

# **TOWN OF PORTLAND, CONNECTICUT**



## **ADOPTED BUDGETS**

**FISCAL YEAR  
2019-2020**

# TOWN OF PORTLAND, CONNECTICUT

## ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2020

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**TOWN OF PORTLAND, CONNECTICUT**

**ANNUAL BUDGET DOCUMENT  
FOR THE YEAR ENDED JUNE 30, 2020**

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## Town of Portland, Connecticut

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Equal Opportunity Employer

### Office of the First Selectwoman

June 11, 2019

Dear Residents and Taxpayers:

Enclosed is the Adopted 2019-2020 Fiscal Year Budget.

#### **Grand List:**

Total Value: \$828,748,600 (an increase of \$6,961,084 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: \$828,749, (an increase of \$6,961 over 2018-2019)

#### **Revenues Needed:**

Taxation: 33.81 mills (There is NO change in the mill rate from 2018-2019.)

All other revenues: \$6,675,713 (+\$280,751 from 2018-2019)

Allocation from Fund Balance: \$300,000 (no change from 2018-2019)

#### **Expenditures:**

Total Expenditures: \$34,576,649 (+\$540,885) (1.59% increase over 2018-2019 adopted budget)

General Government increase: +\$40,934 (0.31% increase over FY 2018-2019)

Board of Education increase: +\$499,951 (2.42% increase over FY 2018-2019)

#### **Accomplishments 2018-2019**

S&P Global assigned a long-term rating of AA+ to the Town's \$10M general obligation.

Moody's Investors Service affirmed the rating of Aa3 on the Town's GO unlimited tax bonds.

Issued \$10M bonds for Route 17 Park, Sidewalks, Road and Building Improvements in August 2018.

Started construction work on the Route 17 Park Complex.

Made Sidewalk improvements on East Main Street, Waverly and Freestone Avenues.

Started the construction work of a new road surface, sidewalks, water and sewer mains on Spring/East Main Streets.

Re-paved Fire Company #2's and Company #3's parking lots.

Made improvements to Agogliati Field on Middlesex Avenue.

Continued the review of the water & sewer systems.

Approved the demolition phase of the re-development of the former Elmcrest property.

Completed the Portland Air Line Trail Improvements, and started exploring extension of the Trail to the west.

Actively negotiated the agreement to purchase the Brownstone Avenue Brownfields land.

Assisted with the review and permitting of major commercial projects, including but not limited to Brainerd Place, Dairy Queen, 1600 Portland-Cobalt Road and 264 Freestone Avenue.



Goals and Objectives:

- 1) Continue careful use of all Town funds, while addressing our needs.
  - a) Continue to pursue regional efforts when appropriate.
  - b) Pass a budget on the first referendum.
  - c) Pursue needed grants.
- 2) Complete the major Sidewalk Replacement Project.
- 3) Complete the Spring/East Main Streets re-construction project.
- 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.
  - 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 all forms of energy.
  - b) Investigate and implement renewable energy 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.
  - d) Continue to support responsive library services.
  - 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.

To meet the requirements of the annual budget process, the Annual Town Meeting was held on May 6 and the first referendum was held on May 13. The budget failed at the first referendum by a vote of 283 yes to 316 no. On May 15, 2019 the Board of Selectmen unanimously approved a revised budget that would proceed to a second referendum. On May 29, 2019 the second referendum was held. The revised budget passed at the second referendum by a vote of 1,013 yes to 249 no.

I would like to thank Tom Robinson, Director of Finance for all his hard work on the 2019-2020 budget.

Respectfully submitted,



Susan S. Bransfield  
First Selectwoman

**TOWN OF PORTLAND, CONNECTICUT  
ADOPTED MILL RATE CALCULATION  
FISCAL YEAR 2019-2020**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2019-2020 Expenditure Budgets	\$ 13,399,679	\$ 21,176,970	\$ 34,576,649
Less: Direct Revenue Estimates	<u>(2,223,491)</u>	<u>(4,452,222)</u>	<u>(6,675,713)</u>
Net Budget	11,176,188	16,724,748	27,900,936
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	11,026,188	16,574,748	27,600,936
Plus Adjustment *	<u>167,911</u>	<u>252,407</u>	<u>420,319</u>
Amount to be Raised	\$ 11,194,099	\$ 16,827,155	\$ 28,021,255
Adopted 2019-2020 Mill Rate	13.51	20.30	33.81
Adopted 2018-2019 Mill Rate	<u>13.83</u>	<u>19.98</u>	<u>33.81</u>
Mill Rate (Decrease) Increase	<u>(0.32)</u>	<u>0.32</u>	<u>0.00</u>
Mill Rate % (Decrease) Increase	<u>-2.33%</u>	<u>1.62%</u>	<u>0.00%</u>

One Mill = \$ 828,749 Before Board of Assessment Appeals (BAA) Hearings

Grand List Value = \$ 828,748,600

\* 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 2019-2020**  
**As of May 29, 2019**

<b>General Government &amp; Board of Education Revenue</b>		<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Actual Revenue</b>	<b>2018-2019 Budgeted Revenue</b>	<b>2019-2020 Estimated Revenue</b>
<b>Property Taxes</b>					
00010	Prop taxes - current	\$ 25,850,687	\$ 26,391,548	\$ 27,340,802	<b>\$ 27,600,936</b>
00011	Prop taxes - prior years	274,872	357,448	225,000	<b>227,500</b>
00012	Prop taxes - interest & liens	148,105	220,847	150,000	<b>150,000</b>
00013	Prop taxes - supp motor vehicle	278,068	291,862	245,000	<b>262,500</b>
00014	Prop taxes - prior years accrual	-	-	-	-
	<b>Total Property Taxes</b>	<u>26,551,732</u>	<u>27,261,705</u>	<u>27,960,802</u>	<b>28,240,936</b>
<b>State of CT - Education</b>					
00101	Education cost sharing grant	4,353,315	3,803,227	4,373,412	<b>4,452,222</b>
00102	School transportation grant	-	-	-	-
00103	Special education equity grant	-	426,694	-	-
00104	Miscellaneous education grants	-	19,500	-	-
	<b>Total State of CT - Education</b>	<u>4,353,315</u>	<u>4,249,421</u>	<u>4,373,412</u>	<b>4,452,222</b>
<b>State of CT - General Government</b>					
00201	PILOT - State property	199	182	-	<b>13,439</b>
00202	Pequot & Mohegan	27,715	27,715	1,500	<b>2,902</b>
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	49,482	-	-	-
00205	Boat registration fees	-	-	-	-
00206	PILOT - totally disabled tax relief	740	655	600	<b>550</b>
00207	Emergency management	3,477	2,941	2,250	<b>2,250</b>
00208	PILOT - elderly freeze	-	-	-	-
00210	PILOT - veteran's exemption	5,980	5,603	5,500	<b>2,700</b>
00212	Municipal revenue sharing	192,715	44,302	-	-
00214	Other revenues - State of CT	157	12,769	15,000	<b>15,000</b>
00216	PILOT - machinery & equipment	-	-	-	-
00220	School construction grant	-	-	-	-
	<b>Total State of CT - General Government</b>	<u>280,465</u>	<u>94,167</u>	<u>24,850</u>	<b>36,841</b>
<b>Investment Income</b>					
00401	Investment income	41,857	106,526	50,000	<b>265,000</b>
	<b>Total Investment Income</b>	<u>41,857</u>	<u>106,526</u>	<u>50,000</u>	<b>265,000</b>

