4.65%
052	Environmental Health	-	-		-	
053	Social Services	59,005	60,505	2.54%	60,705	0.33%
054	Senior Citizen Center	99,150	110,100	11.04%	109,276	-0.75%
055	Municipal Agent for the Elderly	29,200	30,200	3.42%	30,700	1.66%
	Total Health & Human Services	265,912	281,810	5.98%	285,455	1.29%

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

	Final Budget 2012-2013	Revised Budget 2013-2014	% Increase (Decrease)	Adopted Budget 2014-2015	% Increase (Decrease)
Portland Library					
065 Portland Library	\$ 659,600	\$ 669,950	1.57%	\$ 678,700	1.31%
Employee Fringe Benefits					
071 Employee Fringe Benefits	2,456,447	2,469,126	0.52%	2,580,159	4.50%
Risk Management					
073 Risk Management	131,750	138,655	5.24%	145,000	4.58%
Debt Service					
085 Debt Service	1,969,464	1,813,844	-7.90%	2,061,401	13.65%
Total Debt Service	1,969,464	1,813,844	-7.90%	2,061,401	13.65%
Sundry					
093 Interfund Transfers Out	982,946	962,941	-2.04%	941,637	-2.21%
095 Town Contingency	100,000	100,000	0.00%	100,000	0.00%
Total Sundry	1,082,946	1,062,941	-1.85%	1,041,637	-2.00%
Total General Gov't Budget	\$ 11,991,899	\$ 11,887,627	-0.87%	\$ 12,311,570	3.57%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2012-2013	2013-2014	(Decrease)	2014-2015	(Decrease)
Salaries						
11011	Certified Salaries	\$ 8,407,809	\$ 8,785,010	4.49%	\$ 8,662,321	-1.40%
11012	Non-Certified Salaries	2,561,286	2,520,460	-1.59%	2,617,394	3.85%
11014	Coaching Salaries	130,302	136,296	4.60%	160,184	17.53%
11015	Extracurricular Salaries	101,008	78,561	-22.22%	90,712	15.47%
12000	Temporary Salaries	86,816	123,819	42.62%	115,219	-6.95%
12022	Substitute Salaries	93,539	101,252	8.25%	103,000	1.73%
12023	Tutor Salaries	17,184	31,000	80.40%	33,000	6.45%
13002	Overtime Salaries	80,494	77,500	-3.72%	80,000	3.23%
Total Salaries		11,478,438	11,853,898	3.27%	11,861,830	0.07%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2012-2013	2013-2014	(Decrease)	2014-2015	(Decrease)
Benefits						
21001	Medical Insurance	2,344,550	2,660,344	13.47%	2,909,836	9.38%
21002	Dental Insurance	70,604	55,000	-22.10%	50,000	-9.09%
21003	Life Insurance	19,446	20,000	2.85%	20,000	0.00%
21004	Disability	16,825	20,000	18.87%	20,000	0.00%
21050	Tuition Reimbursement	15,000	22,000	46.67%	22,000	0.00%
22000	Social Security/Medicare	335,821	348,300	3.72%	350,000	0.49%
23001	Pension	299,055	302,000	0.98%	317,000	4.97%
23004	Retirements	67,605	40,000	-40.83%	57,300	43.25%
26000	Workers' Compensation	125,000	137,000	9.60%	140,000	2.19%
28001	Unemployment	18,540	12,000	-35.28%	14,000	16.67%
29000	Longevity-Classified	-	11,600		11,200	-3.45%
Total Benefits		3,312,446	3,628,244	9.53%	3,911,336	7.80%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Purchased Services		2012-2013	2013-2014	(Decrease)	2014-2015	(Decrease)
30010	Legal Services	\$ 29,005	\$ 55,000	89.62%	\$ 55,000	0.00%
30012	Negotiation Services	52,545	20,000	-61.94%	25,000	25.00%
30014	Audit Services	13,699	14,210	3.73%	14,636	3.00%
30030	Purchased Services	389,565	339,381	-12.88%	396,568	16.85%
33020	Curriculum Writing	-	-		-	
33030	Professional Development	15,733	10,010	-36.38%	11,265	12.54%
Total Purchased Services		500,547	438,601	-12.38%	502,469	14.56%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Facility Services		2012-2013	2013-2014	(Decrease)	2014-2015	(Decrease)
44003	Repairs & Maintenance	316,937	257,578	-18.73%	208,775	-18.95%
Total Facility Services		316,937	257,578	-18.73%	208,775	-18.95%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Other Services		2012-2013	2013-2014	(Decrease)	2014-2015	(Decrease)
51010	Student Transportation	608,252	588,529	-3.24%	617,863	4.98%
52001	Property Insurance	142,752	147,305	3.19%	156,143	6.00%
53001	Telephone	20,348	26,470	30.09%	25,600	-3.29%
54000	Advertising	-	800		800	0.00%
55050	Printing/Binding	12,488	16,779	34.36%	12,145	-27.62%
56001	Tuition To LEAs in State	78,151	504,676	545.77%	472,722	-6.33%
56003	Tuition - Private Sources	274,367	-	-100.00%	-	
56004	Tuition to Ed Svc Agencies	-	-		-	
56006	Tuition to Magnet Schools	222,065	80,000	-63.97%	104,500	30.63%
58580	Travel	10,278	11,600	12.86%	13,400	15.52%
Total Other Services		1,368,701	1,376,159	0.54%	1,403,173	1.96%

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

		Actual Expended 2012-2013	Adopted Budget 2013-2014	% Increase (Decrease)	Adopted Budget 2014-2015	% Increase (Decrease)
Books & Supplies						
61011	General Supplies	\$ 278,119	\$ 271,693	-2.31%	\$ 281,901	3.76%
61014	Postage	9,682	11,400	17.74%	10,350	-9.21%
62001	Electricity	364,739	409,000	12.13%	423,500	3.55%
62002	Water & Sewer	25,443	23,575	-7.34%	23,600	0.11%
62004	Heating Fuel	12,751	10,000	-21.57%	5,000	-50.00%
62021	Natural Gas	227,107	247,210	8.85%	210,000	-15.05%
62026	Gasoline Unleaded	28,020	37,000	32.05%	34,700	-6.22%
62027	Diesel	80,835	87,004	7.63%	92,200	5.97%
64002	Resource/Media	704	1,177	67.19%	864	-26.59%
64003	Periodicals	8,276	8,888	7.39%	9,110	2.50%
64041	Textbooks	31,281	25,331	-19.02%	30,153	19.04%
64043	Library Books	18,964	17,945	-5.37%	16,952	-5.53%
64045	Workbooks	37,962	33,297	-12.29%	36,811	10.55%
Total Books & Supplies		<u>1,123,883</u>	<u>1,183,520</u>	<u>5.31%</u>	<u>1,175,141</u>	<u>-0.71%</u>
		Actual Expended 2012-2013	Adopted Budget 2013-2014	% Increase (Decrease)	Adopted Budget 2014-2015	% Increase (Decrease)
Buildings & Equipment						
73011	Equipment - Instructional	9,593	16,429	71.26%	13,415	-18.35%
73012	Equipment - Non-Instructional	3,326	2,480	-25.44%	3,910	57.66%
73014	Technology - Hardware	253,112	46,596	-81.59%	19,092	-59.03%
73015	Technology - Software	39,128	74,188	89.60%	87,887	18.47%
Total Buildings & Equipment		<u>305,159</u>	<u>139,693</u>	<u>-54.22%</u>	<u>124,304</u>	<u>-11.02%</u>
		Actual Expended 2012-2013	Adopted Budget 2013-2014	% Increase (Decrease)	Adopted Budget 2014-2015	% Increase (Decrease)
Dues & Fees						
81000	Dues & Fees	<u>47,658</u>	<u>58,535</u>	<u>22.82%</u>	<u>62,675</u>	<u>7.07%</u>
Total BOE Budget		<u>\$ 18,453,769</u>	<u>\$ 18,936,228</u>	<u>2.61%</u>	<u>\$ 19,249,703</u>	<u>1.66%</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
How Every \$100 Dollars Is Spent
As of May 12, 2014

Town Functions	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
General Government Operating Functions				
General Government	\$ 4.13	\$ 4.11	\$ 4.38	\$ 4.35
Public Safety	6.13	5.74	5.91	5.80
Public Works (includes Buildings & Grounds)	7.12	6.82	6.88	6.82
Planning & Development	0.47	0.50	0.52	0.51
Health & Human Services	0.85	0.86	0.91	0.90
Portland Library	2.03	2.10	2.17	2.15
Employee Fringe Benefits	7.61	7.56	8.01	8.18
Risk Management	0.36	0.35	0.45	0.46
Total Gen Govt Operating Functions	28.70	28.04	29.23	29.18
Non-Operating Functions				
Debt Service	6.74	6.34	5.88	6.53
Sundry (includes interfund xfers out & contingency)	3.34	3.97	3.45	3.30
Total Non-Operating Functions	10.08	10.31	9.33	9.83
Total General Government Functions	38.78	38.35	38.57	39.01
Board of Education	61.22	61.65	61.43	60.99
Total General Fund	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2014-2015
As of May 12, 2014

General Government Budget	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 3,958,801	\$ 4,153,568	\$ 4,205,725	\$ 52,157
Employee Fringe Benefits	2,258,161	2,461,626	2,569,159	107,533
Contractual Services	736,746	878,172	894,536	16,364
Repairs	195,104	180,600	187,600	7,000
Utilities	364,323	439,600	441,935	2,335
Commodities	748,372	777,525	785,926	8,401
Equipment	48,738	8,350	12,350	4,000
Miscellaneous	83,136	111,401	111,301	(100)
Total Operating Expenditures	8,393,381	9,010,842	9,208,532	197,690
Non-Operating Expenditures				
Debt Service	1,898,517	1,813,844	2,061,401	247,557
Interfund Transfers Out	1,147,946	962,941	941,637	(21,304)
Contingency	38,945	100,000	100,000	-
Total Non-Operating Expenditures	3,085,408	2,876,785	3,103,038	226,253
Total General Government	\$ 11,478,789	\$ 11,887,627	\$ 12,311,570	\$ 423,943
Percentage increase/(decrease)		3.56%	3.57%	

	2014-2015 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 4,205,725	34.16%
Employee Fringe Benefits	2,569,159	20.87%
Contractual Services	894,536	7.27%
Repairs	187,600	1.52%
Utilities	441,935	3.59%
Commodities	785,926	6.38%
Equipment	12,350	0.10%
Miscellaneous	111,301	0.90%
Total Operating Expenditures	9,208,532	74.80%
Non-Operating Expenditures		
Debt Service	2,061,401	16.74%
Interfund Transfers Out	941,637	7.65%
Contingency	100,000	0.81%
Total Non-Operating Expenditures	3,103,038	25.20%
Total General Government	\$ 12,311,570	100.00%

Town of Portland, Connecticut
Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2014-2015
As of May 12, 2014

Board of Education Budget	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 11,478,438	\$ 11,853,898	\$ 11,861,830	\$ 7,932
Employee Fringe Benefits	3,312,446	3,628,244	3,911,336	283,092
Contractual Services	500,547	438,601	502,469	63,868
Repairs	316,937	257,578	208,775	(48,803)
Utilities	1,368,701	1,376,159	1,403,173	27,014
Commodities	1,123,883	1,183,520	1,175,141	(8,379)
Equipment	305,159	139,693	124,304	(15,389)
Miscellaneous	47,658	58,535	62,675	4,140
Total Operating Expenditures	18,453,769	18,936,228	19,249,703	313,475
Total Board of Education	\$ 18,453,769	\$ 18,936,228	\$ 19,249,703	\$ 313,475
Percentage increase/(decrease)		2.61%	1.66%	

	2014-2015 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 11,861,830	61.62%
Employee Fringe Benefits	3,911,336	20.32%
Contractual Services	502,469	2.61%
Repairs	208,775	1.08%
Utilities	1,403,173	7.29%
Commodities	1,175,141	6.10%
Equipment	124,304	0.65%
Miscellaneous	62,675	0.33%
Total Operating Expenditures	19,249,703	100.00%
Total Board of Education	\$ 19,249,703	100.00%

Town of Portland, Connecticut
Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2014-2015
As of May 12, 2014

Town Budget	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 15,437,239	\$ 16,007,466	\$ 16,067,555	\$ 60,089
Employee Fringe Benefits	5,570,607	6,089,870	6,480,495	390,625
Contractual Services	1,237,293	1,316,773	1,397,005	80,232
Repairs	512,041	438,178	396,375	(41,803)
Utilities	1,733,024	1,815,759	1,845,108	29,349
Commodities	1,872,255	1,961,045	1,961,067	22
Equipment	353,897	148,043	136,654	(11,389)
Miscellaneous	130,794	169,936	173,976	4,040
Total Operating Expenditures	26,847,150	27,947,070	28,458,235	511,165
Non-Operating Expenditures				
Debt Service	1,898,517	1,813,844	2,061,401	247,557
Interfund Transfers Out	1,147,946	962,941	941,637	(21,304)
Contingency	38,945	100,000	100,000	0
Total Non-Operating Expenditures	3,085,408	2,876,785	3,103,038	226,253
Total Town Budget	\$ 29,932,558	\$ 30,823,855	\$ 31,561,273	\$ 737,418
Percentage increase/(decrease)		2.98%	2.39%	

	2014-2015 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 16,067,555	50.91%
Employee Fringe Benefits	6,480,495	20.53%
Contractual Services	1,397,005	4.43%
Repairs	396,375	1.26%
Utilities	1,845,108	5.85%
Commodities	1,961,067	6.21%
Equipment	136,654	0.43%
Miscellaneous	173,976	0.55%
Total Operating Expenditures	28,458,235	90.17%
Non-Operating Expenditures		
Debt Service	2,061,401	6.53%
Interfund Transfers Out	941,637	2.98%
Contingency	100,000	0.32%
Total Non-Operating Expenditures	3,103,038	9.83%
Total Town Budget	\$ 31,561,273	100.00%

Department Name: Board of Selectmen

Department #: 01-001

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- 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 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-001	Board of Selectmen	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 1,688	\$ 1,517	\$ 3,500	\$ 3,500
14002	Charter revision clerk payroll	-	-	-	-
-	School building committee clerk	-	-	-	-
14008	Selectmen stipends	6,000	6,000	6,000	6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>7,688</u>	<u>7,517</u>	<u>9,500</u>	<u>9,500</u>
Miscellaneous					
88001	Program services	1,855	979	3,250	3,250
88004	Project graduation	1,000	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	Total Miscellaneous Expenditures	<u>2,855</u>	<u>1,979</u>	<u>4,250</u>	<u>4,250</u>
01-001	Total Board of Selectmen	<u>\$ 10,543</u>	<u>\$ 9,496</u>	<u>\$ 13,750</u>	<u>\$ 13,750</u>
Percentage increase/(decrease)					<u>0.00%</u>

Department Name: First Selectwoman

Department #: 01-002

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-002	First Selectwoman	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 140,565	\$ 141,880	\$ 144,500	\$ 144,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>140,565</u>	<u>141,880</u>	<u>144,500</u>	<u>144,500</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>135</u>	<u>393</u>	<u>600</u>	<u>600</u>
	Total Contractual Services	<u>135</u>	<u>393</u>	<u>600</u>	<u>600</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
86003	CT Conf of Municipalities	5,839	5,897	5,897	5,897
86004	CT Council of Small Towns	825	825	825	825
86005	Middlesex Chamber	517	522	600	600
88001	Program services	1,907	2,307	3,000	3,000
88010	Safety committee	-	-	-	-
88022	Town report	-	-	1,500	1,500
	Total Miscellaneous Expenditures	<u>9,088</u>	<u>9,551</u>	<u>11,822</u>	<u>11,822</u>
01-002	Total First Selectwoman	<u>\$ 149,788</u>	<u>\$ 151,824</u>	<u>\$ 156,922</u>	<u>\$ 156,922</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Meetings have been held and rulings have been issued.

Fiscal Notes:

- No changes recommended.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
01-003	Ethics Commission				
Personnel Expenditures					
14001	Board clerk payroll	\$ -	\$ -	\$ 400	\$ 400
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	400	400
Miscellaneous					
88016	Miscellaneous	62	76	250	250
	Total Miscellaneous	62	76	250	250
01-003	Total Ethics Commission	<u>\$ 62</u>	<u>\$ 76</u>	<u>\$ 650</u>	<u>\$ 650</u>
Percentage increase/(decrease)					<u>0.00%</u>

Department Name: Probate Court

Department #: 01-006

Mission & Purpose:

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

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

Goals & Objectives:

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

Accomplishments:

- The merged court system is functional.

