

TOWN OF PORTLAND, CONNECTICUT



ADOPTED BUDGETS

FISCAL YEAR
2020-2021

TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2021

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TOWN OF PORTLAND, CONNECTICUT

**ANNUAL BUDGET DOCUMENT
FOR THE YEAR ENDED JUNE 30, 2021**

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Town of Portland, Connecticut

33 East Main Street ▪ P.O. Box 71 ▪ Portland, CT 06480-0071 ▪ Phone: (860) 342-6715

www.portlandct.org ▪ Fax: (860) 342-6714

Equal Opportunity Employer

Office of the First Selectwoman

June 11, 2020

Dear Residents and Taxpayers:

Enclosed is the Adopted 2020-2021 Fiscal Year Budget.

Grand List:

Total Value: \$839,526,420 *(an increase of \$10,777,820 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: \$839,526, *(an increase of \$10,778 over 2019-2020)*

Revenues Needed:

Taxation: 34.38 mills *(+0.57 which is a 1.68% increase in taxation over 2019-2020)*

All other revenues: \$6,517,721 *(-\$157,992, which is a 2.4% decrease from 2019-2020)*

Allocation from Fund Balance: \$300,000 *(no change from 2019-2020)*

Expenditures:

Total Expenditures: \$35,246,255 *(+\$589,606) (1.70% increase over FY 2019-2020 amended budget)*

General Government increase: +\$108,515 *(0.81% increase over FY 2019-2020 adopted budget)*

Board of Education increase: +\$481,091 *(2.26% increase over FY 2019-2020 amended budget)*

Accomplishments 2019-2020

Completed the majority of the construction work on the Route 17 Park Complex.

Replaced sidewalks on Main, East Main, Spring and Fairview Streets; and Waverly and Freestone Avenues.

Completed road construction and water & sewer main replacements on East Main Street and Spring Street.

Improved traffic safety by installing 2 digital speed signs – High Street and Ames Hollow Road.

Re-paved Fire Company #1's parking lot.

Started the roof replacement on Fire Company #2.

Replaced the roof at the Town Highway Garage.

Replaced a boiler at Valley View School.

Improved the tennis courts at the Secondary Schools.

Made kitchen improvements and café improvements at the PHS Learning Café.

Improved the sprinkler system at BIS.

Replaced the flooring at the Senior Center, Parks & Recreation and Youth Services.

Continued the review of the water & sewer systems.

Land use staff assisted with major commercial projects, including but not limited to Brainerd Place, Dairy Queen, 1600 Portland-Cobalt Road, Mizzi Cosmetics, and Quarry View at Brownstone Avenue.

Accomplishments, continued...

Initiated a new program to promote farming in Portland.

Expanded the parking area at the Air Line Trail, made drainage improvements and made plans for the extension of the Trail to the west.

Explored the possibilities of both a canoe kayak launch and a dog park.

Purchased the Brownstone Avenue Brownfields land. Started the \$750,000 grant funded clean-up of the Brownstone Avenue Brownfields site. Formed a focus group. Hired a Project Manager – Tighe & Bond.

Received awards: BRONZE certification Sustainable-CT, and Best Practices in Land Use – CEDAS.

Goals and Objectives:

- 1) Continue careful use of all Town funds, while addressing our needs.
 - a) Continue to pursue regional efforts and grants when appropriate.
- 2) Complete the Sidewalk Replacement Projects, including the CT Connectivity Grant and bonded work.
- 3) Complete the next phase of road construction projects.
- 4) Work with the Board of Education to maintain and improve our schools.
- 5) Work to implement the 2016 Plan of Conservation and Development.
- 6) Continue to increase economic development.
 - a) Assist in the re-development of the former Elmcrest property and other projects.
 - b) Implement the Riverfront Brownfield Clean-up Project.
- 7) Complete the Route 17 recreational complex.
- 8) Continue improvements at the Middlesex Avenue Park.
- 9) Continue the analysis of the water and sewer systems and town-owned roads.
- 10) Continue work on the Town's Energy Plan to reduce costs and increase energy efficiency.
 - a) Determine how to reduce the cost of energy; explore renewable opportunities.
- 11) Promote & support our well-run fire, emergency and police departments, public works, library, health, senior and youth services.
 - a) Discuss Police Department initiatives in the town.
 - b) Maintain our Emergency Management Program.
 - i) Continue training and recognition of the Community Emergency Response Team.
 - c) Pursue grants for increased youth services, drug/alcohol prevention and homelessness.
 - d) Portland Library – implement The 2020 Library Improvement Project.
 - e) Assist with the needs of the town's senior community.
 - f) Discuss ongoing needs of our Fire Department.
 - g) Work with the Long Range Capital Commission and others on the funding of future capital needs.
 - h) Work with the Chatham Health District on Public Health information and services.

Two remote (via ZOOM), Public Hearings were held on the proposed budget on Tuesday March 17, 2020 at 7:00 pm and May 6, 2020 at 7:00 pm. Due to the circumstances associated with the COVID-19 Pandemic, and pursuant to Governor Lamont's Executive Order #7I, 7S and 7CC, a budget referendum was not held, and the Board of Selectmen unanimously approved the Fiscal Year 2020-2021 budget at the May 26, 2020 Board of Selectmen's meeting.

I would like to thank Tom Robinson, Director of Finance for all his hard work on the budget. Additionally, I would like to thank Dr. Philip O'Reilly, Superintendent of Schools for his diligence and dedication to the students and families within our school district. Please join me in wishing him well in his upcoming retirement July 1, 2020.

Respectfully submitted,


Susan S. Bransfield

**TOWN OF PORTLAND, CONNECTICUT
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2020-2021**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2020-2021 Expenditure Budgets	\$ 13,508,194	\$ 21,738,061	\$ 35,246,255
Less: Direct Revenue Estimates	<u>(2,024,416)</u>	<u>(4,493,305)</u>	<u>(6,517,721)</u>
Net Budget	11,483,778	17,244,756	28,728,534
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	11,333,778	17,094,756	28,428,534
Plus Adjustment *	<u>172,596</u>	<u>260,326</u>	<u>432,922</u>
Amount to be Raised	\$ 11,506,373	\$ 17,355,082	\$ 28,861,455
Adopted 2020-2021 Mill Rate	13.71	20.67	34.38
Adopted 2019-2020 Mill Rate	<u>13.51</u>	<u>20.30</u>	<u>33.81</u>
Mill Rate (Decrease) Increase	<u>0.20</u>	<u>0.37</u>	<u>0.57</u>
Mill Rate % (Decrease) Increase	<u>1.42%</u>	<u>1.83%</u>	<u>1.68%</u>

One Mill = \$ 839,526 Before Board of Assessment
Appeals (BAA) Hearings

Grand List Value = \$ 839,526,420

* 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 2020-2021
As of May 26, 2020

General Government & Board of Education Revenue		2017-2018 Actual Revenue	2018-2019 Actual Revenue	2019-2020 Budgeted Revenue	2020-2021 Estimated Revenue
Property Taxes					
00010	Prop taxes - current	\$ 26,391,548	\$ 27,279,618	\$ 27,600,936	\$ 28,428,534
00011	Prop taxes - prior years	357,448	338,520	227,500	276,000
00012	Prop taxes - interest & liens	220,847	140,512	150,000	150,000
00013	Prop taxes - supp motor vehicle	291,862	298,175	262,500	290,000
00014	Prop taxes - prior years accrual	-	-	-	-
	Total Property Taxes	<u>27,261,705</u>	<u>28,056,825</u>	<u>28,240,936</u>	29,144,534
State of CT - Education					
00101	Education cost sharing grant	3,803,227	4,352,786	4,452,222	4,493,305
00102	School transportation grant	-	-	-	-
00103	Special education equity grant	426,694	-	-	-
00104	Miscellaneous education grants	19,500	-	-	-
	Total State of CT - Education	<u>4,249,421</u>	<u>4,352,786</u>	<u>4,452,222</u>	4,493,305
State of CT - General Government					
00201	PILOT - State property	182	13,439	13,439	13,439
00202	Pequot & Mohegan	27,715	2,902	2,902	2,902
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	-	-	-	-
00205	Boat registration fees	-	-	-	-
00206	PILOT - totally disabled tax relief	655	599	550	550
00207	Emergency management	2,941	3,204	2,250	2,250
00208	PILOT - elderly freeze	-	-	-	-
00210	PILOT - veteran's exemption	5,603	2,840	2,700	2,700
00212	Municipal revenue sharing	44,302	-	-	-
00214	Other revenues - State of CT	12,769	25,537	15,000	19,000
00216	PILOT - machinery & equipment	-	-	-	-
00220	School construction grant	-	-	-	-
	Total State of CT - General Governmen	<u>94,167</u>	<u>48,521</u>	<u>36,841</u>	40,841
Investment Income					
00401	Investment income	106,526	375,069	265,000	60,000
	Total Investment Income	<u>106,526</u>	<u>375,069</u>	<u>265,000</u>	60,000

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

General Government & Board of Education Revenue		2017-2018 Actual Receipts	2018-2019 Actual Receipts	2019-2020 Budgeted Revenue	2020-2021 Estimated Revenue
Charges for Services					
00301	PILOT - housing authority	\$ 36,559	\$ 26,339	\$ 24,500	\$ 24,500
00302	PILOT - telecommunications	18,454	17,930	16,500	15,750
00303	Property rental	398,688	431,510	520,000	361,300
00304	Miscellaneous Finance	26,913	24,693	12,500	2,500
00305	Pin ball permits	-	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	-	-	-	-
00309	Vendor permits	490	390	200	200
00310	Accident reimbursements	24,039	7,677	6,000	6,000
00311	Workers compensation reimb	15,689	8,658	12,500	12,500
00312	Conveyance tax	114,232	106,634	98,000	107,000
00313	Vital statistics	13,980	15,290	13,750	14,250
00314	Recording fees	46,808	43,309	46,500	46,500
00315	Miscellaneous Town Clerk	8,385	8,255	8,000	10,000
00316	Publication sales	145	397	150	150
00317	Licenses	1,836	2,590	1,900	1,900
00319	Fire Marshal revenue	910	535	1,000	750
00320	Report copies	116	15	500	100
00321	Gun permits	3,780	2,730	3,500	3,000
00322	Raffle permits	285	260	250	275
00323	Miscellaneous Police	1,671	1,625	500	1,650
00324	Private duty	145,634	323,620	185,000	197,000
00325	Senior Center Program fees	2,953	3,626	2,750	3,250
00326	Demolition permits	-	-	-	-
00327	Miscellaneous Building Dept	1,116	1,484	2,000	1,500
00328	Structural permits	103,095	108,654	360,000	254,000
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 2020-2021
As of May 26, 2020

General Government & Board of Education Revenue	2017-2018 Actual Receipts	2018-2019 Actual Receipts	2019-2020 Budgeted Revenue	2020-2021 Estimated Revenue
Charges for Services (Continued)				
00332 Miscellaneous Public Works	\$ 1,446	\$ 458	\$ 1,000	\$ 1,000
00334 Sale - construction plans	900	2,125	100	100
00335 Excavation permits	490	635	550	550
00336 Zoning permit fees	2,463	1,824	2,500	2,000
00337 P & Z hearings	18,006	3,348	12,500	12,000
00338 ZBA applications	1,216	655	1,900	750
00339 IW applications	765	148	750	750
00340 Fines	6,854	5,453	6,250	6,250
00354 Miscellaneous	42,420	266,342	20,000	20,000
00405 Sale of town property	-	-	-	100,000
Total Charges for Services	<u>1,040,338</u>	<u>1,417,209</u>	<u>1,361,650</u>	<u>1,207,575</u>
Total GG & BOE Revenue	<u><u>\$ 32,752,157</u></u>	<u><u>\$ 34,250,410</u></u>	<u><u>\$ 34,356,649</u></u>	<u><u>\$ 34,946,255</u></u>

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

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
General Government		2018-2019	2019-2020	(Decrease)	2020-2021	(Decrease)
001	Board of Selectmen	\$ 12,750	\$ 12,500	-1.96%	\$ 12,500	0.00%
002	First Selectwoman	167,372	170,017	1.58%	173,282	1.92%
003	Ethics Commission	650	650	0.00%	650	0.00%
006	Probate Court	12,000	12,100	0.83%	11,600	-4.13%
007	Elections	41,676	36,850	-11.58%	40,250	9.23%
010	Finance Department	404,000	410,450	1.60%	416,650	1.51%
011	Collector of Revenue	92,750	96,325	3.85%	99,300	3.09%
012	Assessor	129,500	134,500	3.86%	138,950	3.31%
013	Board of Assessment Appeals	1,200	1,300	8.33%	1,300	0.00%
014	Town Counsel	85,000	85,000	0.00%	85,000	0.00%
015	Town Clerk	163,600	165,000	0.86%	157,150	-4.76%
016	Central Services	102,750	102,750	0.00%	102,750	0.00%
017	Technology Department	233,450	236,900	1.48%	242,500	2.36%
Total General Government		1,446,698	1,464,342	1.22%	1,481,882	1.20%
Public Safety		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
		2018-2019	2019-2020	(Decrease)	2020-2021	(Decrease)
020	Fire Departments	371,110	375,510	1.19%	376,100	0.16%
021	Fire Marshal	47,000	48,400	2.98%	49,350	1.96%
022	Emergency Dispatch	130,983	137,508	4.98%	142,413	3.57%
023	Police Department	1,448,850	1,377,350	-4.93%	1,434,940	4.18%
024	Emergency Management	13,250	13,300	0.38%	13,300	0.00%
025	Building Department	113,250	116,825	3.16%	120,225	2.91%
Total Public Safety		2,124,443	2,068,893	-2.61%	2,136,328	3.26%

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

		Final Budget 2018-2019	Revised Budget 2019-2020	% Increase (Decrease)	Adopted Budget 2020-2021	% Increase (Decrease)
Public Works						
031	Public Works Director	\$ 166,900	\$ 171,800	2.94%	\$ 174,200	1.40%
032	Highway Department	841,850	878,600	4.37%	889,300	1.22%
033	Vehicle Maintenance	280,650	287,100	2.30%	286,950	-0.05%
034	Town Engineer	66,850	48,500	-27.45%	50,750	4.64%
035	Street Lighting	112,500	124,000	10.22%	108,500	-12.50%
036	Grounds Maintenance	289,675	295,300	1.94%	313,850	6.28%
037	Town Building Maintenance	352,100	359,450	2.09%	361,350	0.53%
038	Snow Removal	134,000	134,000	0.00%	134,000	0.00%
	Total Public Works	<u>2,244,525</u>	<u>2,298,750</u>	<u>2.42%</u>	<u>2,318,900</u>	<u>0.88%</u>
Planning & Development						
040	Planning Department	115,450	121,975	5.65%	110,575	-9.35%
041	Zoning Enforcement	17,100	17,700	3.51%	17,700	0.00%
042	Planning & Zoning Commission	15,753	16,333	3.68%	16,299	-0.21%
043	Zoning Board of Appeals	2,175	2,175	0.00%	2,175	0.00%
044	Inland Wetlands Commission	5,724	5,724	0.00%	5,724	0.00%
045	Conservation Commission	550	550	0.00%	625	13.64%
046	Economic Dev Commission	3,850	4,500	16.88%	5,750	27.78%
047	Capital Expenditures Commission	500	500	0.00%	500	0.00%
	Total Planning & Development	<u>161,102</u>	<u>169,457</u>	<u>5.19%</u>	<u>159,348</u>	<u>-5.97%</u>
Health & Human Services						
051	Health Department	104,350	110,920	6.30%	116,130	4.70%
052	Environmental Health	-	-		-	
053	Social Services	63,705	62,705	-1.57%	60,705	-3.19%
054	Senior Citizen Center	91,125	114,450	25.60%	116,000	1.35%
055	Municipal Agent for the Elderly	29,450	28,600	-2.89%	28,900	1.05%
	Total Health & Human Services	<u>288,630</u>	<u>316,675</u>	<u>9.72%</u>	<u>321,735</u>	<u>1.60%</u>

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

	Final Budget 2018-2019	Revised Budget 2019-2020	% Increase (Decrease)	Adopted Budget 2020-2021	% Increase (Decrease)
Portland Library					
065 Portland Library	\$ 711,800	\$ 727,275	2.17%	\$ 741,650	1.98%
Employee Fringe Benefits					
071 Employee Fringe Benefits	2,902,441	3,045,189	4.92%	3,131,159	2.82%
Risk Management					
073 Risk Management	152,225	172,225	13.14%	174,336	1.23%
Debt Service					
085 Debt Service	2,052,743	1,910,539	-6.93%	2,116,919	10.80%
Total Debt Service	2,052,743	1,910,539	-6.93%	2,116,919	10.80%
Sundry					
093 Interfund Transfers Out	1,332,518	1,126,334	-15.47%	825,937	-26.67%
095 Town Contingency	46,620	100,000	114.50%	100,000	0.00%
Total Sundry	1,379,138	1,226,334	-11.08%	925,937	-24.50%
Total General Gov't Budget	\$ 13,463,745	\$ 13,399,679	-0.48%	\$ 13,508,194	0.81%

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

	Actual	Revised	%	Adopted	%
Salaries	Expended	Budget	Increase	Budget	Increase
	2018-2019	2019-2020	(Decrease)	2020-2021	(Decrease)
11011 Certified Salaries	\$ 9,456,252	\$ 9,745,525	3.06%	\$ 9,787,385	0.43%
11012 Non-Certified Salaries	2,665,730	2,791,727	4.73%	3,007,628	7.73%
11014 Coaching Salaries	137,067	150,596	9.87%	158,377	5.17%
11015 Extracurricular Salaries	93,859	87,597	-6.67%	98,061	11.95%
12000 Temporary Salaries	167,304	134,200	-19.79%	142,103	5.89%
12022 Substitute Salaries	2,500	-	-100.00%	-	
12023 Tutor Salaries	38,691	10,000	-74.15%	25,000	150.00%
13002 Overtime Salaries	78,453	75,000	-4.40%	73,000	-2.67%
Total Salaries	<u>12,639,856</u>	<u>12,994,645</u>	<u>2.81%</u>	<u>13,291,554</u>	<u>2.28%</u>
Benefits	Actual	Revised	%	Adopted	%
	Expended	Budget	Increase	Budget	Increase
	2018-2019	2019-2020	(Decrease)	2020-2021	(Decrease)
21001 Medical Insurance	2,519,054	2,641,653	4.87%	\$ 2,701,290	2.26%
21002 Dental Insurance	73,380	81,250	10.72%	81,250	0.00%
21003 Life Insurance	23,788	27,260	14.60%	28,510	4.59%
21004 Disability	20,798	21,635	4.02%	22,362	3.36%
21050 Tuition Reimbursement	20,849	23,400	12.24%	24,500	4.70%
22000 Social Security/Medicare	387,346	380,354	-1.81%	396,380	4.21%
23001 Pension	425,170	450,079	5.86%	465,702	3.47%
23004 Retirements	52,264	33,180	-36.51%	48,100	44.97%
26000 Workers' Compensation	128,429	146,750	14.27%	131,742	-10.23%
28001 Unemployment	7,117	10,000	40.51%	10,000	0.00%
29000 Longevity-Classified	5,600	5,000	-10.71%	3,800	-24.00%
Total Benefits	<u>3,663,795</u>	<u>3,820,561</u>	<u>4.28%</u>	<u>3,913,636</u>	<u>2.44%</u>

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

		Actual	Revised	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Purchased Services		2018-2019	2019-2020	(Decrease)	2020-2021	(Decrease)
30010	Legal Services	\$ 29,952	\$ 30,000	0.16%	\$ 30,000	0.00%
30012	Negotiation Services	32,729	7,000	-78.61%	10,000	42.86%
30014	Audit Services	13,532	14,000	3.46%	14,000	0.00%
30030	Purchased Services	757,734	779,140	2.83%	775,600	-0.45%
33020	Curriculum Writing	-	-		-	
33030	Professional Development	36,840	24,230	-34.23%	32,807	35.40%
Total Purchased Services		<u>870,787</u>	<u>854,370</u>	<u>-1.89%</u>	<u>862,407</u>	<u>0.94%</u>
		Actual	Revised	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Facility Services		2018-2019	2019-2020	(Decrease)	2020-2021	(Decrease)
44003	Repairs & Maintenance	<u>264,026</u>	<u>402,693</u>	<u>52.52%</u>	<u>291,202</u>	<u>-27.69%</u>
Total Facility Services		<u>264,026</u>	<u>402,693</u>	<u>52.52%</u>	<u>291,202</u>	<u>-27.69%</u>
		Actual	Revised	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Other Services		2018-2019	2019-2020	(Decrease)	2020-2021	(Decrease)
51010	Student Transportation	1,054,089	947,137	-10.15%	1,035,923	9.37%
52001	Property Insurance	188,216	197,000	4.67%	195,000	-1.02%
53001	Telephone	24,099	24,350	1.04%	24,200	-0.62%
54000	Advertising	30	250	733.33%	250	0.00%
55050	Printing/Binding	1,408	3,150	123.72%	2,109	-33.05%
56001	Tuition To LEAs in State	120,717	73,524	-39.09%	173,544	136.04%
56003	Tuition - Private Sources	432,005	518,241	19.96%	521,338	0.60%
56004	Tuition to Ed Svc Agencies	86,807	-		-	
56006	Tuition to Magnet Schools	24,202	23,986	-0.89%	24,000	0.06%
58580	Travel	<u>7,165</u>	<u>9,550</u>	<u>33.29%</u>	<u>8,200</u>	<u>-14.14%</u>
Total Other Services		<u>1,938,738</u>	<u>1,797,188</u>	<u>-7.30%</u>	<u>1,984,564</u>	<u>10.43%</u>