**Town of Portland, Connecticut**  
**Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

<b>General Government &amp; Board of Education Revenue</b>		<b>2016-2017 Actual Receipts</b>	<b>2017-2018 Actual Receipts</b>	<b>2018-2019 Budgeted Revenue</b>	<b>2019-2020 Estimated Revenue</b>
<b>Charges for Services</b>					
00301	PILOT - housing authority	\$ 22,854	\$ 36,559	\$ 27,500	\$ 24,500
00302	PILOT - telecommunications	23,642	18,454	20,500	16,500
00303	Property rental	481,944	398,688	440,000	440,000
00304	Miscellaneous Finance	52,354	26,913	18,000	12,500
00305	Pin ball permits	-	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	-	-	-	-
00309	Vendor permits	360	490	200	200
00310	Accident reimbursements	3,806	24,039	6,000	6,000
00311	Workers compensation reimb	44,146	15,689	10,000	12,500
00312	Conveyance tax	95,865	114,232	95,000	98,000
00313	Vital statistics	12,210	13,980	13,500	13,750
00314	Recording fees	48,695	46,808	46,500	46,500
00315	Miscellaneous Town Clerk	8,781	8,385	8,000	8,000
00316	Publication sales	310	145	150	150
00317	Licenses	1,918	1,836	1,900	1,900
00319	Fire Marshal revenue	525	910	1,000	1,000
00320	Report copies	884	116	800	500
00321	Gun permits	7,000	3,780	5,000	3,500
00322	Raffle permits	105	285	250	250
00323	Miscellaneous Police	570	1,671	500	500
00324	Private duty	163,692	145,634	175,000	185,000
00325	Senior Center Program fees	2,520	2,953	1,500	2,750
00326	Demolition permits	-	-	-	-
00327	Miscellaneous Building Dept	1,375	1,116	2,000	2,000
00328	Structural permits	131,853	103,095	312,500	360,000
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 2019-2020**  
**As of May 29, 2019**

<b>General Government &amp; Board of Education Revenue</b>		<b>2016-2017 Actual Receipts</b>	<b>2017-2018 Actual Receipts</b>	<b>2018-2019 Budgeted Revenue</b>	<b>2019-2020 Estimated Revenue</b>
<b>Charges for Services (Continued)</b>					
00332	Miscellaneous Public Works	\$ 5,158	\$ 1,446	\$ 500	\$ 1,000
00334	Sale - construction plans	1,385	900	100	100
00335	Excavation permits	665	490	550	550
00336	Zoning permit fees	2,057	2,463	2,500	2,500
00337	P & Z hearings	10,298	18,006	7,500	12,500
00338	ZBA applications	1,064	1,216	1,900	1,900
00339	IW applications	292	765	750	750
00340	Fines	7,020	6,854	6,000	6,250
00354	Miscellaneous	27,242	42,420	121,000	20,000
00405	Sale of town property	-	-	-	-
	<b>Total Charges for Services</b>	<u>1,160,590</u>	<u>1,040,338</u>	<u>1,326,700</u>	<u>1,281,650</u>
	<b>Total GG &amp; BOE Revenue</b>	<u>\$ 32,387,959</u>	<u>\$ 32,752,157</u>	<u>\$ 33,735,764</u>	<u>\$ 34,276,649</u>



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

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
General Government		2017-2018	2018-2019	(Decrease)	2019-2020	(Decrease)
001	Board of Selectmen	\$ 12,750	\$ 12,750	0.00%	\$ 12,500	-1.96%
002	First Selectwoman	167,372	167,372	0.00%	170,017	1.58%
003	Ethics Commission	650	650	0.00%	650	0.00%
006	Probate Court	11,800	12,000	1.69%	12,100	0.83%
007	Elections	41,500	39,750	-4.22%	36,850	-7.30%
010	Finance Department	401,500	404,000	0.62%	410,450	1.60%
011	Collector of Revenue	90,500	92,750	2.49%	96,325	3.85%
012	Assessor	114,045	129,500	13.55%	134,500	3.86%
013	Board of Assessment Appeals	1,200	1,200	0.00%	1,300	8.33%
014	Town Counsel	97,000	85,000	-12.37%	85,000	0.00%
015	Town Clerk	162,000	163,600	0.99%	165,000	0.86%
016	Central Services	102,750	102,750	0.00%	102,750	0.00%
017	Technology Department	231,000	233,450	1.06%	236,900	1.48%
Total General Government		1,434,067	1,444,772	0.75%	1,464,342	1.35%

  

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
Public Safety		2017-2018	2018-2019	(Decrease)	2019-2020	(Decrease)
020	Fire Departments	363,985	371,110	1.96%	375,510	1.19%
021	Fire Marshal	46,720	47,000	0.60%	48,400	2.98%
022	Emergency Dispatch	127,561	130,983	2.68%	137,508	4.98%
023	Police Department	1,335,350	1,343,850	0.64%	1,377,350	2.49%
024	Emergency Management	13,250	13,250	0.00%	13,300	0.38%
025	Building Department	111,400	113,250	1.66%	116,825	3.16%
Total Public Safety		1,998,266	2,019,443	1.06%	2,068,893	2.45%

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

		Final Budget 2017-2018	Revised Budget 2018-2019	% Increase (Decrease)	Adopted Budget 2019-2020	% Increase (Decrease)
<b>Public Works</b>						
031	Public Works Director	\$ 183,800	\$ 166,900	-9.19%	\$ 171,800	2.94%
032	Highway Department	914,331	861,850	-5.74%	878,600	1.94%
033	Vehicle Maintenance	280,450	280,650	0.07%	287,100	2.30%
034	Town Engineer	43,500	38,500	-11.49%	48,500	25.97%
035	Street Lighting	132,500	132,500	0.00%	124,000	-6.42%
036	Grounds Maintenance	287,150	289,675	0.88%	295,300	1.94%
037	Town Building Maintenance	345,600	352,100	1.88%	359,450	2.09%
038	Snow Removal	132,500	102,000	-23.02%	134,000	31.37%
	<b>Total Public Works</b>	<b>2,319,831</b>	<b>2,224,175</b>	<b>-4.12%</b>	<b>2,298,750</b>	<b>3.35%</b>
<b>Planning &amp; Development</b>						
040	Planning Department	113,000	115,450	2.17%	121,975	5.65%
041	Zoning Enforcement	16,700	17,100	2.40%	17,700	3.51%
042	Planning & Zoning Commission	15,000	15,753	5.02%	16,333	3.68%
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%	550	0.00%
046	Economic Dev Commission	3,850	3,850	0.00%	4,500	16.88%
047	Capital Expenditures Commission	500	500	0.00%	500	0.00%
	<b>Total Planning &amp; Development</b>	<b>157,499</b>	<b>161,102</b>	<b>2.29%</b>	<b>169,457</b>	<b>5.19%</b>
<b>Health &amp; Human Services</b>						
051	Health Department	101,150	104,350	3.16%	110,920	6.30%
052	Environmental Health	-	-		-	
053	Social Services	67,705	63,705	-5.91%	62,705	-1.57%
054	Senior Citizen Center	117,915	121,125	2.72%	114,450	-5.51%
055	Municipal Agent for the Elderly	30,600	28,600	-6.54%	28,600	0.00%
	<b>Total Health &amp; Human Services</b>	<b>317,370</b>	<b>317,780</b>	<b>0.13%</b>	<b>316,675</b>	<b>-0.35%</b>