Fiscal Notes:

- The budget reflects the changes in the Probate Court system. Portland will provide approximately 22.9% of the expenditures of the regional Probate Court.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-006	Probate Court	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contracts	\$ 9,445	\$ 11,344	\$ 11,000	\$ 11,000
31001	Office equip repair & maint	-	-	-	-
33002	Indexing and recording	-	-	-	-
	Total Contractual Services	<u>9,445</u>	<u>11,344</u>	<u>11,000</u>	11,000
Commodities					
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
01-006	Total Probate Court	<u><u>\$ 9,445</u></u>	<u><u>\$ 11,344</u></u>	<u><u>\$ 11,000</u></u>	<u><u>\$ 11,000</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Elections

Department #: 01-007

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

Goals & Objectives:

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

Accomplishments:

- Supervised multiple elections and budget referendums.

Fiscal Notes:

- Budget details the costs for one (1) State election and one (1) referendum. Should more than one (1) of any of these items be needed, additional costs will be incurred and additional funding will be necessary.
- Personnel costs cover quarterly stipend paid to one (1) Democratic Registrar and one (1) Republican Registrar.
- Election workers stipend, account number 14007 is the cost of stipends paid to moderators and poll workers.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-007	Elections	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 12,465	\$ 12,940	\$ 13,500	\$ 14,250
14006	Voter canvassing	351	321	2,000	1,000
14007	Election workers stipends	7,168	10,287	10,000	11,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	19,984	23,548	25,500	26,250
Contractual Services					
31003	Voting machine maint	1,538	1,538	2,750	2,750
32000	Conferences, meetings, dues	290	885	500	900
	Total Contractual Services	1,828	2,423	3,250	3,650
Commodities					
61007	Voting mach supplies	-	-	-	-
69000	Election supplies	5,000	8,615	6,500	7,500
	Total Commodities	5,000	8,615	6,500	7,500
Miscellaneous					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	-	-	-	-
01-007 Total Elections		\$ 26,812	\$ 34,586	\$ 35,250	\$ 37,400
Percentage increase/(decrease)					6.10%

Department Name:

Finance Department

Department #: 01-010

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Issued financial statements with an unqualified opinion by December 31, 2013 due date.

Fiscal Notes:

- Personnel expenditures cover four (4) full-time employees and one (1) part-time benefits coordinator. A portion, approximately 33%, of the Director of Finance's salary is included in the BOE budget.
- Service contracts (account number 31000) contain the maintenance fees of the general ledger and payroll systems.
- Part time payroll (account number 11003) increase is due to expansion of the benefits position to 30 hours per week with the increase in responsibilities due to recent changes to benefit laws.
- Bank fees (account number 33005) decrease is due to a change in banking relationship to TD Bank.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-010	Finance Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 234,437	\$ 242,382	\$ 251,500	\$ 253,300
11003	Part-time payroll	24,466	23,657	27,500	41,600
14020	Rental use of buildings	4,217	5,377	7,000	7,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>263,120</u>	<u>271,416</u>	<u>286,000</u>	<u>301,900</u>
Contractual Services					
31000	Service contracts	18,705	19,894	28,500	28,500
32000	Conferences, meetings, dues	1,269	1,300	4,000	4,000
33001	Audit fees	13,341	13,505	13,900	13,900
33005	Bank fees	3,331	487	4,000	2,250
34001	Data processing	4,781	4,827	7,000	7,000
	Total Contractual Services	<u>41,427</u>	<u>40,013</u>	<u>57,400</u>	<u>55,650</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88015	BOE admin life insurance	5,240	-	-	-
88016	Miscellaneous	13,138	7,889	18,000	18,000
	Total Miscellaneous Expenditures	<u>18,378</u>	<u>7,889</u>	<u>18,000</u>	<u>18,000</u>
01-010	Total Finance Department	<u><u>\$ 322,925</u></u>	<u><u>\$ 319,318</u></u>	<u><u>\$ 361,400</u></u>	<u><u>\$ 375,550</u></u>
Percentage increase/(decrease)					<u><u>3.92%</u></u>

Department Name:

Collector of Revenue

Department #: 01-011

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- The collection rate for the fiscal year ending June 30, 2013 was 98.6%.

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 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-011	Collector of Revenue	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 55,473	\$ 58,462	\$ 61,000	\$ 61,775
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>55,473</u>	<u>58,462</u>	<u>61,000</u>	<u>61,775</u>
Contractual Services					
31000	Service contracts	15,745	15,916	18,000	18,000
32000	Conferences, meetings, dues	378	416	850	1,000
34001	Data processing	-	-	-	-
36005	DMV delinquent charge	<u>2,226</u>	<u>2,176</u>	<u>2,290</u>	<u>2,290</u>
Total Contractual Services		<u>18,349</u>	<u>18,508</u>	<u>21,140</u>	<u>21,290</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
Total Commodities		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-011	Total Collector of Revenue	<u>\$ 73,822</u>	<u>\$ 76,970</u>	<u>\$ 82,140</u>	<u>\$ 83,065</u>
Percentage increase/(decrease)					<u>1.13%</u>

Department Name: Assessor

Department #: 01-012

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Digital maps are in the process of being updated with key parcel information.

Fiscal Notes:

- Personnel expenditures cover one (1) full-time assessor and 30 hours per week for the clerk assistant.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-012	Assessor	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 115,347	\$ 96,755	\$ 105,000	\$ 105,600
11003	Part-time payroll	563	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>115,910</u>	<u>96,755</u>	<u>105,000</u>	105,600
Contractual Services					
31000	Service contracts	11,300	12,650	17,095	17,095
32000	Conferences, meetings, dues	943	1,274	1,750	1,950
33001	Audit fees	2,500	2,500	2,500	2,500
34001	Data processing	-	-	-	-
Total Contractual Services		<u>14,743</u>	<u>16,424</u>	<u>21,345</u>	21,545
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
Total Commodities		<u>-</u>	<u>-</u>	<u>-</u>	-
01-012	Total Assessor	<u><u>\$ 130,653</u></u>	<u><u>\$ 113,179</u></u>	<u><u>\$ 126,345</u></u>	<u><u>\$ 127,145</u></u>
Percentage increase/(decrease)					<u><u>0.63%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Member stipends, account number 14011, are increased slightly.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-013	Board of Assessment Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ -	\$ -	\$ 200	\$ 200
14011	Member stipends	1,055	755	755	950
	Total Personnel Expenditures	<u>1,055</u>	<u>755</u>	<u>955</u>	<u>1,150</u>
01-013	Total Board of Assessment Appeals	<u>\$ 1,055</u>	<u>\$ 755</u>	<u>\$ 955</u>	<u>\$ 1,150</u>
Percentage increase/(decrease)					<u><u>20.42%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No changes are made from FY 2013-14 Budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		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	4,789	29,415	35,000	35,000
37006	Freedom of information	-	880	2,000	2,000
37012	Suits & settlements			-	-
37013	General Town Counsel	25,516	10,283	22,500	22,500
37019	Planning & development matters	17,211	29,782	23,500	23,500
37025	Tax matters	12,220	8,259	5,000	5,000
37029	Miscellaneous matters	-	-	-	-
	Total Contractual Services	<u>59,736</u>	<u>78,619</u>	<u>88,000</u>	88,000
01-014	Total Town Counsel	<u><u>\$ 59,736</u></u>	<u><u>\$ 78,619</u></u>	<u><u>\$ 88,000</u></u>	<u><u>\$ 88,000</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Continue to digitize images linking to land records index and load onto 20-20 system.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-015	Town Clerk	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 140,507	\$ 144,934	\$ 143,500	\$ 145,225
13002	Overtime	1,080	713	1,000	1,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>141,587</u>	<u>145,647</u>	<u>144,500</u>	146,225
Contractual Services					
31000	Service contracts	284	801	750	800
32000	Conferences, meetings, dues	250	260	1,250	1,250
33002	Indexing & recording	22,148	24,380	27,500	27,500
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	-	-
35000	Vital statistics	<u>262</u>	<u>857</u>	<u>1,000</u>	1,000
Total Contractual Services		<u>22,944</u>	<u>26,298</u>	<u>30,500</u>	30,550
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
Total Commodities		<u>-</u>	<u>-</u>	<u>-</u>	-
01-015	Total Town Clerk	<u><u>\$ 164,531</u></u>	<u><u>\$ 171,945</u></u>	<u><u>\$ 175,000</u></u>	<u><u>\$ 176,775</u></u>
Percentage increase/(decrease)					<u><u>1.01%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

- No changes are made from FY 2013-14 Budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

01-016	Central Services	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures					
11003	Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
Contractual Services					
31000	Service contracts	24,036	25,851	28,000	28,000
31001	Office equip repair & maint	1,500	258	2,000	2,000
34001	Data processing supplies	1,307	2,269	2,500	2,500
-	Publication costs	-	-	-	-
	Total Contractual Services	26,843	28,378	32,500	32,500
Repairs					
-	Equipment repairs	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
53000	Postage	21,416	18,996	21,000	21,000
54000	Advertising, printing & publications	18,425	13,982	21,500	21,500
-	Printing	-	-	-	-
58580	Travel and mileage expense	2,168	3,128	3,750	3,750
	Total Utilities	42,009	36,106	46,250	46,250
Commodities					
61000	Office supplies	15,895	12,560	15,500	15,500
61005	Copier/printing supplies	6,254	5,189	6,000	6,000
-	Subscriptions & publications	-	-	-	-
	Total Commodities	22,149	17,749	21,500	21,500
Equipment					
-	Equipment	-	-	-	-
	Total Equipment	-	-	-	-
01-016	Total Central Services	\$ 91,001	\$ 82,233	\$ 100,250	\$ 100,250

Percentage increase/(decrease) **0.00%**

Mission & Purpose:

The Technology Department is responsible for maintaining and enhancing Town-wide (excluding the Board of Education) computer systems and providing technical support to Departments with their software/hardware problems. The Department also maintains the Town's phone systems, alarm systems and two way radio infrastructure and licensing. In addition, the Town's Geographic Information System (GIS) program is updated and maintained. The town website is also maintained and updated daily in conjunction with the Town Tech Educational Partnership Program. In addition, The Technology Department ensures the proper retention of electronic data and records to facilitate qualitative and quantitative analysis of municipal information. The Department is also fostering a collaborative working relationship with the Board of Education with the interconnection of all school buildings which will facilitate connecting to the Connecticut Education Network (CEN) as well as connecting the entire phone network on a single Virtual Private Network (VPN) platform.

Goals & Objectives:

1. Continue the upgrade process of hardware and software in Town Departments.
2. Purchase new servers as necessary; start consolidating to a virtual environment.
3. Maintain the Town hardware (alarm system) located at Middletown Dispatch.
4. Explore alternatives to current alarm monitoring arrangement.
5. Update Assessor's parcel layer and infrastructure GIS maps as needed.
6. Continue to GPS critical infrastructure with part time summer tech students.
7. Enhance backup solutions using fiber network for both onsite and offsite storage.
8. Collaborate with Lower Connecticut River Council of Governments (RiverCOG) in developing the Regional GIS Grant-funded Project.
9. Finish converting the existing hosted websites to the content management system (DotNetNuke).

Accomplishments:

- Upgraded existing backup infrastructure (NAS, Network Attached Storage System).
- Replaced the antiquated phone system hardware and software.
- Converted existing web site to content management system (DotNetNuke).
- Assisted with the installation of the fiber optic network.
- All BOS meetings are recorded with a new HD camera purchased by the Town Tech program, and broadcast on Comcast Cable public access and posted on *YouTube*.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
01-017	Technology Department				
Personnel Expenditures					
11001	Regular payroll	\$ 74,836	\$ 76,835	\$ 78,000	\$ 78,300
11003	Part-time payroll	24,181	32,736	39,500	40,550
13002	Overtime	16,213	12,892	10,000	10,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>115,230</u>	<u>122,463</u>	<u>127,500</u>	128,850
Contractual Services					
31000	Service contracts	360	589	1,000	1,000
31001	Office equip repair & maint	636	185	1,500	1,500
31008	Licensing software	18,145	10,532	20,500	20,500
32000	Conferences, meetings, dues	317	194	1,000	1,000
34001	Data processing supplies	5,902	5,403	6,250	6,750
36004	Telecommunications	1,797	2,604	3,500	3,500
36050	Computer network maintenance	33,470	33,170	34,000	34,500
Total Contractual Services		<u>60,627</u>	<u>52,677</u>	<u>67,750</u>	68,750
Repairs					
44003	Equipment repair/rental	-	-	-	-
Total Repairs		<u>-</u>	<u>-</u>	<u>-</u>	-
Utilities					
51001	Gas & diesel fuel	1,738	1,850	2,035	2,025
Total Utilities		<u>1,738</u>	<u>1,850</u>	<u>2,035</u>	2,025
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	435	450	450	450
-	Equipment supplies	-	-	-	-
Total Commodities		<u>435</u>	<u>450</u>	<u>450</u>	450
Equipment					
73000	Equipment purchases	2,000	2,065	2,000	2,000
Total Equipment		<u>2,000</u>	<u>2,065</u>	<u>2,000</u>	2,000
Miscellaneous					
88016	Miscellaneous	-	-	-	-
Total Miscellaneous Expenditures		<u>-</u>	<u>-</u>	<u>-</u>	-
01-017	Total Technology Department	<u><u>\$ 180,030</u></u>	<u><u>\$ 179,505</u></u>	<u><u>\$ 199,735</u></u>	<u><u>\$ 202,075</u></u>

Percentage increase/(decrease) 1.17%

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

Mission & Purpose:

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

Goals & Objectives:

1. Continue to explore methods of recruiting and retaining firefighters.
2. Provide additional training opportunities to our members for advanced operations.
3. Continue to provide entry level training in areas of Fire Suppression, Rescue Operations, Medical Certification and Hazardous Material Mitigation.
4. Continue to pursue all types of grant funding available to offset increased cost in providing a safe community for our residents.

Accomplishments:

- Continued to respond to our requests for service within 3-4 minutes from the time of dispatch.
- Developed and trained personnel in critical advance rescue techniques related to rope rescue, dive operations and Rapid Intervention Teams.
- Certified four (4) new interior fire personnel and twelve (12) EMS providers for FY 2013-14.
- Responded to 1,055 for calendar year 2013; 1,060 calls for calendar year 2012; and 1,322 for calendar year 2011.
- The dry hydrant system along Route 66 at *Butler's* property has been tested and is in service. This water source will assist in suppression efforts throughout this area of town.