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

	Actual Expended 2018-2019	Revised Budget 2019-2020	% Increase (Decrease)	Adopted Budget 2020-2021	% Increase (Decrease)
Books & Supplies					
61011 General Supplies	\$ 276,097	\$ 308,074	11.58%	\$ 283,323	-8.03%
61014 Postage	5,973	6,400	7.15%	8,400	31.25%
62001 Electricity	406,173	401,718	-1.10%	418,340	4.14%
62002 Water & Sewer	27,606	28,600	3.60%	29,300	2.45%
62004 Heating Fuel	-	-		12,000	#DIV/0!
62021 Natural Gas	208,241	176,027	-15.47%	215,400	22.37%
62026 Gasoline Unleaded	14,577	15,000	2.90%	15,000	0.00%
62027 Diesel	47,208	35,000	-25.86%	35,000	0.00%
64002 Resource/Media	-	865	#DIV/0!	600	-30.64%
64003 Periodicals	3,839	4,930	28.42%	4,410	-10.55%
64041 Textbooks	13,772	38,379	178.67%	32,527	-15.25%
64043 Library Books	11,646	13,080	12.31%	17,400	33.03%
64045 Workbooks	10,867	14,480	33.25%	15,674	8.25%
Total Books & Supplies	<u>1,025,999</u>	<u>1,042,553</u>	<u>1.61%</u>	<u>1,087,374</u>	<u>4.30%</u>
	Actual Expended 2018-2019	Revised Budget 2019-2020	% Increase (Decrease)	Adopted Budget 2020-2021	% Increase (Decrease)
Buildings & Equipment					
73011 Equipment - Instructional	21,646	23,963	10.70%	21,476	-10.38%
73012 Equipment - Non-Instructional	4,555	13,850	204.06%	17,900	29.24%
73014 Technology - Hardware	31,151	77,000	147.18%	34,238	-55.54%
73015 Technology - Software	132,674	150,134	13.16%	160,815	7.11%
Total Buildings & Equipment	<u>190,026</u>	<u>264,947</u>	<u>39.43%</u>	<u>234,429</u>	<u>-11.52%</u>
	Actual Expended 2018-2019	Revised Budget 2019-2020	% Increase (Decrease)	Adopted Budget 2020-2021	% Increase (Decrease)
Dues & Fees					
81000 Dues & Fees	<u>83,411</u>	<u>80,013</u>	<u>-4.07%</u>	<u>72,895</u>	<u>-8.90%</u>
Total BOE Budget	<u>\$ 20,676,638</u>	<u>\$ 21,256,970</u>	<u>2.81%</u>	<u>\$ 21,738,061</u>	<u>2.26%</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
How Every \$100 Dollars Is Spent
As of May 26, 2020

Town Functions	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
General Government Operating Functions				
General Government	\$ 4.06	\$ 4.02	\$ 4.23	\$ 4.20
Public Safety	5.66	6.02	5.97	6.06
Public Works (includes Buildings & Grounds)	6.54	6.31	6.63	6.58
Planning & Development	0.40	0.41	0.49	0.45
Health & Human Services	0.91	0.81	0.91	0.91
Portland Library	2.01	2.03	2.10	2.10
Employee Fringe Benefits	7.97	8.32	8.79	8.88
Risk Management	0.44	0.39	0.50	0.49
Total Gen Govt Operating Functions	27.99	28.31	29.61	29.69
Non-Operating Functions				
Debt Service	6.14	6.10	5.51	6.01
Sundry (includes interfund xfers out & contingency)	2.78	4.10	3.54	2.63
Total Non-Operating Functions	8.91	10.20	9.05	8.63
Total General Government Functions	36.90	38.50	38.66	38.33
Board of Education	63.10	61.50	61.34	61.67
Total General Fund	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2020-2021
As of May 26, 2020

General Government Budget	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 4,509,784	\$ 4,632,145	\$ 4,742,500	\$ 110,355
Employee Fringe Benefits	2,791,533	3,035,189	3,119,159	83,970
Contractual Services	852,488	992,238	1,011,093	18,855
Repairs	183,735	206,250	206,250	-
Utilities	335,412	398,875	407,086	8,211
Commodities	736,941	867,375	851,790	(15,585)
Equipment	5,741	13,000	13,500	500
Miscellaneous	101,483	117,734	113,960	(3,774)
Total Operating Expenditures	9,517,117	10,262,806	10,465,338	202,532
Non-Operating Expenditures				
Debt Service	2,050,058	1,910,539	2,116,919	206,380
Interfund Transfers Out	1,332,518	1,126,334	825,937	(300,397)
Contingency	46,612	100,000	100,000	-
Total Non-Operating Expenditures	3,429,188	3,136,873	3,042,856	(94,017)
Total General Government	\$ 12,946,305	\$ 13,399,679	\$ 13,508,194	\$ 108,515

Percentage increase/(decrease)	3.50%	0.81%
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	2020-2021 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 4,742,500	35.11%
Employee Fringe Benefits	3,119,159	23.09%
Contractual Services	1,011,093	7.49%
Repairs	206,250	1.53%
Utilities	407,086	3.01%
Commodities	851,790	6.31%
Equipment	13,500	0.10%
Miscellaneous	113,960	0.84%
Total Operating Expenditures	10,465,338	77.47%
Non-Operating Expenditures		
Debt Service	2,116,919	15.67%
Interfund Transfers Out	825,937	6.11%
Contingency	100,000	0.74%
Total Non-Operating Expenditures	3,042,856	22.53%
Total General Government	\$ 13,508,194	100.00%

Town of Portland, Connecticut
Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2020-2021
As of May 26, 2020

Board of Education Budget	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 12,639,856	\$ 12,994,645	\$ 13,291,554	\$ 296,909
Employee Fringe Benefits	3,663,795	3,820,561	3,913,636	93,075
Contractual Services	870,787	854,370	862,407	8,037
Repairs	264,026	402,693	291,202	(111,491)
Utilities (incl. transportation, ins, tuition)	1,938,738	1,797,188	1,984,564	187,376
Commodities	1,025,999	1,042,553	1,087,374	44,821
Equipment	190,026	264,947	234,429	(30,518)
Miscellaneous	83,411	80,013	72,895	(7,118)
Total Operating Expenditures	<u>20,676,638</u>	<u>21,256,970</u>	<u>21,738,061</u>	<u>481,091</u>
Total Board of Education	<u>\$ 20,676,638</u>	<u>\$ 21,256,970</u>	<u>\$ 21,738,061</u>	<u>\$ 481,091</u>
Percentage increase/(decrease)		<u>2.81%</u>	<u>2.26%</u>	

Operating Expenditures	2020-2021 Adopted Budget	% of Adopted Budget
Personnel Expenditures	\$ 13,291,554	61.14%
Employee Fringe Benefits	3,913,636	18.00%
Contractual Services	862,407	3.97%
Repairs	291,202	1.34%
Utilities	1,984,564	9.13%
Commodities	1,087,374	5.00%
Equipment	234,429	1.08%
Miscellaneous	72,895	0.34%
Total Operating Expenditures	<u>21,738,061</u>	<u>100.00%</u>
Total Board of Education	<u>\$ 21,738,061</u>	<u>100.00%</u>

Town of Portland, Connecticut
Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2020-2021
As of May 26, 2020

Town Budget	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 17,149,640	\$ 17,626,790	\$ 18,034,054	\$ 407,264
Employee Fringe Benefits	6,455,328	6,855,750	7,032,795	177,045
Contractual Services	1,723,275	1,846,608	1,873,500	26,892
Repairs	447,761	608,943	497,452	(111,491)
Utilities	2,274,150	2,196,063	2,391,650	195,587
Commodities	1,762,940	1,909,928	1,939,164	29,236
Equipment	195,767	277,947	247,929	(30,018)
Miscellaneous	184,894	197,747	186,855	(10,892)
Total Operating Expenditures	<u>30,193,755</u>	<u>31,519,776</u>	<u>32,203,399</u>	<u>683,623</u>
Non-Operating Expenditures				
Debt Service	2,050,058	1,910,539	2,116,919	206,380
Interfund Transfers Out	1,332,518	1,126,334	825,937	(300,397)
Contingency	46,612	100,000	100,000	0
Total Non-Operating Expenditures	<u>3,429,188</u>	<u>3,136,873</u>	<u>3,042,856</u>	<u>(94,017)</u>
Total Town Budget	<u>\$ 33,622,943</u>	<u>\$ 34,656,649</u>	<u>\$ 35,246,255</u>	<u>\$ 589,606</u>
Percentage increase/(decrease)		<u>3.07%</u>	<u>1.70%</u>	

	2020-2021 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 18,034,054	51.17%
Employee Fringe Benefits	7,032,795	19.95%
Contractual Services	1,873,500	5.32%
Repairs	497,452	1.41%
Utilities	2,391,650	6.79%
Commodities	1,939,164	5.50%
Equipment	247,929	0.70%
Miscellaneous	186,855	0.53%
Total Operating Expenditures	<u>32,203,399</u>	<u>91.37%</u>
Non-Operating Expenditures		
Debt Service	2,116,919	6.01%
Interfund Transfers Out	825,937	2.34%
Contingency	100,000	0.28%
Total Non-Operating Expenditures	<u>3,042,856</u>	<u>8.63%</u>
Total Town Budget	<u>\$ 35,246,255</u>	<u>100.00%</u>

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:

- Purchased 222, 230 and 248 Brownstone Avenue.
- Established the Brownfields Focus Group and the Town Beautification Committee.
- Worked extensively on the Water & Sewer needs of the Town.
- Completed the Route 17 Recreational Park.
- Supported the Sidewalk Replacement Project and the Spring Street Road/Water/Sewer Project.
- Implemented the plan for the CT Connectivity Grant for Main Street Sidewalks.
- Advanced the Air Line Trail Project to include a new parking area and new plans for westward expansion.
- Explored a canoe/kayak launch site along the Connecticut River.
- Coordinated a possible land swap at the Wangunk Meadows with the Portland Exchange Club.
- Meetings are recorded and shown on local cable access channel and YouTube.

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 2020-2021
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-001	Board of Selectmen	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 2,059	\$ 1,906	\$ 3,000	\$ 3,000
14002	Charter revision clerk payroll	-	-	-	-
-	School building committee clerk	-	-	-	-
14008	Selectmen stipends	6,000	6,000	6,000	6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	8,059	7,906	9,000	9,000
Miscellaneous					
88001	Program services	2,059	2,523	2,500	2,500
88004	Project graduation	1,000	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	Total Miscellaneous Expenditures	3,059	3,523	3,500	3,500
01-001	Total Board of Selectmen	\$ 11,118	\$ 11,429	\$ 12,500	\$ 12,500
Percentage increase/(decrease)					0.00%

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. Conduct periodic Community Conversations public forums to provide information to and receive feedback from residents and businesses.
3. Assist with implementation of the Goals & Objectives as adopted by the Board of Selectmen (BOS).
4. Identify and secure funds from outside of the municipal tax base to achieve Goals & Objectives.
5. 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.
6. Follow all Federal, State and local statutes, laws, ordinances and public safety standards.
7. Follow and inform Town residents of Town ordinances and State statutes upon request.
8. Promote inter-departmental communications and relations via staff meetings and trainings.
9. Operate Town functions within financially sound fiscal principles.

Accomplishments:

- The Town applied for, and was designated a BRONZE-certified Sustainable-CT Town.
- First Selectwoman completed requirements and is now a Certified Connecticut Municipal Official.
- Assisted with the acquisition of the Brownfields Remediation Project parcels at 222, 230 and 248 Brownstone Avenue.
- Initiated the \$750,000 Brownfields remediation project.
- Obtained and managed several grants for town projects.
- Assisted the BOS with implementation of their stated Goals & Objectives.
- Promoted training opportunities for staff and members of the volunteer boards and commissions.
- Negotiated 3 union contracts.

Fiscal Notes:

- Personnel expenditures cover two (2) full-time employees.
- Program services (#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 2020-2021
As of May 26, 2020

01-002 First Selectwoman	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 154,704	\$ 156,027	\$ 158,895	\$ 161,900
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>154,704</u>	<u>156,027</u>	<u>158,895</u>	161,900
Contractual Services				
32000 Conferences, meetings, dues	562	365	600	600
Total Contractual Services	<u>562</u>	<u>365</u>	<u>600</u>	600
Commodities				
54000 Advertising & publications	-	-	-	-
61000 Office supplies	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous				
86003 CT Conf of Municipalities	5,897	5,897	5,897	5,897
86004 CT Council of Small Towns	825	825	825	1,075
86005 Middlesex Chamber	638	649	650	660
88001 Program services	1,298	1,446	3,000	3,000
88010 Safety committee	-	-	-	-
88022 Town report	-	-	150	150
Total Miscellaneous Expenditures	<u>8,658</u>	<u>8,817</u>	<u>10,522</u>	10,782
01-002 Total First Selectwoman	<u><u>\$ 163,924</u></u>	<u><u>\$ 165,209</u></u>	<u><u>\$ 170,017</u></u>	<u><u>\$ 173,282</u></u>
			Percentage increase/(decrease)	<u><u>1.92%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No changes recommended.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

01-003 Ethics Commission	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
14001 Board clerk payroll	\$ -	\$ -	\$ 400	\$ 400
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	-	-	400	400
Miscellaneous				
88016 Miscellaneous	90	-	250	250
Total Miscellaneous	90	-	250	250
01-003 Total Ethics Commission	\$ 90	\$ -	\$ 650	\$ 650
			Percentage increase/(decrease)	0.00%

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

Mission & Purpose:

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

Effective January 2011, the Courts of Portland, East Hampton, East Haddam and Marlborough were merged into one Probate Court, located at 9 Austin Drive, Suite #211, Marlborough, CT 06447.

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 hours of the Probate Court are as follows:

Monday, Tuesday and Wednesday - 8:30 am to 4:30 pm
Thursday - 8:30 am to 5:00 pm
Friday - 8:30 am to 4:00 pm.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
01-006	Probate Court				
Contractual Services					
31000	Service contracts	\$ 11,429	\$ 11,997	\$ 12,100	\$ 11,600
31001	Office equip repair & maint	-	-	-	-
33002	Indexing and recording	-	-	-	-
	Total Contractual Services	<u>11,429</u>	<u>11,997</u>	<u>12,100</u>	<u>11,600</u>
Commodities					
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-006	Total Probate Court	<u>\$ 11,429</u>	<u>\$ 11,997</u>	<u>\$ 12,100</u>	<u>\$ 11,600</u>
Percentage increase/(decrease)					<u><u>-4.13%</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 and referendums. The budget covers the cost associated with running all general elections and referendums in the Town of Portland.

Goals & Objectives:

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

Accomplishments:

- Supervised (2) elections and (2) budget referendums.

Fiscal Notes:

- Budget details the costs for one (1) Presidential 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.
- The budget increase is due to the Presidential election in November 2020. A large turnout is expected.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-007	Elections	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 13,271	\$ 15,704	\$ 15,500	\$ 16,250
14006	Voter canvassing	1,553	1,240	1,850	2,000
14007	Election workers stipends	5,050	11,581	8,750	10,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	19,874	28,525	26,100	28,250
Contractual Services					
31003	Voting machine maint	1,425	2,539	3,250	3,250
32000	Conferences, meetings, dues	1,810	1,320	2,500	2,500
	Total Contractual Services	3,235	3,859	5,750	5,750
Commodities					
61007	Voting mach supplies	-	-	-	-
69000	Election supplies	3,841	8,925	5,000	6,250
	Total Commodities	3,841	8,925	5,000	6,250
Miscellaneous					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	-	-	-	-
01-007	Total Elections	\$ 26,950	\$ 41,309	\$ 36,850	\$ 40,250

Percentage increase/(decrease) **9.23%**

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

Mission & Purpose:

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

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

Goals & Objectives:

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

Accomplishments:

- Issued financial statements with an unqualified opinion for the fiscal year ending June 30, 2019.
- Administered and supervised multiple Town-wide Auctions using online portal.
- Assisted Department Administrators with projects included in the August 2018 bond issuance.
- Assisted the Library with the 2020 Library Improvement Grant/Endowment Funded Project.
- Assisted the BOE with improvements to the PHS Learning Café, replacement of the boiler at Valley View, improvements to the sprinkler system at BIS and the improvements to the tennis courts at PHS.

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 (# 31000) contain the maintenance fees of the general ledger and payroll systems.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-010	Finance Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 269,048	\$ 277,628	\$ 281,500	\$ 287,250
11003	Part-time payroll	41,808	42,644	44,500	44,950
14020	Rental use of buildings	6,258	6,889	10,000	10,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>317,114</u>	<u>327,161</u>	<u>336,000</u>	<u>342,200</u>
Contractual Services					
31000	Service contracts	28,770	32,273	34,200	34,200
32000	Conferences, meetings, dues	1,206	1,205	4,000	4,000
33001	Audit fees	13,677	13,840	14,500	14,500
33005	Bank fees	267	218	1,250	1,250
34001	Data processing	5,663	4,399	6,500	6,500
	Total Contractual Services	<u>49,583</u>	<u>51,935</u>	<u>60,450</u>	<u>60,450</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88015	BOE admin life insurance	-	-	-	-
88016	Miscellaneous	2,340	13,824	14,000	14,000
	Total Miscellaneous Expenditures	<u>2,340</u>	<u>13,824</u>	<u>14,000</u>	<u>14,000</u>
01-010	Total Finance Department	<u>\$ 369,037</u>	<u>\$ 392,920</u>	<u>\$ 410,450</u>	<u>\$ 416,650</u>
Percentage increase/(decrease)					<u>1.51%</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 a high level of revenue collection.
2. Continue with the option of collection of payments on-line, using credit cards.
3. Continue with the successful tax sale resolution program.
4. Engage debt collection law firm to assist in personal property and motor vehicle tax collections.

Accomplishments:

- The collection rate for the fiscal year ending June 30, 2019 was 98.7%.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

01-011 Collector of Revenue	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 68,988	\$ 71,752	\$ 75,075	\$ 77,550
11003 Part-time payroll	-	-	-	-
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>68,988</u>	<u>71,752</u>	<u>75,075</u>	<u>77,550</u>
Contractual Services				
31000 Service contracts	17,702	19,085	20,000	20,500
32000 Conferences, meetings, dues	996	1,031	1,250	1,250
34001 Data processing	-	-	-	-
36005 DMV delinquent charge	-	-	-	-
Total Contractual Services	<u>18,698</u>	<u>20,116</u>	<u>21,250</u>	<u>21,750</u>
Commodities				
54000 Advertising & publications	-	-	-	-
61000 Office supplies	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-011 Total Collector of Revenue	<u><u>\$ 87,686</u></u>	<u><u>\$ 91,868</u></u>	<u><u>\$ 96,325</u></u>	<u><u>\$ 99,300</u></u>
			Percentage increase/(decrease)	<u><u>3.09%</u></u>

Mission & Purpose:

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

Goals & Objectives:

1. Administer the tax relief programs for the elderly, disabled and military veterans.
2. Assist and provide the Board of Assessment Appeals during their appeal session with any/all data requested in the efforts towards achieving the most equitable and statutory-allowable decisions.
3. Initiate the 2021 revaluation.
4. Consider reinstating the personal property audits.
5. Consult with the IT department and other town offices, and set up a plan for a successful GIS system for town office and public use.
6. Explore options for online assessment/field card data for easier and more accurate accessibility, and include weekly updates.
7. Participate actively in the CT Assessors Association Organization (CAAO).

Accomplishments:

- Filed the October 1, 2019 Grand List timely - by the 1/31/2020 statutory deadline.
- The Assessor is currently serving as President of the Greater New London/Middlesex County Assessors Association.
- Continued to implement the highest standard of customer service to taxpayers and the ever-exploring procedures to improve public access to forms and publications offered by this office.