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

		Final Budget 2017-2018	Revised Budget 2018-2019	% Increase (Decrease)	Adopted Budget 2019-2020	% Increase (Decrease)
Portland Library						
065	Portland Library	\$ 708,250	\$ 711,800	0.50%	\$ 727,275	2.17%
Employee Fringe Benefits						
071	Employee Fringe Benefits	2,744,205	2,923,187	6.52%	3,045,189	4.17%
Risk Management						
073	Risk Management	162,225	162,225	0.00%	172,225	6.16%
Debt Service						
085	Debt Service	2,102,933	2,061,743	-1.96%	1,910,539	-7.33%
	Total Debt Service	2,102,933	2,061,743	-1.96%	1,910,539	-7.33%
Sundry						
093	Interfund Transfers Out	963,003	1,232,518	27.99%	1,126,334	-8.62%
095	Town Contingency	61,930	100,000	61.47%	100,000	0.00%
	Total Sundry	1,024,933	1,332,518	30.01%	1,226,334	-7.97%
<b>Total General Gov't Budget</b>		<b>\$ 12,969,579</b>	<b>\$ 13,358,745</b>	<b>3.00%</b>	<b>\$ 13,399,679</b>	<b>0.31%</b>

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

	Actual	Adopted	%	Adopted	%
Salaries	Expended	Budget	Increase	Budget	Increase
	2017-2018	2018-2019	(Decrease)	2019-2020	(Decrease)
11011 Certified Salaries	\$ 9,532,043	\$ 9,465,422	-0.70%	\$ 9,745,525	2.96%
11012 Non-Certified Salaries	2,618,369	2,703,678	3.26%	2,791,727	3.26%
11014 Coaching Salaries	141,821	155,164	9.41%	150,596	-2.94%
11015 Extracurricular Salaries	101,880	102,217	0.33%	87,597	-14.30%
12000 Temporary Salaries	114,390	153,940	34.57%	134,200	-12.82%
12022 Substitute Salaries	231,524	-	-100.00%	-	
12023 Tutor Salaries	9,095	10,000	9.95%	10,000	0.00%
13002 Overtime Salaries	98,132	70,000	-28.67%	75,000	7.14%
<b>Total Salaries</b>	<b>12,847,254</b>	<b>12,660,421</b>	<b>-1.45%</b>	<b>12,994,645</b>	<b>2.64%</b>

  

	Actual	Adopted	%	Adopted	%
Benefits	Expended	Budget	Increase	Budget	Increase
	2017-2018	2018-2019	(Decrease)	2019-2020	(Decrease)
21001 Medical Insurance	2,368,068	2,622,853	10.76%	\$ 2,641,653	0.72%
21002 Dental Insurance	67,758	65,000	-4.07%	81,250	25.00%
21003 Life Insurance	21,041	20,850	-0.91%	27,260	30.74%
21004 Disability	20,585	21,380	3.86%	21,635	1.19%
21050 Tuition Reimbursement	19,195	22,000	14.61%	23,400	6.36%
22000 Social Security/Medicare	378,791	378,618	-0.05%	380,354	0.46%
23001 Pension	428,354	439,357	2.57%	450,079	2.44%
23004 Retirements	65,180	60,000	-7.95%	33,180	-44.70%
26000 Workers' Compensation	131,028	169,600	29.44%	146,750	-13.47%
28001 Unemployment	20,636	10,000	-51.54%	10,000	0.00%
29000 Longevity-Classified	7,200	6,200	-13.89%	5,000	-19.35%
<b>Total Benefits</b>	<b>3,527,836</b>	<b>3,815,858</b>	<b>8.16%</b>	<b>3,820,561</b>	<b>0.12%</b>

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Purchased Services		2017-2018	2018-2019	(Decrease)	2019-2020	(Decrease)
30010	Legal Services	\$ 25,130	\$ 30,000	19.38%	\$ 30,000	0.00%
30012	Negotiation Services	7,409	15,000	102.46%	7,000	-53.33%
30014	Audit Services	13,365	14,000	4.75%	14,000	0.00%
30030	Purchased Services	330,449	595,556	80.23%	779,140	30.83%
33020	Curriculum Writing	-	-		-	
33030	Professional Development	11,208	46,800	317.56%	24,230	-48.23%
Total Purchased Services		<u>387,561</u>	<u>701,356</u>	<u>80.97%</u>	<u>854,370</u>	<u>21.82%</u>
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Facility Services		2017-2018	2018-2019	(Decrease)	2019-2020	(Decrease)
44003	Repairs & Maintenance	<u>240,001</u>	<u>316,950</u>	<u>32.06%</u>	<u>322,693</u>	<u>1.81%</u>
Total Facility Services		<u>240,001</u>	<u>316,950</u>	<u>32.06%</u>	<u>322,693</u>	<u>1.81%</u>
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Other Services		2017-2018	2018-2019	(Decrease)	2019-2020	(Decrease)
51010	Student Transportation	1,010,198	966,560	-4.32%	947,137	-2.01%
52001	Property Insurance	186,287	192,000	3.07%	197,000	2.60%
53001	Telephone	23,796	24,350	2.33%	24,350	0.00%
54000	Advertising	70	250	257.14%	250	0.00%
55050	Printing/Binding	1,581	3,635	129.92%	3,150	-13.34%
56001	Tuition To LEAs in State	63,102	53,052	-15.93%	73,524	38.59%
56003	Tuition - Private Sources	992,410	499,027	-49.72%	518,241	3.85%
56004	Tuition to Ed Svc Agencies	-	42,052		-	-100.00%
56006	Tuition to Magnet Schools	68,224	19,239	-71.80%	23,986	24.67%
58580	Travel	5,968	8,900	49.13%	9,550	7.30%
Total Other Services		<u>2,351,636</u>	<u>1,809,065</u>	<u>-23.07%</u>	<u>1,797,188</u>	<u>-0.66%</u>