Fiscal Notes:

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

Town of Portland, Connecticut
 Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
 As of May 12, 2014

01-020	Fire Departments	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 5,738	\$ 5,785	\$ 6,000	\$ 6,100
11002	Clerical payroll	1,511	1,489	2,250	2,250
11003	Part-time payroll	15,695	17,195	21,000	24,500
-	Watchmen	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>22,944</u>	<u>24,469</u>	<u>29,250</u>	<u>32,850</u>
Contractual Services					
30000	Training	16,488	19,758	21,000	21,000
31000	Service contracts	6,037	7,375	10,000	10,000
31008	Licensing software	2,305	1,685	2,500	5,000
32000	Conferences, meetings, dues	1,446	2,135	3,250	4,000
34000	Equipment testing	13,734	13,257	16,000	16,000
34001	Data processing supplies	909	794	2,000	2,000
35001	Medical exams & supplies	15,331	15,322	24,000	24,000
36004	Telecommunications	1,629	1,798	2,000	3,000
	Total Contractual Services	<u>57,879</u>	<u>62,124</u>	<u>80,750</u>	<u>85,000</u>
Repairs					
44003	Equipment repair/rental	13,438	11,846	11,000	13,000
	Total Repairs	<u>13,438</u>	<u>11,846</u>	<u>11,000</u>	<u>13,000</u>
Utilities					
51001	Gas & diesel fuel	9,735	8,839	11,000	11,000
54000	Advertising & publications	-	-	-	-
57000	Firefighters banquet	4,574	5,719	6,500	6,500
	Total Utilities	<u>14,309</u>	<u>14,558</u>	<u>17,500</u>	<u>17,500</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	1,470	3,938	2,000	3,000
61003	Equipment supplies	70,435	82,113	80,000	80,000
62001	Electricity	27,064	27,838	27,100	30,100
62002	Water & sewer	1,637	1,750	2,800	2,800
62004	Heating fuel	37,177	32,181	34,000	29,000
63001	Emergency food fund	1,434	789	1,500	1,500
67000	Small tools	-	421	-	-
	Total Commodities	<u>139,217</u>	<u>149,030</u>	<u>147,400</u>	<u>146,400</u>
Miscellaneous					
88002	Tax abatement program	-	-	-	-
88013	Protective operations	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-020	Total Fire Departments	<u><u>\$ 247,787</u></u>	<u><u>\$ 262,027</u></u>	<u><u>\$ 285,900</u></u>	<u><u>\$ 294,750</u></u>

Percentage increase/(decrease) 3.10%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Personnel expenditures cover part-time positions of Fire Marshal and two (2) Deputy Fire Marshals.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-021	Fire Marshal	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 34,934	\$ 36,213	\$ 37,288	\$ 38,400
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>34,934</u>	<u>36,213</u>	<u>37,288</u>	38,400
Contractual Services					
32000	Conferences, meetings, dues	445	913	1,000	1,000
	Total Contractual Services	<u>445</u>	<u>913</u>	<u>1,000</u>	1,000
Utilities					
51001	Gas & diesel fuel	624	605	635	635
55000	Fire prevention week	444	621	600	600
	Total Utilities	<u>1,068</u>	<u>1,226</u>	<u>1,235</u>	1,235
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	291	388	500	500
61003	Equipment supplies	805	1,013	1,100	1,100
	Total Commodities	<u>1,096</u>	<u>1,401</u>	<u>1,600</u>	1,600
01-021	Total Fire Marshal	<u><u>\$ 37,543</u></u>	<u><u>\$ 39,753</u></u>	<u><u>\$ 41,123</u></u>	<u><u>\$ 42,235</u></u>
Percentage increase/(decrease)					<u><u>2.70%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

- Budget includes the contractual obligation and an allocation for fire alarm monitoring.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-022	Emergency Dispatch	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contract	\$ 95,524	\$ 98,390	\$ 111,342	\$ 115,382
	Total Contractual Services	95,524	98,390	111,342	115,382
01-022	Total Emergency Dispatch	<u>\$ 95,524</u>	<u>\$ 98,390</u>	<u>\$ 111,342</u>	<u>\$ 115,382</u>
Percentage increase/(decrease)					<u>3.63%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Responded to 4,565, 4,340 and 4,257 calls during calendar year 2013, 2012 and 2011, respectively. These statistics do not include walk-in assistance.
- Received \$29,000 in a Justice Assistance Grant (JAG) for police video equipment to outfit two (2) interview rooms, to purchase new portable radios and to purchase computer equipment.

Fiscal Notes:

- Personnel expenditures covers eleven (11) full-time officers, including one (1) Lieutenant, two (2) Sergeants, eight (8) Police Officers, and 90% of the full-time salary of a secretary shared with the Fire Department.
- Private Police duty, (account number 14014) is the cost of having officers working on special projects that require an officer's presence, such as construction activities or traffic control. This cost is offset by a revenue amount found on page six (6), Private duty (account number 00324).

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		2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
01-023	Police Department				
Personnel Expenditures					
11001	Regular payroll	\$ 743,852	\$ 775,411	\$ 801,500	\$ 801,000
11002	Clerical payroll	51,642	53,083	53,900	54,100
11003	Part-time payroll	155	-	1,000	1,000
13002	Overtime	87,902	93,516	100,000	110,000
14014	Private Police duty	299,616	140,486	155,000	148,000
-	Holiday payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>1,183,167</u>	<u>1,062,496</u>	<u>1,111,400</u>	<u>1,114,100</u>
Contractual Services					
31000	Service contracts	10,866	6,097	14,000	14,000
31008	Licensing software	1,008	2,143	8,100	8,100
32000	Conferences, meetings, dues	3,296	2,210	3,550	3,550
34002	Cruiser computer support	11,000	11,000	13,000	13,000
36004	Telecommunications	-	-	-	-
36012	Examination services	-	-	7,000	3,500
Total Contractual Services		<u>26,170</u>	<u>21,450</u>	<u>45,650</u>	<u>42,150</u>
Repairs					
44003	Equipment repair/rental	2,233	2,159	3,000	3,000
Total Repairs		<u>2,233</u>	<u>2,159</u>	<u>3,000</u>	<u>3,000</u>
Utilities					
51001	Gas & diesel fuel	65,634	57,366	66,800	63,000
59002	Canine program	898	936	900	1,000
Total Utilities		<u>66,532</u>	<u>58,302</u>	<u>67,700</u>	<u>64,000</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	17,999	15,202	18,500	18,500
61003	Equipment supplies	15,685	5,843	7,000	7,000
62001	Electricity	13,284	15,534	14,000	15,500
62002	Water & sewer	892	615	1,050	1,050
62004	Heating fuel	4,844	3,426	4,500	2,750
Total Commodities		<u>52,704</u>	<u>40,620</u>	<u>45,050</u>	<u>44,800</u>
Equipment					
73000	Equipment purchases	-	31,581	-	-
Total Equipment		<u>-</u>	<u>31,581</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88016	Miscellaneous	275	355	1,150	650
Total Miscellaneous Expenditures		<u>275</u>	<u>355</u>	<u>1,150</u>	<u>650</u>
01-023	Total Police Department	<u>\$ 1,331,081</u>	<u>\$ 1,216,963</u>	<u>\$ 1,273,950</u>	<u>\$ 1,268,700</u>

Percentage increase/(decrease) -0.41%

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

Mission & Purpose:

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

Goals & Objectives:

1. Continue to recruit and train new volunteers.
2. Pursue grant funds available to offset increased cost in providing a safe community for our residents.

Accomplishments:

- Provided additional training to members.

Fiscal Notes:

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

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01-024	Emergency Management	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures					
14005	Emergency man stipend	\$ 9,879	\$ 4,260	\$ 5,650	\$ 5,650
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>9,879</u>	<u>4,260</u>	<u>5,650</u>	<u>5,650</u>
Contractual Services					
30000	Training			500	500
32000	Conferences, meetings, dues	50	50	250	250
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>50</u>	<u>50</u>	<u>750</u>	<u>750</u>
Repairs					
44003	Equipment repair/rental	520	707	2,100	2,100
	Total Repairs	<u>520</u>	<u>707</u>	<u>2,100</u>	<u>2,100</u>
Utilities					
53001	Telephone	-	-	-	-
53003	Cell phones	1,371	1,562	1,500	1,700
57001	Emergency drill	55	-	500	500
	Total Utilities	<u>1,426</u>	<u>1,562</u>	<u>2,000</u>	<u>2,200</u>
Commodities					
61001	Uniforms	339	40	500	-
61003	Equipment supplies	252	2,971	1,200	1,200
63001	Emergency food fund	-	356	1,000	1,000
	Total Commodities	<u>591</u>	<u>3,367</u>	<u>2,700</u>	<u>2,200</u>
01-024	Total Emergency Management	<u>\$ 12,466</u>	<u>\$ 9,946</u>	<u>\$ 13,200</u>	<u>\$ 12,900</u>
Percentage increase/(decrease)					<u><u>-2.27%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Permit forms are updated on the Town website along with information on various topics pertinent to seasonal changes.
- Continue to work with and resolve several blight ordinance matters.
- Implemented the update of the residential code from the State of Connecticut.

Fiscal Notes:

- Part-time payroll, (account number 11003) has added hours to the floater position to help cover the office as Department activity is on the rise.
- The Building Official also serves as the Blight Ordinance Administrator.

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		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-025	Building Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 83,131	\$ 78,181	\$ 80,500	\$ 80,750
11003	Part-time payroll	-	8,367	11,000	11,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>83,131</u>	<u>86,548</u>	<u>91,500</u>	<u>92,250</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>810</u>	<u>835</u>	<u>1,750</u>	<u>1,750</u>
	Total Contractual Services	<u>810</u>	<u>835</u>	<u>1,750</u>	<u>1,750</u>
Utilities					
51001	Gas & diesel fuel	<u>1,618</u>	<u>2,079</u>	<u>1,750</u>	<u>2,200</u>
	Total Utilities	<u>1,618</u>	<u>2,079</u>	<u>1,750</u>	<u>2,200</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
61003	Equipment supplies	<u>380</u>	<u>367</u>	<u>500</u>	<u>500</u>
	Total Commodities	<u>380</u>	<u>367</u>	<u>500</u>	<u>500</u>
Miscellaneous					
88016	State training fee	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-025	Total Building Department	<u><u>\$ 85,939</u></u>	<u><u>\$ 89,829</u></u>	<u><u>\$ 95,500</u></u>	<u><u>\$ 96,700</u></u>
Percentage increase/(decrease)					<u><u>1.26%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Provide general oversight and management of the Public Works Department and Water and Sewer Divisions.
2. Using Small Town Economic Assistance Program (STEAP) funds, build a new salt/sand storage shed.

Accomplishments:

- Installed natural gas fired furnaces at the Portland Library, Senior Center, Police Department Complex and Fire Company 2.
- Installed fiber optic conduit from Town Hall to Portland High School.
- Installed new pavement at access drives and parking areas at the Portland Library, Senior Center, and Basketball Courts at the Brownstone Intermediate School.
- Made improvements at the Public Works Garage to comply with requirements of the Department of Energy and Environmental Protection.
- Planted numerous street trees in the downtown area.
- Updated all OSHA related policies and procedures.

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.

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		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-031	Public Works Director	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 186,145	\$ 193,924	\$ 199,175	\$ 200,850
13002	Overtime	4,494	5,389	4,000	4,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>190,639</u>	<u>199,313</u>	<u>203,175</u>	204,850
Contractual Services					
31000	Service contracts	-	-	-	-
32000	Conferences, meetings, dues	35	75	250	250
36013	Hazardous waste	<u>4,534</u>	<u>5,567</u>	<u>7,000</u>	7,000
	Total Contractual Services	<u>4,569</u>	<u>5,642</u>	<u>7,250</u>	7,250
Utilities					
51001	Gas & diesel fuel	<u>2,904</u>	<u>2,727</u>	<u>3,100</u>	3,100
	Total Utilities	<u>2,904</u>	<u>2,727</u>	<u>3,100</u>	3,100
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	<u>152</u>	<u>200</u>	<u>225</u>	250
	Total Commodities	<u>152</u>	<u>200</u>	<u>225</u>	250
Capital Expenditures					
73000	Equipment purchases	<u>355</u>	<u>-</u>	<u>350</u>	350
	Total Capital Expenditures	<u>355</u>	<u>-</u>	<u>350</u>	350
01-031	Total Public Works Director	<u><u>\$ 198,619</u></u>	<u><u>\$ 207,882</u></u>	<u><u>\$ 214,100</u></u>	<u><u>\$ 215,800</u></u>
Percentage increase/(decrease)					<u><u>0.79%</u></u>

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Chip-sealed eight (8) miles of road.
- Screened topsoil at the sand pit on Sage Hollow Road.
- Replaced guiderails at various locations.
- Cleaned all catch basins.
- Installed fiber optic conduit from Town Hall to Portland High School.
- Performed tree cutting and trimming.
- Installed oil/water separators at the Public Works Garage.

Fiscal Notes:

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

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		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-032	Highway Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 517,013	\$ 464,018	\$ 528,000	\$ 531,000
13002	Overtime	32,871	7,169	9,250	9,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	549,884	471,187	537,250	540,250
Contractual Services					
31000	Service contracts	5,550	4,636	6,500	6,500
32000	Conferences, meetings, dues	75	150	750	750
36001	Traffic signals	4,695	5,939	4,750	5,000
36003	Tree removal/replacement	22,787	18,637	22,500	20,000
36004	Telecommunications	513	639	615	750
36006	Line painting contract	6,435	1,859	7,000	7,000
36007	Storm water monitoring	1,546	1,355	3,250	3,750
36008	Waste services	-	-	500	500
	Total Contractual Services	41,601	33,215	45,865	44,250
Repairs					
44003	Equipment repair/rental	34,302	4,027	8,500	8,500
44005	Storm drain cleaning	24,942	24,627	26,500	27,000
	Total Repairs	59,244	28,654	35,000	35,500
Utilities					
51001	Gas & diesel fuel	68,471	63,855	66,500	67,500
53001	Telephone	750	631	775	775
	Total Utilities	69,221	64,486	67,275	68,275
Commodities					
61001	Uniforms	3,718	3,346	4,050	4,050
61003	Equipment supplies	8,574	11,160	9,500	10,000
62001	Electricity	8,249	8,734	9,750	9,750
62002	Water & sewer	3,227	2,986	4,250	4,250
62004	Heating fuel	23,900	30,624	31,500	32,000
65001	Road materials	101,355	83,437	70,000	70,000
67000	Small tools	932	397	1,500	1,500
69001	Street signs	6,039	2,168	8,250	8,250
	Total Commodities	155,994	142,852	138,800	139,800
Capital Expenditures					
73000	Equipment purchases	2,044	4,316	2,500	3,000
	Total Capital Expenditures	2,044	4,316	2,500	3,000
Miscellaneous					
88016	Miscellaneous fees	1,914	2,428	3,000	3,000
	Total Miscellaneous Expenditures	1,914	2,428	3,000	3,000
01-032	Total Highway Department	\$ 879,902	\$ 747,138	\$ 829,690	\$ 834,075

Percentage increase/(decrease) **0.53%**

Department Name: Vehicle Maintenance **Department #:** 01-033

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.

Fiscal Notes:

- Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.
- Account number (44003), Equipment repair/rental, is increased by \$4,000 as equipment repairs seem to continually increase.

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01-033	Vehicle Maintenance	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 118,030	\$ 123,867	\$ 126,850	\$ 130,000
13002	Overtime	3,080	3,090	2,500	3,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>121,110</u>	<u>126,957</u>	<u>129,350</u>	133,500
Contractual Services					
32000	Conferences, meetings, dues	<u>400</u>	<u>300</u>	<u>300</u>	300
	Total Contractual Services	<u>400</u>	<u>300</u>	<u>300</u>	300
Repairs					
44003	Equipment repair/rental	<u>143,827</u>	<u>130,081</u>	<u>115,000</u>	119,000
	Total Repairs	<u>143,827</u>	<u>130,081</u>	<u>115,000</u>	119,000
Utilities					
51001	Gas & diesel fuel	955	528	1,500	1,500
51003	Fuel additives	2,554	-	2,600	-
51004	Motor vehicle oil	<u>4,392</u>	<u>7,268</u>	<u>5,500</u>	6,500
	Total Utilities	<u>7,901</u>	<u>7,796</u>	<u>9,600</u>	8,000
Commodities					
61001	Uniforms	920	900	900	900
61003	Equipment supplies	7,622	7,738	9,000	10,000
67000	Small tools	<u>1,550</u>	<u>1,554</u>	<u>1,500</u>	1,500
	Total Commodities	<u>10,092</u>	<u>10,192</u>	<u>11,400</u>	12,400
Capital Expenditures					
73000	Equipment purchases	<u>600</u>	-	<u>1,000</u>	1,000
	Total Capital Expenditures	<u>600</u>	-	<u>1,000</u>	1,000
Miscellaneous					
88016	Miscellaneous	<u>710</u>	-	<u>800</u>	800
	Total Miscellaneous Expenditures	<u>710</u>	-	<u>800</u>	800
01-033	Total Vehicle Maintenance	<u><u>\$ 284,640</u></u>	<u><u>\$ 275,326</u></u>	<u><u>\$ 267,450</u></u>	<u><u>\$ 275,000</u></u>

Percentage increase/(decrease) **2.82%**

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Increased account number (38008), Planning & Zoning/Inland Wetlands, by \$3,000 as the Town has seen more development activity in these departments.