Fiscal Notes:

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

Town of Portland, Connecticut
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As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-012	Assessor	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 93,201	\$ 109,889	\$ 113,500	\$ 116,950
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>93,201</u>	<u>109,889</u>	<u>113,500</u>	<u>116,950</u>
Contractual Services					
31000	Service contracts	17,244	17,926	19,000	20,000
32000	Conferences, meetings, dues	1,738	1,218	2,000	2,000
33001	Audit fees	-	-	-	-
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>18,982</u>	<u>19,144</u>	<u>21,000</u>	<u>22,000</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-012	Total Assessor	<u><u>\$ 112,183</u></u>	<u><u>\$ 129,033</u></u>	<u><u>\$ 134,500</u></u>	<u><u>\$ 138,950</u></u>
					Percentage increase/(decrease) <u><u>3.31%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		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	995	1,010	1,100	1,100
	Total Personnel Expenditures	<u>995</u>	<u>1,010</u>	<u>1,300</u>	<u>1,300</u>
01-013	Total Board of Assessment Appeals	<u>\$ 995</u>	<u>\$ 1,010</u>	<u>\$ 1,300</u>	<u>\$ 1,300</u>
Percentage increase/(decrease)					<u>0.00%</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:

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

Accomplishments:

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

Fiscal Notes:

- No change proposed.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		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	12,782	25,291	33,000	33,000
37006	Freedom of information	564	141	2,000	2,000
37012	Suits & settlements	-	-	-	-
37013	General Town Counsel	22,741	12,433	22,500	22,500
37019	Planning & development matters	46,076	16,908	22,500	22,500
37025	Tax matters	3,612	1,692	5,000	5,000
37029	Miscellaneous matters	-	-	-	-
	Total Contractual Services	<u>85,775</u>	<u>56,465</u>	<u>85,000</u>	<u>85,000</u>
01-014	Total Town Counsel	<u>\$ 85,775</u>	<u>\$ 56,465</u>	<u>\$ 85,000</u>	<u>\$ 85,000</u>

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

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

Mission & Purpose:

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

Goals & Objectives:

1. Continue to serve the public in an efficient and effective manner.
2. Continue scanning and digitizing land records from previous years.

Accomplishments:

- Continue to digitize images linking to land records index and load onto 20-20 system.
- Land records are accessible on line as far back as October 23, 1963.
- The Town Clerk was elected County Vice President in the CT Town Clerk's Association.

Fiscal Notes:

- Personnel expenditures cover one (1) elected full-time Town Clerk and one (1) full-time Assistant Town Clerk.
- In February 2020, a new Assistant Town Clerk was hired.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-015	Town Clerk	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 129,709	\$ 132,156	\$ 135,500	\$ 127,400
13002	Overtime	-	74	750	750
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>129,709</u>	<u>132,230</u>	<u>136,250</u>	<u>128,150</u>
Contractual Services					
31000	Service contracts	775	775	1,000	1,000
32000	Conferences, meetings, dues	1,112	876	1,250	1,500
33002	Indexing & recording	20,859	17,037	26,000	26,000
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	-	-
35000	Vital statistics	94	82	500	500
	Total Contractual Services	<u>22,840</u>	<u>18,770</u>	<u>28,750</u>	<u>29,000</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-015	Total Town Clerk	<u>\$ 152,549</u>	<u>\$ 151,000</u>	<u>\$ 165,000</u>	<u>\$ 157,150</u>
Percentage increase/(decrease)					<u><u>-4.76%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- No changes are made from the previous year's budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

01-016 Central Services	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
11003 Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	-	-	-	-
Contractual Services				
31000 Service contracts	28,228	28,928	35,000	35,000
31001 Office equip repair & maint	1,320	548	2,000	2,000
34001 Data processing supplies	667	1,571	2,500	2,500
- Publication costs	-	-	-	-
Total Contractual Services	<u>30,215</u>	<u>31,047</u>	<u>39,500</u>	39,500
Repairs				
- Equipment repairs	-	-	-	-
Total Repairs	-	-	-	-
Utilities				
53000 Postage	14,581	14,957	18,000	18,000
54000 Advertising, printing & publications	14,677	17,476	20,000	20,000
- Printing	-	-	-	-
58580 Travel and mileage expense	1,609	2,329	3,750	3,750
Total Utilities	<u>30,867</u>	<u>34,762</u>	<u>41,750</u>	41,750
Commodities				
61000 Office supplies	9,170	16,486	15,500	15,500
61005 Copier/printing supplies	5,811	5,572	6,000	6,000
- Subscriptions & publications	-	-	-	-
Total Commodities	<u>14,981</u>	<u>22,058</u>	<u>21,500</u>	21,500
Equipment				
- Equipment	-	-	-	-
Total Equipment	-	-	-	-
01-016 Total Central Services	<u><u>\$ 76,063</u></u>	<u><u>\$ 87,867</u></u>	<u><u>\$ 102,750</u></u>	<u><u>\$ 102,750</u></u>
			Percentage increase/(decrease)	<u><u>0.00%</u></u>

Mission & Purpose:

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

Goals & Objectives:

1. Continue to upgrade hardware and software in Town Departments.
2. Purchase new servers as necessary, and continue consolidation to a virtual environment.
3. Upgrade Exchange 2010 server.
4. Maintain town alarm system hardware in Town facilities.
5. Develop fiber conductivity to the Water Pollution Control Facility and the Animal Shelter.
6. Continue to update the Assessor's parcel layer and infrastructure GIS maps as needed.
7. Continue to implement credit card processing for Town residents to utilize the payment of their utility bills and permits.
8. Continue to conduct auctions of surplus Town equipment and vehicles.
9. Work with the City of Middletown and Portland Police Department on the upgrade of radio communications. Coordinate infrastructure improvements to radio tower and repeater sites.
10. Work with the Fire Marshal's office in assessing needs for monitoring town buildings for fire and burglar alarm protection.

Accomplishments:

- All BOS meetings continue to be taped and broadcast on Comcast Cable Public Access as well as uploaded to the Town's own YouTube Channel. (youtube.com/portlandconn)
- Continue to maintain the Town's website to Wix content management platform.
- Completed structural enhancements to the Radio Tower at the Portland High School to enhance Middletown Dispatch communications.
- Migrated Level #3 technical support to VisTech.
- Installed a Podcast Studio in conjunction with the Town Tech at the Portland High School. Started the podcast series with Portland Youth Services Department.

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-017	Technology Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 134,173	\$ 136,189	\$ 139,300	\$ 144,150
11003	Part-time payroll	8,274	13,425	9,000	9,000
13002	Overtime	15,725	13,719	10,000	10,750
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>158,172</u>	<u>163,333</u>	<u>158,300</u>	<u>163,900</u>
Contractual Services					
31000	Service contracts	480	480	1,000	1,000
31001	Office equip repair & maint	200	130	1,500	1,500
31008	Licensing software	12,079	20,780	22,500	22,500
32000	Conferences, meetings, dues	221	228	1,000	1,000
34001	Data processing supplies	3,411	3,068	6,750	6,750
36004	Telecommunications	3,703	3,297	7,100	7,100
36050	Computer network maintenance	49,920	17,100	35,000	35,000
	Total Contractual Services	<u>70,014</u>	<u>45,083</u>	<u>74,850</u>	<u>74,850</u>
Repairs					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	955	890	1,250	1,250
	Total Utilities	<u>955</u>	<u>890</u>	<u>1,250</u>	<u>1,250</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	357	500	500	500
-	Equipment supplies	-	-	-	-
	Total Commodities	<u>357</u>	<u>500</u>	<u>500</u>	<u>500</u>
Equipment					
73000	Equipment purchases	1,312	1,820	2,000	2,000
	Total Equipment	<u>1,312</u>	<u>1,820</u>	<u>2,000</u>	<u>2,000</u>
Miscellaneous					
88016	Miscellaneous	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-017	Total Technology Department	<u>\$ 230,810</u>	<u>\$ 211,626</u>	<u>\$ 236,900</u>	<u>\$ 242,500</u>

Percentage increase/(decrease) 2.36%

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

Mission & Purpose:

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

Goals & Objectives:

1. Recruitment and Retention of Volunteers.
2. Continue to provide entry level training in areas of fire suppression, rescue operations, medical certification and hazardous materials mitigation.
3. Continue to aggressively pursue all types of grant funding available to offset increased cost in providing a safe community for our residents.
4. Obtain capital funding for the replacement of Tanker 6 and additional safety equipment.

Accomplishments:

- Certified 5 additional EMS and 4 interior firefighters.
- Purchased a new gear washer and dryer to protect firefighters from exposure to carcinogens. This equipment was funded by an Assistance to Firefighters Grant from FEMA.
- Provide public safety awareness to our schools and community.
- Made building, storage and communication improvements, including paving at Company 1 and 3 and a new roof at Company 2.

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.
- There is a \$1,600 stipend per member, which is a \$100/year per member increase.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

01-020 Fire Departments	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 6,384	\$ 6,512	\$ 6,750	\$ 6,800
11002 Clerical payroll	722	1,140	2,250	2,250
11003 Part-time payroll	97,559	96,396	101,000	108,000
- Watchmen	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>104,665</u>	<u>104,048</u>	<u>110,000</u>	<u>117,050</u>
Contractual Services				
30000 Training	8,816	13,360	18,000	18,000
31000 Service contracts	9,450	21,919	13,360	14,000
31008 Licensing software	3,665	4,375	7,500	6,000
32000 Conferences, meetings, dues	2,245	1,866	4,500	2,500
34000 Equipment testing	16,126	11,744	18,000	18,000
34001 Data processing supplies	-	185	1,000	1,000
35001 Medical exams & supplies	15,422	21,469	26,000	26,000
36004 Telecommunications	4,249	3,453	4,500	4,500
Total Contractual Services	<u>59,973</u>	<u>78,371</u>	<u>92,860</u>	<u>90,000</u>
Repairs				
44003 Equipment repair/rental	19,000	14,146	19,000	19,000
Total Repairs	<u>19,000</u>	<u>14,146</u>	<u>19,000</u>	<u>19,000</u>
Utilities				
51001 Gas & diesel fuel	4,392	3,654	5,750	5,000
54000 Advertising & publications	-	-	-	-
57000 Firefighters banquet	7,018	6,739	7,500	7,500
Total Utilities	<u>11,410</u>	<u>10,393</u>	<u>13,250</u>	<u>12,500</u>
Commodities				
61000 Office supplies	-	-	-	-
61001 Uniforms	2,028	3,779	4,000	3,000
61003 Equipment supplies	82,636	80,968	80,000	80,000
62001 Electricity	27,212	26,357	32,000	30,500
62002 Water & sewer	4,608	2,061	5,100	4,750
62004 Heating fuel	15,749	16,780	17,300	17,300
63001 Emergency food fund	2,167	955	2,000	2,000
67000 Small tools	-	-	-	-
Total Commodities	<u>134,400</u>	<u>130,900</u>	<u>140,400</u>	<u>137,550</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>\$ 329,448</u></u>	<u><u>\$ 337,858</u></u>	<u><u>\$ 375,510</u></u>	<u><u>\$ 376,100</u></u>

Percentage increase/(decrease) 0.16%

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

Mission & Purpose:

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

Goals & Objectives:

1. Increase the number of compliance inspections for commercial properties and multi-family dwellings.
2. Add State forms to the Town website. This will provide added convenience to property owners.
3. Explore additional office space to accommodate staffs' needs.
4. Obtain additional funding to maintain the current level of inspections, and the additional reviews/inspections that will be needed for new construction, including the Brainerd Place Project.

Accomplishments:

- Increased inspections of multi-family properties. The inspections of these occupancies continue to require additional hours due to the amount of fire code violations being discovered, along with the needed continual follow-ups. Property owners report the lack of funds to repair violations in a timely fashion.
- The Fire Marshal's office received a \$250 Seminar Stipend Grant from the Anti-Arson Committee of the CT Fair Plan for Deputy Fire Marshal Andy Goff. The grant allows personnel to attend training at a reduced rate. This grant offset the total cost of the conference training to a cost of \$50.
- Several fire prevention activities were accomplished, including the following:
 - Elementary school demonstrations
 - Daycare facilities demonstrations
 - Operation Save-A-Life (WTNH TV-8, Kidde, Home Depot, and CT Burn Center) donated 40 smoke alarms and 10 carbon monoxide alarms that will be distributed to town residents by the Fire Department and the Fire Marshal's Office.

Fiscal Notes:

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

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		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-021	Fire Marshal	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 43,554	\$ 38,805	\$ 44,000	\$ 45,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>43,554</u>	<u>38,805</u>	<u>44,000</u>	<u>45,000</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>1,512</u>	<u>1,169</u>	<u>1,500</u>	<u>1,500</u>
	Total Contractual Services	<u>1,512</u>	<u>1,169</u>	<u>1,500</u>	<u>1,500</u>
Utilities					
51001	Gas & diesel fuel	397	369	450	450
55000	Fire prevention week	<u>714</u>	<u>757</u>	<u>750</u>	<u>800</u>
	Total Utilities	<u>1,111</u>	<u>1,126</u>	<u>1,200</u>	<u>1,250</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	-	448	600	600
61003	Equipment supplies	<u>540</u>	<u>521</u>	<u>1,100</u>	<u>1,000</u>
	Total Commodities	<u>540</u>	<u>969</u>	<u>1,700</u>	<u>1,600</u>
01-021	Total Fire Marshal	<u>\$ 46,717</u>	<u>\$ 42,069</u>	<u>\$ 48,400</u>	<u>\$ 49,350</u>
Percentage increase/(decrease)					<u>1.96%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Provided quality dispatching services to the Town of Portland.

Fiscal Notes:

- Budget includes the contractual obligation for the Middletown dispatch agreement, an allocation for fire alarm monitoring, and the regional medic-dispatch agreement.

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		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-022	Emergency Dispatch	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contract	\$ 126,381	\$ 129,406	\$ 137,508	\$ 142,413
	Total Contractual Services	<u>126,381</u>	<u>129,406</u>	<u>137,508</u>	<u>142,413</u>
01-022	Total Emergency Dispatch	<u>\$ 126,381</u>	<u>\$ 129,406</u>	<u>\$ 137,508</u>	<u>\$ 142,413</u>
Percentage increase/(decrease)					<u>3.57%</u>

Mission & Purpose:

The Police Department's purpose is to ensure the protection and safety of our Town residents. The 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 by enforcing speed limits, implementing radar speed checks, sobriety checkpoints, and enforcement of cell phone use laws.
4. Continue the use of the radar speed monitor to remind drivers of their speed.
5. Work with the Complete Streets Group to encourage safe driving speeds, no-texting, stop sign/traffic signal enforcement and safe pedestrian/bicycling in our Town.
6. Continue regular radar enforcement on Route 66, Main Street and other areas in Town.
7. Continue the assignment of officers to the schools to maintain school security.
8. Educate the general public on computer and internet safety.
9. Offer home security education to residents of Portland.
10. Establish neighborhood watch programs where needed.
11. Continue random checks and routine property checks of local businesses.
12. Reduce illegal drug activity.

Accomplishments:

- Responded to 6,297 calls during calendar year 2019. This does not include walk-ins. These figures reflect criminal and non-criminal incidents, motor vehicle accidents, and other miscellaneous calls for service. Throughout the State of Connecticut, including Portland, we are seeing increases in larcenies, larcenies of motor vehicles, drug offences, fraud, and identity theft. With the expansion of the use of technology, the manner in which police investigations are conducted has changed dramatically. This is stretching our resources and the overtime budget. Officers must spend hours off the road to solve these types of crimes.

Fiscal Notes:

- Currently there are 12 full-time officers, including one (1) Captain, two (2) Sergeants, nine (9) Police Officers and 90% of the full time salary of a Secretary, shared with the Fire Department.
- Private Police duty, (#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 (#00324).
- Gas and diesel (#51001) – Based on gasoline contracted price.

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		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-023	Police Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 849,947	\$ 883,069	\$ 915,500	\$ 955,750
11002	Clerical payroll	57,457	58,606	60,200	61,250
11003	Part-time payroll	-	-	1,250	1,250
13002	Overtime	112,366	103,027	125,000	125,000
14014	Private Police duty	102,012	221,257	140,000	152,500
-	Holiday payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>1,121,782</u>	<u>1,265,959</u>	<u>1,241,950</u>	<u>1,295,750</u>
Contractual Services					
31000	Service contracts	7,016	17,233	14,000	14,000
31008	Licensing software	6,108	5,920	8,300	8,300
32000	Conferences, meetings, dues	6,049	6,045	6,000	6,000
34002	Cruiser computer support	10,083	11,000	12,000	12,000
36004	Telecommunications	-	-	-	-
36012	Examination services	2,000	-	3,000	3,000
Total Contractual Services		<u>31,256</u>	<u>40,198</u>	<u>43,300</u>	<u>43,300</u>
Repairs					
44003	Equipment repair/rental	1,652	1,299	3,000	3,000
Total Repairs		<u>1,652</u>	<u>1,299</u>	<u>3,000</u>	<u>3,000</u>
Utilities					
51001	Gas & diesel fuel	27,555	31,323	31,250	33,750
59002	Canine program	1,720	2,103	2,000	2,500
Total Utilities		<u>29,275</u>	<u>33,426</u>	<u>33,250</u>	<u>36,250</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	23,868	26,257	28,000	28,000
61003	Equipment supplies	7,737	9,031	8,000	8,000
62001	Electricity	14,308	15,149	15,600	16,275
62002	Water & sewer	818	1,024	1,150	1,265
62004	Heating fuel	1,700	1,738	2,100	2,100
Total Commodities		<u>48,431</u>	<u>53,199</u>	<u>54,850</u>	<u>55,640</u>
Equipment					
73000	Equipment purchases	-	-	-	-
Total Equipment		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88016	Miscellaneous	740	577	1,000	1,000
Total Miscellaneous Expenditures		<u>740</u>	<u>577</u>	<u>1,000</u>	<u>1,000</u>
01-023 Total Police Department		<u>\$ 1,233,136</u>	<u>\$ 1,394,658</u>	<u>\$ 1,377,350</u>	<u>\$ 1,434,940</u>

Percentage increase/(decrease) 4.18%

Mission & Purpose:

The Emergency Management Department (EMD) supports all public safety agencies within the Town, oversees sheltering operations and coordinates the Community Emergency Response Team (CERT). It maintains the Town's Local Emergency Operations Plan (LEOP) in accordance with the State of CT's Department of Emergency Management & Homeland Security (DEMHS) guidelines. Emergency Management also assists local businesses as they assemble and maintain their own LEOP's, in accordance with the State's guidelines.

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.
3. Continue to support and guide the CERT in their efforts to assist our local Community Services.
4. Continue to obtain funding for CERT members' clothing and materials through State funding.
5. Continue to improve the operation of the Emergency Operations Center (EOC) to ensure our public safety personnel have the tools required to assist our residents if and when the next emergency situation occurs.
6. Establish a solid communications link between Portland's EOC and the State of CT's EOC to ensure Portland Safety will have access to mutual-aid supplies if the need arises.
7. Improve Emergency Management and CERT's visibility to the public through participation in community services and events plus the publication of safety alert information to our residents.
8. Establish the procedures & physical layout of our emergency shelter to accommodate residents' pets.

Accomplishments:

- Recruited one (1) new CERT member during 2018-2019.
- Obtained \$1,000 from State funding through CRCOG for CERT uniforms and first aid supplies.
- Held training for CERT members in the areas of bleeding, diabetic shock, Red Cross CPR/AED, and the "Until Help Arrives" Program. CERT members also attended WEB-EOC training.
- EMD attended classes to further skills in the areas of communications, cyber fraud, flood risk and FOI.
- EMD and CERT members participated in the Middletown/Wesleyan's Point of Distribution (POD) exercises, and the South Windsor Field Day exercises.
- Planned and implemented two (2) Portland shelter activation exercises.
- Furthered our reliable communications by incorporating the use of the Amateur Radio Operators in all activities.
- Obtained \$612 in grant funding from the State through Capitol Region Council of Governments (CRCOG) for repair of the EOC Region III radio antenna.
- Replaced the copier at the EOC.
- The EMD joined the Capital Region Council of Governments (CRCOG) Preparedness Committee and assisted with organizing the second Region #3 Emergency Management CERT Day Event in South Windsor.

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	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
14005 Emergency man stipend	\$ 4,485	\$ 4,193	\$ 6,000	\$ 6,000
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>4,485</u>	<u>4,193</u>	<u>6,000</u>	<u>6,000</u>
Contractual Services				
30000 Training	-	-	500	500
32000 Conferences, meetings, dues	65	100	250	250
34001 Data processing	-	-	-	-
Total Contractual Services	<u>65</u>	<u>100</u>	<u>750</u>	<u>750</u>
Repairs				
44003 Equipment repair/rental	-	-	-	-
Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities				
53001 Telephone	-	-	-	-
53003 Cell phones	1,481	1,247	2,250	2,250
57001 Emergency drill	13	-	500	500
Total Utilities	<u>1,494</u>	<u>1,247</u>	<u>2,750</u>	<u>2,750</u>
Commodities				
61001 Uniforms	-	-	-	-
61003 Equipment supplies	876	2,363	2,800	2,800
63001 Emergency food fund	34	-	1,000	1,000
Total Commodities	<u>910</u>	<u>2,363</u>	<u>3,800</u>	<u>3,800</u>
01-024 Total Emergency Management	<u>\$ 6,954</u>	<u>\$ 7,903</u>	<u>\$ 13,300</u>	<u>\$ 13,300</u>
			Percentage increase/(decrease)	<u>0.00%</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 guidance and administration services to the general public relative to the mode, manner of construction or materials to be used in the construction or alteration of buildings and structures. The Building Departments main tasks are receiving applications, issuing permits, conducting inspections, enforcing compliance, issuing certificates of use and occupancy, and examining unsafe or damaged 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 safety for use by the occupants.
2. Oversee and monitor the progress of the new Brainerd Place development, along with other new building initiatives and existing building renovations and alterations.