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2017-2018	2018-2019	(Decrease)	2019-2020	(Decrease)
<b>Books &amp; Supplies</b>						
61011	General Supplies	\$ 282,747	\$ 318,351	12.59%	\$ 317,524	-0.26%
61014	Postage	5,947	6,400	7.62%	6,400	0.00%
62001	Electricity	386,728	401,718	3.88%	401,718	0.00%
62002	Water & Sewer	28,582	28,600	0.06%	28,600	0.00%
62004	Heating Fuel	-	-		-	
62021	Natural Gas	167,645	175,000	4.39%	176,027	0.59%
62026	Gasoline Unleaded	15,415	20,000	29.74%	15,000	-25.00%
62027	Diesel	33,980	50,000	47.15%	35,000	-30.00%
64002	Resource/Media	225	350	55.56%	865	147.14%
64003	Periodicals	5,516	7,438	34.84%	4,930	-33.72%
64041	Textbooks	60,196	28,379	-52.86%	28,379	0.00%
64043	Library Books	14,045	12,100	-13.85%	13,080	8.10%
64045	Workbooks	11,998	9,278	-22.67%	14,480	56.07%
<b>Total Books &amp; Supplies</b>		<u>1,013,024</u>	<u>1,057,614</u>	<u>4.40%</u>	<u>1,042,003</u>	<u>-1.48%</u>
<b>Buildings &amp; Equipment</b>						
73011	Equipment - Instructional	7,765	20,527	164.35%	24,513	19.42%
73012	Equipment - Non-Instructional	2,087	14,450	592.38%	13,850	-4.15%
73014	Technology - Hardware	39,591	27,832	-29.70%	111,000	298.82%
73015	Technology - Software	143,591	158,395	10.31%	116,134	-26.68%
<b>Total Buildings &amp; Equipment</b>		<u>193,034</u>	<u>221,204</u>	<u>14.59%</u>	<u>265,497</u>	<u>20.02%</u>
<b>Dues &amp; Fees</b>						
81000	Dues & Fees	64,926	94,551	45.63%	80,013	-15.38%
<b>Total BOE Budget</b>		<u>\$ 20,625,272</u>	<u>\$ 20,677,019</u>	<u>0.24%</u>	<u>\$ 21,176,970</u>	<u>2.42%</u>



**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**How Every \$100 Dollars Is Spent**  
**As of May 29, 2019**

Town Functions	2016-2017 Actual Expended	2017-2018 Actual Expended	2018-2019 Revised Budget	2019-2020 Adopted Budget
<b>General Government Operating Functions</b>				
General Government	\$ 4.36	\$ 4.06	\$ 4.24	\$ 4.24
Public Safety	5.55	5.66	5.93	5.98
Public Works (includes Buildings & Grounds)	6.96	6.54	6.53	6.65
Planning & Development	0.37	0.40	0.47	0.49
Health & Human Services	0.91	0.91	0.93	0.92
Portland Library	2.06	2.01	2.09	2.10
Employee Fringe Benefits	7.91	7.97	8.59	8.81
Risk Management	0.42	0.44	0.48	0.50
<b>Total Gen Govt Operating Functions</b>	<b>28.52</b>	<b>27.99</b>	<b>29.28</b>	<b>29.68</b>
<b>Non-Operating Functions</b>				
Debt Service	5.55	6.14	6.06	5.53
Sundry (includes interfund xfers out & contingency)	3.70	2.78	3.92	3.55
<b>Total Non-Operating Functions</b>	<b>9.25</b>	<b>8.91</b>	<b>9.97</b>	<b>9.07</b>
<b>Total General Government Functions</b>	<b>37.77</b>	<b>36.90</b>	<b>39.25</b>	<b>38.75</b>
<b>Board of Education</b>	<b>62.23</b>	<b>63.10</b>	<b>60.75</b>	<b>61.25</b>
<b>Total General Fund</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

<b>General Government Budget</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>	<b>\$ Increase (Decrease) from Prior Year</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 4,356,021	\$ 4,519,850	\$ 4,632,145	\$ 112,295
Employee Fringe Benefits	2,604,089	2,913,187	3,035,189	122,002
Contractual Services	833,535	956,293	992,238	35,945
Repairs	201,362	202,500	206,250	3,750
Utilities	329,526	407,425	398,875	(8,550)
Commodities	732,388	836,675	867,375	30,700
Equipment	5,194	12,350	13,000	650
Miscellaneous	88,270	116,204	117,734	1,530
Total Operating Expenditures	9,150,385	9,964,484	10,262,806	298,322
<b>Non-Operating Expenditures</b>				
Debt Service	2,005,685	2,061,743	1,910,539	(151,204)
Interfund Transfers Out	888,003	1,232,518	1,126,334	(106,184)
Contingency	19,250	100,000	100,000	-
Total Non-Operating Expenditures	2,912,938	3,394,261	3,136,873	(257,388)
<b>Total General Government</b>	\$ 12,063,323	\$ 13,358,745	\$ 13,399,679	\$ 40,934

Percentage increase/(decrease) 10.74% \* 0.31%

\* Due to actual intergovernmental revenues being less than budgeted, the Town held spending on many items and services to meet actual revenues and not use fund balance.

<b>Operating Expenditures</b>	<b>2019-2020 Adopted Budget</b>	<b>% of Adopted Budget</b>
Personnel Expenditures	\$ 4,632,145	34.57%
Employee Fringe Benefits	3,035,189	22.65%
Contractual Services	992,238	7.40%
Repairs	206,250	1.54%
Utilities	398,875	2.98%
Commodities	867,375	6.47%
Equipment	13,000	0.10%
Miscellaneous	117,734	0.88%
Total Operating Expenditures	10,262,806	76.59%
<b>Non-Operating Expenditures</b>		
Debt Service	1,910,539	14.26%
Interfund Transfers Out	1,126,334	8.41%
Contingency	100,000	0.75%
Total Non-Operating Expenditures	3,136,873	23.41%
<b>Total General Government</b>	\$ 13,399,679	100.00%

**Town of Portland, Connecticut**  
**Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

<b>Board of Education Budget</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>	<b>\$ Increase (Decrease) from Prior Year</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 12,847,254	\$ 12,660,421	\$ 12,994,645	\$ 334,224
Employee Fringe Benefits	3,527,836	3,815,858	3,820,561	4,703
Contractual Services	387,561	701,356	854,370	153,014
Repairs	240,001	316,950	322,693	5,743
Utilities (incl. transportation, ins, tuition)	2,351,636	1,809,065	1,797,188	(11,877)
Commodities	1,013,024	1,057,614	1,042,003	(15,611)
Equipment	193,034	221,204	265,497	44,293
Miscellaneous	64,926	94,551	80,013	(14,538)
Total Operating Expenditures	<u>20,625,272</u>	<u>20,677,019</u>	<u>21,176,970</u>	<u>499,951</u>
<b>Total Board of Education</b>	<u>\$ 20,625,272</u>	<u>\$ 20,677,019</u>	<u>\$ 21,176,970</u>	<u>\$ 499,951</u>

Percentage increase/(decrease)	<u>0.25%</u>	<u>2.42%</u>
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<b>Operating Expenditures</b>	<b>2019-2020 Adopted Budget</b>	<b>% of Adopted Budget</b>
Personnel Expenditures	\$ 12,994,645	61.36%
Employee Fringe Benefits	3,820,561	18.04%
Contractual Services	854,370	4.03%
Repairs	322,693	1.52%
Utilities	1,797,188	8.49%
Commodities	1,042,003	4.92%
Equipment	265,497	1.25%
Miscellaneous	80,013	0.38%
Total Operating Expenditures	<u>21,176,970</u>	<u>100.00%</u>
<b>Total Board of Education</b>	<u>\$ 21,176,970</u>	<u>100.00%</u>