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As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-034	Town Engineer	Expended	Expended	Budget	Budget
Contractual Services					
38001	Residential plan review/inspect	\$ 777	\$ 868	\$ 1,000	\$ 1,000
38002	Subdivision inspection/review	3,525	599	3,000	3,000
38003	Public Works engineering	1,898	14,322	2,500	3,500
38004	Site plan review	14,132	18,760	12,000	12,000
38005	Road drainage	1,872	1,991	2,500	2,500
38006	Mapping services	-	-	500	500
38007	General services	2,278	175	2,000	2,000
38008	Plan & Zoning/Inland Wetlands	3,077	5,773	1,000	4,000
38009	Erosion/sedimentation review	1,224	409	1,000	1,000
38010	Miscellaneous	-	25	500	500
38011	Public safety engineering	238	-	500	500
	Total Contractual Services	<u>29,021</u>	<u>42,922</u>	<u>26,500</u>	<u>30,500</u>
01-034	Total Town Engineer	<u><u>\$ 29,021</u></u>	<u><u>\$ 42,922</u></u>	<u><u>\$ 26,500</u></u>	<u><u>\$ 30,500</u></u>

Percentage increase/(decrease) 15.09%

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

Mission & Purpose:

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

Goals & Objectives:

To ensure all streetlights are in working condition.

Accomplishments:

Fiscal Notes:

- Budgeting about a 10% reduction in street lighting. The costs associated with streetlights will need to be reduced.

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As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-035	Street Lighting	Expended	Expended	Budget	Budget
Commodities					
62001	Electricity	\$ 113,903	\$ 112,820	\$ 114,000	\$ 110,750
	Total Commodities	<u>113,903</u>	<u>112,820</u>	<u>114,000</u>	<u>110,750</u>
01-035	Total Street Lighting	<u>\$ 113,903</u>	<u>\$ 112,820</u>	<u>\$ 114,000</u>	<u>\$ 110,750</u>
Percentage increase/(decrease)					<u><u>-2.85%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. To maintain all Town and BOE properties.
2. Keep all sports fields in playing condition.
3. Continue with the organic lawn care program at all facilities.
4. Install newly designed Main Street Park.

Accomplishments:

- Successfully maintained Town and BOE properties – landscaping approximately 90 acres of lawns and athletic fields.
- Hired a part-time seasonal worker for both school and town properties.

Fiscal Notes:

- Personnel expenditures include the full-time salaries of three (3) employees, one (1) seasonal part-time worker plus approximately 10% of the full-time Grounds Maintenance Supervisor's salary, shared with the BOE.
- Gas and diesel fuel, (account number 51001) is increased by \$3,650 due to higher usage by the Department.
- Grounds Supplies, (account number 61004) is increased by \$2,000 as additional supplies are needed to maintain properties.

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Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

01-036	Grounds Maintenance	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 161,422	\$ 167,545	\$ 171,500	\$ 174,500
11003	Part-time payroll	-	6,538	11,000	11,000
13002	Overtime	7,181	18,186	9,000	11,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>168,603</u>	<u>192,269</u>	<u>191,500</u>	196,500
Contractual Services					
36002	General contract work	4,833	-	7,000	7,000
36008	Waste services	-	-	600	600
	Total Contractual Services	<u>4,833</u>	<u>-</u>	<u>7,600</u>	7,600
Repairs					
44003	Equipment repair/rental	4,602	10,339	6,000	6,000
	Total Repairs	<u>4,602</u>	<u>10,339</u>	<u>6,000</u>	6,000
Utilities					
51001	Gas & diesel fuel	18,001	19,191	16,500	20,150
	Total Utilities	<u>18,001</u>	<u>19,191</u>	<u>16,500</u>	20,150
Commodities					
61001	Uniforms	1,349	1,270	1,350	1,350
61003	Equipment supplies	5,094	2,046	5,000	5,000
61004	Ground supplies	18,341	25,802	22,000	24,000
67000	Small tools	2,175	400	2,000	2,000
	Total Commodities	<u>26,959</u>	<u>29,518</u>	<u>30,350</u>	32,350
Capital Expenditures					
73000	Equipment purchases	2,000	2,276	2,500	3,000
	Total Capital Expenditures	<u>2,000</u>	<u>2,276</u>	<u>2,500</u>	3,000
Miscellaneous					
88016	Miscellaneous	20	25	500	500
	Total Miscellaneous Expenditures	<u>20</u>	<u>25</u>	<u>500</u>	500
01-036	Total Grounds Maintenance	<u><u>\$ 225,018</u></u>	<u><u>\$ 253,618</u></u>	<u><u>\$ 254,950</u></u>	<u><u>\$ 266,100</u></u>

Percentage increase/(decrease) 4.37%

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 condition to provide a safe working environment for Town staff and residents who can take pride in our buildings.
2. Install hookups for the portable generator at various town buildings.
3. Install ADA compliant bathrooms at the Portland Library.

Accomplishments:

- Continued the replacement of windows at Town Hall as needed.
- Replaced siding at Fire Company #2.
- Replaced windows at the Water Pollution Control Facility.
- Replaced exterior lights at the Public Works Garage.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

01-037	Town Buildings Maintenance	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 158,401	\$ 142,061	\$ 157,400	\$ 160,250
11003	Part-time payroll	-	-	-	-
13002	Overtime	10,280	9,333	7,000	8,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	168,681	151,394	164,400	168,250
Contractual Services					
31000	Service contracts	17,350	24,277	25,500	26,000
36008	Waste services	-	-	175	175
	Total Contractual Services	17,350	24,277	25,675	26,175
Repairs					
44003	Equipment repair/rental	7,685	10,347	7,500	8,000
	Total Repairs	7,685	10,347	7,500	8,000
Utilities					
51001	Gas & diesel fuel	5,170	2,870	5,000	5,000
53001	Telephone	50,207	30,822	40,000	36,000
53002	Pagers	-	-	-	-
53003	Cell phones	4,192	5,820	8,000	8,000
	Total Utilities	59,569	39,512	53,000	49,000
Commodities					
61001	Uniforms	1,002	1,288	1,350	1,350
61003	Equipment supplies	1,566	3,441	2,000	2,000
61004	Ground supplies	-	-	-	-
61006	Building supplies	12,379	15,005	9,000	9,000
62001	Electricity	34,179	33,667	37,500	37,500
62002	Water & sewer	1,219	1,293	1,800	1,800
62004	Heating fuel	3,534	4,482	5,250	5,250
67000	Small tools	744	-	750	750
68000	Custodial supplies	9,760	8,763	13,000	13,000
	Total Commodities	64,383	67,939	70,650	70,650
Capital Expenditures					
73000	Equipment purchases	-	8,500	-	3,000
	Total Capital Expenditures	-	8,500	-	3,000
01-037	Total Town Buildings Maintenance	\$ 317,668	\$ 301,969	\$ 321,225	\$ 325,075

Percentage increase/(decrease) **1.20%**

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Climate plays a major role as to whether or not this budget is spent.
- If treated salt and/or cleaner sand are requested then additional funds would be needed in this department. In an effort to test different road treatment options, \$5,000 was added to road materials.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-038	Snow Removal	Expended	Expended	Budget	Budget
Personnel Expenditures					
13002	Overtime	\$ 29,796	\$ 76,714	\$ 46,500	\$ 46,500
	Total Personnel Expenditures	<u>29,796</u>	<u>76,714</u>	<u>46,500</u>	<u>46,500</u>
Commodities					
65001	Road materials	<u>26,253</u>	<u>23,655</u>	<u>45,000</u>	<u>50,000</u>
	Total Commodities	<u>26,253</u>	<u>23,655</u>	<u>45,000</u>	<u>50,000</u>
01-038	Total Snow Removal	<u>\$ 56,049</u>	<u>\$ 100,369</u>	<u>\$ 91,500</u>	<u>\$ 96,500</u>
Percentage increase/(decrease)					<u>5.46%</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. Initiate the process of updating the statutorily required Plan of Conservation and Development with assistance of a consultant and seek funding for the same.
2. Collaborate with the CT DEEP and Northeast Utilities to establish the Air Line Trail in Portland.
3. Partner with the EDC to support Main Street businesses to continue to create a more vibrant, walkable and economically successful Village District.
4. Assist developers to move forward with approved projects into the construction phase.
5. Assist the Board of Selectmen with property maintenance of abandoned properties, specifically commercial properties.

Accomplishments:

- Continued to assist with the implementation of the grant-funded design project for the Goodrich Recreational Complex
- Assisted the Planning and Zoning Commission with development applications.
- Participated on numerous committees on behalf of the Town to recognize and address community needs including the Coalition for Community Wellness.
- Assisted with a STEAP and a Brownfields Grant Applications.
- Obtained the listing of the Civil War Monument on Bartlett Street on the State Historic Register.

Fiscal Notes:

- Part-time payroll, (account number 11003), has added hours to the floater position to help cover the office as Department activity is on the rise.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-040	Planning Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 85,446	\$ 76,635	\$ 78,800	\$ 79,125
11003	Part-time payroll		8,579	11,000	11,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>85,446</u>	<u>85,214</u>	<u>89,800</u>	<u>90,625</u>
Contractual Services					
31002	Plan consultant	6,409	6,041	6,000	6,000
32000	Conferences, meetings, dues	<u>928</u>	<u>967</u>	<u>1,500</u>	<u>1,500</u>
	Total Contractual Services	<u>7,337</u>	<u>7,008</u>	<u>7,500</u>	<u>7,500</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-040	Total Planning Department	<u><u>\$ 92,783</u></u>	<u><u>\$ 92,222</u></u>	<u><u>\$ 97,300</u></u>	<u><u>\$ 98,125</u></u>
Percentage increase/(decrease)					<u><u>0.85%</u></u>

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

Mission & Purpose:

The Zoning Enforcement Officer (ZEO) receives, investigates, and resolves complaints relative to violations of the Town of Portland Zoning Regulations that are adopted by the Planning and Zoning Commission. This position also proactively monitors compliance relative to PZC and ZBA approvals and provides staff assistance to the Zoning Board of Appeals. The ZEO provides initial investigation and assistance to the Police Department for the enforcement of the Abandoned and Inoperable Vehicles Ordinance. The part-time position was filled in September 2011 after being vacant since July 2009.

Goals and Objectives:

1. Investigate zoning complaints and initiate enforcement as appropriate.
2. Attend Zoning Board of Appeals meetings and offer assistance with matters relative to variance requests and motor vehicle dealer/repairer licensing applications.
3. Assist the Land Use Administrator with providing information to the public relative to zoning permit requirements and issuing zoning permits.

Accomplishments:

- Collaborated with the multiple Town departments and the Chatham Health District to address issues relative to zoning violations and then resolved many without the need for legal or court involvement.
- Assisted the Zoning Board of Appeals by providing relevant testimony and procedural guidance for the applications being considered by them.

Fiscal Notes:

- No significant changes to this department budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-041	Zoning Enforce Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 10,218	\$ 17,716	\$ 17,600	\$ 17,750
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>10,218</u>	<u>17,716</u>	<u>17,600</u>	<u>17,750</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>1,305</u>	<u>495</u>	<u>500</u>	<u>500</u>
	Total Contractual Services	<u>1,305</u>	<u>495</u>	<u>500</u>	<u>500</u>
Utilities					
51001	Gas & diesel fuel	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>
	Total Utilities	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>
Commodities					
61003	Equipment supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-041	Total Zoning Enforce Department	<u><u>\$ 11,523</u></u>	<u><u>\$ 18,211</u></u>	<u><u>\$ 18,300</u></u>	<u><u>\$ 18,450</u></u>

Percentage increase/(decrease) 0.82%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Reviewed and approved commercial, industrial and subdivision development proposals.
- Met bi-monthly to discuss the Plan of Conservation and Development (POCD), specifically the section entitled "Grow Smart Economically".
- Discussed and considered amendments to the Zoning Regulations and Map.

Fiscal Notes:

- No significant changes to this department budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 1,667	\$ 1,678	\$ 2,500	\$ 2,500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>1,667</u>	<u>1,678</u>	<u>2,500</u>	<u>2,500</u>
Contractual Services					
31002	Plan consultant	-	-	-	-
31004	Court transcriptions	-	240	1,000	1,000
32000	Conferences, meetings, dues	90	90	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>90</u>	<u>330</u>	<u>1,300</u>	<u>1,300</u>
Miscellaneous					
86015	Midstate Reg, Plan Agency/LCOG	6,321	6,275	6,300	6,300
86016	CT River Assembly	500	-	-	-
	Total Miscellaneous	<u>6,821</u>	<u>6,275</u>	<u>6,300</u>	<u>6,300</u>
01-042	Total Plan & Zoning Commission	<u>\$ 8,578</u>	<u>\$ 8,283</u>	<u>\$ 10,100</u>	<u>\$ 10,100</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

Mission & Purpose:

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

Goals & Objectives:

To perform the duties required by the Connecticut General Statutes.

Accomplishments:

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

Fiscal Notes:

- No significant changes to this department budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-043	Zoning Board of Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 625	\$ 571	\$ 750	\$ 750
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>625</u>	<u>571</u>	<u>750</u>	<u>750</u>
Contractual Services					
31004	Court transcriptions	-	1,102	1,000	1,000
32000	Conferences, meetings, dues	90	90	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>90</u>	<u>1,192</u>	<u>1,300</u>	<u>1,300</u>
01-043	Total Zoning Board of Appeals	<u><u>\$ 715</u></u>	<u><u>\$ 1,763</u></u>	<u><u>\$ 2,050</u></u>	<u><u>\$ 2,050</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

Review and approve applications as appropriate.

Accomplishments:

- Reviewed several applications.

Fiscal Notes:

- No significant changes to this department budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-044	Inland Wetlands Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 232	\$ 719	\$ 500	\$ 750
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>232</u>	<u>719</u>	<u>500</u>	<u>750</u>
Contractual Services					
31011	Enforcement officer	-	700	2,500	2,500
32000	Conferences, meetings, dues	<u>255</u>	<u>40</u>	<u>350</u>	<u>350</u>
	Total Contractual Services	<u>255</u>	<u>740</u>	<u>2,850</u>	<u>2,850</u>
Miscellaneous					
86001	CT Coastal Conservation Dist	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>
	Total Miscellaneous	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>
01-044	Total Inland Wetlands Commission	<u><u>\$ 2,311</u></u>	<u><u>\$ 3,283</u></u>	<u><u>\$ 5,174</u></u>	<u><u>\$ 5,424</u></u>
Percentage increase/(decrease)					<u><u>4.83%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No significant changes to this department budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-045	Conservation Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 84	\$ 205	\$ 300	\$ 300
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	84	205	300	300
Contractual Services					
32000	Conferences, meetings, dues	-	-	250	250
	Total Contractual Services	-	-	250	250
Miscellaneous					
86002	Reservoir Trail Project	-	-	-	-
	Total Miscellaneous	-	-	-	-
01-045	Total Conservation Commission	\$ 84	\$ 205	\$ 550	\$ 550
Percentage increase/(decrease)					0.00%

Mission & Purpose:

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

Goals and Objectives:

1. Promote the commercial opportunities available within the Town of Portland.
2. Support existing commercial and industrial businesses, continue business recruitment of target providers of goods and services currently unavailable in the community, and continue collaborative marketing of vacant commercial and industrial properties.
3. Review and comment on commercial and industrial applications and any proposed text amendments that may influence local business or commerce.