Accomplishments:

- The Building Official is accessible during Town Hall office hours, as well as on an emergency 24-hour basis.
- Continued to work with and resolve several blight ordinance matters.

Fiscal Notes:

- The budget consists of one full time Building Official and one full time Administrative Assistant, shared with the Planning & Zoning Department. The full time Administrative Assistant also manages files and correspondence for Economic Development, Fire Marshal, Chatham Health District staff and associated Land Use boards and commissions including Planning and Zoning, Zoning Board of Appeals, Conservation Commission, Inland Wetlands Commission, and Economic Development Commission.
- The Building Official also serves as the Blight Ordinance Administrator.

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		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-025	Building Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 107,201	\$ 109,733	\$ 113,375	\$ 116,775
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>107,201</u>	<u>109,733</u>	<u>113,375</u>	<u>116,775</u>
Contractual Services					
32000	Conferences, meetings, dues	569	410	1,750	1,750
	Total Contractual Services	<u>569</u>	<u>410</u>	<u>1,750</u>	<u>1,750</u>
Utilities					
51001	Gas & diesel fuel	759	919	1,200	1,200
	Total Utilities	<u>759</u>	<u>919</u>	<u>1,200</u>	<u>1,200</u>
Commodities					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
61003	Equipment supplies	84	213	500	500
	Total Commodities	<u>84</u>	<u>213</u>	<u>500</u>	<u>500</u>
Miscellaneous					
88016	State training fee	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-025	Total Building Department	<u>\$ 108,613</u>	<u>\$ 111,275</u>	<u>\$ 116,825</u>	<u>\$ 120,225</u>
Percentage increase/(decrease)					<u>2.91%</u>

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

Mission & Purpose:

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

Goals & Objectives:

1. Provide general oversight and management of the Public Works Department and Water and Sewer Divisions.
2. Provide oversight for the completion of the Spring Street Reconstruction Project and the Sidewalk Project.
3. Continue to review and monitor water and sewer operations.
4. Review and implement new construction projects.
5. Continue to monitor winter road program.
6. Continue to update all HAZ COM programs – SDS sheets reviewed and updated. Conduct annual training.
7. Continue to perform consulting on the Library Project.

Accomplishments:

- Completed the Spring Street Reconstruction Project (includes water and sewer infrastructure improvements).
- Completed the majority of the \$1 million Sidewalk Project.
- Replaced parking lot at Fire Company #1 and made paving repairs to Fire Company #3.
- Made safety improvements by rebuilding the Chimney at Fire Company #3 and repairing the fire escape.
- Completed the additional improvements to the ALT parking area for the STEAP Grant.
- Performed dam inspections.
- Signed new elevator contract with State Bid vendor.
- Updated all HAZ COM programs – SDS sheets reviewed and updated. Conducted annual training.
- Performed safety and code improvements at the water and sewer facilities.
- Planned the approved changes to our salt shed storage per DEEP requirements.
- Added a new propane storage unit to protect the resource recovery facility.

Fiscal Notes:

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

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		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
01-031	Public Works Director				
Personnel Expenditures					
11001	Regular payroll	\$ 170,810	\$ 153,095	\$ 158,000	\$ 161,200
13002	Overtime	67	-	300	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>170,877</u>	<u>153,095</u>	<u>158,300</u>	<u>161,200</u>
Contractual Services					
31000	Service contracts	-	-	-	-
32000	Conferences, meetings, dues	50	425	500	500
36013	Hazardous waste	5,477	6,142	11,500	11,500
	Total Contractual Services	<u>5,527</u>	<u>6,567</u>	<u>12,000</u>	<u>12,000</u>
Utilities					
51001	Gas & diesel fuel	1,160	291	1,500	1,000
	Total Utilities	<u>1,160</u>	<u>291</u>	<u>1,500</u>	<u>1,000</u>
Commodities					
61000	Office supplies	-	-	-	-
61001	Uniforms	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Capital Expenditures					
73000	Equipment purchases	-	345	-	-
	Total Capital Expenditures	<u>-</u>	<u>345</u>	<u>-</u>	<u>-</u>
01-031	Total Public Works Director	<u>\$ 177,564</u>	<u>\$ 160,298</u>	<u>\$ 171,800</u>	<u>\$ 174,200</u>
Percentage increase/(decrease)					<u>1.40%</u>

Department Name: Highway Department **Department #:** 01-032

Mission & Purpose:

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

Goals & Objectives:

1. Work toward ensuring that all Town roads are safe to travel.
2. Provide manpower for Water & Sewer Emergencies.
3. Continue to monitor and calibrate spreaders for optimum efficiency of salt usage.
4. Review safety procedures with operators for all equipment. Hold monthly tailgate training sessions.
5. Continue crack sealing roads prior to chip sealing as weather permits.
6. Adjust sewer manholes to the correct pavement grades.
7. Continue to install new, up to date signage and guiderail system.
8. Continue with roadside shoulder improvements and curb repairs.
9. Continue town-owned tree trimming/removal and stump grinding. Work with the Grounds Division to plant new trees as recommended by the Town Arborist/Consultant.
10. Continue to maintain the aquifer protection areas and the Salt Shed.

Accomplishments:

- Made promotions for Lead Man and Crew Leader.
- Made paving repairs and completed the annual chip-seal program using ¼ stone on low traveled areas.
- Masonry repairs made to bridges identified during inspection.
- Installed new Speed detection signs on High Street and Ames Hollow Road.
- Cleaned and re-graded the sandpit. Installed new erosion & sedimentation protection.
- Completed curbing and drainage improvements including culvert work as necessary.
- Continued roadside mowing, tree trimming and cutting throughout the Town and on the Airline Trail.
- Made improvement to the Air Line Trail Parking Lot, including drainage along the trail.
- Replaced guiderails at various locations.
- Cleaned 1,564 storm drain basins and repaired grates and tops as needed.
- Made adjustments to sewer manhole covers - RT 66, High Street, Bella Vista Heights and Crimson.
- Completed Line Painting including crosswalk painting along intersections of new sidewalks.
- Made repairs to the Isinglass Hill Road culvert that was clogged.
- Paved Company #1 Parking lot and made drainage improvements.

Fiscal Notes:

- Personnel expenditures allow for nine (9) full-time employees. There have been some retirements and personnel changes, resulting in a lower increase in payroll compared to previous years.
- Service contracts (#31000) is increasing due to the need to engage a contractor to prevent unsafe and unwanted roadside vegetation.

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		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-032	Highway Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 517,170	\$ 530,887	\$ 578,500	\$ 589,500
13002	Overtime	15,454	11,229	9,250	9,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>532,624</u>	<u>542,116</u>	<u>587,750</u>	<u>598,750</u>
Contractual Services					
31000	Service contracts	4,822	5,448	6,000	8,000
32000	Conferences, meetings, dues	-	600	600	600
36001	Traffic signals	8,797	4,287	5,000	5,000
36003	Tree removal/replacement	10,932	16,435	20,000	20,000
36004	Telecommunications	2,469	2,609	2,750	3,250
36006	Line painting contract	7,333	6,570	8,500	8,500
36007	Storm water monitoring	1,566	3,037	4,000	4,000
36008	Waste services	468	466	500	500
	Total Contractual Services	<u>36,387</u>	<u>39,452</u>	<u>47,350</u>	<u>49,850</u>
Repairs					
44003	Equipment repair/rental	3,201	13,543	11,000	11,000
44005	Storm drain cleaning	29,598	28,425	30,000	30,000
	Total Repairs	<u>32,799</u>	<u>41,968</u>	<u>41,000</u>	<u>41,000</u>
Utilities					
51001	Gas & diesel fuel	34,713	40,324	41,000	42,500
53001	Telephone	725	730	1,000	1,000
	Total Utilities	<u>35,438</u>	<u>41,054</u>	<u>42,000</u>	<u>43,500</u>
Commodities					
61001	Uniforms	4,149	3,957	4,500	4,950
61003	Equipment supplies	20,881	18,442	17,000	18,000
62001	Electricity	8,879	9,814	12,000	11,000
62002	Water & sewer	2,485	2,116	4,500	3,000
62004	Heating fuel	25,143	23,229	28,500	26,750
65001	Road materials	73,910	74,853	80,000	80,000
67000	Small tools	879	-	1,500	1,500
69001	Street signs	9,446	4,786	5,500	5,000
	Total Commodities	<u>145,772</u>	<u>137,197</u>	<u>153,500</u>	<u>150,200</u>
Capital Expenditures					
73000	Equipment purchases	1,335	1,400	4,000	5,000
	Total Capital Expenditures	<u>1,335</u>	<u>1,400</u>	<u>4,000</u>	<u>5,000</u>
Miscellaneous					
88016	Miscellaneous fees	445	334	3,000	1,000
	Total Miscellaneous Expenditures	<u>445</u>	<u>334</u>	<u>3,000</u>	<u>1,000</u>
01-032	Total Highway Department	<u><u>\$ 784,800</u></u>	<u><u>\$ 803,521</u></u>	<u><u>\$ 878,600</u></u>	<u><u>\$ 889,300</u></u>

Percentage increase/(decrease) 1.22%

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

Mission & Purpose:

The Vehicle Maintenance Department maintains and repairs approximately (88) pieces of Town owned vehicles and equipment including cars, vans, pickup trucks, dump trucks, fire apparatus, excavators, backhoes, bulldozers and tractors. In addition, non-motorized equipment such as plows and sanders, in all totaling more than thirty (30) pieces, are maintained and repaired. This does not include small-motorized equipment such as pumps, compressors, compactors, chainsaws and mowers. The majority of repairs are performed in the Highway Garage.

Goals & Objectives:

1. Maintain all Town owned vehicles and equipment to ensure longer life and increased safety.
2. Continue to apply fluid film and new chassis paint each year to prevent corrosion on trucks and plow frames.
3. Auction old/obsolete equipment.
4. Review equipment needs and options and request funding as needs are presented.
5. Review safety procedures with operators on all used and new equipment.

Accomplishments:

- Continued on-going maintenance of all fleet vehicles.
- Installed new computer for Salt management. 30% saving in product.
- Installed 9 temperature gages on fleet vehicles used for snow operations.
- Purchased and installed a new motor oil storage tank and containment system eliminating rental and reducing cost by 25%.
- Assisted with auction of obsolete vehicles and equipment.
- Major repairs were made to the highway backhoe.

Fiscal Notes:

- Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.
- An aging equipment fleet has caused a strain on the equipment repair/rental line items.

Town of Portland, Connecticut
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		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-033	Vehicle Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 124,321	\$ 127,789	\$ 132,750	\$ 132,750
13002	Overtime	4,577	2,105	4,000	4,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>128,898</u>	<u>129,894</u>	<u>136,750</u>	<u>136,750</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>100</u>	<u>50</u>	<u>300</u>	<u>300</u>
	Total Contractual Services	<u>100</u>	<u>50</u>	<u>300</u>	<u>300</u>
Repairs					
44003	Equipment repair/rental	<u>133,895</u>	<u>115,244</u>	<u>127,500</u>	<u>127,500</u>
	Total Repairs	<u>133,895</u>	<u>115,244</u>	<u>127,500</u>	<u>127,500</u>
Utilities					
51001	Gas & diesel fuel	1,483	1,540	1,000	1,600
51003	Fuel additives	-	1,286	250	1,400
51004	Motor vehicle oil	<u>4,616</u>	<u>4,908</u>	<u>7,500</u>	<u>5,500</u>
	Total Utilities	<u>6,099</u>	<u>7,734</u>	<u>8,750</u>	<u>8,500</u>
Commodities					
61001	Uniforms	1,000	940	1,000	1,100
61003	Equipment supplies	4,217	4,557	9,000	9,000
67000	Small tools	<u>924</u>	<u>966</u>	<u>2,000</u>	<u>2,000</u>
	Total Commodities	<u>6,141</u>	<u>6,463</u>	<u>12,000</u>	<u>12,100</u>
Capital Expenditures					
73000	Equipment purchases	-	-	1,000	1,000
	Total Capital Expenditures	-	-	1,000	1,000
Miscellaneous					
88016	Miscellaneous	<u>26</u>	-	<u>800</u>	<u>800</u>
	Total Miscellaneous Expenditures	<u>26</u>	-	<u>800</u>	<u>800</u>
01-033	Total Vehicle Maintenance	<u>\$ 275,159</u>	<u>\$ 259,385</u>	<u>\$ 287,100</u>	<u>\$ 286,950</u>

Percentage increase/(decrease) -0.05%

Mission & Purpose:

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

Goals & Objectives:

1. Provide engineering services at a minimal cost to residents.
2. Respond to requests from the Public Works Director & the Land Use Department personnel.
3. Provide engineering services to the Town in its development projects and grant projects.
4. Continue to provide oversight and implementation of town construction projects.
5. Continue to provide the review of the Site Plan for the Brainerd Place Project and on-going inspection as needed for utilities.
6. Provide permitting for MS4, DEEP Storm Water Discharge, DEEP Dam Safety Program inspections, Transfer Station Operations, Aquifer Protection area Program and Gravel pits within town.
7. Update our current Water Plan.
8. Identify and prepare documents for water main replacement.

Accomplishments:

- Provided on-going assistance with general town development and special grant projects.
- Completed the Spring Street Project and the first portion of the \$1 million Sidewalk Project, as part of the implementation of the 2016 Bond Authorization.
- Continued to update all Permit requirements with DEEP.
- Provided oversight for the construction of the Air Line Trail Grant Project including the parking lot and drainage improvements made in September 2019.
- Provided the technical review of applications submitted to Planning and Zoning and the Inland Wetland Committee including Site Plans, Special Permits, Sub-Divisions, Plot plans for residential and commercial construction including water, sewer, drainage, erosion & sedimentation and driveway requirements.
- Provided technical review of Flood Plan hazard areas per FEMA requirements.
- Reviewed and provided documentation for our new Zoning regulations adopted in October 2019.

Fiscal Notes:

- The Town staff engages the engineering services as needed.
- State of CT requirements for MS4 and storm water monitoring are expected to create an additional need for engineering services.
- Subdivision inspection and review activity continues to increase.

Town of Portland, Connecticut
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01-034 Town Engineer	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Contractual Services				
38001 Residential plan review/inspect	\$ 986	\$ 2,035	\$ 1,000	\$ 1,000
38002 Subdivision inspection/review	1,575	15,404	3,500	4,250
38003 Public Works engineering	14,789	23,334	8,500	10,000
38004 Site plan review	10,854	11,715	12,000	12,000
38005 Road drainage	-	988	10,000	10,000
38006 Mapping services	-	-	500	500
38007 General services	1,287	1,118	1,000	1,000
38008 Plan & Zoning/Inland Wetlands	12,072	5,305	8,000	8,000
38009 Erosion/sedimentation review	1,757	-	500	500
38010 Miscellaneous	-	-	2,000	2,000
38011 Public safety engineering	-	6,942	1,500	1,500
Total Contractual Services	43,320	66,841	48,500	50,750
01-034 Total Town Engineer	\$ 43,320	\$ 66,841	\$ 48,500	\$ 50,750
			Percentage increase/(decrease)	4.64%

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- As authorized by the Town, Eversource installed all new LED energy efficient streetlights throughout Portland

Fiscal Notes:

- Recently updated LED lighting in sections of the town appear to be more energy efficient and therefore allow for cost savings.

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As of May 26, 2020

01-035 Street Lighting	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Commodities				
62001 Electricity	\$ 109,830	\$ 96,659	\$ 124,000	\$ 108,500
Total Commodities	<u>109,830</u>	<u>96,659</u>	<u>124,000</u>	108,500
01-035 Total Street Lighting	<u>\$ 109,830</u>	<u>\$ 96,659</u>	<u>\$ 124,000</u>	<u>\$ 108,500</u>
			Percentage increase/(decrease)	<u>-12.50%</u>

Mission & Purpose:

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

Goals & Objectives:

1. Maintain all Town and BOE properties.
2. Keep all sports fields in playing condition.
3. Continue with the organic lawn care program at all facilities.
4. Assist with the planning of the Route 17 Recreational Complex.
5. Continue improvements to the Middlesex Avenue Fields.
6. Maintain the new Route 17 Recreational Complex.

Accomplishments:

- Successfully maintained Town and BOE properties – landscaping approximately 90 acres of lawns and athletic fields.
- Assisted with the construction plans of the Route 17 Recreational Park Complex.
- Continued to make improvements to the Middlesex Avenue Fields.
- Made improvement to the ALT trail parking area.
- Made improvements at the Riverfront Park for the installation of a donated gazebo.
- Made irrigation repairs/improvements on town fields.
- Replaced the interior field gate at Rose Hill Park.
- Purchased a new enclosed trailer to replace the box truck.

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.
- Regular Payroll (#11001) increase is based on union contractual obligations.
- Ground Supplies (#61004) increase of \$4,000 is due to the need for more supplies for the new Route 17 park complex.

Town of Portland, Connecticut
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As of May 26, 2020

01-036	Grounds Maintenance	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 186,523	\$ 173,473	\$ 176,600	\$ 185,650
11003	Part-time payroll	10,045	11,257	12,500	12,850
13002	Overtime	16,562	7,377	15,000	15,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>213,130</u>	<u>192,107</u>	<u>204,100</u>	<u>213,500</u>
Contractual Services					
36002	General contract work	6,785	10,571	14,100	14,100
36008	Waste services	29	247	600	600
	Total Contractual Services	<u>6,814</u>	<u>10,818</u>	<u>14,700</u>	<u>14,700</u>
Repairs					
44003	Equipment repair/rental	5,194	7,755	5,500	7,500
	Total Repairs	<u>5,194</u>	<u>7,755</u>	<u>5,500</u>	<u>7,500</u>
Utilities					
51001	Gas & diesel fuel	12,266	15,728	15,000	17,000
	Total Utilities	<u>12,266</u>	<u>15,728</u>	<u>15,000</u>	<u>17,000</u>
Commodities					
61001	Uniforms	1,268	1,705	1,500	1,650
61003	Equipment supplies	2,815	4,557	5,000	6,000
61004	Ground supplies	30,349	35,603	43,500	47,500
67000	Small tools	-	94	2,500	2,500
	Total Commodities	<u>34,432</u>	<u>41,959</u>	<u>52,500</u>	<u>57,650</u>
Capital Expenditures					
73000	Equipment purchases	880	480	3,000	3,000
	Total Capital Expenditures	<u>880</u>	<u>480</u>	<u>3,000</u>	<u>3,000</u>
Miscellaneous					
88016	Miscellaneous	-	410	500	500
	Total Miscellaneous Expenditures	<u>-</u>	<u>410</u>	<u>500</u>	<u>500</u>
01-036	Total Grounds Maintenance	<u>\$ 272,716</u>	<u>\$ 269,257</u>	<u>\$ 295,300</u>	<u>\$ 313,850</u>

Percentage increase/(decrease) 6.28%

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

Mission & Purpose:

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

Goals & Objectives:

1. Maintain all Town owned buildings to provide a safe working environment for Town staff and residents.
2. Continue to replace lighting in building and parking areas to energy efficient LED.
3. Make improvements to the overhead doors in all buildings.
4. Investigate replacement of windows and masonry repairs at the Buck/Foreman Building.
5. Investigate the need for new carpet and floors in various buildings.
6. Continue to keep HAZ COM Program/SDS sheets updated.
7. Continue pest control monthly treatment programs for various town buildings

Accomplishments:

- Contract signed for the replacement of Fire Company #2 Roof Replacement. (Spring 2020)
- Installed a new roof and gutters @ the Highway garage.
- Installed a new roof on the Gazebo at the town green.
- Replaced the lower double doors at the Waverly Center.
- Made town improvements for the Beautification Committee.
- HAZ COM Program updated. SDS sheets reviewed and updated.
- Painting of Company #1 firehouse.
- Repaired overhead doors and installed LED lighting at various buildings.
- Installed a new furnace at the Transfer station.
- Electrical improvements made at Company #1 and #2 firehouses and library.
- Installed new floors at the Buck Foreman building and the Waverly Senior Center.

Fiscal Notes:

- Personnel expenditures include the salaries of three (3) full-time employees. There is an expected retirement. The replacement employee is budgeted at a lower level.
- Building supplies (#61006) – The increase is due to more improvements being made and cost increases in supplies needed to make repairs/improvements.