**Town of Portland, Connecticut**  
**Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

Town Budget	2017-2018 Actual Expended	2018-2019 Revised Budget	2019-2020 Adopted Budget	\$ Increase (Decrease) from Prior Year
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 17,203,275	\$ 17,180,271	\$ 17,626,790	\$ 446,519
Employee Fringe Benefits	6,131,925	6,729,045	6,855,750	126,705
Contractual Services	1,221,096	1,657,649	1,846,608	188,959
Repairs	441,363	519,450	528,943	9,493
Utilities	2,681,162	2,216,490	2,196,063	(20,427)
Commodities	1,745,412	1,894,289	1,909,378	15,089
Equipment	198,228	233,554	278,497	44,943
Miscellaneous	153,196	210,755	197,747	(13,008)
Total Operating Expenditures	<u>29,775,657</u>	<u>30,641,503</u>	<u>31,439,776</u>	<u>798,273</u>
<b>Non-Operating Expenditures</b>				
Debt Service	2,005,685	2,061,743	1,910,539	(151,204)
Interfund Transfers Out	888,003	1,232,518	1,126,334	(106,184)
Contingency	19,250	100,000	100,000	0
Total Non-Operating Expenditures	<u>2,912,938</u>	<u>3,394,261</u>	<u>3,136,873</u>	<u>(257,388)</u>
<b>Total Town Budget</b>	<u><u>\$ 32,688,595</u></u>	<u><u>\$ 34,035,764</u></u>	<u><u>\$ 34,576,649</u></u>	<u><u>\$ 540,885</u></u>

Percentage increase/(decrease) 4.12% 1.59%

	2019-2020 Adopted Budget	% of Adopted Budget
<b>Operating Expenditures</b>		
Personnel Expenditures	\$ 17,626,790	50.98%
Employee Fringe Benefits	6,855,750	19.83%
Contractual Services	1,846,608	5.34%
Repairs	528,943	1.53%
Utilities	2,196,063	6.35%
Commodities	1,909,378	5.52%
Equipment	278,497	0.81%
Miscellaneous	197,747	0.57%
Total Operating Expenditures	<u>31,439,776</u>	<u>90.93%</u>
<b>Non-Operating Expenditures</b>		
Debt Service	1,910,539	5.53%
Interfund Transfers Out	1,126,334	3.26%
Contingency	100,000	0.29%
Total Non-Operating Expenditures	<u>3,136,873</u>	<u>9.07%</u>
<b>Total Town Budget</b>	<u><u>\$ 34,576,649</u></u>	<u><u>100.00%</u></u>

**Department Name:** Board of Selectmen **Department #:** 01-001

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

- Meetings are 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 2019-2020**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-001</b>	<b>Board of Selectmen</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk payroll	\$ 2,272	\$ 2,059	\$ 3,000	\$ 3,000
14002	Charter revision clerk payroll	-	-	-	-
-	School building committee clerk	-	-	-	-
14008	Selectmen stipends	5,875	6,000	6,000	6,000
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>8,147</u>	<u>8,059</u>	<u>9,000</u>	<u>9,000</u>
<b>Miscellaneous</b>					
88001	Program services	2,205	2,059	2,750	2,500
88004	Project graduation	1,000	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	<b>Total Miscellaneous Expenditures</b>	<u>3,205</u>	<u>3,059</u>	<u>3,750</u>	<u>3,500</u>
<b>01-001</b>	<b>Total Board of Selectmen</b>	<u>\$ 11,352</u>	<u>\$ 11,118</u>	<u>\$ 12,750</u>	<u>\$ 12,500</u>
Percentage increase/(decrease)					<u><u>-1.96%</u></u>



**Mission & Purpose:**

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

**Goals & Objectives:**

1. Respond to the needs and concerns of the public and address each issue to some closure.
2. 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 and ordinances.
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:**

- 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.

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-002	First Selectwoman	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 151,501	\$ 154,704	\$ 156,250	\$ 158,895
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>151,501</u>	<u>154,704</u>	<u>156,250</u>	<u>158,895</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	<u>339</u>	<u>562</u>	<u>600</u>	<u>600</u>
	Total Contractual Services	<u>339</u>	<u>562</u>	<u>600</u>	<u>600</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
86003	CT Conf of Municipalities	5,897	5,897	5,897	5,897
86004	CT Council of Small Towns	825	825	825	825
86005	Middlesex Chamber	600	638	650	650
88001	Program services	1,439	1,298	3,000	3,000
88010	Safety committee	-	-	-	-
88022	Town report	-	-	150	150
	Total Miscellaneous Expenditures	<u>8,761</u>	<u>8,658</u>	<u>10,522</u>	<u>10,522</u>
<b>01-002</b>	<b>Total First Selectwoman</b>	<u>\$ 160,601</u>	<u>\$ 163,924</u>	<u>\$ 167,372</u>	<u>\$ 170,017</u>
Percentage increase/(decrease)					<u>1.58%</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. Suggest changes to the Ethics Ordinance as appropriate.
4. Serve as legal custodian of the Commission's records, and accept, file, maintain and administer, in accordance with all applicable laws, any information related to the purposes of the Ethics Ordinance.
5. In coordination with appropriate Town personnel, arrange for an annual 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 2019-2020**  
**As of May 29, 2019**

<b>01-003 Ethics Commission</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>				
14001 Board clerk payroll	\$ -	\$ -	\$ 400	\$ 400
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>-</u>	<u>-</u>	<u>400</u>	<u>400</u>
<b>Miscellaneous</b>				
88016 Miscellaneous	<u>86</u>	<u>90</u>	<u>250</u>	<u>250</u>
Total Miscellaneous	<u>86</u>	<u>90</u>	<u>250</u>	<u>250</u>
<b>01-003 Total Ethics Commission</b>	<u>\$ 86</u>	<u>\$ 90</u>	<u>\$ 650</u>	<u>\$ 650</u>
			Percentage increase/(decrease)	<u>0.00%</u>

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

**Mission & Purpose:**

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

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

**Goals & Objectives:**

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

**Accomplishments:**

- The merged court system is functional.

**Fiscal Notes:**

- The hours of the Probate Court are as follows:

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017 Actual Expended	2017-2018 Actual Expended	2018-2019 Revised Budget	2019-2020 Adopted Budget
<b>01-006</b>	<b>Probate Court</b>				
<u>Contractual Services</u>					
31000	Service contracts	\$ 10,115	\$ 11,429	\$ 12,000	<b>\$ 12,100</b>
31001	Office equip repair & maint	-	-	-	-
33002	Indexing and recording	-	-	-	-
	Total Contractual Services	<u>10,115</u>	<u>11,429</u>	<u>12,000</u>	<b>12,100</b>
<u>Commodities</u>					
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-006</b>	<b>Total Probate Court</b>	<b><u>\$ 10,115</u></b>	<b><u>\$ 11,429</u></b>	<b><u>\$ 12,000</u></b>	<b><u>\$ 12,100</u></b>
Percentage increase/(decrease)					<b><u>0.83%</u></b>



**Department Name:** Elections **Department #:** 01-007

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

**Goals & Objectives:**

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

**Accomplishments:**

- Supervised multiple elections and budget referendums.