Accomplishments:

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

Fiscal Notes:

- No significant changes to this department budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 338	\$ 323	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>338</u>	<u>323</u>	<u>500</u>	<u>500</u>
Contractual Services					
31005	Grants consultant contract	20,800	22,000	22,000	22,220
32000	Conferences, meetings, dues	-	-	-	100
	Total Contractual Services	<u>20,800</u>	<u>22,000</u>	<u>22,000</u>	<u>22,320</u>
Utilities					
59001	Marketing program	1,753	2,988	3,000	3,000
	Total Utilities	<u>1,753</u>	<u>2,988</u>	<u>3,000</u>	<u>3,000</u>
01-046	Total Economic Dev Commission	<u><u>\$ 22,891</u></u>	<u><u>\$ 25,311</u></u>	<u><u>\$ 25,500</u></u>	<u><u>\$ 25,820</u></u>
Percentage increase/(decrease)					<u><u>1.25%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-047	Capital Expend Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ -	\$ -	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	500	500
01-047	Total Capital Expend Commission	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- This budget is based on a per capita rate.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-051	Health Department	Expended	Expended	Budget	Budget
Contractual Services					
-	CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009	Chatham Health District	<u>79,008</u>	<u>78,557</u>	<u>81,005</u>	<u>84,774</u>
	Total Contractual Services	<u>79,008</u>	<u>78,557</u>	<u>81,005</u>	<u>84,774</u>
01-051	Total Health Department	<u><u>\$ 79,008</u></u>	<u><u>\$ 78,557</u></u>	<u><u>\$ 81,005</u></u>	<u><u>\$ 84,774</u></u>
Percentage increase/(decrease)					<u><u>4.65%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

Accomplishments:

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-052	Environmental Health	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ -	\$ -	\$ -	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
01-052	Total Environmental Health	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No significant changes to this budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-053	Social Services	Expended	Expended	Budget	Budget
	Miscellaneous				
86007	MCSAAC	\$ 500	\$ 500	\$ 500	\$ 500
86008	Community Health Center	500	-	1,000	1,000
86009	Community Renewal Team	500	500	500	500
86010	Regional Mental Health Board	505	505	505	505
86011	Rushford Center	-	-	500	500
86013	Red Cross Dial-a-Ride	27,717	27,717	29,500	29,500
86014	Rural Transit Program	10,677	10,677	11,000	11,000
86017	Sexual Assault Crisis Center	-	-	-	500
86019	Fam Access/Middlesex Behavioral	-	-	500	500
86029	Brownstone Quorum	500	500	500	500
87004	Emergency Shelter	2,421	473	3,000	3,000
87005	Clinical social worker	-	-	-	-
87006	Connection Emergency Shelter	2,000	2,000	2,000	2,200
88001	Program services	-	-	-	-
88005	Memorial Day parade	4,010	4,369	5,000	5,000
88007	Veteran's activities	2,390	1,723	4,500	4,000
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
88042	Portland Fireworks	-	500	500	500
88019	Portland Historical Society	-	500	500	500
88020	Portland Fair	-	-	500	500
	Total Miscellaneous	<u>51,720</u>	<u>49,964</u>	<u>60,505</u>	<u>60,705</u>
01-053	Total Social Services	<u>\$ 51,720</u>	<u>\$ 49,964</u>	<u>\$ 60,505</u>	<u>\$ 60,705</u>

Percentage increase/(decrease) 0.33%

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

Mission & Purpose:

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

Goals & Objectives:

1. Continued development of an ongoing fundraising program to fund projects and enhancements to the senior center.
2. Refine enhanced tracking program to record member information, program use and building use by seniors and other groups.
3. Complete the final step of the accreditation process, including a visit from the National Accreditation Committee.
4. Expand the inter-generational summer arts program at Chatham Court with help from a grant.

Accomplishments:

- Awarded a programming honor from the CT Association of Senior Center Personnel (judged by a national panel) for **The Waverly Salon**, a component of our fundraising plan.
- Raised more than \$5,000 toward our long term fundraising goal of \$30,000.
- Submitted the accreditation book to the National Council on Aging. We have received a favorable initial review.
- Installed new flooring in the MaryLou Rice Room.
- Completed an inter-generational summer arts program with youth at Chatham Court.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-054	Senior Citizen Center	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 47,162	\$ 48,513	\$ 49,250	\$ 49,400
11003	Part-time payroll	21,286	26,642	27,450	27,600
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>68,448</u>	<u>75,155</u>	<u>76,700</u>	<u>77,000</u>
Contractual Services					
31000	Service contracts	6,052	4,763	6,500	6,500
31006	Instructor fees	3,290	3,110	3,500	3,500
32000	Conferences, meetings, dues	487	339	900	900
36004	Telecommunications	-	-	600	600
	Total Contractual Services	<u>9,829</u>	<u>8,212</u>	<u>11,500</u>	<u>11,500</u>
Commodities					
61000	Office supplies	-	-	-	-
62001	Electricity	10,317	10,582	10,500	11,376
62002	Water & sewer	750	674	900	900
62004	Heating fuel	6,306	7,714	8,500	6,500
	Total Commodities	<u>17,373</u>	<u>18,970</u>	<u>19,900</u>	<u>18,776</u>
Capital Expenditures					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88001	Program services	790	1,880	2,000	2,000
	Total Miscellaneous	<u>790</u>	<u>1,880</u>	<u>2,000</u>	<u>2,000</u>
01-054	Total Senior Citizen Center	<u><u>\$ 96,440</u></u>	<u><u>\$ 104,217</u></u>	<u><u>\$ 110,100</u></u>	<u><u>\$ 109,276</u></u>

Percentage increase/(decrease) -0.75%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- In partnership with the Portland Food Bank, the New England Mobile Food Pantry has continued monthly visits providing fresh produce and dairy to residents of all ages.
- Provided more than 1,500 rides in 2012-13. This is a lower number than last year; due in part to ride services being provided for veterans through St. Luke's Elder Services

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-055	Municipal Agent for Elderly	Expended	Expended	Budget	Budget
Personnel Expenditures					
14010	Van drivers stipends	\$ 19,524	\$ 20,293	\$ 24,000	\$ 24,500
	Total Personnel Expenditures	<u>19,524</u>	<u>20,293</u>	<u>24,000</u>	<u>24,500</u>
Contractual Services					
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	5,873	5,258	6,200	6,200
	Total Utilities	<u>5,873</u>	<u>5,258</u>	<u>6,200</u>	<u>6,200</u>
Miscellaneous					
88011	Veteran's relief	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-055	Total Munic Agent for the Elderly	<u>\$ 25,397</u>	<u>\$ 25,551</u>	<u>\$ 30,200</u>	<u>\$ 30,700</u>
Percentage increase/(decrease)					<u>1.66%</u>

Mission & Purpose:

The Portland Public Library is dedicated to serving the informational, educational, cultural, and recreational needs of the community. It is responsive to the needs of its diverse users, advocating and supporting the use of current and emerging technologies, building an excellent collection and committing itself to the highest ideals of library service and the principles of intellectual freedom.

Goals & Objectives:

1. Improve accessibility to library services for disabled individuals.
2. Continue efforts toward school readiness and early literacy. Continue to collaborate with the Portland Early Childhood Council.
3. Continue to provide information and meeting space in support of community improvement, including Economic Development.
4. Continue to provide programs geared to persons of all ages.
5. Improve community outreach through increased use of social media and through collaborative programming
6. Support training in use of mobile devices and eBooks.
7. Continue to offer free eBooks.
8. For operations and online catalog, migrate to Innovative Interfaces' Sierra system that will provide a better user interface including enhancements for mobile devices.

Accomplishments:

- Continue to provide personal savings to library users.
- Friends of the Library support continues for materials and programming, including Summer Reading Program and the popular pass program for museum and park admission.
- The 2013 Summer Reading Program culminated in a community event at Portland Riverfront Park, in partnership with the Parks and Recreation Department and the Brownstone Quorum.
- Awarded a Connecticut State Library Construction Grant for upgrading the bathrooms to be more accessible.

Fiscal Notes:

- While there are some line item changes from FY 2013-14, the total budget represents an increase of 1.3%.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

01-065	Portland Library	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 323,357	\$ 315,718	\$ 345,500	\$ 345,500
11003	Part-time payroll	118,212	140,467	142,000	145,000
14001	Board clerk	675	479	800	800
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>442,244</u>	<u>456,664</u>	<u>488,300</u>	<u>491,300</u>
Contractual Services					
31000	Service contracts	18,382	10,023	15,000	15,500
32000	Conferences, meetings, dues	2,243	2,588	2,500	2,600
36010	Contract - data bases	4,005	5,010	5,750	6,000
36011	Data processing - Library Connection	27,837	29,396	31,300	31,500
	Total Contractual Services	<u>52,467</u>	<u>47,017</u>	<u>54,550</u>	<u>55,600</u>
Repairs					
44003	Equipment repair/rental	276	971	1,000	1,000
	Total Repairs	<u>276</u>	<u>971</u>	<u>1,000</u>	<u>1,000</u>
Utilities					
53000	Postage	2,030	1,501	2,800	2,800
59000	Cataloging	552	552	800	800
	Total Utilities	<u>2,582</u>	<u>2,053</u>	<u>3,600</u>	<u>3,600</u>
Commodities					
61000	Office supplies	6,182	5,503	7,000	7,000
62001	Electricity	39,752	47,494	46,500	44,500
62002	Water & sewer	888	899	1,600	1,600
62004	Heating fuel	12,630	17,542	18,000	15,000
64001	Books	33,484	37,223	36,000	44,500
64002	Discs & videos	2,398	5,701	6,000	7,000
64003	Periodicals	6,569	6,265	6,400	6,400
	Total Commodities	<u>101,903</u>	<u>120,627</u>	<u>121,500</u>	<u>126,000</u>
Miscellaneous					
88001	Program services	738	890	1,000	1,200
	Total Miscellaneous Expenditures	<u>738</u>	<u>890</u>	<u>1,000</u>	<u>1,200</u>
01-065	Total Portland Library	<u>\$ 600,210</u>	<u>\$ 628,222</u>	<u>\$ 669,950</u>	<u>\$ 678,700</u>

Percentage increase/(decrease) 1.31%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Medical insurance – claim experience has not been positive this year. The percent increase is estimated at 10% over current rates.
- The combined pension plans' contributions are slightly higher for FY 2015.
- Sick pay is increased by \$19,000 as past actual are showing a trend upward.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-071	Employee Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
19001	Vacation pay	\$ 37,418	\$ 35,498	\$ 41,000	\$ 41,000
19002	Longevity	14,725	18,175	14,900	16,100
19003	Sick pay	89,867	106,193	96,000	115,000
19004	Termination benefits pay	-	48,900	62,500	62,500
21001	Medical insurance	863,928	806,278	961,130	1,044,000
21002	Dental insurance	17,089	15,821	20,000	20,000
21003	Life insurance	12,938	12,955	13,750	13,850
21004	Long-term disability insurance	9,448	9,458	10,250	11,500
22000	FICA/Medicare	315,186	295,786	338,500	338,660
23001	Town pension contributions	378,121	401,900	418,781	435,780
23002	Police pension contribution	272,457	263,349	237,705	226,429
23003	Volunteer Fire pension contribution	73,233	76,348	74,610	72,840
26000	Workers' compensation	162,600	167,500	168,500	168,500
28001	Unemployment compensation	1,346	-	4,000	3,000
	Total Personnel Expenditures	<u>2,248,356</u>	<u>2,258,161</u>	<u>2,461,626</u>	<u>2,569,159</u>
Contractual Services					
37029	Collective bargaining	-	6,000	7,500	11,000
	Total Contractual Services	<u>-</u>	<u>6,000</u>	<u>7,500</u>	<u>11,000</u>
01-071	Total Employee Fringe Benefits	<u><u>\$ 2,248,356</u></u>	<u><u>\$ 2,264,161</u></u>	<u><u>\$ 2,469,126</u></u>	<u><u>\$ 2,580,159</u></u>
Percentage increase/(decrease)					<u><u>4.50%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Entered into fixed rate contracts for most insurance policies.
- In February 2014, CIRMA announced that the Town is a recipient of a CIRMA Risk Management Achievement Award in the category of Substantial Impact on Loss Control Factors.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		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	106,335	104,629	138,655	145,000
	Total Utilities	106,335	104,629	138,655	145,000
01-073	Total Risk Management	\$ 106,335	\$ 104,629	\$ 138,655	\$ 145,000
Percentage increase/(decrease)					4.58%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Made all bond payments in a timely fashion.

Fiscal Notes:

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

	Bonds Principal #83001	Bonds Interest #83002	Cap Lease Principal #83003	Cap Lease Interest #83004
❖ 2012 Refunding BOE \$9.510M H/MS	\$ 560,000	\$ 238,201	\$ -	\$ -
❖ 1999 GENOB Town & BOE \$7.105M	195,000	45,830	-	-
❖ Remaining \$960K of 2004 GENOB			-	-
BOE \$9.47M H/MS after 2012	480,000	9,600		
refunding				
❖ Fire Department ladder truck (8 th of 12 annual payments)	-	-	45,084	12,395
❖ Multi-equipment lease (4 th of 5 annual payments)	-	-	174,121	8,815
❖ Multi-equipment FY2015 lease (1 st of 5 annual payments)			274,128	17,227
	<u>\$ 1,235,000</u>	<u>\$ 293,631</u>	<u>\$ 493,333</u>	<u>\$ 38,437</u>
				Misc #83005
				<u>\$ 1,000</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-085	Debt Service	Expended	Expended	Budget	Budget
Debt Service					
83001	Bonds - principal	\$ 1,205,000	\$ 1,200,000	\$ 1,240,000	\$ 1,235,000
83002	Bonds - interest	540,996	429,201	332,429	293,631
83003	Capital leases - principal	214,807	234,374	212,821	493,333
83004	Capital leases - interest	30,529	34,942	27,594	38,437
83005	Miscellaneous	-	-	1,000	1,000
	Total Debt Service	<u>1,991,332</u>	<u>1,898,517</u>	<u>1,813,844</u>	2,061,401
01-085	Total Debt Service	<u><u>\$ 1,991,332</u></u>	<u><u>\$ 1,898,517</u></u>	<u><u>\$ 1,813,844</u></u>	<u><u>\$ 2,061,401</u></u>
Percentage increase/(decrease)					<u><u>13.65%</u></u>

Department Name: Interfund Transfers Out **Department #:** 01-093

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Transfer to Animal Control (90001) is decreased due to the separation of a long-time employee.
- Transfer to Youth Services (90002) is decreased due to a program adjustment with the BOE full day kindergarten program in FY 2014.
- Transfer to Resource Recovery (90005) is increased due to changes in personnel and their insurance needs. Also, revenues were not hitting the target so estimates are reduced.
- Details of Capital Non-recurring Town & BOE, Account Numbers 90012 and 90013 are as follows:

Line 90013

BOE – High/Middle School - Rubber Track Improvements	\$ 8,000
BOE – System-wide – Generator Hook-up	<u>38,000</u>

Transfer out – Capital Non-recurring BOE	\$ <u>46,000</u>
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Line 90012

Grounds – Replace 1988 International Trailer	\$ 6,000
Parks/Recreation – Airline Trail Improvements	10,000
Town-wide - Computers, Printers, etc.	19,000
Town-wide - Revaluation	<u>40,000</u>

Transfer out – Capital Non-recurring Town	\$ <u>75,000</u>
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Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-093	Interfund Transfers Out	Expended	Expended	Budget	Budget
Transfers Out					
90001	Transfer out - Animal Control	\$ 75,657	\$ 77,508	\$ 79,912	\$ 64,099
90002	Transfer out - Youth Services	105,686	105,637	103,899	86,163
90003	Transfer out - Bldg Maintenance	65,000	65,000	70,000	75,000
90004	Transfer out - Town Aid Road	-	-	-	-
90005	Transfer out - Resource Recov	205,225	176,815	185,844	222,190
90006	Transfer out - Other	125,000	125,000	125,000	125,000
90007	Transfer out - Park & Rec	158,992	154,330	182,330	187,229
90008	Transfer out - Open Space	55,956	55,956	55,956	55,956
90012	Transfer out - Cap Non rec Town	100,000	232,700	155,000	75,000
90013	Transfer out - Cap Non rec BOE	66,000	150,000	-	46,000
90014	Transfer out - Renewable Energy	5,000	5,000	5,000	5,000
Total Transfers Out		<u>962,516</u>	<u>1,147,946</u>	<u>962,941</u>	<u>941,637</u>
01-093	Total Interfund Transfers Out	<u>\$ 962,516</u>	<u>\$ 1,147,946</u>	<u>\$ 962,941</u>	<u>\$ 941,637</u>
Percentage increase/(decrease)					<u>-2.21%</u>

Department Name: Town Contingency

Department #: 01-095

Mission & Purpose:

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

Goals & Objectives:

Provide a “cushion” for extraordinary occurrences and unanticipated obligations during this budget year.