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		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-037	Town Buildings Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 164,573	\$ 169,411	\$ 177,250	\$ 178,750
11003	Part-time payroll	-	-	-	-
13002	Overtime	7,351	5,388	6,000	6,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>171,924</u>	<u>174,799</u>	<u>183,250</u>	<u>184,750</u>
Contractual Services					
31000	Service contracts	39,135	35,125	32,500	33,000
36008	Waste services	131	396	500	500
	Total Contractual Services	<u>39,266</u>	<u>35,521</u>	<u>33,000</u>	<u>33,500</u>
Repairs					
44003	Equipment repair/rental	7,767	2,583	9,000	7,000
	Total Repairs	<u>7,767</u>	<u>2,583</u>	<u>9,000</u>	<u>7,000</u>
Utilities					
51001	Gas & diesel fuel	3,649	3,762	4,000	4,750
53001	Telephone	39,697	39,985	42,000	43,000
53002	Pagers	-	-	-	-
53003	Cell phones	7,100	7,605	8,250	8,500
	Total Utilities	<u>50,446</u>	<u>51,352</u>	<u>54,250</u>	<u>56,250</u>
Commodities					
61001	Uniforms	1,702	1,462	1,500	1,650
61003	Equipment supplies	547	1,207	2,500	2,500
61004	Ground supplies	-	-	-	-
61006	Building supplies	17,783	15,038	13,000	15,000
62001	Electricity	31,817	31,514	36,750	34,500
62002	Water & sewer	2,150	2,174	2,950	2,950
62004	Heating fuel	4,244	4,838	5,000	5,500
67000	Small tools	-	-	750	750
68000	Custodial supplies	11,578	10,921	14,500	14,500
	Total Commodities	<u>69,821</u>	<u>67,154</u>	<u>76,950</u>	<u>77,350</u>
Capital Expenditures					
73000	Equipment purchases	1,667	1,696	3,000	2,500
	Total Capital Expenditures	<u>1,667</u>	<u>1,696</u>	<u>3,000</u>	<u>2,500</u>
01-037	Total Town Buildings Maintenance	<u>\$ 340,891</u>	<u>\$ 333,105</u>	<u>\$ 359,450</u>	<u>\$ 361,350</u>

Percentage increase/(decrease) 0.53%

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

Mission & Purpose:

The Highway and Grounds Departments ensure the public's safety by plowing 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 to provide safe travel conditions during winter weather.

Accomplishments:

- All departments make a combined effort to keep roads and facilities safe for residents and emergency personnel.
- Made the change over to treated salt for road application.
- Worked to secure funding for improvements to our Salt Shed and protection of our aquifer area.
- Installed Temperature gauges on winter fleet vehicles to improve our usage of salt.
- Made improvements to our plows and spreaders to be more efficient.

Fiscal Notes:

- Climate plays a major role in the use of road materials and overtime
- Road materials (#65001) are expected to increase for the roads during winter ice and snow conditions.
- Personnel expenditures (#13002) – We need to continue to work on increasing this budget line as overtime is unpredictable due to the weather. Contractual wages continue to rise over time.

Town of Portland, Connecticut
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		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-038	Snow Removal	Expended	Expended	Budget	Budget
Personnel Expenditures					
13002	Overtime	\$ 84,317	\$ 88,783	\$ 50,000	\$ 50,000
	Total Personnel Expenditures	<u>84,317</u>	<u>88,783</u>	<u>50,000</u>	<u>50,000</u>
Commodities					
65001	Road materials	48,013	45,099	84,000	84,000
	Total Commodities	<u>48,013</u>	<u>45,099</u>	<u>84,000</u>	<u>84,000</u>
01-038	Total Snow Removal	<u>\$ 132,330</u>	<u>\$ 133,882</u>	<u>\$ 134,000</u>	<u>\$ 134,000</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Land use staff has attended local, regional, and national conferences, as well as informational meetings and training courses related to current zoning and planning trends, historic preservation, legal issues, affordable housing, economic development, historic preservation and grant funding.
- Assisted the Lower Connecticut River Valley Council of Governments with the facilitation and review of Town Center Village District (TCVD) Tier 1 proposals.
- Facilitated several Development Team Meetings held with staff and prospective businesses to discuss development proposals.
- Assisted with grassroots community organizations such as the Air Line Trail Committee, Complete Streets Group and Brownstone Quorum.
- Partnered with the Economic Development Commission to support Main Street businesses to continue to create a more vibrant, walkable and economically successful Village District.
- Completed reviews and permitting of major commercial renovation and industrial projects including the National Performance Institute, Dairy Queen and Concentric Brewing. In addition, the office completed permitting for expansion of Mizzi Cosmetics, Loveland Strength and Fitness and an addition to Chris Cote's Golf Shop, which included an expansion of the indoor virtual golf facility.
- Completed the application and received certification as a 2019 Best Practices in Land Use and Planning Certification from the CT Economic Developers Association (CEDAS).
- Applied and was designated a BRONZE-certified Sustainable-CT Town.
- The Land Use Administrator was officially issued the Certificate as a Certified Zoning Enforcement Technician by the CT Association of Zoning Enforcement Officers (CAZEO).

Fiscal Notes:

- The budget consists of the Land Use Administrator (30 hrs/week), Economic Development Planner (30 hrs/week) and the Administrative Assistant, shared with the Building Department. The Land Use Administrator has resigned. The Board of Selectmen reduced the part-time payroll by \$15,000.

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As of May 26, 2020

01-040 Planning Department	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 73,053	\$ 65,352	\$ 27,250	\$ 28,625
11003 Part-time payroll	26,679	37,394	83,975	71,200
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>99,732</u>	<u>102,746</u>	<u>111,225</u>	99,825
Contractual Services				
31002 Plan consultant	2,582	4,000	9,000	9,000
32000 Conferences, meetings, dues	650	635	1,750	1,750
Total Contractual Services	<u>3,232</u>	<u>4,635</u>	<u>10,750</u>	10,750
Commodities				
54000 Advertising & publications	-	-	-	-
61000 Office supplies	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-040 Total Planning Department	<u><u>\$ 102,964</u></u>	<u><u>\$ 107,381</u></u>	<u><u>\$ 121,975</u></u>	<u><u>\$ 110,575</u></u>
			Percentage increase/(decrease)	<u><u>-9.35%</u></u>

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

Mission & Purpose:

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

Goals and Objectives:

1. Investigate zoning complaints and initiate enforcement procedures in accordance with established procedures.
2. Attend Zoning Board of Appeals as well as Planning and Zoning meetings in order to provide assistance with zoning matters, and motor vehicle dealer/repairer licensing applications.
3. Assist the Land Use Administrator by providing information to the public relative to zoning permit requirements and through the issuance of zoning permits.

Accomplishments:

- Collaborated with multiple Town Departments and the Chatham Health District to address issues relative to zoning violations.
- The ZEO was officially issued the Certificate as a Certified Zoning Enforcement Technician by the CT Association of Zoning Enforcement Officers (CAZEO).

Fiscal Notes:

- No significant changes requested for 2020-2021.

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01-041 Zoning Enforce Department		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 8,003	\$ 7,910	\$ 16,500	\$ 16,500
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>8,003</u>	<u>7,910</u>	<u>16,500</u>	<u>16,500</u>
Contractual Services					
32000	Conferences, meetings, dues	50	50	1,000	1,000
	Total Contractual Services	<u>50</u>	<u>50</u>	<u>1,000</u>	<u>1,000</u>
Utilities					
51001	Gas & diesel fuel	-	-	200	200
	Total Utilities	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>
Commodities					
61003	Equipment supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-041 Total Zoning Enforce Department		<u><u>\$ 8,053</u></u>	<u><u>\$ 7,960</u></u>	<u><u>\$ 17,700</u></u>	<u><u>\$ 17,700</u></u>

Percentage increase/(decrease) 0.00%

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

Mission & Purpose:

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

Goals & Objectives:

1. Review and revise the zoning regulations and zoning map to meet changing community needs.
2. Thoroughly review and act upon development applications in a timely manner.
3. 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.
- Adopted Zoning Regulation Text Amendments in response to economic trends and community needs.

Fiscal Notes:

- RiverCOG assessment for Fiscal Year 2020-2021 is unchanged from 2019-2020.

Town of Portland, Connecticut
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As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 2,423	\$ 1,843	\$ 3,000	\$ 3,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>2,423</u>	<u>1,843</u>	<u>3,000</u>	<u>3,000</u>
Contractual Services					
31002	Plan consultant	-	-	-	-
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	-	275	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>275</u>	<u>1,300</u>	<u>1,300</u>
Miscellaneous					
86015	Midstate Reg, Plan Agency/LCOG	10,435	11,453	12,033	11,999
86016	CT River Assembly	-	-	-	-
	Total Miscellaneous	<u>10,435</u>	<u>11,453</u>	<u>12,033</u>	<u>11,999</u>
01-042	Total Plan & Zoning Commission	<u>\$ 12,858</u>	<u>\$ 13,571</u>	<u>\$ 16,333</u>	<u>\$ 16,299</u>
Percentage increase/(decrease)					<u><u>-0.21%</u></u>

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

Mission & Purpose:

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

Goals & Objectives:

1. To perform the duties required by the Connecticut General Statutes.

Accomplishments:

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

Fiscal Notes:

- No significant changes requested for Fiscal Year 2020-2021.

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		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
01-043	Zoning Board of Appeals				
Personnel Expenditures					
14001	Board clerk	\$ 451	\$ 558	\$ 875	\$ 875
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>451</u>	<u>558</u>	<u>875</u>	<u>875</u>
Contractual Services					
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	220	275	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>220</u>	<u>275</u>	<u>1,300</u>	<u>1,300</u>
01-043	Total Zoning Board of Appeals	<u>\$ 671</u>	<u>\$ 833</u>	<u>\$ 2,175</u>	<u>\$ 2,175</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- There are no significant changes requested for Fiscal Year 2020-2021.

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		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-044 Inland Wetlands Commission		Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 233	\$ 97	\$ 750	\$ 750
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>233</u>	<u>97</u>	<u>750</u>	<u>750</u>
Contractual Services					
31011	Enforcement officer	3,060	2,108	2,800	2,800
32000	Conferences, meetings, dues	140	305	350	350
	Total Contractual Services	<u>3,200</u>	<u>2,413</u>	<u>3,150</u>	<u>3,150</u>
Miscellaneous					
86001	CT Coastal Conservation Dist	1,824	1,824	1,824	1,824
	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>\$ 5,257</u>	<u>\$ 4,334</u>	<u>\$ 5,724</u>	<u>\$ 5,724</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Reviewed/commented on applications where conservation easements were established.
- Updated: "Portland Conservation Commission - Natural/Cultural Resources/Open Space/Recreation".

Fiscal Notes:

- Slight increase in dollar value in (#14001) - Board Clerk.

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		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
01-045	Conservation Commission				
Personnel Expenditures					
14001	Board clerk	\$ 280	\$ 315	\$ 300	\$ 375
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>280</u>	<u>315</u>	<u>300</u>	<u>375</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>75</u>	<u>130</u>	<u>250</u>	<u>250</u>
	Total Contractual Services	<u>75</u>	<u>130</u>	<u>250</u>	<u>250</u>
Miscellaneous					
86002	Reservoir Trail Project	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-045	Total Conservation Commission	<u>\$ 355</u>	<u>\$ 445</u>	<u>\$ 550</u>	<u>\$ 625</u>
Percentage increase/(decrease)					<u><u>13.64%</u></u>

Mission & Purpose:

The Commission consists of 5 members, meets monthly to study conditions affecting businesses and pending commercial proposals, and provides advisory opinions to the PZC. The EDC mission is to promote and retain existing businesses and attract new business to the community. EDC has implemented initiatives to market existing businesses and attract new investment to Portland. EDC is staffed by the Land Use/Economic Development Coordinator who works to determine appropriate and permissible locations for new development and assists owners of commercial/industrial parcels to attract tenants to provide long-term economic benefits.

Goals and Objectives:

1. Support existing commercial and industrial businesses, continue business recruitment of target providers of goods and services, and continue to collaboratively market available properties.
2. Review and commercial/industrial proposals and zoning amendments that may affect commerce.
3. Assist businesses in securing funding through DECD, SBA, banks and other lending partners.
4. Actively work to obtain grant funding and other revenues for infrastructure improvements.
5. Assist property owners/developers complete proposed and approved commercial/industrial projects.
6. Continue to focus on redeveloping vacant and stagnant commercial and industrial properties.
7. Provide directional signage at intersections of main & side streets in industrial & recreational areas.
8. Review the current menu of EDC programs and services and expand services where necessary.
9. Continue to implement and monitor the goals and objectives of the 2016 POCD.
10. Work with AWWA-CT Section to promote the importance of water in economic development.

Accomplishments:

- Staffed meetings of the EDC, Beautification Committee and the POCD Implementation Committee.
- Provided PZC with suggested additions to the business and industrial use tables reflecting industry trends.
- Continued to facilitate the construction of Brainerd Place.
- Continued the implementation of the goals and objectives of the 2016 POCD assigned to the EDC.
- Staff attended the National Retail Federation Show in NYC.
- Staff actively participates in professional organizations related to planning, economic development, real estate and the Chamber of Commerce.
- Assisted in the approvals of Mizzi Cosmetics' expansion, new Dairy Queen, the National Performance Institute-Chris Cote Golf and Concentric Brewing.
- Assisted the POCD Implementation Committee with the establishment of a website for cataloging and coordinating POCD actions and continued implementation of the 2016 POCD.
- Developed the Farm Summit Model to support agriculturally based businesses.
- Assisted with the acquisition of the Brownfields Remediation Project parcels at 222, 230 and 248 Brownstone Avenue.
- Maintained and updated the business data base, the EDC webpage, managed social media to promote Portland businesses, and scheduled training and informational presentations.
- Completed the application and received certification as a 2019 Best Practices in Land Use and Planning Certification from the CT Economic Developers Association (CEDAS).
- Applied and was designated a BRONZE-certified Sustainable-CT Town.

Fiscal Notes:

- There are increases in (#59001) Marketing Program to expand the signage program and in (#14001) Board Clerk.

Town of Portland, Connecticut
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As of May 26, 2020

		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
01-046	Economic Dev Commission				
Personnel Expenditures					
14001	Board clerk	\$ 432	\$ 684	\$ 500	\$ 1,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>432</u>	<u>684</u>	<u>500</u>	<u>1,000</u>
Contractual Services					
31005	Grants consultant contract	-	-	-	-
32000	Conferences, meetings, dues	90	484	500	500
	Total Contractual Services	<u>90</u>	<u>484</u>	<u>500</u>	<u>500</u>
Utilities					
59001	Marketing program	307	1,690	3,500	4,250
	Total Utilities	<u>307</u>	<u>1,690</u>	<u>3,500</u>	<u>4,250</u>
01-046	Total Economic Dev Commission	<u>\$ 829</u>	<u>\$ 2,858</u>	<u>\$ 4,500</u>	<u>\$ 5,750</u>
Percentage increase/(decrease)					<u>27.78%</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:

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

Accomplishments:

Fiscal Notes:

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

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Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
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		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
01-047	Capital Expend Commission				
<u>Personnel Expenditures</u>					
14001	Board clerk	\$ -	\$ -	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>-</u>	<u>-</u>	<u>500</u>	<u>500</u>
01-047	Total Capital Expend Commission	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>
Percentage increase/(decrease)					<u>0.00%</u>

Mission & Purpose:

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

Goals & Objectives:

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

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.

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01-051 Health Department	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Contractual Services				
- CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009 Chatham Health District	<u>101,141</u>	<u>104,334</u>	<u>110,920</u>	116,130
Total Contractual Services	<u>101,141</u>	<u>104,334</u>	<u>110,920</u>	116,130
01-051 Total Health Department	<u><u>\$ 101,141</u></u>	<u><u>\$ 104,334</u></u>	<u><u>\$ 110,920</u></u>	<u><u>\$ 116,130</u></u>
			Percentage increase/(decrease)	<u><u>4.70%</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:

N/A

Accomplishments:

N/A

Fiscal Notes:

- The Department is not funded in Fiscal Year 2020.

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As of May 26, 2020

		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
01-052	Environmental Health				
Personnel Expenditures					
11001	Regular payroll	\$ -	\$ -	\$ -	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
01-052	Total Environmental Health	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Percentage increase/(decrease)					<u>0.00%</u>

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Reinstated contribution to (#86019) Middlesex Behavioral Health.

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		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
01-053	Social Services				
	Miscellaneous				
86007	MCSAAC	\$ 500	\$ 500	\$ 500	\$ 500
86008	Community Health Center	-	-	500	500
86009	Community Renewal Team	500	500	500	500
86010	Regional Mental Health Board	505	505	505	505
86011	Rushford Center	500	500	500	500
86013	Red Cross Dial-a-Ride	27,717	27,717	29,500	29,500
86014	Rural Transit Program	10,677	10,677	11,000	11,000
86017	Sexual Assault Crisis Center	500	500	500	500
86019	Fam Access/Middlesex Behavioral	500	-	-	500
86029	Brownstone Quorum	500	500	500	-
87004	Emergency Shelter	-	-	2,000	2,000
87005	Clinical social worker	-	-	-	-
87006	Connection Emergency Shelter	2,200	2,200	2,200	2,200
88001	Program services	-	-	-	-
88005	Memorial Day parade	3,697	4,115	5,000	5,000
88007	Veteran's activities	3,573	3,722	4,000	4,000
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
88042	Portland Fireworks	2,500	2,500	2,500	500
88019	Portland Historical Society	500	500	500	500
88020	Portland Fair	2,500	2,500	2,500	2,500
	Total Miscellaneous	<u>56,869</u>	<u>56,936</u>	<u>62,705</u>	<u>60,705</u>
01-053	Total Social Services	<u>\$ 56,869</u>	<u>\$ 56,936</u>	<u>\$ 62,705</u>	<u>\$ 60,705</u>

Percentage increase/(decrease) -3.19%

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

Mission & Purpose:

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

Goals & Objectives:

1. Continue to expand programming and introduce new initiatives based on needs and wants of the participants.
2. Strengthen ongoing community partnerships with the Area Agency on Aging, Chatham Health District, RSVP/CRT, among others.
3. Create new and strengthen community partnerships.
4. Research and review the need for upgrading the kitchen at the Center.
5. Continue the successful "Lunch & Learn" Series.
6. Investigate the installation of electronic sign-in system for the Center's Programs and building usage to capture accurate numbers.

Accomplishments:

- In April 2020, we celebrated the 12th Ralph Paley Spirit of Portland Award Program.
- In conjunction with the Community Renewal Team's Retired Senior Volunteer Program (CRT's RSVP) and Gildersleeve School, The Waverly Center participates in the READS Program with third and fourth grade students. The goal of the Program is to enhance the students' reading and comprehension skills.

Fiscal Notes:

- Personnel expenditures cover a shared Director (with Youth Services), a full-time Assistant, and ten (10) hours per week of clerical assistance.
- Program Services (#88001) –Funds Special Programs and Activity Supplies.
- Service contracts (#31000) – increase related to expected agreement for electronic sign-in system. The account includes service contracts for HVAC, elevators, fire protection, pest control, etc.

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		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
01-054	Senior Citizen Center				
Personnel Expenditures					
11001	Regular payroll	\$ 52,898	\$ 18,076	\$ 64,800	\$ 65,000
11003	Part-time payroll	31,035	33,997	12,800	12,800
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>83,933</u>	<u>52,073</u>	<u>77,600</u>	<u>77,800</u>
Contractual Services					
31000	Service contracts	5,533	5,573	6,750	8,750
31006	Instructor fees	1,345	3,200	3,000	3,000
32000	Conferences, meetings, dues	573	210	900	900
36004	Telecommunications	-	333	1,500	1,250
	Total Contractual Services	<u>7,451</u>	<u>9,316</u>	<u>12,150</u>	<u>13,900</u>
Commodities					
61000	Office supplies	-	-	-	-
62001	Electricity	12,208	11,753	13,250	12,850
62002	Water & sewer	919	959	1,200	1,200
62004	Heating fuel	3,585	3,548	4,250	4,250
	Total Commodities	<u>16,712</u>	<u>16,260</u>	<u>18,700</u>	<u>18,300</u>
Capital Expenditures					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88001	Program services	2,879	2,562	6,000	6,000
	Total Miscellaneous	<u>2,879</u>	<u>2,562</u>	<u>6,000</u>	<u>6,000</u>
01-054	Total Senior Citizen Center	<u>\$ 110,975</u>	<u>\$ 80,211</u>	<u>\$ 114,450</u>	<u>\$ 116,000</u>

Percentage increase/(decrease) 1.35%

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

Goals & Objectives:

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

Accomplishments:

- 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.

Fiscal Notes:

- Personnel expenditures cover multiple van drivers with varying costs depending on the number of rides and lengths of service that are needed.
- A regional grant provides additional funding for the van driver costs.
- Usage continues to rise. The Director requested the budget be \$30,000. Budget was increased by \$2,000 to \$25,000 for line item (#14010).