**Fiscal Notes:**

- Budget details the costs for one (1) Municipal 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.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-007</b>	<b>Elections</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11003	Part-time payroll	\$ 13,846	\$ 13,271	\$ 15,300	\$ 15,500
14006	Voter canvassing	292	1,553	1,250	1,850
14007	Election workers stipends	9,012	5,050	10,450	8,750
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>23,150</u>	<u>19,874</u>	<u>27,000</u>	<u>26,100</u>
<b>Contractual Services</b>					
31003	Voting machine maint	1,359	1,425	3,250	3,250
32000	Conferences, meetings, dues	2,315	1,810	2,500	2,500
	Total Contractual Services	<u>3,674</u>	<u>3,235</u>	<u>5,750</u>	<u>5,750</u>
<b>Commodities</b>					
61007	Voting mach supplies	-	-	-	-
69000	Election supplies	6,635	3,841	7,000	5,000
	Total Commodities	<u>6,635</u>	<u>3,841</u>	<u>7,000</u>	<u>5,000</u>
<b>Miscellaneous</b>					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-007</b>	<b>Total Elections</b>	<u>\$ 33,459</u>	<u>\$ 26,950</u>	<u>\$ 39,750</u>	<u>\$ 36,850</u>
					Percentage increase/(decrease) <u><u>-7.30%</u></u>

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

**Mission & Purpose:**

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

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

**Goals & Objectives:**

Provide financial information to the Town 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, 2018.
- Administered and supervised multiple Town-wide Auctions using online portal.
- S&P Global assigned a long-term rating of AA+ to the Town’s \$10M general obligation.
- Issued \$10M in bonds for the Town park, sidewalks, roads and building improvements in Aug. 2018.
- Moody’s Investors Service affirmed the rating of Aa3 on the Town’s GO unlimited tax bonds.
- Transitioned payroll from a legacy solution to ADP’s software as a solution service.

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-010</b>	<b>Finance Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 265,995	\$ 269,048	\$ 282,000	\$ 281,500
11003	Part-time payroll	40,932	41,808	42,750	44,500
14020	Rental use of buildings	10,314	6,258	10,000	10,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>317,241</u>	<u>317,114</u>	<u>334,750</u>	<u>336,000</u>
<b>Contractual Services</b>					
31000	Service contracts	23,972	28,770	30,000	34,200
32000	Conferences, meetings, dues	1,470	1,206	4,000	4,000
33001	Audit fees	13,012	13,677	14,250	14,500
33005	Bank fees	845	267	1,500	1,250
34001	Data processing	7,901	5,663	5,500	6,500
	<b>Total Contractual Services</b>	<u>47,200</u>	<u>49,583</u>	<u>55,250</u>	<u>60,450</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	<b>Total Commodities</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
88015	BOE admin life insurance	-	-	-	-
88016	Miscellaneous	11,241	2,340	14,000	14,000
	<b>Total Miscellaneous Expenditures</b>	<u>11,241</u>	<u>2,340</u>	<u>14,000</u>	<u>14,000</u>
<b>01-010</b>	<b>Total Finance Department</b>	<u>\$ 375,682</u>	<u>\$ 369,037</u>	<u>\$ 404,000</u>	<u>\$ 410,450</u>
Percentage increase/(decrease)					<u>1.60%</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, 2018 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 2019-2020**  
**As of May 29, 2019**

<b>01-011 Collector of Revenue</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 67,149	\$ 68,988	\$ 71,500	<b>\$ 75,075</b>
11003 Part-time payroll	-	-	-	-
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>67,149</u>	<u>68,988</u>	<u>71,500</u>	<b>75,075</b>
<b>Contractual Services</b>				
31000 Service contracts	17,455	17,702	20,000	<b>20,000</b>
32000 Conferences, meetings, dues	446	996	1,250	<b>1,250</b>
34001 Data processing	-	-	-	-
36005 DMV delinquent charge	-	-	-	-
Total Contractual Services	<u>17,901</u>	<u>18,698</u>	<u>21,250</u>	<b>21,250</b>
<b>Commodities</b>				
54000 Advertising & publications	-	-	-	-
61000 Office supplies	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-011 Total Collector of Revenue</b>	<b><u>\$ 85,050</u></b>	<b><u>\$ 87,686</u></b>	<b><u>\$ 92,750</u></b>	<b><u>\$ 96,325</u></b>
			Percentage increase/(decrease)	<b><u>3.85%</u></b>

**Department Name:** Assessor **Department #:** 01-012

**Mission & Purpose:**

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

**Goals & Objectives:**

1. 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. Resolve three (3) real estate court appeals remaining from the 2016 revaluation.
4. Implement new office procedures in regards to business personal property discovery and introduce new construction protocol within all Town Hall departments.
5. Consider reinstating the personal property audits.
6. 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.
7. Explore options for online assessment/field card data for easier and more accurate accessibility, and include weekly updates.
8. Prepare for the 2021 Revaluation, and determine the best methodology to be implemented.
9. Participate actively in the CT Assessors Association Organization's (CAAO) State Legislative Committee, and become a member of the CAAO Education Committee.

**Accomplishments:**

- Filed the October 1, 2018 Grand List timely - by the 1/31/2019 statutory deadline.
- Settled under stipulation, six (6) real estate court appeals from the 2016 Revaluation, avoiding trial at minimized the cost to taxpayers.
- Reorganized and restructured the personal property files while legally disposing of old records (prior to 2012).
- The Assessor was nominated 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.
- Service contracts (#31000) – Service provider established a new required fee.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017 Actual Expended	2017-2018 Actual Expended	2018-2019 Revised Budget	2019-2020 Adopted Budget
<b>01-012</b>	<b>Assessor</b>				
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 85,694	\$ 93,201	\$ 110,000	<b>\$ 113,500</b>
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>85,694</u>	<u>93,201</u>	<u>110,000</u>	<b>113,500</b>
<b>Contractual Services</b>					
31000	Service contracts	15,850	17,244	17,500	<b>19,000</b>
32000	Conferences, meetings, dues	144	1,738	2,000	<b>2,000</b>
33001	Audit fees	-	-	-	-
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>15,994</u>	<u>18,982</u>	<u>19,500</u>	<b>21,000</b>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-012</b>	<b>Total Assessor</b>	<u><u>\$ 101,688</u></u>	<u><u>\$ 112,183</u></u>	<u><u>\$ 129,500</u></u>	<u><u>\$ 134,500</u></u>
					Percentage increase/(decrease) <u><u>3.86%</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 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-013	Board of Assessment Appeals	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk payroll	\$ -	\$ -	\$ 200	\$ 200
14011	Member stipends	1,295	995	1,000	1,100
	Total Personnel Expenditures	<u>1,295</u>	<u>995</u>	<u>1,200</u>	<u>1,300</u>
<b>01-013</b>	<b>Total Board of Assessment Appeals</b>	<u>\$ 1,295</u>	<u>\$ 995</u>	<u>\$ 1,200</u>	<u>\$ 1,300</u>
				Percentage increase/(decrease)	<u>8.33%</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 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-014	Town Counsel	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
-	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	41,026	12,782	33,000	<b>33,000</b>
37006	Freedom of information	3,507	564	2,000	<b>2,000</b>
37012	Suits & settlements	-	-	-	-
37013	General Town Counsel	49,975	22,741	22,500	<b>22,500</b>
37019	Planning & development matters	66,528	46,076	22,500	<b>22,500</b>
37025	Tax matters	6,523	3,612	5,000	<b>5,000</b>
37029	Miscellaneous matters	-	-	-	-
	<b>Total Contractual Services</b>	<u>167,559</u>	<u>85,775</u>	<u>85,000</u>	<u><b>85,000</b></u>
<b>01-014</b>	<b>Total Town Counsel</b>	<u><u>\$ 167,559</u></u>	<u><u>\$ 85,775</u></u>	<u><u>\$ 85,000</u></u>	<u><u>\$ 85,000</u></u>
Percentage increase/(decrease)					<u><u><b>0.00%</b></u></u>

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

**Mission & Purpose:**

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

**Goals & Objectives:**

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 January 1990.
- The Town Clerk passed the CT Certified Town Clerk examination.
- E-recording is now available for deeds.