Accomplishments:

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2014-2015
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
01-095	Town Contingency	Expended	Expended	Budget	Budget
Miscellaneous					
84001	Contingency	\$ 28,869	\$ 38,945	\$ 100,000	\$ 100,000
	Total Miscellaneous	28,869	38,945	100,000	100,000
01-095	Total Town Contingency	\$ 28,869	\$ 38,945	\$ 100,000	\$ 100,000
Percentage increase/(decrease)					0.00%

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TOWN OF PORTLAND, CONNECTICUT

OTHER SPECIAL REVENUE FUNDS

SEWER DEPARTMENT

WATER DEPARTMENT

ANIMAL CONTROL DEPARTMENT

TOWN AID ROAD FUND

YOUTH SERVICES DEPARTMENT

RESOURCE RECOVERY DEPARTMENT

BUILDING MAINTENANCE FUND

PARKS & RECREATION DEPARTMENT

ADOPTED BUDGETS

FISCAL YEAR

2014-2015

Other Special Revenue Funds

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

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

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

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

Personnel expenditures for the Water Department include the full-time salaries of three (3) employees plus 50% of the full-time salary of the billing/collection agent shared with the Sewer Department #02-139. The Department maintains approximately 40 miles of water mains serving approximately 25% of our total Town population. Over the past several years, the Department has seen a reduction in revenues due to the Town losing major users. The entire budget is funded through user charges.

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

Personnel expenditures for the Animal Control Department include the full-time salary of one (1) Animal Control Officer plus the part-time salary of our weekend/call-in employee. The Towns of Portland and Middletown use the Facility to impound animals. The estimated budget for FY 2014-2015 shows a General Fund contribution of \$64,099, or approximately 61% of the total budget.

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

This budget provides for road maintenance, repair, purchases of salt for the winter months, and purchases of materials for road maintenance projects. This fund is funded by a State of CT grant. The grant is expected to be \$240,795 for Fiscal Year 2014-2015.

Other Special Revenue Funds (Continued)

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

Personnel expenditures for the Youth Services Bureau (YSB) include the full-time salary of one (1) Director, plus numerous temporary/part-time staff. The YSB is continuing to build understanding of the Search Institutes "40 Developmental Asset" model. This is the model used to develop all programs for the Town. The school based programs focus on social skill building, defining healthy relationships and developing decision-making strategies. The estimated budget for FY 2014-2015 shows a State of CT grant for \$25,000 with the rest of the budget funded by user charges of \$76,500 or 41% of the total budget and a contribution from the General Fund of \$86,163, or approximately 46% 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 \$222,190, or 53% 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 2014-2015 shows a contribution from the General Fund of \$75,000, or approximately 100% of the total budget.

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

Personnel expenditures for the Parks & Recreation Department include the full-time salary of one (1) Director, 50% of the full-time salary of an administrative assistant shared with the Senior Citizen Center Department #01-054, plus numerous temporary/seasonal employees. The Department is responsible for offering many recreational and community programs such as the recreational basketball program, holiday tree lighting, Easter-egg hunt, the Father-Daughter Valentine Dance, road race and other town-wide activities. The General Fund contribution budgeted in Fiscal Year 2015 is \$187,229, or 55% of the total budget.

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2014-2015 - Sewer Department
As of May 12, 2014

Sewer Department		2011-2012 Actual Revenue	2012-2013 Actual Revenue	2013-2014 Budgeted Revenue	2014-2015 Estimated Revenue
Charges for Services					
00350	User charges	\$ 751,575	\$ 762,574	\$ 937,905	\$ 912,859
00351	User charges - interest & lien fees	28,056	36,311	29,000	30,000
00352	Sale of nitrogen credits	-	2,926	1,000	1,000
00353	Process material	8,460	10,380	8,500	9,000
00354	Other revenue sources	2,085	4,342	750	1,000
00355	PILOT payment	-	-	-	-
00406	Demand Response	1,014	-	-	-
	Total Charges for Services	<u>791,190</u>	<u>816,533</u>	<u>977,155</u>	<u>953,859</u>
Investment Income					
00401	Investment income	11	19	10	10
	Total Investment Income	<u>11</u>	<u>19</u>	<u>10</u>	<u>10</u>
Interfund Transfers In					
00502	Transfer in - Other funds	-	-	-	-
	Total Interfund Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Sewer Department Revenue		<u>\$ 791,201</u>	<u>\$ 816,552</u>	<u>\$ 977,165</u>	<u>\$ 953,869</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Sewer Department
As of May 12, 2014

02-139 Sewer Department	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 215,494	\$ 223,273	\$ 226,000	\$ 219,000
13002 Overtime	13,744	12,793	14,000	13,500
14001 Board clerk	105	139	175	175
- Unused vacation pay			-	-
19002 Longevity	1,550	1,550	1,550	1,100
19003 Sick pay	11,128	11,490	13,000	9,500
21001 Medical insurance	60,959	57,662	67,500	63,870
21002 Dental insurance	1,024	988	1,500	1,500
21003 Life insurance	544	564	630	625
21004 Long-term disability insurance	619	642	710	735
22000 FICA/Medicare	18,611	17,939	19,500	19,250
23001 Town pension contribution	18,584	19,723	20,335	14,260
Total Personnel Expenditures	342,362	346,763	364,900	343,515
Contractual Services				
31000 Service contracts	43,837	52,550	50,000	52,500
32000 Conferences, meetings, dues	297	337	1,200	1,200
33001 Audit services	6,099	6,175	6,300	6,300
34001 Data processing	833	313	1,500	1,500
37013 Legal fees	-	-	2,500	2,000
Total Contractual Services	51,066	59,375	61,500	63,500
Repairs				
44003 Equipment repair/rental	21,211	33,359	35,000	35,000
Total Repairs	21,211	33,359	35,000	35,000
Utilities				
51001 Gas & diesel fuel	3,420	3,675	3,900	3,900
52001 Municipal insurance	17,196	18,327	19,500	20,670
53000 Postage	4,300	4,000	4,500	4,500
53001 Telephone	5,835	4,160	6,000	5,500
Total Utilities	30,751	30,162	33,900	34,570

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Sewer Department
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
02-139	Sewer Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 296	\$ 86	\$ 500	\$ 500
61001	Uniforms	1,216	1,221	1,350	1,350
62001	Electricity	111,624	108,990	118,000	118,000
62002	Water & sewer	16,085	15,286	17,500	17,500
62004	Heating fuel	15,187	9,317	16,500	13,500
65002	Sewer supplies	6,199	4,664	11,500	12,500
68000	Custodial supplies	868	288	750	750
69002	Chemicals	2,851	1,745	4,500	5,000
	Total Commodities	<u>154,326</u>	<u>141,597</u>	<u>170,600</u>	<u>169,100</u>
Equipment					
73000	Equipment purchases	<u>1,654</u>	<u>674</u>	<u>5,000</u>	<u>5,000</u>
	Total Equipment	<u>1,654</u>	<u>674</u>	<u>5,000</u>	<u>5,000</u>
Miscellaneous					
83006	CWF notes - principal	213,954	215,058	210,300	214,539
83007	CWF notes - interest	40,721	36,409	32,750	27,930
88016	Miscellaneous	<u>7,049</u>	<u>3,823</u>	<u>5,000</u>	<u>5,000</u>
	Total Miscellaneous	<u>261,724</u>	<u>255,290</u>	<u>248,050</u>	<u>247,469</u>
Transfers Out					
90015	Transfer out - Cap Non rec Town	74,500	20,000	47,500	45,000
90016	Transfer out - Workers' comp	<u>10,400</u>	<u>10,715</u>	<u>10,715</u>	<u>10,715</u>
	Total Transfers Out	<u>84,900</u>	<u>30,715</u>	<u>58,215</u>	<u>55,715</u>
02-139	Total Sewer Department	<u>\$ 947,994</u>	<u>\$ 897,935</u>	<u>\$ 977,165</u>	<u>\$ 953,869</u>
Percentage increase/(decrease)					<u><u>-2.38%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2014-2015 - Water Department
As of May 12, 2014

Water Department		2011-2012 Actual Revenue	2012-2013 Actual Revenue	2013-2014 Budgeted Revenue	2014-2015 Estimated Revenue
Intergovernmental					
00207	Emergency Management	\$ 1,125	\$ -	\$ -	\$ -
	Total Intergovernmental	<u>1,125</u>	<u>-</u>	<u>-</u>	<u>-</u>
Charges for Services					
00351	User charges - interest & lien fees	\$ 28,981	\$ 33,226	\$ 34,000	\$ 34,000
00354	Miscellaneous	32,681	2,330	4,000	2,500
00356	Meter charges	138,114	137,165	141,000	138,000
00357	Unmetered sales	16,339	18,326	15,000	17,000
00358	Metered sales	744,304	793,046	1,103,312	1,109,855
00359	Private fire protection	8,091	8,280	8,100	8,100
00360	Service connections	1,750	500	3,000	3,000
00361	Sales to public authorities	56,479	61,863	57,750	59,000
00362	Cross connection fees	5,925	4,650	7,500	6,000
	Total Charges for Services	<u>1,032,664</u>	<u>1,059,386</u>	<u>1,373,662</u>	<u>1,377,455</u>
Investment Income					
00401	Investment income	1,041	14	100	100
	Total Investment Income	<u>1,041</u>	<u>14</u>	<u>100</u>	<u>100</u>
Interfund Transfers In					
00502	Transfer in - Other funds	-	-	-	-
	Total Interfund Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Water Department Revenue		<u>\$ 1,034,830</u>	<u>\$ 1,059,400</u>	<u>\$ 1,373,762</u>	<u>\$ 1,377,555</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Water Department
As of May 12, 2014

03-135 Water Department		2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 141,807	\$ 148,100	\$ 204,000	\$ 208,150
13002	Overtime	25,029	18,516	23,000	22,000
14001	Board clerk	106	157	175	175
-	Unused vacation pay	-	-	-	-
19002	Longevity	550	900	900	900
19003	Sick pay	6,878	7,194	7,500	7,600
21001	Medical insurance	39,682	36,991	68,050	68,950
21002	Dental insurance	768	659	1,325	1,325
21003	Life insurance	360	375	750	600
21004	Long-term disability insurance	409	429	750	600
22000	FICA/Medicare	12,786	12,762	18,000	18,000
23001	Town pension contribution	9,153	9,709	12,662	12,840
Total Personnel Expenditures		237,528	235,792	337,112	341,140
Contractual Services					
31000	Service contracts	18,629	25,881	25,000	26,500
32000	Conferences, meetings, dues	1,162	1,436	1,500	1,500
33001	Audit services	7,527	7,621	7,800	7,800
34001	Data processing	198	313	1,500	1,500
37013	Legal fees	-	-	2,500	2,500
38010	Miscellaneous engineering	695	1,041	4,000	4,000
38012	MDC water contract	522,662	467,168	545,000	545,000
Total Contractual Services		550,873	503,460	587,300	588,800
Repairs					
44003	Equipment repair/rental	8,185	4,962	7,500	7,500
Total Repairs		8,185	4,962	7,500	7,500
Utilities					
51001	Gas & diesel fuel	6,154	6,334	7,325	7,325
52001	Municipal insurance	7,810	8,324	9,000	9,540
53000	Postage	5,523	5,028	5,750	5,750
53001	Telephone	3,105	1,858	3,250	3,000
Total Utilities		22,592	21,544	25,325	25,615

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Water Department
As of May 12, 2014

03-135 Water Department	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Commodities				
61000 Office supplies	\$ 402	\$ 131	\$ 1,000	\$ 1,000
61001 Uniforms	850	730	1,350	1,400
62001 Electricity	35,825	33,014	36,000	36,000
62004 Heating fuel	4,701	5,497	6,000	6,500
65003 Water supplies	16,482	28,427	40,000	37,500
69002 Chemicals	4,059	2,487	5,000	5,000
Total Commodities	62,319	70,286	89,350	87,400
Equipment				
73000 Equipment purchases	-	30,302	6,500	6,500
Total Equipment	-	30,302	6,500	6,500
Miscellaneous				
83001 Bonds - principal	-	-	-	-
83002 Bonds - interest	-	-	-	-
83006 CWF notes - principal	205,905	206,223	211,100	216,005
83007 CWF notes - interest	52,721	59,201	54,400	49,420
88016 Miscellaneous	2,747	2,236	5,000	5,000
Total Miscellaneous	261,373	267,660	270,500	270,425
Transfers Out				
90006 Transfer out - Other	-	-	-	-
90015 Transfer out - Cap Non rec Town	186,500	60,000	41,000	41,000
90016 Transfer out - Workers' comp	8,900	9,175	9,175	9,175
Total Transfers Out	195,400	69,175	50,175	50,175
03-135 Total Water Department	\$ 1,338,270	\$ 1,203,181	\$ 1,373,762	\$ 1,377,555

Percentage increase/(decrease) **0.28%**

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2014-2015 - Animal Control Department
As of May 12, 2014

Animal Control Department		2011-2012 Actual Revenue	2012-2013 Actual Revenue	2013-2014 Budgeted Revenue	2014-2015 Estimated Revenue
Charges for Services					
00303	Property rental	\$ 21,771	\$ 31,392	\$ 32,334	\$ 33,304
00317	Sale of dog licenses	4,252	5,071	5,400	5,400
00354	Miscellaneous	129	265	500	500
00363	Dog surcharge	1,408	1,636	1,750	1,750
	Total Charges for Services	27,560	38,364	39,984	40,954
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	27,560	38,364	39,984	40,954
Interfund Transfers In					
00501	Transfer in - General Fund	75,657	77,508	79,912	64,099
	Total Interfund Transfers In	75,657	77,508	79,912	64,099
Total Animal Control Dept Revenue		<u>\$ 103,217</u>	<u>\$ 115,872</u>	<u>\$ 119,896</u>	<u>\$ 105,053</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Animal Control Department
As of May 12, 2014

04-140 Animal Control Department		2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 45,076	\$ 46,363	\$ 47,200	\$ 40,750
11003	Part-time payroll	8,559	16,010	12,225	10,000
13002	Overtime	3,266	2,419	3,500	3,250
19002	Longevity	250	250	250	-
19003	Sick pay	2,548	2,675	2,750	-
21001	Medical insurance	8,505	8,091	9,350	9,975
21002	Dental insurance	219	220	315	315
21003	Life insurance	113	118	150	150
21004	Long-term disability insurance	130	134	210	175
22000	FICA/Medicare	4,455	5,189	5,000	4,500
23001	Town pension contribution	3,816	4,050	4,161	2,125
	Total Personnel Expenditures	76,937	85,519	85,111	71,240
Contractual Services					
31000	Service contracts	1,634	1,847	3,000	3,000
32000	Conferences, meetings, dues	150	150	1,000	1,250
33001	Audit services	-	-	-	-
33004	Veterinarian fees	1,055	816	2,000	2,000
-	Data processing	-	-	-	-
	Total Contractual Services	2,839	2,813	6,000	6,250
Repairs					
44003	Equipment repair/rental	2,327	-	2,000	2,000
	Total Repairs	2,327	-	2,000	2,000
Utilities					
51001	Gas & diesel fuel	3,978	1,909	4,600	4,000
52001	Municipal insurance	847	903	975	1,033
53000	Postage	600	550	650	650
53001	Telephone	623	889	880	900
54000	Advertising & publications	26	28	150	150
	Total Utilities	6,074	4,279	7,255	6,733

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Animal Control Department
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
04-140	Animal Control Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 267	\$ 232	\$ 300	\$ 300
61001	Uniforms	641	36	750	750
61003	Equipment supplies	4,261	1,385	1,750	1,750
62001	Electricity	2,587	2,533	2,800	2,800
62002	Water & sewer	912	584	1,500	1,200
62004	Heating fuel	1,056	1,406	1,750	1,600
63002	Dog food	1,969	1,285	2,000	2,000
68000	Custodial supplies	1,151	9	1,250	1,250
	Total Commodities	<u>12,844</u>	<u>7,470</u>	<u>12,100</u>	<u>11,650</u>
Miscellaneous					
88052	Fee share to State	3,222	3,805	4,750	4,500
-	Miscellaneous	-	-	-	-
	Total Miscellaneous	<u>3,222</u>	<u>3,805</u>	<u>4,750</u>	<u>4,500</u>
Transfers Out					
90016	Transfer out - Workers' comp	<u>2,600</u>	<u>2,680</u>	<u>2,680</u>	<u>2,680</u>
	Total Transfers Out	<u>2,600</u>	<u>2,680</u>	<u>2,680</u>	<u>2,680</u>
04-140	Total Animal Control Department	<u><u>\$ 106,843</u></u>	<u><u>\$ 106,566</u></u>	<u><u>\$ 119,896</u></u>	<u><u>\$ 105,053</u></u>
Percentage increase/(decrease)					<u><u>-12.38%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2014-2015 - Town Aid Road Fund
As of May 12, 2014