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		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
01-055	Municipal Agent for Elderly				
Personnel Expenditures					
14010	Van drivers stipends	\$ 23,935	\$ 26,704	\$ 23,000	\$ 25,000
	Total Personnel Expenditures	<u>23,935</u>	<u>26,704</u>	<u>23,000</u>	<u>25,000</u>
Contractual Services					
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	3,279	2,705	5,600	3,900
	Total Utilities	<u>3,279</u>	<u>2,705</u>	<u>5,600</u>	<u>3,900</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>\$ 27,214</u>	<u>\$ 29,409</u>	<u>\$ 28,600</u>	<u>\$ 28,900</u>
					Percentage increase/(decrease) <u>1.05%</u>

Mission & Purpose:

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

Goals & Objectives:

1. Enhance and expand the visibility of the library's role in meeting the diverse needs of the community.
2. Continue to improve the print and electronic collections in the library.
3. Provide for complete accessibility and a safe/welcoming environment for all patrons.
4. Provide necessary current and emerging technologies to meet the needs of users.
5. Promote literacy and offer resources for self-improvement to the members of the community.
6. The Norma Werdelin Bequest will provide for three (3) historical programs.
7. Celebrate the Quasquicentennial (125th Anniversary) of Portland's Public Library.

Accomplishments:

- In 2020 we implemented an interior design improvement to the Library, using a State Library Grant (\$108,452) and funds from the Portland Library Endowment Fund (\$250,000); (Estimated Total - \$358,452).
- In Fiscal Year 2019 the circulation (count of items) borrowed was 121,999, or 13 borrows per capita. The State of CT average is 6.9 borrows per capita.
- The number of Portland residents holding library cards is approximately 4,059.
- The library provides space for civic and community group meetings and tutoring. During Fiscal Year 2019, the meeting and study rooms were used 1,420 times.
- The library provides free access to the internet and *Office* software products. The number of computer sign-ups during Fiscal Year 2019 was 7,983, plus numerous we-fi uses.
- The Library provided a variety of programs for all age groups. The Library offered 374 programs with an attendance of 7,823 during Fiscal Year 2019.
- During Fiscal Year 2019 the library provided 4,506 reference transactions, i.e. responding to information and/or assistance.

Fiscal Notes:

- (#64002) – Added the “Digital Media” to the name of the account – it is now the “Disc, Video, Digital Media” line item.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

01-065 Portland Library	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 396,300	\$ 406,147	\$ 422,000	\$ 435,000
11003 Part-time payroll	105,579	108,779	125,000	126,000
14001 Board clerk	447	563	600	750
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>502,326</u>	<u>515,489</u>	<u>547,600</u>	561,750
Contractual Services				
31000 Service contracts	13,088	13,380	15,000	15,000
32000 Conferences, meetings, dues	1,494	1,605	1,800	2,000
36010 Contract - data bases	8,334	6,967	6,350	6,500
36011 Data processing - Library Connection	32,657	34,351	35,000	36,000
Total Contractual Services	<u>55,573</u>	<u>56,303</u>	<u>58,150</u>	59,500
Repairs				
44003 Equipment repair/rental	1,055	740	1,250	1,250
Total Repairs	<u>1,055</u>	<u>740</u>	<u>1,250</u>	1,250
Utilities				
53000 Postage	465	537	1,000	1,000
59000 Cataloging	-	-	200	200
Total Utilities	<u>465</u>	<u>537</u>	<u>1,200</u>	1,200
Commodities				
61000 Office supplies	5,108	9,302	7,200	7,200
62001 Electricity	34,255	31,785	39,975	36,250
62002 Water & sewer	1,497	816	1,800	1,600
62004 Heating fuel	7,044	7,961	8,000	8,800
64001 Books	36,542	43,935	46,000	47,000
64002 Discs, videos, digital media	7,286	7,362	8,000	9,000
64003 Periodicals	6,391	5,862	6,500	6,500
Total Commodities	<u>98,123</u>	<u>107,023</u>	<u>117,475</u>	116,350
Miscellaneous				
88001 Program services	905	1,223	1,600	1,600
Total Miscellaneous Expenditures	<u>905</u>	<u>1,223</u>	<u>1,600</u>	1,600
01-065 Total Portland Library	<u><u>\$ 658,447</u></u>	<u><u>\$ 681,315</u></u>	<u><u>\$ 727,275</u></u>	<u><u>\$ 741,650</u></u>

Percentage increase/(decrease) **1.98%**

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

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

- Provided for health and welfare of eligible non-BOE Town employees and their dependents.
- Made actuarially-determined recommended pension contributions.
- Improvements have been made to the Employee Wellness Program run by the Finance Department.

Fiscal Notes:

- The Contributions required from employees within the Defined Contribution Plan is 6% of salary. The employer match is 6% of salary.
- All other pension employer plan contributions are actuarially valued.
- Medical premiums are expected to increase because of claims history activity. The Town and its advisor are currently in the process of reviewing bids on our medical insurance provider. Expected discounts to the increase percentage have been budgeted.
- Termination benefits pay is lower because the FY2020 early retirement incentive window will close at June 30, 2020.
- The bi-annual Other Post Employment Benefits (OPEB) actuarial valuation will be required (#37029).
- CT Inter-local Risk Management Agency (CIRMA) informed the Town that Workers Compensation rates would drop in FY2021. The reduction is reflected in (#26000).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-071	Employee Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
19001	Vacation pay	\$ 86,981	\$ 85,472	\$ 75,000	\$ 75,000
19002	Longevity	15,375	16,275	16,000	16,250
19003	Sick pay	98,124	92,158	100,000	100,000
19004	Termination benefits pay	53,876	74,620	117,500	70,000
21001	Medical insurance	1,048,598	1,111,351	1,259,000	1,298,000
21002	Dental insurance	17,573	21,646	22,400	23,640
21003	Life insurance	15,008	16,516	18,200	18,200
21004	Long-term disability insurance	12,201	11,353	13,250	13,250
22000	FICA/Medicare	329,983	347,563	365,000	372,000
23001	Town pension contributions	501,389	507,622	528,451	601,109
23002	Police pension contribution	203,500	240,600	260,674	286,450
23003	Volunteer Fire pension contribution	88,000	89,300	80,314	78,660
26000	Workers' compensation	132,907	176,400	176,400	163,600
28001	Unemployment compensation	574	657	3,000	3,000
	Total Personnel Expenditures	<u>2,604,089</u>	<u>2,791,533</u>	<u>3,035,189</u>	<u>3,119,159</u>
Contractual Services					
37029	Collective bargaining	-	6,589	10,000	12,000
	Total Contractual Services	<u>-</u>	<u>6,589</u>	<u>10,000</u>	<u>12,000</u>
01-071	Total Employee Fringe Benefits	<u>\$ 2,604,089</u>	<u>\$ 2,798,122</u>	<u>\$ 3,045,189</u>	<u>\$ 3,131,159</u>

Percentage increase/(decrease) 2.82%

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:

- Safety Committee meetings have been held and corrective measures taken when deemed to be reasonable and appropriate.

Fiscal Notes:

- CT Interlocal Management Agency (CIRMA) is estimating an increase in the cost of our coverage.
- The Air Line Trail agreement with Eversource requires the Town to purchase additional environmental insurance. The annual cost of this insurance is approximately \$7,300.
- The budget amount includes the continuation of the FY2020 modification to the Policy limits.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		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	144,195	131,558	172,225	174,336
	Total Utilities	144,195	131,558	172,225	174,336
01-073	Total Risk Management	\$ 144,195	\$ 131,558	\$ 172,225	\$ 174,336
Percentage increase/(decrease)					<u>1.23%</u>

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	\$ 975,000	\$ 84,825	\$ 0	\$ 0
❖ 2018 GENOB Town \$10M	425,000	358,438	-	-
❖ Multi-equipment FY2018 lease (4 th of 6 annual payments)			257,410	15,246
	<u>\$ 1,400,000</u>	<u>\$ 443,263</u>	<u>\$ 257,410</u>	<u>\$ 15,246</u>

Misc. costs #83005
<u>\$ 1,000</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

01-085 Debt Service	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Debt Service				
83001 Bonds - principal	\$ 1,210,000	\$ 1,190,000	\$ 985,000	\$ 1,400,000
83002 Bonds - interest	178,785	148,840	651,882	443,263
83003 Capital leases - principal	585,954	574,686	252,521	257,410
83004 Capital leases - interest	30,946	31,535	20,136	15,246
83005 Miscellaneous	-	104,997	1,000	1,000
Total Debt Service	<u>2,005,685</u>	<u>2,050,058</u>	<u>1,910,539</u>	<u>2,116,919</u>
01-085 Total Debt Service	<u>\$ 2,005,685</u>	<u>\$ 2,050,058</u>	<u>\$ 1,910,539</u>	<u>\$ 2,116,919</u>
Percentage increase/(decrease)				<u>10.80%</u>

Mission & Purpose:

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

Goals & Objectives:

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

Accomplishments:

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

Fiscal Notes:

- Transfer to Animal Control (#90001) was reduced by \$20,000, as the Town considers staff changes in the second half of the fiscal year.
- Transfers out – Open Space (#90008) was not funded at this time. This item can be reviewed during the course of the upcoming fiscal year.
- Transfer to Other (#90006) includes \$58,750 for water department for fire hydrants upkeep.
- Details of Capital Non-recurring Town (#90012) & BOE (# 90013) and are as follows:

Line #90013 – No items funded at this time.

Line #90012

Town wide – Revaluation	<u>125,000</u>
Transfer out – Capital Non-recurring Town	\$ <u>125,000</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
01-093	Interfund Transfers Out	Expended	Expended	Budget	Budget
Transfers Out					
90001	Transfer out - Animal Control	\$ 71,703	\$ 71,428	\$ 71,424	\$ 54,643
90002	Transfer out - Youth Services	15,485	90,485	82,980	86,352
90003	Transfer out - Bldg Maintenance	82,000	82,000	82,000	82,000
90004	Transfer out - Town Aid Road	-	-	-	-
90005	Transfer out - Resource Recov	164,835	171,375	181,925	181,142
90006	Transfer out - Other	185,000	175,000	142,173	58,750
90007	Transfer out - Park & Rec	186,980	186,730	236,832	238,050
90008	Transfer out - Open Space	50,000	150,000	50,000	-
90012	Transfer out - Cap Non rec Town	77,000	175,500	144,000	125,000
90013	Transfer out - Cap Non rec BOE	50,000	230,000	135,000	-
90014	Transfer out - Renewable Energy	5,000	-	-	-
	Total Transfers Out	<u>888,003</u>	<u>1,332,518</u>	<u>1,126,334</u>	<u>825,937</u>
01-093	Total Interfund Transfers Out	<u>\$ 888,003</u>	<u>\$ 1,332,518</u>	<u>\$ 1,126,334</u>	<u>\$ 825,937</u>

Percentage increase/(decrease) -26.67%

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. occurrences and unanticipated obligations d

Goals & Objectives:

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

Accomplishments:

Fiscal Notes:

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

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2020-2021
As of May 26, 2020

01-095 Town Contingency	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Miscellaneous				
84001 Contingency	\$ 19,250	\$ 46,612	\$ 100,000	\$ 100,000
Total Miscellaneous	<u>19,250</u>	<u>46,612</u>	<u>100,000</u>	<u>100,000</u>
01-095 Total Town Contingency	<u>\$ 19,250</u>	<u>\$ 46,612</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
		Percentage increase/(decrease)		<u><u>0.00%</u></u>

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**TOWN OF PORTLAND,
CONNECTICUT**

OTHER SPECIAL REVENUE FUNDS

SEWER DEPARTMENT

WATER DEPARTMENT

ANIMAL CONTROL DEPARTMENT

TOWN AID ROAD FUND

YOUTH SERVICES DEPARTMENT

RESOURCE RECOVERY DEPARTMENT

BUILDING MAINTENANCE FUND

PARKS & RECREATION DEPARTMENT

ADOPTED BUDGETS

FISCAL YEAR

2020-2021

Other Special Revenue Funds

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

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

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

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

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

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

Personnel expenditures for the Animal Control Department include the full-time salary of one (1) Animal Control Officer plus the part-time salary of our weekend/call-in employee. The Towns of Portland and Middletown use the Facility to impound animals. Middletown has notified Portland that they will be leaving the Portland facility effective October 1, 2020. As a result we anticipate the possibility of staffing adjustments in the second half of the fiscal year. The estimated budget for FY 2020-2021 shows a General Fund contribution of \$54,643, or approximately 54% of the total budget.

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

This budget provides for road maintenance, repair, purchases of salt for the winter months, and purchases of materials for road maintenance projects. This fund is funded by a State of CT grant. The grant is expected to be \$239,303 for Fiscal Year 2020-2021.

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 2020-2021 shows a State of CT grants for \$27,500 with the rest of the budget funded by user charges of \$98,500 or 46% of the total budget and a contribution from the General Fund of \$86,352, or approximately 41% of the total budget.

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

Personnel expenditures for the Resource Recovery Department include two full-time salaried employees. The Resource Recovery Department allows residents to bring municipal solid waste (MSW) and recyclables for disposal. The Department assists residents with recycling, bag sales for MSW, bulky waste disposal, brush burning, leaf composting, and transfer of MSW to disposal centers utilizing the roll-off container vehicle. The General Fund contribution is \$181,142 or 51% 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 2020-2021 shows a contribution from the General Fund of \$82,000, or approximately 100% of the total budget.

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

Personnel expenditures for the Parks & Recreation Department include the full-time salary of one (1) Director, a full-time salary of an administrative assistant, plus numerous temporary/seasonal employees. The Department is responsible for offering many recreational and community programs such as the recreational basketball program, holiday tree lighting, Easter-egg hunt, road race and other town-wide activities. The General Fund contribution budgeted in Fiscal Year 2020-2021 is \$238,050, or approximately 59% of the total budget.

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2020-2021 - Sewer Department
As of May 26, 2020

Sewer Department	2017-2018 Actual Revenue	2018-2019 Actual Revenue	2019-2020 Budgeted Revenue	2020-2021 Estimated Revenue
Charges for Services				
00350 User charges	\$ 997,933	\$ 988,945	\$ 1,138,453	\$ 1,137,020
00351 User charges - interest & lien fees	30,684	17,389	29,000	29,000
00352 Sale of nitrogen credits	389	-	-	-
00353 Process material	(1,020)	-	-	-
00354 Other revenue sources	31,031	450	100	250
00355 PILOT payment	-	-	-	-
00406 Demand Response	-	-	-	-
Total Charges for Services	<u>1,059,017</u>	<u>1,006,784</u>	<u>1,167,553</u>	<u>1,166,270</u>
Investment Income				
00401 Investment income	297	217	350	100
Total Investment Income	<u>297</u>	<u>217</u>	<u>350</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 Sewer Department Revenue	<u>\$ 1,059,314</u>	<u>\$ 1,007,001</u>	<u>\$ 1,167,903</u>	<u>\$ 1,166,370</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Sewer Department
As of May 26, 2020

02-139 Sewer Department	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 234,378	\$ 235,349	\$ 249,250	\$ 251,750
13002 Overtime	17,510	20,827	17,500	21,000
14001 Board clerk	133	136	175	360
19001 Unused vacation pay	5,003	7,018	8,250	8,500
19002 Longevity	1,000	1,000	1,000	1,000
19003 Sick pay	9,723	9,918	10,000	10,500
21001 Medical insurance	55,564	61,743	69,500	74,100
21002 Dental insurance	922	1,040	1,500	1,583
21003 Life insurance	591	670	768	800
21004 Long-term disability insurance	568	569	675	675
22000 FICA/Medicare	20,095	20,594	21,750	22,100
23001 Town pension contribution	14,314	14,730	15,335	16,062
Total Personnel Expenditures	359,801	373,594	395,703	408,430
Contractual Services				
31000 Service contracts	55,747	89,234	100,000	100,000
32000 Conferences, meetings, dues	349	834	1,200	1,500
33001 Audit services	6,023	6,100	6,400	6,400
34001 Data processing	-	441	1,000	1,000
36008 Waste services	-	84	300	300
37013 Legal fees	-	-	2,000	2,000
38010 Miscellaneous engineering	-	-	-	5,000
Total Contractual Services	62,119	96,693	110,900	116,200
Repairs				
44003 Equipment repair/rental	50,106	47,163	45,000	47,000
Total Repairs	50,106	47,163	45,000	47,000
Utilities				
51001 Gas & diesel fuel	2,022	1,843	2,850	2,850
52001 Municipal insurance	23,816	24,004	24,450	25,400
53000 Postage	4,000	4,000	4,500	4,500
53001 Telephone	4,516	4,950	5,250	5,450
Total Utilities	34,354	34,797	37,050	38,200

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Sewer Department
As of May 26, 2020

02-139 Sewer Department	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Commodities				
61000 Office supplies	\$ 10	\$ 312	\$ 500	\$ 500
61001 Uniforms	1,422	1,700	1,500	1,650
62001 Electricity	118,026	116,657	127,500	122,000
62002 Water & sewer	15,722	13,364	19,500	17,000
62004 Heating fuel	15,959	14,956	16,500	16,500
65002 Sewer supplies	12,737	13,188	17,000	17,000
68000 Custodial supplies	-	122	150	150
69002 Chemicals	-	56	1,000	500
Total Commodities	<u>163,876</u>	<u>160,355</u>	<u>183,650</u>	<u>175,300</u>
Equipment				
73000 Equipment purchases	17,960	2,851	10,000	10,000
Total Equipment	<u>17,960</u>	<u>2,851</u>	<u>10,000</u>	<u>10,000</u>
Miscellaneous				
83006 CWF notes - principal	227,794	232,392	237,100	140,502
83007 CWF notes - interest	14,675	10,077	5,400	938
88016 Miscellaneous	2,700	3,399	7,000	4,500
Total Miscellaneous	<u>245,169</u>	<u>245,868</u>	<u>249,500</u>	<u>145,940</u>
Transfers Out				
90015 Transfer out - Cap Non rec Town	125,000	125,000	125,000	215,000
90016 Transfer out - Workers' comp	11,000	11,100	11,100	10,300
Total Transfers Out	<u>136,000</u>	<u>136,100</u>	<u>136,100</u>	<u>225,300</u>
02-139 Total Sewer Department	<u><u>\$ 1,069,385</u></u>	<u><u>\$ 1,097,421</u></u>	<u><u>\$ 1,167,903</u></u>	<u><u>\$ 1,166,370</u></u>

Percentage increase/(decrease) -0.13%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2020-2021 - Water Department
As of May 26, 2020

Water Department	2017-2018 Actual Revenue	2018-2019 Actual Revenue	2019-2020 Budgeted Revenue	2020-2021 Estimated Revenue
Intergovernmental				
00207 Emergency Management	\$ -	\$ -	\$ -	\$ -
Total Intergovernmental	-	-	-	-
Charges for Services				
00351 User charges - interest & lien fees	\$ 27,884	\$ 25,752	\$ 29,000	\$ 29,000
00354 Miscellaneous	5,328	5,936	5,000	5,000
00356 Meter charges	276,590	288,084	320,000	365,000
00357 Unmetered sales	40,753	47,686	41,000	42,000
00358 Metered sales	909,877	869,829	985,010	957,720
00359 Private fire protection	11,380	11,380	12,400	11,400
00360 Service connections	1,350	3,575	4,000	4,000
00361 Sales to public authorities	75,876	71,451	82,000	82,000
00362 Cross connection fees	4,215	6,245	7,500	7,000
Total Charges for Services	<u>1,353,253</u>	<u>1,329,938</u>	<u>1,485,910</u>	<u>1,503,120</u>
Investment Income				
00401 Investment income	295	160	250	125
Total Investment Income	<u>295</u>	<u>160</u>	<u>250</u>	<u>125</u>
Interfund Transfers In				
00501 Transfer in - General Fund	50,000	50,000	58,750	58,750
00502 Transfer in - Other funds	14,823	-	-	-
Total Interfund Transfers In	<u>64,823</u>	<u>50,000</u>	<u>58,750</u>	<u>58,750</u>
Total Water Department Revenue	<u><u>\$ 1,418,371</u></u>	<u><u>\$ 1,380,098</u></u>	<u><u>\$ 1,544,910</u></u>	<u><u>\$ 1,561,995</u></u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Water Department
As of May 26, 2020

03-135 Water Department	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 169,468	\$ 169,468	\$ 182,000	\$ 168,200
13002 Overtime	26,178	25,802	24,500	24,500
14001 Board clerk	133	136	200	360
19001 Unused vacation pay	7,519	7,392	7,500	5,500
19002 Longevity	1,000	1,000	1,000	450
19003 Sick pay	9,777	9,462	10,500	5,500
21001 Medical insurance	42,641	47,080	53,500	34,600
21002 Dental insurance	614	687	800	844
21003 Life insurance	432	485	575	575
21004 Long-term disability insurance	559	560	625	625
22000 FICA/Medicare	14,090	14,301	16,175	16,175
23001 Town pension contribution	11,508	11,868	13,835	10,200
Total Personnel Expenditures	<u>283,919</u>	<u>288,241</u>	<u>311,210</u>	<u>267,529</u>
Contractual Services				
31000 Service contracts	20,717	22,325	30,000	30,000
32000 Conferences, meetings, dues	1,795	2,841	1,500	1,500
33001 Audit services	7,435	7,528	7,800	7,800
34001 Data processing	-	441	1,500	1,500
37013 Legal fees	-	-	2,500	2,500
38010 Miscellaneous engineering	-	7,549	25,000	10,000
38012 MDC water contract	701,373	585,701	690,000	820,000
Total Contractual Services	<u>731,320</u>	<u>626,385</u>	<u>758,300</u>	<u>873,300</u>
Repairs				
44003 Equipment repair/rental	5,233	8,002	12,000	12,000
Total Repairs	<u>5,233</u>	<u>8,002</u>	<u>12,000</u>	<u>12,000</u>
Utilities				
51001 Gas & diesel fuel	3,798	3,952	4,500	4,500
52001 Municipal insurance	10,816	10,902	11,250	11,500
53000 Postage	5,020	5,519	6,000	6,000
53001 Telephone	1,628	1,730	2,250	2,250
Total Utilities	<u>21,262</u>	<u>22,103</u>	<u>24,000</u>	<u>24,250</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Water Department
As of May 26, 2020