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-015</b>	<b>Town Clerk</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 127,714	\$ 129,709	\$ 132,100	\$ 135,500
13002	Overtime	95	-	750	750
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>127,809</u>	<u>129,709</u>	<u>132,850</u>	<u>136,250</u>
<b>Contractual Services</b>					
31000	Service contracts	775	775	1,000	1,000
32000	Conferences, meetings, dues	1,240	1,112	1,500	1,250
33002	Indexing & recording	23,432	20,859	27,500	26,000
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	-	-
35000	Vital statistics	-	94	750	500
	<b>Total Contractual Services</b>	<u>25,447</u>	<u>22,840</u>	<u>30,750</u>	<u>28,750</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	<b>Total Commodities</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-015</b>	<b>Total Town Clerk</b>	<u>\$ 153,256</u>	<u>\$ 152,549</u>	<u>\$ 163,600</u>	<u>\$ 165,000</u>
Percentage increase/(decrease)					<u>0.86%</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 2019-2020**  
**As of May 29, 2019**

<b>01-016 Central Services</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11003 Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	-	-	-	-
<b>Contractual Services</b>				
31000 Service contracts	28,724	28,228	35,000	<b>35,000</b>
31001 Office equip repair & maint	3,804	1,320	2,000	<b>2,000</b>
34001 Data processing supplies	2,428	667	2,500	<b>2,500</b>
- Publication costs	-	-	-	-
Total Contractual Services	<u>34,956</u>	<u>30,215</u>	<u>39,500</u>	<b>39,500</b>
<b>Repairs</b>				
- Equipment repairs	-	-	-	-
Total Repairs	-	-	-	-
<b>Utilities</b>				
53000 Postage	15,907	14,581	18,000	<b>18,000</b>
54000 Advertising, printing & publications	18,670	14,677	20,000	<b>20,000</b>
- Printing	-	-	-	-
58580 Travel and mileage expense	2,845	1,609	3,750	<b>3,750</b>
Total Utilities	<u>37,422</u>	<u>30,867</u>	<u>41,750</u>	<b>41,750</b>
<b>Commodities</b>				
61000 Office supplies	13,748	9,170	15,500	<b>15,500</b>
61005 Copier/printing supplies	6,895	5,811	6,000	<b>6,000</b>
- Subscriptions & publications	-	-	-	-
Total Commodities	<u>20,643</u>	<u>14,981</u>	<u>21,500</u>	<b>21,500</b>
<b>Equipment</b>				
- Equipment	-	-	-	-
Total Equipment	-	-	-	-
<b>01-016 Total Central Services</b>	<u><u>\$ 93,021</u></u>	<u><u>\$ 76,063</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 existing spam and firewall equipment and improve intrusion protection.
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, as well as for permits, and vital statistic documents and maps.
8. Continue to conduct auctions of surplus Town equipment and vehicles while adjusting fixed asset inventory accordingly.
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](http://youtube.com/portlandconn))
- Completed video documentary of the Airline Trail improvements.
- Upgraded and continue to maintain the Town's website to Wix content management platform.
- The Town completed, in collaboration with the RiverCOG, a seamless regional GIS map.
- Converted Police CrimeStar software to NexGen in order to access CJIS database and align with the Dispatch System.
- Completed the fiber connection of Gildersleeve School and Fire Co.#2 to the Town's infrastructure.
- Completed electrical upgrades in the Radio Room with new heating and cooling.
- Completed installation of Unitrends backup solutions and appliances at Town Hall, Library and Police Department with offsite cloud storage.

**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 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-017	Technology Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 123,932	\$ 134,173	\$ 135,850	\$ 139,300
11003	Part-time payroll	13,871	8,274	9,000	9,000
13002	Overtime	11,149	15,725	10,000	10,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>148,952</u>	<u>158,172</u>	<u>154,850</u>	<u>158,300</u>
<b>Contractual Services</b>					
31000	Service contracts	480	480	1,000	1,000
31001	Office equip repair & maint	1,775	200	1,500	1,500
31008	Licensing software	16,188	12,079	22,500	22,500
32000	Conferences, meetings, dues	665	221	1,000	1,000
34001	Data processing supplies	5,598	3,411	6,750	6,750
36004	Telecommunications	3,424	3,703	7,100	7,100
36050	Computer network maintenance	9,092	49,920	35,000	35,000
	Total Contractual Services	<u>37,222</u>	<u>70,014</u>	<u>74,850</u>	<u>74,850</u>
<b>Repairs</b>					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	762	955	1,250	1,250
	Total Utilities	<u>762</u>	<u>955</u>	<u>1,250</u>	<u>1,250</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	500	357	500	500
-	Equipment supplies	-	-	-	-
	Total Commodities	<u>500</u>	<u>357</u>	<u>500</u>	<u>500</u>
<b>Equipment</b>					
73000	Equipment purchases	9,005	1,312	2,000	2,000
	Total Equipment	<u>9,005</u>	<u>1,312</u>	<u>2,000</u>	<u>2,000</u>
<b>Miscellaneous</b>					
88016	Miscellaneous	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-017</b>	<b>Total Technology Department</b>	<u>\$ 196,441</u>	<u>\$ 230,810</u>	<u>\$ 233,450</u>	<u>\$ 236,900</u>

Percentage increase/(decrease) 1.48%

**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.

**Accomplishments:**

- Received a Department of Energy and Environmental Protection (DEEP) Grant for brush fire equipment.
- Received our second IFCA Grant award for recruitment and retention of firefighters. This included reimbursement of medical examinations and training.
- Received the award of a HeartSafe community in January 2018 due to the number of firefighters and citizens we have trained in CPR and AED.
- Continued the process of updating our aging communication system with a more reliable system with back up ability and interoperability.
- Completed the grant application process for funding of the replacement of Tanker #6.
- Made building, storage and communication improvements