Town Aid Road Fund		2011-2012 Actual Revenue	2012-2013 Actual Revenue	2013-2014 Budgeted Revenue	2014-2015 Estimated Revenue
Charges for Services					
00354	Miscellaneous	2,225	4,943	-	-
	Total Charges for Services	2,225	4,943	-	-
Intergovernmental					
00221	State of CT - TAR	\$ 118,713	\$ 105,908	\$ 240,766	\$ 240,795
	Total Intergovernmental	118,713	105,908	240,766	240,795
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	120,938	110,851	240,766	240,795
Interfund Transfers In					
00501	Transfer in - General Fund	-	-	-	-
	Total Interfund Transfers In	-	-	-	-
Total Town Aid Road Fund Revenue		\$ 120,938	\$ 110,851	\$ 240,766	\$ 240,795

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Town Aid Road Fund
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
06-030	Town Aid Road Fund	Expended	Expended	Budget	Budget
Commodities					
65001	Road materials	\$ 120,938	\$ 110,851	\$ 240,766	\$ 240,795
	Total Commodities	<u>120,938</u>	<u>110,851</u>	<u>240,766</u>	<u>240,795</u>
06-030	Total Town Aid Road Fund	<u>\$ 120,938</u>	<u>\$ 110,851</u>	<u>\$ 240,766</u>	<u>\$ 240,795</u>
Percentage increase/(decrease)					<u>0.01%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2014-2015 - Youth Services Department
As of May 12, 2014

Youth Services Department		2011-2012 Actual Revenue	2012-2013 Actual Revenue	2013-2014 Budgeted Revenue	2014-2015 Estimated Revenue
Intergovernmental					
00222	State of CT - YSB	\$ 19,000	\$ 18,888	\$ 14,000	\$ 16,000
00223	State of CT - DSS	8,171	7,273	9,000	9,000
	Total Intergovernmental	27,171	26,161	23,000	25,000
Charges for Services					
00354	Miscellaneous	-	-	500	500
00364	Program fees - school year	116,905	131,720	127,701	65,000
00365	Resource center fees	4,987	4,183	9,000	9,000
00366	Contributions/donations	1,674	1,579	2,000	2,000
	Total Charges for Services	123,566	137,482	139,201	76,500
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	150,737	163,643	162,201	101,500
Interfund Transfers In					
00501	Transfer in - General Fund	105,686	105,637	103,899	86,163
	Total Interfund Transfers In	105,686	105,637	103,899	86,163
Total Youth Services Dept Revenue		\$ 256,423	\$ 269,280	\$ 266,100	\$ 187,663

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Youth Services Department
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 49,975	\$ 51,407	\$ 52,200	\$ 52,350
11002	Clerical payroll	4,055	83	3,000	-
12000	Temporary payroll	83,285	91,045	114,500	51,000
19002	Longevity	250	250	250	250
19003	Sick pay	2,873	2,966	2,850	3,000
21001	Medical insurance	17,302	16,460	18,360	19,200
21002	Dental insurance	219	220	300	300
21003	Life insurance	126	131	150	150
21004	Long-term disability insurance	145	149	185	190
22000	FICA/Medicare	8,215	8,656	13,500	8,200
23001	Town pension contribution	4,293	4,556	4,650	4,767
	Total Personnel Expenditures	170,738	175,923	209,945	139,407
Contractual Services					
32000	Conferences, meetings, & dues	655	566	700	700
	Total Contractual Services	655	566	700	700
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	-	-	-	-
Utilities					
52001	Municipal insurance	1,847	1,969	2,100	2,226
53000	Postage	150	150	175	175
53001	Telephone	-	-	-	-
	Total Utilities	1,997	2,119	2,275	2,401
Commodities					
61000	Office supplies	234	329	750	750
61006	Building supplies	-	-	750	750
62001	Electricity	3,926	4,138	4,250	4,475
62002	Water & sewer	179	178	250	250
62004	Heating fuel	365	993	1,100	1,100
	Total Commodities	4,704	5,638	7,100	7,325

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Youth Services Department
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Programs/Activities					
88038	Miscellaneous programs	\$ -	\$ -	\$ -	\$ -
88039	CRC consulting	24,315	16,995	27,500	25,000
88040	Activity funds	7,243	7,390	11,500	7,500
88041	Activity supplies	597	702	2,750	1,000
	Total Programs/Activities	32,155	25,087	41,750	33,500
Transfers Out					
90016	Transfer out - Workers' comp	4,200	4,330	4,330	4,330
	Total Transfers Out	4,200	4,330	4,330	4,330
07-110	Total Youth Services Department	<u>\$ 214,449</u>	<u>\$ 213,663</u>	<u>\$ 266,100</u>	<u>\$ 187,663</u>
Percentage increase/(decrease)					<u><u>-29.48%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2014-2015 - Resource Recovery Department
As of May 12, 2014

Resource Recovery Department		2011-2012 Actual Revenue	2012-2013 Actual Revenue	2013-2014 Budgeted Revenue	2014-2015 Estimated Revenue
Charges for Services					
00354	Miscellaneous	\$ 2,400	\$ 2,468	\$ 1,500	\$ 2,000
00367	Tire fees	1,210	1,225	1,300	1,300
00368	Sale of newsprint	-	-	-	-
00369	Battery recycling	-	303	50	50
00370	Sale of metal	36,660	24,073	30,000	23,000
00371	Facility use permits	26,915	26,058	27,500	27,000
00372	Freon appliance permits	2,575	2,715	3,000	3,000
00373	15 gallon bags to residents	4,721	5,593	4,250	5,000
00374	30 gallon bags to residents	18,589	14,914	19,000	17,500
00375	45 gallon bags to residents	34,983	34,008	36,000	36,000
00376	15 gallon bags to distributors	315	782	400	400
00377	30 gallon bags to distributors	1,800	4,850	3,000	3,000
00378	45 gallon bags to distributors	5,000	7,000	6,500	6,500
00379	Bulky waste	56,266	46,793	60,000	60,000
00380	Anti-freeze disposal	63	28	50	50
00381	Mixed paper	-	-	-	-
00382	Cardboard sales	-	-	-	-
00383	Town demolition	56	13	250	250
00384	Propane tank disposal	250	465	450	450
00399	Single stream recyclables	10,616	7,075	11,500	8,500
	Total Charges for Services	202,419	178,363	204,750	194,000
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	202,419	178,363	204,750	194,000
Interfund Transfers In					
00501	Transfer in - General Fund	205,225	176,815	185,844	222,190
	Total Interfund Transfers In	205,225	176,815	185,844	222,190
Total Resource Recovery Dept Rev		\$ 407,644	\$ 355,178	\$ 390,594	\$ 416,190

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Resource Recovery Dept
As of May 12, 2014

09-120	Resource Recovery Dept	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 150,961	\$ 155,767	\$ 163,100	\$ 164,500
12000	Temporary payroll	-	-	-	-
13002	Overtime	19,355	13,976	13,000	15,000
19002	Longevity	825	825	825	1,275
19003	Sick pay	4,691	7,742	6,000	8,500
21001	Medical insurance	37,791	38,015	44,000	58,400
21002	Dental insurance	648	648	790	790
21003	Life insurance	381	402	500	500
21004	Long-term disability insurance	435	458	515	550
22000	FICA/Medicare	12,683	13,658	13,724	14,500
23001	Town pension contribution	10,069	10,695	12,500	12,000
	Total Personnel Expenditures	237,839	242,186	254,954	276,015
Contractual Services					
31000	Service contracts	38,486	13,107	10,000	13,000
34001	Data processing	-	2,490	1,800	1,800
36004	Telecommunications	1,130	877	1,250	1,250
	Total Contractual Services	39,616	16,474	13,050	16,050
Repairs					
44003	Equipment repair/rental	3,771	6,236	5,000	6,000
	Total Repairs	3,771	6,236	5,000	6,000
Utilities					
51001	Gas & diesel fuel	7,733	9,163	9,000	9,300
52001	Municipal insurance	2,158	2,300	2,500	2,650
53001	Telephone	5	-	300	300
	Total Utilities	9,896	11,463	11,800	12,250
Commodities					
61001	Uniforms	1,099	761	1,125	1,150
61003	Equipment supplies	88	1,808	1,750	1,750
61006	Building supplies	174	1,020	1,500	1,500
62001	Electricity	1,676	1,937	2,000	2,000
62002	Water & sewer	398	554	500	650
62004	Heating fuel	539	642	1,100	1,000
69003	Bags and stickers	7,366	10,527	11,000	11,000
	Total Commodities	11,340	17,249	18,975	19,050

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Resource Recovery Dept
As of May 12, 2014

09-120	Resource Recovery Dept	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Equipment					
73000	Equipment purchases	\$ -	\$ -	\$ -	\$ -
	Total Equipment	-	-	-	-
Miscellaneous					
88001	Program services	-	-	500	500
88003	Permits - State of CT	1,067	346	1,500	1,500
88012	MSW disposal fees	25,025	22,602	29,000	29,000
88014	BW disposal fees	41,121	36,008	42,500	42,500
88017	Hauling expense	-	-	1,000	1,000
88018	Recycling	4,195	1,505	5,825	5,825
	Total Miscellaneous	71,408	60,461	80,325	80,325
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	-	-	-
90016	Transfer out - Workers' comp	6,300	6,490	6,490	6,500
	Total Transfers Out	6,300	6,490	6,490	6,500
09-120	Total Resource Recovery Dept	\$ 380,170	\$ 360,559	\$ 390,594	\$ 416,190
Percentage increase/(decrease)					6.55%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2014-2015 - Building Maintenance Fund
As of May 12, 2014

Building Maintenance Fund		2011-2012 Actual Revenue	2012-2013 Actual Revenue	2013-2014 Budgeted Revenue	2014-2015 Estimated Revenue
Intergovernmental					
00207	Emergency Management	\$ 2,833	\$ -	\$ -	\$ -
	Total Intergovernmental	2,833	-	-	-
Miscellaneous					
00354	Miscellaneous	\$ 1,586	\$ 24,606	\$ -	\$ -
00366	Contributions/donations	-	-	-	-
	Total Miscellaneous	1,586	24,606	-	-
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	4,419	24,606	-	-
Interfund Transfers In					
00501	Transfer in - General Fund	105,000	95,000	70,000	75,000
	Total Interfund Transfers In	105,000	95,000	70,000	75,000
Total Building Maint Fund Revenue		<u>\$ 109,419</u>	<u>\$ 119,606</u>	<u>\$ 70,000</u>	<u>\$ 75,000</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Building Maintenance Fund
As of May 12, 2014

		2011-2012	2012-2013	2013-2014	2014-2015
		Actual	Actual	Revised	Adopted
11-037	Building Maintenance Fund	Expended	Expended	Budget	Budget
Repairs					
44006	Town maintenance	\$ 25,639	\$ 69,355	\$ 35,000	\$ 37,500
44007	BOE maintenance	20,381	59,218	35,000	37,500
	Total Repairs	<u>46,020</u>	<u>128,573</u>	<u>70,000</u>	<u>75,000</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>\$ 46,020</u></u>	<u><u>\$ 128,573</u></u>	<u><u>\$ 70,000</u></u>	<u><u>\$ 75,000</u></u>
Percentage increase/(decrease)					<u><u>7.14%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2014-2015 - Parks & Recreation Department
As of May 12, 2014

Parks & Recreation Department		2011-2012 Actual Revenue	2012-2013 Actual Revenue	2013-2014 Budgeted Revenue	2014-2015 Estimated Revenue
Charges for Services					
00354	Miscellaneous	\$ 889	\$ 7,455	\$ 1,000	\$ 3,000
00385	Program fees - adult	7,519	7,635	7,500	7,500
00386	Program fees - youth	30,670	26,024	26,455	26,455
00387	Tee ball fees	560	400	-	-
00388	Adult softball fees	8,790	7,385	9,500	8,500
00389	Summer playground fees	86,462	84,304	80,000	82,000
00390	Program fees - vacation	1,680	565	2,000	2,000
00391	Summer sports camp	36,817	21,446	15,000	17,500
00392	CT Track club	-	-	-	-
00393	Skateboard park	-	-	-	-
00394	5k race fees	2,885	2,874	2,500	2,500
00395	Trips	10,827	3,570	2,000	2,000
Total Charges for Services		187,099	161,658	145,955	151,455
Investment Income					
00401	Investment income	-	-	-	-
Total Investment Income		-	-	-	-
Subtotal Operating Income		187,099	161,658	145,955	151,455
Interfund Transfers In					
00501	Transfer in - General Fund	158,992	154,330	182,330	187,229
Total Interfund Transfers In		158,992	154,330	182,330	187,229
Total Parks & Rec Dept Revenue		\$ 346,091	\$ 315,988	\$ 328,285	\$ 338,684

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Parks & Rec Department
As of May 12, 2014

12-130	Parks & Recreation Dept	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 58,364	\$ 60,036	\$ 61,000	\$ 61,100
11002	Clerical payroll	19,244	19,759	19,900	19,975
12001	Teen recreation payroll	98,335	87,803	80,000	85,000
13002	Overtime	7,961	6,939	8,000	8,000
14001	Board clerk	388	440	550	550
19002	Longevity	-	-	225	225
19003	Sick pay	600	3,187	3,500	4,500
21001	Medical insurance	10,864	10,335	13,750	13,750
21002	Dental insurance	106	106	150	150
21003	Life insurance	196	204	225	225
21004	Long-term disability insurance	223	231	275	280
22000	FICA/Medicare	13,807	12,215	14,000	14,000
23001	Town pension contribution	2,960	3,058	3,250	3,250
	Total Personnel Expenditures	213,048	204,313	204,825	211,005
Contractual Services					
32000	Conferences, meetings, & dues	539	638	650	650
	Total Contractual Services	539	638	650	650
Repairs					
44003	Equipment repair/rentals	5,517	5,184	7,000	7,000
	Total Repairs	5,517	5,184	7,000	7,000
Utilities					
51001	Gas & diesel fuel	179	303	500	500
52001	Municipal insurance	1,451	2,062	2,400	2,544
53000	Postage	125	125	175	175
53001	Telephone	-	-	500	500
	Total Utilities	1,755	2,490	3,575	3,719
Commodities					
61000	Office supplies	393	203	1,500	1,500
61003	Equipment supplies	196	103	2,000	2,000
62001	Electricity	16,526	15,060	19,000	19,000
62002	Water & sewer	1,978	1,803	2,750	2,750
62004	Heating fuel	365	993	1,400	800
	Total Commodities	19,458	18,162	26,650	26,050

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2014-2015 - Parks & Rec Department
As of May 12, 2014

12-130	Parks & Recreation Dept	2011-2012 Actual Expended	2012-2013 Actual Expended	2013-2014 Revised Budget	2014-2015 Adopted Budget
Equipment					
73000	Equipment purchases	\$ 8,051	\$ 4,875	\$ 10,500	\$ 10,500
	Total Equipment	8,051	4,875	10,500	10,500
Miscellaneous					
88001	Program services	58	58	-	-
	Total Miscellaneous	58	58	-	-
Programs/Activities					
88023	Youth tee ball	82	-	500	-
88024	Youth basketball	5,787	6,033	5,000	5,000
88025	Youth fitness	-	-	-	-
88026	Summer playground	23,162	15,610	18,160	18,160
88027	Youth programs	13,589	10,717	12,000	12,000
88028	Vacation programs	1,570	360	1,500	1,500
88029	Other recreation programs	970	2,599	1,000	1,000
88030	Adult softball	8,717	8,700	8,750	8,750
88031	Adult fitness	5,704	7,500	7,000	7,000
88032	Holiday tree lighting	-	47	750	750
88033	Town concerts	-	-	-	-
88034	Trips	8,475	3,137	1,500	1,500
88035	Summer sports camp	22,390	17,226	13,000	18,000
88036	CT Track club	-	-	-	-
88037	Community events	325	683	500	500
88038	Miscellaneous programs	215	-	100	100
88051	5K Road Race	1,302	1,507	1,500	1,500
	Total Programs/Activities	92,288	74,119	71,260	75,760
Transfers Out					
90016	Transfer out - Workers' comp	3,500	3,605	3,825	4,000
	Total Transfers Out	3,500	3,605	3,825	4,000
12-130	Total Parks & Rec Department	\$ 344,214	\$ 313,444	\$ 328,285	\$ 338,684
Percentage increase/(decrease)					3.17%