03-135 Water Department	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Commodities				
61000 Office supplies	\$ 276	\$ 822	\$ 850	\$ 850
61001 Uniforms	978	885	1,000	1,100
62001 Electricity	27,170	35,471	32,000	38,000
62004 Heating fuel	4,232	3,621	4,750	4,750
65001 Road materials				10,000
65003 Water supplies	32,802	32,624	42,000	42,000
69002 Chemicals	612	2,889	5,000	5,000
Total Commodities	<u>66,070</u>	<u>76,312</u>	<u>85,600</u>	<u>101,700</u>
Equipment				
73000 Equipment purchases	4,308	7,395	6,750	6,750
Total Equipment	<u>4,308</u>	<u>7,395</u>	<u>6,750</u>	<u>6,750</u>
Miscellaneous				
83001 Bonds - principal	-	-	-	-
83002 Bonds - interest	-	-	-	-
83006 CWF notes - principal	231,565	237,000	177,000	87,625
83007 CWF notes - interest	33,859	28,424	23,250	20,641
88016 Miscellaneous	2,000	8,456	14,000	14,000
Total Miscellaneous	<u>267,424</u>	<u>273,880</u>	<u>214,250</u>	<u>122,266</u>
Transfers Out				
90006 Transfer out - Other	-	-	-	-
90015 Transfer out - Cap Non rec Town	125,000	125,000	125,000	147,000
90016 Transfer out - Workers' comp	7,800	7,800	7,800	7,200
Total Transfers Out	<u>132,800</u>	<u>132,800</u>	<u>132,800</u>	<u>154,200</u>
03-135 Total Water Department	<u>\$ 1,512,336</u>	<u>\$ 1,435,118</u>	<u>\$ 1,544,910</u>	<u>\$ 1,561,995</u>

Percentage increase/(decrease) 1.11%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2020-2021 - Animal Control Department
As of May 26, 2020

Animal Control Department	2017-2018 Actual Revenue	2018-2019 Actual Revenue	2019-2020 Budgeted Revenue	2020-2021 Estimated Revenue
Charges for Services				
00303 Property rental	\$ 36,392	\$ 37,484	\$ 38,608	\$ 39,766
00307 Donations	205	370	-	-
00317 Sale of dog licenses	5,287	4,896	5,400	5,200
00354 Miscellaneous	218	347	500	500
00363 Dog surcharge	1,666	1,576	1,700	1,700
Total Charges for Services	43,768	44,673	46,208	47,166
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	43,768	44,673	46,208	47,166
Interfund Transfers In				
00501 Transfer in - General Fund	71,703	71,428	71,424	54,643
Total Interfund Transfers In	71,703	71,428	71,424	54,643
Total Animal Control Dept Revenue	\$ 115,471	\$ 116,101	\$ 117,632	\$ 101,809

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Animal Control Department
As of May 26, 2020

04-140 Animal Control Department		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 50,419	\$ 51,427	\$ 52,850	\$ 34,150
11003	Part-time payroll	17,365	10,468	10,000	10,250
13002	Overtime	1,018	3,220	2,000	2,500
19002	Longevity	-	-	-	-
19003	Sick pay	1,091	2,819	1,500	3,250
21001	Medical insurance	9,993	11,361	12,600	12,600
21002	Dental insurance	205	235	315	332
21003	Life insurance	128	148	175	195
21004	Long-term disability insurance	165	170	200	225
22000	FICA/Medicare	4,820	3,968	5,275	5,150
23001	Town pension contribution	3,025	3,086	3,200	3,300
	Total Personnel Expenditures	<u>88,229</u>	<u>86,902</u>	<u>88,115</u>	<u>71,952</u>
Contractual Services					
31000	Service contracts	1,338	1,179	2,500	2,500
32000	Conferences, meetings, dues	701	272	1,250	1,250
33001	Audit services	-	-	-	-
33004	Veterinarian fees	1,543	3,233	2,250	2,500
-	Data processing	-	-	-	-
	Total Contractual Services	<u>3,582</u>	<u>4,684</u>	<u>6,000</u>	<u>6,250</u>
Repairs					
44003	Equipment repair/rental	85	10,140	2,000	2,000
	Total Repairs	<u>85</u>	<u>10,140</u>	<u>2,000</u>	<u>2,000</u>
Utilities					
51001	Gas & diesel fuel	178	252	325	340
52001	Municipal insurance	1,173	1,182	1,250	1,250
53000	Postage	600	600	600	600
53001	Telephone	1,231	1,244	1,500	1,500
54000	Advertising & publications	136	269	750	750
	Total Utilities	<u>3,318</u>	<u>3,547</u>	<u>4,425</u>	<u>4,440</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Animal Control Department
As of May 26, 2020

		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
04-140	Animal Control Department				
Commodities					
61000	Office supplies	\$ 30	\$ 86	\$ 350	\$ 350
61001	Uniforms	186	781	750	750
61003	Equipment supplies	1,304	1,404	1,750	1,750
62001	Electricity	2,517	2,693	2,992	2,992
62002	Water & sewer	410	499	600	600
62004	Heating fuel	1,016	1,246	1,250	1,375
63002	Dog food	1,311	2,757	1,750	2,000
68000	Custodial supplies	332	353	500	500
	Total Commodities	<u>7,106</u>	<u>9,819</u>	<u>9,942</u>	<u>10,317</u>
Miscellaneous					
88052	Fee share to State	3,928	3,665	4,250	4,250
-	Miscellaneous	-	-	-	-
	Total Miscellaneous	<u>3,928</u>	<u>3,665</u>	<u>4,250</u>	<u>4,250</u>
Transfers Out					
90016	Transfer out - Workers' comp	3,100	2,900	2,900	2,600
	Total Transfers Out	<u>3,100</u>	<u>2,900</u>	<u>2,900</u>	<u>2,600</u>
04-140	Total Animal Control Department	<u>\$ 109,348</u>	<u>\$ 121,657</u>	<u>\$ 117,632</u>	<u>\$ 101,809</u>
					Percentage increase/(decrease) <u><u>-13.45%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2020-2021 - Town Aid Road Fund
As of May 26, 2020

Town Aid Road Fund	2017-2018 Actual Revenue	2018-2019 Actual Revenue	2019-2020 Budgeted Revenue	2020-2021 Estimated Revenue
Charges for Services				
00354 Miscellaneous	-	-	-	-
Total Charges for Services	-	-	-	-
Intergovernmental				
00221 State of CT - TAR	\$ 180,847	\$ 152,413	\$ 239,438	\$ 239,303
Total Intergovernmental	180,847	152,413	239,438	239,303
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	180,847	152,413	239,438	239,303
Interfund Transfers In				
00501 Transfer in - General Fund	-	-	-	-
Total Interfund Transfers In	-	-	-	-
Total Town Aid Road Fund Revenue	\$ 180,847	\$ 152,413	\$ 239,438	\$ 239,303

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021- Town Aid Road Fund
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
06-030	Town Aid Road Fund	Expended	Expended	Budget	Budget
Commodities					
65001	Road materials	\$ 180,847	\$ 152,413	\$ 239,438	\$ 239,303
	Total Commodities	<u>180,847</u>	<u>152,413</u>	<u>239,438</u>	<u>239,303</u>
06-030	Total Town Aid Road Fund	<u>\$ 180,847</u>	<u>\$ 152,413</u>	<u>\$ 239,438</u>	<u>\$ 239,303</u>
Percentage increase/(decrease)					<u><u>-0.06%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2020-2021 - Youth Services Department
As of May 26, 2020

Youth Services Department		2017-2018 Actual Revenue	2018-2019 Actual Revenue	2019-2020 Budgeted Revenue	2020-2021 Estimated Revenue
Intergovernmental					
00214	State of CT - Misc	\$ -	\$ -	\$ 12,500	\$ -
00222	State of CT - YSB	18,639	18,602	18,600	22,500
00223	State of CT - DSS	1,849	4,476	3,000	5,000
	Total Intergovernmental	<u>20,488</u>	<u>23,078</u>	<u>34,100</u>	27,500
Charges for Services					
00354	Miscellaneous	-	-	-	-
00364	Program fees - school year	87,423	96,026	86,000	97,500
00365	Resource center fees	426	-	2,500	500
00366	Contributions/donations	269	226	1,000	500
	Total Charges for Services	<u>88,118</u>	<u>96,252</u>	<u>89,500</u>	98,500
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal Operating Income	<u>108,606</u>	<u>119,330</u>	<u>123,600</u>	126,000
Interfund Transfers In					
00501	Transfer in - General Fund	15,485	90,485	82,980	86,352
	Total Interfund Transfers In	<u>15,485</u>	<u>90,485</u>	<u>82,980</u>	86,352
	Total Youth Services Dept Revenue	<u>\$ 124,091</u>	<u>\$ 209,815</u>	<u>\$ 206,580</u>	\$ 212,352

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Youth Services Department
As of May 26, 2020

07-110 Youth Services Department	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 56,054	\$ 57,106	\$ 58,550	\$ 63,000
11002 Clerical payroll	-	-	-	-
12000 Temporary payroll	56,133	59,734	61,500	63,000
19002 Longevity	450	450	450	550
19003 Sick pay	3,018	3,617	3,500	4,000
21001 Medical insurance	20,258	23,016	25,500	25,600
21002 Dental insurance	205	235	300	315
21003 Life insurance	144	165	200	250
21004 Long-term disability insurance	185	189	220	250
22000 FICA/Medicare	6,207	8,481	7,500	8,750
23001 Town pension contribution	5,250	5,354	5,335	5,962
Total Personnel Expenditures	<u>147,904</u>	<u>158,347</u>	<u>163,055</u>	<u>171,677</u>
Contractual Services				
32000 Conferences, meetings, & dues	<u>770</u>	<u>515</u>	<u>700</u>	<u>700</u>
Total Contractual Services	<u>770</u>	<u>515</u>	<u>700</u>	<u>700</u>
Repairs				
44003 Equipment repair/rental	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities				
52001 Municipal insurance	2,559	2,579	2,625	2,800
53000 Postage	150	175	175	175
53001 Telephone	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Utilities	<u>2,709</u>	<u>2,754</u>	<u>2,800</u>	<u>2,975</u>
Commodities				
61000 Office supplies	316	402	750	750
61006 Building supplies	-	-	750	625
62001 Electricity	4,145	4,389	4,800	4,800
62002 Water & sewer	239	265	400	400
62004 Heating fuel	418	504	725	725
Total Commodities	<u>5,118</u>	<u>5,560</u>	<u>7,425</u>	<u>7,300</u>

Town of Portland, Connecticut

**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Youth Services Department
As of May 26, 2020**

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
07-110 Youth Services Department		Expended	Expended	Budget	Budget
Programs/Activities					
88038	Miscellaneous programs	\$ -	\$ -	\$ -	\$ -
88039	CRC/ECC consulting	20,198	14,580	21,000	20,000
88040	Activity funds	4,650	3,937	6,000	4,500
88041	Activity supplies	142	101	1,000	1,000
	Total Programs/Activities	<u>24,990</u>	<u>18,618</u>	<u>28,000</u>	25,500
Transfers Out					
90016	Transfer out - Workers' comp	<u>4,600</u>	<u>4,600</u>	<u>4,600</u>	4,200
	Total Transfers Out	<u>4,600</u>	<u>4,600</u>	<u>4,600</u>	4,200
07-110 Total Youth Services Department		<u><u>\$ 186,091</u></u>	<u><u>\$ 190,394</u></u>	<u><u>\$ 206,580</u></u>	<u><u>\$ 212,352</u></u>
					Percentage increase/(decrease) <u><u>2.79%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2020-2021 - Resource Recovery Department
As of May 26, 2020

Resource Recovery Department	2017-2018 Actual Revenue	2018-2019 Actual Revenue	2019-2020 Budgeted Revenue	2020-2021 Estimated Revenue
Charges for Services				
00354 Miscellaneous	\$ 19,603	\$ -	\$ 2,400	\$ 2,400
00367 Tire fees	850	760	900	900
00368 Sale of newsprint	-	-	-	-
00369 Battery recycling	242	245	175	240
00370 Sale of metal	11,746	13,447	15,000	15,000
00371 Facility use permits	25,820	25,510	34,000	34,000
00372 Freon appliance permits	990	1,450	2,000	2,000
00373 15 gallon bags to residents	4,537	5,194	5,250	5,250
00374 30 gallon bags to residents	7,006	6,678	7,500	7,500
00375 45 gallon bags to residents	18,463	17,899	29,000	22,000
00376 15 gallon bags to distributors	2,029	2,250	2,200	2,250
00377 30 gallon bags to distributors	980	900	1,000	1,000
00378 45 gallon bags to distributors	8,405	7,800	9,000	9,000
00379 Bulky waste	40,220	56,959	52,600	67,600
00380 Anti-freeze disposal	19	60	50	50
00381 Mixed paper	-	-	-	-
00382 Cardboard sales	-	-	-	-
00383 Town demolition	472	1,469	1,000	1,550
00384 Propane tank disposal	260	652	450	650
00399 Single stream recyclables	4,446	658	-	600
Total Charges for Services	146,088	141,931	162,525	171,990
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	146,088	141,931	162,525	171,990
Interfund Transfers In				
00501 Transfer in - General Fund	164,835	171,375	181,925	181,142
Total Interfund Transfers In	164,835	171,375	181,925	181,142
Total Resource Recovery Dept Rev	\$ 310,923	\$ 313,306	\$ 344,450	\$ 353,132

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Resource Recovery Dept
As of May 26, 2020

09-120 Resource Recovery Dept	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 122,740	\$ 126,083	\$ 131,500	\$ 133,250
12000 Temporary payroll	-	-	-	-
13002 Overtime	11,335	5,822	14,500	9,000
19002 Longevity	650	550	550	550
19003 Sick pay	2,470	3,359	5,500	5,500
21001 Medical insurance	32,043	36,833	41,000	41,500
21002 Dental insurance	707	813	1,250	1,320
21003 Life insurance	310	363	425	450
21004 Long-term disability insurance	405	416	475	500
22000 FICA/Medicare	9,638	9,298	11,400	11,000
23001 Town pension contribution	8,662	8,017	9,100	9,812
Total Personnel Expenditures	188,960	191,554	215,700	212,882
Contractual Services				
31000 Service contracts	10,983	11,825	14,500	16,000
34001 Data processing	300	349	1,000	1,000
36004 Telecommunications	1,123	1,172	1,500	1,500
Total Contractual Services	12,406	13,346	17,000	18,500
Repairs				
44003 Equipment repair/rental	5,544	9,799	4,000	4,000
Total Repairs	5,544	9,799	4,000	4,000
Utilities				
51001 Gas & diesel fuel	4,564	5,530	5,250	5,750
52001 Municipal insurance	2,989	3,012	3,050	3,200
53001 Telephone	-	-	300	300
Total Utilities	7,553	8,542	8,600	9,250
Commodities				
61001 Uniforms	998	913	1,000	1,000
61003 Equipment supplies	2,579	1,177	2,000	2,000
61006 Building supplies	913	204	1,200	1,200
62001 Electricity	2,401	2,453	3,000	3,000
62002 Water & sewer	832	715	1,100	1,100
62004 Heating fuel	768	809	1,250	1,250
69003 Bags and stickers	4,270	7,253	8,000	8,000
Total Commodities	12,761	13,524	17,550	17,550

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Resource Recovery Dept
As of May 26, 2020

		2017-2018	2018-2019	2019-2020	2020-2021
		Actual	Actual	Revised	Adopted
09-120	Resource Recovery Dept	Expended	Expended	Budget	Budget
Equipment					
73000	Equipment purchases	\$ 57,292	\$ -	\$ -	\$ -
	Total Equipment	<u>57,292</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88001	Program services	-	128	500	500
88003	Permits - State of CT	250	1,415	750	2,000
88012	MSW disposal fees	20,832	22,100	26,350	26,350
88014	BW disposal fees	43,390	51,666	46,000	54,500
88017	Hauling expense	-	-	-	-
88018	Recycling	3,589	1,571	3,000	3,000
	Total Miscellaneous	<u>68,061</u>	<u>76,880</u>	<u>76,600</u>	86,350
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	-	-	-
90016	Transfer out - Workers' comp	5,000	5,000	5,000	4,600
	Total Transfers Out	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	4,600
09-120	Total Resource Recovery Dept	<u>\$ 357,577</u>	<u>\$ 318,645</u>	<u>\$ 344,450</u>	<u>\$ 353,132</u>
Percentage increase/(decrease)					<u>2.52%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2020-2021 - Building Maintenance Fund
As of May 26, 2020

Building Maintenance Fund	2017-2018 Actual Revenue	2018-2019 Actual Revenue	2019-2020 Budgeted Revenue	2020-2021 Estimated Revenue
Intergovernmental				
00207 Emergency Management	\$ -	\$ -	\$ -	\$ -
Total Intergovernmental	-	-	-	-
Miscellaneous				
00354 Miscellaneous	\$ -	\$ 1,249	\$ -	\$ -
00366 Contributions/donations	-	-	-	-
Total Miscellaneous	-	1,249	-	-
Investment Income				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	-	1,249	-	-
Interfund Transfers In				
00501 Transfer in - General Fund	117,000	82,000	82,000	82,000
Total Interfund Transfers In	117,000	82,000	82,000	82,000
Total Building Maint Fund Revenue	\$ 117,000	\$ 83,249	\$ 82,000	\$ 82,000

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Building Maintenance Fund
As of May 26, 2020

		2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
11-037	Building Maintenance Fund				
Repairs					
44006	Town maintenance	\$ 37,118	\$ 80,594	\$ 41,000	\$ 41,000
44007	BOE maintenance	55,309	168,801	41,000	41,000
	Total Repairs	<u>92,427</u>	<u>249,395</u>	<u>82,000</u>	<u>82,000</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>\$ 92,427</u>	<u>\$ 249,395</u>	<u>\$ 82,000</u>	<u>\$ 82,000</u>
Percentage increase/(decrease)					<u>0.00%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2020-2021 - Parks & Recreation Department
As of May 26, 2020

Parks & Recreation Department		2017-2018 Actual Revenue	2018-2019 Actual Revenue	2019-2020 Budgeted Revenue	2020-2021 Estimated Revenue
Charges for Services					
00303	Property rental fees	\$ 3,350	\$ 5,445	\$ 4,000	\$ 5,500
00354	Miscellaneous	3,739	2,426	4,000	2,000
00385	Program fees - adult	6,865	7,850	7,900	9,300
00386	Program fees - youth	23,591	25,120	26,500	28,550
00387	Tee ball fees	-	-	-	-
00388	Adult softball fees	5,945	5,764	6,500	6,000
00389	Summer playground fees	79,922	84,110	102,000	95,750
00390	Program fees - vacation	810	-	810	-
00391	Summer sports camp	13,132	12,899	14,000	12,000
00392	CT Track club	-	-	-	-
00393	Unified sports	1,198	-	-	-
00394	5k race fees	3,485	2,960	3,500	4,000
00395	Trips	-	-	-	-
	Total Charges for Services	<u>142,037</u>	<u>146,574</u>	<u>169,210</u>	<u>163,100</u>
Investment Income					
00401	Investment income	-	-	-	-
	Total Investment Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal Operating Income	<u>142,037</u>	<u>146,574</u>	<u>169,210</u>	<u>163,100</u>
Interfund Transfers In					
00501	Transfer in - General Fund	186,980	186,730	236,832	238,050
	Total Interfund Transfers In	<u>186,980</u>	<u>186,730</u>	<u>236,832</u>	<u>238,050</u>
	Total Parks & Rec Dept Revenue	<u>\$ 329,017</u>	<u>\$ 333,304</u>	<u>\$ 406,042</u>	<u>\$ 401,150</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Parks & Rec Department
As of May 26, 2020