TOWN OF PORTLAND, CONNECTICUT

CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a five (5) year plan identifying items that require major repair or replacement with regard to the Town's infrastructure. Items can include but are not limited to buildings, parks, roads, sidewalks, water and sewer systems, vehicles, trucks, etc. Of the five years, only the first year is approved by the Board of Selectmen with the remaining years more of a "wish list" which will be looked at and reviewed annually prior to actual budget adoption. The 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 2015 through 2019 is **\$8,592,705** with **\$1,651,805** specifically approved for FY 2014-2015. Of the \$1,651,805, **\$121,000** is estimated to be funded through taxation; **\$86,000** is estimated to be funded through water and sewer usage fees; **\$1,379,500** is estimated to be funded through capital lease proceeds; and **\$65,305** is estimated to be funded through state grants. The following list of projects detail this amount:

❖ Grounds – Replace '88 International Trailer 16'	\$ 6,000
❖ Parks and Recreation – Airline Trail Improvements	10,000
❖ Revaluation	40,000
❖ Computers – Town-wide	19,000
❖ High School/Middle School – Rubber track improvements	8,000
❖ System-wide BOE – Generator Hook-ups	38,000

❖ Total Transfer In – General Fund Town and BOE	\$ <u>121,000</u>
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If approved, the State-funded Local Capital Improvement Program (LOCIP) will include:

❖ Park and Field Improvements	\$ 25,000
❖ Municipal Parking Lot Improvements	15,305
❖ Replace Sidewalks	25,000

❖ Total LOCIP-funded projects	\$ <u>65,305</u>
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Also, the following will be financed using capital lease proceeds:

❖ Grounds – Toro 580 16' mower replacement	\$ 96,500
❖ Grounds – Dump truck	62,500
❖ Fire – Fire truck	484,000
❖ Police – 4 vehicles (equipped)	126,000
❖ Police – Speed safety device w/trailer	9,000
❖ Town-wide – Closing costs	10,000
❖ Building Maintenance – Replace pick-up truck	39,500
❖ Building Maintenance - Generator Town Hall	50,000
❖ Highway – Mechanics truck	46,500
❖ Highway – Crew leader truck	42,000
❖ Highway – Large dump truck	199,000
❖ Highway – Small dump truck	41,500
❖ Highway – Tractor/mower/snowblower	173,000

❖ Total Capital Lease Proceeds	\$ <u>1,379,500</u>
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Town of Portland, Connecticut
 Adopted Capital Improvement Plan - Fiscal Years 2015 Through 2019
 As of May 12, 2014

Capital Improvement Plan		Fiscal Years					Total
		2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
Estimated Revenue Sources							
00114	Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214	State of CT grants	65,305	100,000	100,000	100,000	100,000	465,305
00354	Other	-	-	-	-	-	-
00501	Transfer in - General Fund Town	121,000	650,000	650,000	650,000	650,000	2,721,000
00502	Transfer in - Parks & Rec Dept	-	-	-	-	-	-
00502	Transfer in - Res Rec Dept	-	-	-	-	-	-
00502	Transfer in - Sewer Department	45,000	120,000	165,000	120,000	85,000	535,000
00502	Transfer in - Water Department	41,000	202,500	102,000	107,500	103,000	556,000
00503	General obligation bonds	-	1,092,200	879,500	651,300	-	2,623,000
00504	Capital lease proceeds	1,379,500	-	-	-	312,900	1,692,400
00505	Prior approved allocations	-	-	-	-	-	-
Total Estimated Revenue Sources		\$ 1,651,805	\$ 2,164,700	\$ 1,896,500	\$ 1,628,800	\$ 1,250,900	\$ 8,592,705

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2015 Through 2019
As of May 12, 2014

08-141	Capital Improvement Plan	Fiscal Years					Total
		2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
Departmental Expenditure Summary							
89010	Board of Education	\$ 46,000	\$ 475,000	\$ 377,500	\$ 435,000	\$ 185,000	\$ 1,518,500
89020	Building/Planning Depts	-	164,000	100,000	100,000	100,000	464,000
89030	Emergency Management	-	6,000	6,000	-	7,000	19,000
89040	Fire Department	484,000	72,000	114,000	16,000	18,000	704,000
89050	Grounds Maintenance	165,000	111,300	92,000	83,500	9,500	461,300
89060	Library	-	103,800	43,800	34,500	7,000	189,100
89070	Parks & Recreation	35,000	120,000	296,000	246,000	246,000	943,000
89080	Police Department	135,000	62,500	62,500	62,500	62,500	385,000
89090	Public Works	631,805	574,000	422,000	294,000	299,000	2,220,805
89100	Resource Recovery	-	25,100	12,700	12,800	12,900	63,500
89110	Sewer Department	45,000	120,000	165,000	120,000	85,000	535,000
89120	Town-Wide Improvements	69,000	128,500	103,000	117,000	116,000	533,500
89130	Water Department	41,000	202,500	102,000	107,500	103,000	556,000
Total Departmental Summary		\$ 1,651,805	\$ 2,164,700	\$ 1,896,500	\$ 1,628,800	\$ 1,250,900	\$ 8,592,705

Departmental Expenditure Detail

89010	Board of Education					
Brownstone School						
Replace various restrooms	\$	-	\$ 95,000	\$ 95,000	\$ 95,000	\$ 380,000
Second floor flooring asbestos			112,000	112,000	-	224,000
Replace windows & frames		-	-	-	-	-
Roof repairs/replacement		-	20,000	-	-	20,000
Total Brownstone School		-	227,000	207,000	95,000	624,000
Gildersleeve School						
Paving		-	-	75,000	-	75,000
Total Gildersleeve School		-	-	75,000	-	75,000
High/Middle School						
Building improvements		-	75,000	-	75,000	150,000
Rubber track improvements/replace	8,000		8,000	8,000	80,000	104,000
Food Service equipment		-	20,000	-	20,000	40,000
Total High/Middle School	8,000		103,000	8,000	175,000	294,000
System Wide BOE						
Vehicle replacement		-	55,000	57,500	60,000	232,500
Generator Hook Up - BIS, GS, VV	38,000		-	-	-	38,000
Technology Hardware		-	30,000	30,000	30,000	120,000
Total System Wide	38,000		85,000	87,500	90,000	390,500

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Project anticipated to be funded by LOCIP for FY 2014-2015

Town of Portland, Connecticut
 Adopted Capital Improvement Plan - Fiscal Years 2015 Through 2019
 As of May 12, 2014

08-141	Capital Improvement Plan	Fiscal Years					Total
		2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
Departmental Expenditure Detail (Continued)							
Valley View School							
	Removal/replacement asbestos tile	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ 25,000
	Modular improvements	-	35,000	-	-	-	35,000
	Paving	-	-	-	75,000	-	75,000
	Total Valley View School	-	60,000	-	75,000	-	135,000
	Total Board of Education	46,000	475,000	377,500	435,000	185,000	1,518,500
89020 Building/Planning Depts							
	Grant match/leverage funds	-	50,000	50,000	50,000	50,000	200,000
	Plan of conservation & development	-	30,000	-	-	-	30,000
	Permitting software	-	34,000	-	-	-	34,000
	Land acquisition	-	50,000	50,000	50,000	50,000	200,000
	Total Building/Planning Depts	-	164,000	100,000	100,000	100,000	464,000
89030 Emergency Management							
	EOC equipment	-	6,000	6,000	-	7,000	\$ 19,000
	Emergency equipment (lighting, etc)	-	-	-	-	-	-
	Total Emergency Management	-	6,000	6,000	-	7,000	19,000
89040 Fire/Fire Marshal Department							
	Refurbish/replace apparatus	484,000	45,000	45,000	-	-	574,000
	Hurst Tool Power Unit	-	-	-	-	-	-
	SCBA bottle replacement	-	15,000	15,000	16,000	18,000	64,000
	Thermal imaging cameras	-	12,000	15,000	-	-	27,000
	Pick up truck w/ cap-fire marshal	-	-	39,000	-	-	39,000
	Total Fire/Fire Marshal Department	484,000	72,000	114,000	16,000	18,000	704,000
89050 Grounds Maintenance							
	Ride on mower replacement	-	-	6,000	7,000	-	13,000
	Paint sprayer replacement	-	2,300	-	-	4,500	6,800
	Walk behind mower replacement	-	9,000	-	9,000	-	18,000
	Miscellaneous grounds equipment	-	5,000	5,000	5,000	5,000	20,000
	Construct storage addition at Garage	-	20,000	-	-	-	20,000
	Replace '88 International trailer 16'	6,000	-	-	-	-	6,000
	Replace 2002 Bobcat & attachments	-	20,000	20,000	-	-	40,000
	Replace John Deere Loader	-	20,000	20,000	20,000	-	60,000
	Replace 2004 F350 dump truck	62,500	-	-	-	-	62,500
	Replace 2004 F550 dump truck	-	20,000	20,000	22,500	-	62,500
	Replace 1998 L/S Trailer 16'	-	-	6,000	-	-	6,000
	1976 JD 301 utility tractor replace	-	15,000	15,000	20,000	-	50,000
	Toro 580 16' mower replacement	96,500	-	-	-	-	96,500
	Total Ground Maintenance	165,000	111,300	92,000	83,500	9,500	461,300

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
Departmental Expenditure Detail (Continued)							
89060	Library						
	Computers, printers, laptops, tablets	\$ -	\$ 15,800	\$ 9,800	\$ 8,000	\$ 7,000	\$ 40,600
	Server replacement	-	6,000	-	6,500	-	12,500
	Furnishings and lighting	-	15,000	-	20,000	-	35,000
	Book drop	-	15,000	-	-	-	15,000
	Service desk replacement	-	10,000	25,000	-	-	35,000
	Security cameras	-	30,000	-	-	-	30,000
	Installation of cable/internet	-	3,000	-	-	-	3,000
	Security system replacement	-	9,000	9,000	-	-	18,000
	Total Library	-	103,800	43,800	34,500	7,000	189,100
89070	Parks & Recreation						
	Gildersleeve School field renov	-	-	236,000	236,000	236,000	708,000
	Airline Trail Improvements	10,000	-	-	-	-	10,000
	Veteran's Park	-	60,000	-	-	-	60,000
	Middlesex Avenue Renovations	-	50,000	50,000	-	-	100,000
	Park and field improvements	25,000	L 10,000	10,000	10,000	10,000	65,000
	Total Parks & Recreation	35,000	120,000	296,000	246,000	246,000	943,000
89080	Police Department						
	Equipped cruiser replacement	126,000	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 376,000
	Speed Safety Device w/ Trailer	9,000	-	-	-	-	9,000
	Total Police Department	135,000	62,500	62,500	62,500	62,500	385,000
89090	Public Works						
	Office of the Director						
	Replace supervisor vehicle	-	20,000	-	-	-	20,000
	Total Office of the Director	-	20,000	-	-	-	20,000
	Building Maintenance						
	Carpeting in planning development	-	6,000	6,000	-	-	12,000
	Replace generator at Town Hall	50,000	-	-	-	-	50,000
	Library carpet replacement	-	65,000	65,000	-	-	130,000
	Construct storage building for PWD	-	25,000	25,000	-	-	50,000
	Library painting	-	-	25,000	25,000	-	50,000
	Highway Garage OH Door Lintels	-	5,000	-	-	-	5,000
	Roof at Senior Center	-	25,000	-	-	-	25,000
	Replace Underground Propane Tanks	-	-	-	-	25,000	25,000
	Windows various locations	-	20,000	10,000	10,000	10,000	50,000
	Overhead doors various buildings	-	10,000	10,000	10,000	10,000	40,000
	Replace bldg maintenance pickup	39,500	-	-	-	-	39,500
	Municipal parking lot improvements	15,305	L 35,000	30,000	30,000	30,000	140,305
	Masonry Repairs Town-wide	-	10,000	10,000	10,000	-	30,000
	Replace furnaces - various buildings	-	30,000	30,000	-	-	60,000
	Rehab garage - Buck Foreman(BF)	-	8,000	8,000	-	-	16,000
	Total Building Maintenance	104,805	239,000	219,000	85,000	75,000	722,805

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		2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	
Departmental Expenditure Detail (Continued)							
Highway Division/Vehicle Maintenance							
	Replace mechanics truck	\$ 46,500	\$ -	\$ -	\$ -	\$ -	\$ 46,500
	Replace excavator	-	-	-	30,000	30,000	60,000
	Scraper plow replacements	-	-	-	-	9,000	9,000
	Replace Crewleader's Pick Up	42,000	-	-	-	-	42,000
	Large dump trucks replacement	199,000	-	88,000	89,000	90,000	466,000
	Large roller replacement	-	20,000	20,000	20,000	-	60,000
	Tractor/mower/snowblower	173,000	-	-	-	-	173,000
	Sidewalk repair/construction	25,000	L 25,000	25,000	25,000	25,000	125,000
	Replace street signs	-	40,000	20,000	20,000	20,000	100,000
	Small dump truck replacement	41,500	.	-	-	-	41,500
	Purchase used forklift	-	15,000	-	-	-	15,000
	Stoner Terrace Drainage Improv	-	110,000	-	-	-	110,000
	Purchase sand spreader	-	-	-	-	25,000	25,000
	Replace large dump body	-	30,000	-	-	-	30,000
	Purchase mini excavator	-	25,000	25,000	-	-	50,000
	Repair/replace guardrails	-	50,000	25,000	25,000	25,000	125,000
	Total Highway Division	527,000	315,000	203,000	209,000	224,000	1,478,000
	Total Public Works	631,805	574,000	422,000	294,000	299,000	2,220,805
89100	Resource Recovery						
	Purchase compactor/containers	-	15,100	7,700	7,800	7,900	38,500
	Facility improvements	-	10,000	5,000	5,000	5,000	25,000
	Total Resource Recovery	-	25,100	12,700	12,800	12,900	63,500
89110	Sewer Department						
	Upgrade UV Disinfection System	-	50,000	60,000	-	-	110,000
	Plant and system improvements	45,000	70,000	70,000	35,000	35,000	255,000
	Install screenings washer/press	-	-	-	50,000	50,000	100,000
	Replace sewer cleaning truck	-	-	35,000	35,000	-	70,000
	Total Sewer Department	45,000	120,000	165,000	120,000	85,000	535,000
89120	Town-Wide Improvements						
	Computers incl peripherals/printers	19,000	27,500	27,000	28,000	28,000	129,500
	Wide Scanner	-	-	-	-	10,000	10,000
	Closing Costs - Lease	10,000	-	-	-	-	10,000
	Upgrade server - Police	-	4,500	-	-	4,500	9,000
	Upgrade computers - Fire	-	3,000	2,500	3,000	1,000	9,500
	Upgrade computers - Police	-	4,500	-	10,000	2,500	17,000
	Upgrade computers - Sen Center	-	2,500	1,000	1,000	-	4,500
	GIS Reimplementation	-	22,500	2,500	5,000	5,000	35,000
	Revaluation	40,000	50,000	40,000	40,000	40,000	210,000
	Phone system replacement	-	-	-	25,000	25,000	50,000
	Wiring - SCADA System, Water	-	5,000	8,000	5,000	-	18,000
	Water & Sewer fixed network antennæ	-	-	22,000	-	-	22,000
	Cameras in Fire Dept Buildings	-	9,000	-	-	-	9,000
	Total Town-Wide Improvements	69,000	128,500	103,000	117,000	116,000	533,500

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89130	Water Department						
	Pump station & facility upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
	Water main replacement	10,000	10,000	10,000	10,000	10,000	50,000
	Replace rubber tire backhoe/loader	-	60,000	30,000	30,000	30,000	150,000
	Replace large water meters	-	-	-	5,000	-	5,000
	Replace mainline valves	10,000	10,000	10,000	10,000	10,000	50,000
	Remote read meters	6,000	6,500	7,000	7,500	8,000	35,000
	Purchase small pick up truck	-	41,000	-	-	-	41,000
	Replace utility truck	-	60,000	30,000	30,000	30,000	150,000
	Replace fire hydrants	10,000	10,000	10,000	10,000	10,000	50,000
	Total Water Department	41,000	202,500	102,000	107,500	103,000	556,000
08-141	Total Capital Improvement Plan	\$ 1,651,805	\$ 2,164,700	\$ 1,896,500	\$ 1,628,800	\$ 1,250,900	\$ 8,592,705