12-130 Parks & Recreation Dept	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Personnel Expenditures				
11001 Regular payroll	\$ 65,464	\$ 55,899	\$ 115,550	\$ 112,000
11002 Clerical payroll	23,374	29,514	-	-
12001 Teen recreation payroll	100,739	108,352	90,000	90,000
12002 Unified sports payroll	-	-	-	-
13002 Overtime	9,855	11,945	11,000	11,000
14001 Board clerk	67	223	300	300
19002 Longevity	275	525	-	-
19003 Sick pay	-	5,853	-	-
21001 Medical insurance	10,553	11,989	32,000	28,500
21002 Dental insurance	99	183	500	500
21003 Life insurance	226	239	300	375
21004 Long-term disability insurance	293	278	340	400
22000 FICA/Medicare	15,192	15,752	16,975	16,975
23001 Town pension contribution	3,928	3,354	6,927	6,750
Total Personnel Expenditures	<u>230,065</u>	<u>244,106</u>	<u>273,892</u>	<u>266,800</u>
Contractual Services				
31000 Service contracts	3,480	3,480	3,750	4,025
32000 Conferences, meetings, & dues	841	515	900	900
Total Contractual Services	<u>4,321</u>	<u>3,995</u>	<u>4,650</u>	<u>4,925</u>
Repairs				
44003 Equipment repair/rentals	8,084	4,680	7,000	7,000
Total Repairs	<u>8,084</u>	<u>4,680</u>	<u>7,000</u>	<u>7,000</u>
Utilities				
51001 Gas & diesel fuel	126	117	150	150
52001 Municipal insurance	2,679	2,700	2,800	2,850
53000 Postage	150	251	200	300
53001 Telephone	-	-	300	300
Total Utilities	<u>2,955</u>	<u>3,068</u>	<u>3,450</u>	<u>3,600</u>
Commodities				
61000 Office supplies	125	183	1,000	1,000
61003 Equipment supplies	414	1,103	1,250	1,250
62001 Electricity	14,244	14,562	24,150	24,150
62002 Water & sewer	6,042	6,017	12,500	18,000
62004 Heating fuel	418	503	600	625
Total Commodities	<u>21,243</u>	<u>22,368</u>	<u>39,500</u>	<u>45,025</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2020-2021 - Parks & Rec Department
As of May 26, 2020

12-130 Parks & Recreation Dept	2017-2018 Actual Expended	2018-2019 Actual Expended	2019-2020 Revised Budget	2020-2021 Adopted Budget
Equipment				
73000 Equipment purchases	\$ 3,818	\$ 12,911	\$ 12,000	\$ 12,000
Total Equipment	<u>3,818</u>	<u>12,911</u>	<u>12,000</u>	<u>12,000</u>
Miscellaneous				
88001 Program services	303	62	300	200
Total Miscellaneous	<u>303</u>	<u>62</u>	<u>300</u>	<u>200</u>
Programs/Activities				
88023 Youth tee ball	-	-	-	-
88024 Youth basketball	5,699	-	-	-
88025 Unified sports	-	-	-	-
88026 Summer playground	17,568	18,539	19,000	16,000
88027 Youth programs	7,371	13,911	17,000	17,000
88028 Vacation programs	100	-	-	-
88029 Other recreation programs	-	600	1,000	1,000
88030 Adult softball	6,611	4,499	6,750	6,000
88031 Adult fitness/programs	5,541	6,965	6,000	6,000
88032 Holiday tree lighting	-	-	500	500
88033 Town concerts	1,200	758	1,000	1,000
88034 Trips	-	-	-	-
88035 Summer sports camp	8,161	5,615	8,250	7,500
88036 CT Track club	-	-	-	-
88037 Community events	417	790	500	500
88038 Miscellaneous programs	-	50	100	100
88051 5K Road Race	1,532	1,104	1,500	2,500
Total Programs/Activities	<u>54,200</u>	<u>52,831</u>	<u>61,600</u>	<u>58,100</u>
Transfers Out				
90016 Transfer out - Workers' comp	3,700	3,700	3,700	3,500
Total Transfers Out	<u>3,700</u>	<u>3,700</u>	<u>3,700</u>	<u>3,500</u>
12-130 Total Parks & Rec Department	<u>\$ 328,689</u>	<u>\$ 347,721</u>	<u>\$ 406,092</u>	<u>\$ 401,150</u>
Percentage increase/(decrease)				<u>-1.22%</u>

**TOWN OF PORTLAND,
CONNECTICUT**

**CAPITAL IMPROVEMENT
PLAN**

Capital Improvement Plan

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

The 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 2021 through 2025 is **\$35,905,206** with **\$550,706** specifically approved for FY 2020-2021. Of the \$550,706, **\$125,000** is estimated to be funded through taxation; **\$362,000** is estimated to be funded through water and sewer usage fees; and **\$63,706** is estimated to be funded through state grants.

The following list details the \$125,000 funded through taxation:

❖ Town wide - Revaluation	\$	<u>125,000</u>
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Total Transfer In – General Fund Town and BOE	\$	<u>125,000</u>
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If approved, the following State Local Capital Improvement Program (LOCIP) will include:

❖ Park and Field Improvements	\$	25,000
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❖ Municipal Parking Lot Improvements		<u>38,706</u>
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Total LOCIP-funded projects	\$	<u>63,706</u>
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Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2021 Through 2025
As of May 26, 2020

Capital Improvement Plan	Fiscal Years					Total
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	
Estimated Revenue Sources						
00114 Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214 State of CT grants	63,706	63,706	65,000	65,000	65,000	322,412
00354 Other	-	-	-	-	-	-
00501 Transfer in - General Fund Town	125,000	650,000	650,000	650,000	650,000	2,725,000
00502 Transfer in - Parks & Rec Dept	-	-	-	-	-	-
00502 Transfer in - Res Rec Dept	-	-	-	-	-	-
00502 Transfer in - Sewer Department	215,000	638,000	1,130,000	1,035,000	2,080,000	5,098,000
00502 Transfer in - Water Department	147,000	1,397,000	1,320,000	695,000	920,000	4,479,000
00503 General obligation bonds	-	4,017,994	4,075,300	5,870,200	7,567,300	21,530,794
00504 Capital lease proceeds	-	1,750,000	-	-	-	1,750,000
00505 Prior approved allocations	-	-	-	-	-	-
Total Estimated Revenue Sources	\$ 550,706	\$ 8,516,700	\$ 7,240,300	\$ 8,315,200	\$ 11,282,300	\$ 35,905,206

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2021 Through 2025
As of May 26, 2020

08-141	Capital Improvement Plan	Fiscal Years					Total
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	
Departmental Expenditure Summary							
89010	Board of Education	\$ -	\$ 1,931,500	\$ 1,270,000	\$ 1,311,000	\$ 3,394,000	\$ 7,906,500
89020	Building/Planning Depts	-	305,000	145,500	130,500	130,500	711,500
89030	Emergency Management	-	18,000	16,000	6,000	14,000	54,000
89040	Fire Department	-	900,000	620,000	1,500,000	1,500,000	4,520,000
89050	Grounds Maintenance	-	272,000	40,000	105,000	135,000	552,000
89060	Library	-	42,900	17,300	26,200	39,300	125,700
89070	Parks & Recreation	25,000	233,000	360,000	800,000	35,000	1,453,000
89080	Police Department	-	158,800	82,000	82,000	82,000	404,800
89090	Public Works	38,706	2,169,500	2,039,000	2,471,000	2,610,000	9,328,206
89100	Resource Recovery	-	201,000	30,000	5,000	21,000	257,000
89110	Sewer Department	215,000	638,000	1,130,000	1,035,000	2,080,000	5,098,000
89120	Town-Wide Improvements	125,000	250,000	170,500	148,500	321,500	1,015,500
89130	Water Department	147,000	1,397,000	1,320,000	695,000	920,000	4,479,000
Total Departmental Summary		\$ 550,706	\$ 8,516,700	\$ 7,240,300	\$ 8,315,200	\$ 11,282,300	\$ 35,905,206

Departmental Expenditure Detail

89010	Board of Education						
	Brownstone School						
	Replace music room carpet	\$ -	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500
	Flooring asbestos	-	135,000	177,000	-	-	312,000
	Generator	-	95,000	-	-	-	95,000
	Intercom	-	35,000	-	-	-	35,000
	HVAC minisplits/control system	-	160,000	80,000	52,000	-	292,000
	Science lab demo	-	-	25,000	-	-	25,000
	Total Brownstone School	-	437,500	282,000	52,000	-	771,500
	Gildersleeve School						
	Design and construct foyer space	-	70,000	-	-	-	70,000
	Boiler replacement	-	-	-	65,000	65,000	130,000
	Flooring replacement & abatement	-	-	25,000	70,000	-	95,000
	Painting	-	-	-	45,000	45,000	90,000
	Roof improvements	-	40,000	-	-	-	40,000
	Chimney improvements	-	-	75,000	-	-	75,000
	Carpet	-	25,000	-	-	-	25,000
	Replace exterior doors and window	-	20,000	50,000	100,000	-	170,000
	Total Gildersleeve School	-	155,000	150,000	280,000	110,000	695,000
	High/Middle School						
	flooring - gym,auditorium	-	25,000	10,000	-	-	35,000
	Rubber track improvements/replace	-	-	400,000	-	-	400,000
	Auditorium sound/speakers	-	18,500	12,000	-	-	30,500
	Gymnasium equipment	-	12,000	12,000	12,000	12,000	48,000
	Doors	-	25,000	20,000	20,000	20,000	85,000
	Cafeteria rooftop units	-	-	-	-	150,000	150,000
	Baseball field	-	-	63,000	-	175,000	238,000
	Track improvements	-	50,000	-	-	175,000	225,000
	Food Service equipment	-	12,000	12,000	12,000	12,000	48,000
	Total High/Middle School	-	142,500	529,000	44,000	544,000	1,259,500

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2021 Through 2025
As of May 26, 2020

08-141	Capital Improvement Plan	Fiscal Years					Total
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	
Departmental Expenditure Detail (Continued)							
System Wide BOE							
	Painting	\$ -	\$ 120,000	\$ 95,000	\$ 110,000	\$ 80,000	\$ 405,000
	Security Upgrades(inc doors)	-	218,500				\$ 218,500
	Paving(including redesign)		147,500	25,000	175,000	1,500,000	\$ 1,847,500
	Oil tank removal/replacement	-	56,000	34,000	-	-	90,000
	Scrubbers	-	72,000	-	-	-	72,000
	Furniture	-	40,000	20,000	20,000	20,000	100,000
	Vehicle purchase	-	40,000	-	-	40,000	80,000
	HVAC upgrades	-	160,000	50,000	50,000	175,000	435,000
	Sidewalks		30,000	35,000		-	65,000
	Facility Assessment		45,000				45,000
	Technology Upgrades	-	160,000	50,000	50,000	50,000	310,000
	Total System Wide	-	1,089,000	309,000	405,000	1,865,000	3,668,000
Valley View School							
	Removal/replacement asbestos tile	-	-	-	250,000	-	250,000
	Replace library carpet	-	30,000	-	-	-	30,000
	Roof replacement with RTU		30,000			800,000	830,000
	Chimney improvements	-	-	-	-	75,000	75,000
	Paving	-	47,500	-	280,000	-	327,500
	Total Valley View School	-	107,500	-	530,000	875,000	1,512,500
	Total Board of Education	-	1,931,500	1,270,000	1,311,000	3,394,000	7,906,500
89020	Building/Planning Depts						
	Grant match/leverage funds	-	100,000	50,000	50,000	50,000	250,000
	Land Use/Assessor maps		15,000	15,000	-	-	30,000
	Permitting software	-	40,000	5,500	5,500	5,500	56,500
	Land acquisition	-	150,000	75,000	75,000	75,000	375,000
	Total Building/Planning Depts	-	305,000	145,500	130,500	130,500	711,500
89030	Emergency Management						
	EOC equipment	-	18,000	16,000	6,000	14,000	54,000
	Total Emergency Management	-	18,000	16,000	6,000	14,000	54,000
89040	Fire/Fire Marshal Department						
	Refurbish/replace apparatus	-	400,000	550,000	-	-	950,000
	Plan, design & construct CO 3	-	15,000	-	1,500,000	1,500,000	3,015,000
	SCBA compressor	-	85,000	-	-	-	85,000
	Communication equipment	-	50,000	50,000	-	-	100,000
	SCBA bottle replacement	-	350,000	-	-	-	350,000
	Thermal imaging cameras	-	-	20,000	-	-	20,000
	Total Fire/Fire Marshal Departme	-	900,000	620,000	1,500,000	1,500,000	4,520,000

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2021 Through 2025
As of May 26, 2020

08-141	Capital Improvement Plan	Fiscal Years					Total
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	
Departmental Expenditure Detail (Continued)							
89050	Grounds Maintenance						
	Ride on mower replacement	\$ -	\$ 120,000	\$ 15,000		\$ -	\$ 135,000
	Paint sprayer replacement	-	15,000	-	-	-	15,000
	Replace 18' L/S trailer	-	10,000	-	-	-	10,000
	Miscellaneous grounds equipment	-	11,000	5,000	5,000	5,000	26,000
	Purchase storage addition at Garage	-	-	20,000	-	-	20,000
	Ventrac tractor/attachments park	-	46,000	-	-	-	46,000
	Walk behind mower	-	10,000	-	-	-	10,000
	Purchase F-550s	-	-	-	100,000	100,000	200,000
	Purchase F-350 4X4 Pickup	-	60,000	-	-	-	60,000
	Replace Infield Groomer	-	-	-	-	30,000	30,000
	Total Ground Maintenance	-	272,000	40,000	105,000	135,000	552,000
89060	Library						
	Computers, printers, laptops, tablet	\$ -	\$ 15,200	\$ 15,000	\$ 15,000	\$ 30,000	\$ 75,200
	Server replacement	-	-	-	-	5,000	5,000
	Furnishings, lighting, security gates	-	9,000	2,300	11,200	4,300	26,800
	Projector and wall mount	-	2,200	-	-	-	2,200
	Security cameras	-	8,500	-	-	-	8,500
	Wireless sound system	-	8,000	-	-	-	8,000
	Total Library	-	42,900	17,300	26,200	39,300	125,700
89070	Parks & Recreation						
	Riverfront park	-	65,000	-	-	-	65,000
	Gildersleeve School field renov	-	-	30,000	-	-	30,000
	Airline Trail Improvements	-	18,000	10,000	10,000	10,000	48,000
	Bransfield Park Renovation	-	30,000	220,000	-	-	250,000
	Dog Park	-	10,000	-	-	-	10,000
	Portland Reservoir	-	-	15,000	-	-	15,000
	Kayak and Canoe Launch	-	20,000	-	-	-	20,000
	Veteran's Park	-	-	60,000	-	-	60,000
	Main Street play area	-	-	-	75,000	-	75,000
	Brownstone Park	-	-	-	215,000	-	215,000
	Middlesex Avenue Renovations	-	65,000	-	475,000	-	540,000
	Park and field improvements	25,000	L 25,000	25,000	25,000	25,000	125,000
	Total Parks & Recreation	25,000	233,000	360,000	800,000	35,000	1,453,000
89080	Police Department						
	Equipped cruiser replacement	-	\$ 158,800	\$ 82,000	\$ 82,000	\$ 82,000	\$ 404,800
	Total Police Department	-	158,800	82,000	82,000	82,000	404,800
89090	Public Works						
	Office of the Director						
	Replace director vehicle	-	-	-	-	50,000	50,000
	Total Office of the Director	-	-	-	-	50,000	50,000

L Project anticipated to be funded by LOCIP for FY 2020-2021

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2021 Through 2025
As of May 26, 2020

08-141	Capital Improvement Plan	Fiscal Years					Total
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	
Departmental Expenditure Detail (Continued)							
Building Maintenance							
	Carpeting in town hall offices	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ 30,000
	Library JACE Replacement		7,000	-	-	-	7,000
	Commercial Stove - Senior Center	-	15,000	-	-	-	15,000
	Library carpet staff area	-	-	-	-	45,000	45,000
	Replace Underground Propane Tan	-	-	30,000	-	-	30,000
	Energy efficiency improvements	-	10,000	10,000	10,000	10,000	40,000
	Police department windows	-	165,000	165,000	-	-	330,000
	Overhead doors various buildings	-	20,000	10,000	10,000	10,000	50,000
	Municipal parking lot paving-mater	-	20,000	-	-	-	20,000
	Municipal parking lot improvement	38,706	L -	-	-	40,000	78,706
	Masonry Repairs Town-wide	-	20,000	20,000	20,000	10,000	70,000
	Replace furnaces - various building	-	24,000	-	36,000	-	60,000
	Rehab garage - Buck Foreman(BF)	-	-	20,000	20,000	-	40,000
	Total Building Maintenance	38,706	296,000	270,000	96,000	115,000	815,706
Highway Division/Vehicle Maintenance							
	Replace miniexcavator	-	45,000	-	-	-	45,000
	Truck Sensor Software fire trucks	-	2,000	-	-	-	2,000
	Pick up truck snow plows	-	6,500	7,000	-	-	13,500
	Lg dump trucks replace w/plows	-	460,000	120,000	130,000	140,000	850,000
	Large roller replacement	-	50,000	-	-	-	50,000
	Sidewalk reconstruction - non grant	-	110,000	100,000	100,000	200,000	510,000
	Sidewalk repair/construction - gran	-	20,000	10,000	10,000	20,000	60,000
	Snowpusher attachment	-	8,000	-	-	-	8,000
	Triaxle Dump Body Truck(cab/cha	-	-	240,000	-	-	240,000
	Salt shed facility improvements	-	-	50,000	-	-	50,000
	Salt dispensing truck computer	-	12,000	12,000	-	-	24,000
	Loader replacement	-	-	100,000	100,000	-	200,000
	Brownstone Ave Road Reconstruct	-	1,000,000	1,000,000	2,000,000	2,000,000	6,000,000
	Road construction/drainage - Roger	-	100,000	100,000	-	50,000	250,000
	Storm drainage improvements	-	20,000	15,000	20,000	20,000	75,000
	Repair/replace guardrails	-	40,000	15,000	15,000	15,000	85,000
	Total Highway Division	-	1,873,500	1,769,000	2,375,000	2,445,000	8,462,500
	Total Public Works	38,706	2,169,500	2,039,000	2,471,000	2,610,000	9,328,206
89100 Resource Recovery							
	Purchase compactor/containers	-	9,000	10,000	-	11,000	30,000
	Roll off Truck	-	180,000	-	-	-	180,000
	Facility improvements	-	12,000	20,000	5,000	10,000	47,000
	Total Resource Recovery	-	201,000	30,000	5,000	21,000	257,000

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2021 Through 2025
As of May 26, 2020

08-141	Capital Improvement Plan	Fiscal Years					Total
		2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	
89110	Sewer Department						
	Plant and system improvements	\$ 215,000	\$ 435,000	\$ 750,000	\$ 1,000,000	\$ 2,000,000	\$ 4,400,000
	Pump station improvements	-	75,000	35,000	-	-	110,000
	Blower replacement	-	-	150,000	-	-	150,000
	SCADA	-	40,000	-	-	5,000	45,000
	Pump replacement	-	40,000	50,000	-	40,000	130,000
	Variable frequency drive improvem	-	8,000	10,000	-	-	18,000
	Grit removal system improvements	-	-	100,000	-	-	100,000
	Manhole improvements	-	40,000	35,000	35,000	35,000	145,000
	Total Sewer Department	215,000	638,000	1,130,000	1,035,000	2,080,000	5,098,000
89120	Town-Wide Improvements						
	Computers incl peripherals/printers	-	76,500	45,500	41,500	41,500	205,000
	(incl replace backup appliance)	-	-	-	-	-	-
	Financial software replacement	-	-	-	-	220,000	220,000
	Upgrade computers - Police	-	4,000	-	27,000	-	31,000
	Cameras and fiber - water tanks	-	6,500	5,000	-	-	11,500
	GIS Reimplementation	-	20,000	5,000	5,000	5,000	35,000
	Revaluation	125,000	40,000	40,000	40,000	40,000	285,000
	Phone system replacement	-	30,000	40,000	-	-	70,000
	Camera and fire alarm system	-	20,000	20,000	20,000	-	60,000
	Wiring - SCADA System, Water	-	28,000	15,000	15,000	15,000	73,000
	Water & Sewer fixed network anter	-	25,000	-	-	-	25,000
	Total Town-Wide Improvements	125,000	250,000	170,500	148,500	321,500	1,015,500
89130	Water Department						
	Facility & system upgrades	-	220,000	140,000	100,000	100,000	560,000
	Water main replacement	90,000	560,000	925,000	500,000	750,000	2,825,000
	Replace van	27,000	-	-	-	-	27,000
	Generator - Well	-	125,000	-	-	-	125,000
	Water storage tank improvements	-	200,000	200,000	-	-	400,000
	Replace mainline valves	10,000	25,000	30,000	30,000	40,000	135,000
	Remote read meters	20,000	25,000	25,000	25,000	30,000	125,000
	Replace utility truck	-	200,000	-	-	-	200,000
	Replace fire hydrants	-	20,000	-	20,000	-	40,000
	SCADA system	-	-	-	20,000	-	20,000
	Total Water Department	147,000	1,397,000	1,320,000	695,000	920,000	4,479,000
08-141	Total Capital Improvement Plan	\$ 550,706	\$ 8,516,700	\$ 7,240,300	\$ 8,315,200	\$ 11,282,300	\$ 35,905,206