**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.
- Stipends are added to this budget in accordance with the Town's Pay Plan.
- There is a \$1,500 stipend per member.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-020	Fire Departments	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 6,284	\$ 6,384	\$ 6,750	\$ 6,750
11002	Clerical payroll	1,193	722	2,500	2,250
11003	Part-time payroll	84,500	97,559	98,600	101,000
-	Watchmen	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>91,977</u>	<u>104,665</u>	<u>107,850</u>	<u>110,000</u>
<b>Contractual Services</b>					
30000	Training	12,306	8,816	18,000	18,000
31000	Service contracts	9,183	9,450	13,360	13,360
31008	Licensing software	4,173	3,665	7,500	7,500
32000	Conferences, meetings, dues	4,197	2,245	4,500	4,500
34000	Equipment testing	16,209	16,126	17,000	18,000
34001	Data processing supplies	687	-	1,000	1,000
35001	Medical exams & supplies	22,346	15,422	24,000	26,000
36004	Telecommunications	4,431	4,249	5,100	4,500
	<b>Total Contractual Services</b>	<u>73,532</u>	<u>59,973</u>	<u>90,460</u>	<u>92,860</u>
<b>Repairs</b>					
44003	Equipment repair/rental	14,873	19,000	18,000	19,000
	<b>Total Repairs</b>	<u>14,873</u>	<u>19,000</u>	<u>18,000</u>	<u>19,000</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	4,586	4,392	7,000	5,750
54000	Advertising & publications	-	-	-	-
57000	Firefighters banquet	7,637	7,018	7,500	7,500
	<b>Total Utilities</b>	<u>12,223</u>	<u>11,410</u>	<u>14,500</u>	<u>13,250</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	5,095	2,028	5,000	4,000
61003	Equipment supplies	76,781	82,636	80,000	80,000
62001	Electricity	29,208	27,212	32,000	32,000
62002	Water & sewer	3,650	4,608	4,000	5,100
62004	Heating fuel	15,567	15,749	17,300	17,300
63001	Emergency food fund	668	2,167	2,000	2,000
67000	Small tools	-	-	-	-
	<b>Total Commodities</b>	<u>130,969</u>	<u>134,400</u>	<u>140,300</u>	<u>140,400</u>
<b>Miscellaneous</b>					
88002	Tax abatement program	-	-	-	-
88013	Protective operations	-	-	-	-
	<b>Total Miscellaneous Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-020</b>	<b>Total Fire Departments</b>	<u>\$ 323,574</u>	<u>\$ 329,448</u>	<u>\$ 371,110</u>	<u>\$ 375,510</u>

Percentage increase/(decrease) 1.19%

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

**Mission & Purpose:**

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

**Goals & Objectives:**

1. Inspect commercial & multi-family dwellings for compliance with the CT Fire Safety Code.
2. Add State forms and content to website that will assist property owners.
3. Permit tracking software to assist in workflow.

**Accomplishments:**

- Increased inspections of multi-family properties.
- Increased fire prevention activities, such as elementary school demonstrations, day care and pre-school demonstrations and the Annual children's festival.

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

<b>01-021 Fire Marshal</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11003 Part-time payroll	\$ 36,634	\$ 43,554	\$ 42,600	\$ 44,000
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>36,634</u>	<u>43,554</u>	<u>42,600</u>	<b>44,000</b>
<b>Contractual Services</b>				
32000 Conferences, meetings, dues	<u>1,280</u>	<u>1,512</u>	<u>1,500</u>	<b>1,500</b>
Total Contractual Services	<u>1,280</u>	<u>1,512</u>	<u>1,500</u>	<b>1,500</b>
<b>Utilities</b>				
51001 Gas & diesel fuel	272	397	450	<b>450</b>
55000 Fire prevention week	<u>737</u>	<u>714</u>	<u>750</u>	<b>750</b>
Total Utilities	<u>1,009</u>	<u>1,111</u>	<u>1,200</u>	<b>1,200</b>
<b>Commodities</b>				
61000 Office supplies	-	-	-	-
61001 Uniforms	380	-	600	<b>600</b>
61003 Equipment supplies	<u>1,511</u>	<u>540</u>	<u>1,100</u>	<b>1,100</b>
Total Commodities	<u>1,891</u>	<u>540</u>	<u>1,700</u>	<b>1,700</b>
<b>01-021 Total Fire Marshal</b>	<u><u>\$ 40,814</u></u>	<u><u>\$ 46,717</u></u>	<u><u>\$ 47,000</u></u>	<u><u>\$ 48,400</u></u>
			Percentage increase/(decrease)	<u><u>2.98%</u></u>

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

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

- 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.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-022	Emergency Dispatch	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
31000	Service contract	\$ 122,705	\$ 126,381	\$ 130,983	\$ 137,508
	Total Contractual Services	<u>122,705</u>	<u>126,381</u>	<u>130,983</u>	<u>137,508</u>
<b>01-022</b>	<b>Total Emergency Dispatch</b>	<u>\$ 122,705</u>	<u>\$ 126,381</u>	<u>\$ 130,983</u>	<u>\$ 137,508</u>
Percentage increase/(decrease)					<u><u>4.98%</u></u>



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

**Mission & Purpose:**

The Police Department's purpose is to ensure the protection and safety of our Town residents. The 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. Increase 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 6,258 calls during calendar year 2018. 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.
- Awarded a \$6,000 Justice Assistance Grant (JAG) for police equipment in 2018.

**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, (account number 14014) is the cost of having officers working on special projects that require an officer's presence, such as construction activities or traffic control. This cost is offset by a revenue amount found on page six (6), Private duty (account number 00324).
- Gas and diesel (#51001) – Based on gasoline contracted price, gasoline savings are expected.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-023	Police Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 763,468	\$ 849,947	\$ 883,000	\$ 915,500
11002	Clerical payroll	56,550	57,457	58,750	60,200
11003	Part-time payroll	1,230	-	1,250	1,250
13002	Overtime	119,280	112,366	125,000	125,000
14014	Private Police duty	112,577	102,012	130,000	140,000
-	Holiday payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>1,053,105</u>	<u>1,121,782</u>	<u>1,198,000</u>	<u>1,241,950</u>
<b>Contractual Services</b>					
31000	Service contracts	9,218	7,016	14,000	14,000
31008	Licensing software	5,308	6,108	8,300	8,300
32000	Conferences, meetings, dues	5,435	6,049	6,000	6,000
34002	Cruiser computer support	10,000	10,083	13,000	12,000
36004	Telecommunications	-	-	-	-
36012	Examination services	3,050	2,000	3,000	3,000
	<b>Total Contractual Services</b>	<u>33,011</u>	<u>31,256</u>	<u>44,300</u>	<u>43,300</u>
<b>Repairs</b>					
44003	Equipment repair/rental	2,052	1,652	3,000	3,000
	<b>Total Repairs</b>	<u>2,052</u>	<u>1,652</u>	<u>3,000</u>	<u>3,000</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	23,894	27,555	40,000	31,250
59002	Canine program	-	1,720	1,500	2,000
	<b>Total Utilities</b>	<u>23,894</u>	<u>29,275</u>	<u>41,500</u>	<u>33,250</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	29,040	23,868	28,000	28,000
61003	Equipment supplies	13,324	7,737	8,000	8,000
62001	Electricity	14,657	14,308	16,500	15,600
62002	Water & sewer	934	818	1,300	1,150
62004	Heating fuel	1,502	1,700	2,250	2,100
	<b>Total Commodities</b>	<u>59,457</u>	<u>48,431</u>	<u>56,050</u>	<u>54,850</u>
<b>Equipment</b>					
73000	Equipment purchases	-	-	-	-
	<b>Total Equipment</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
88016	Miscellaneous	575	740	1,000	1,000
	<b>Total Miscellaneous Expenditures</b>	<u>575</u>	<u>740</u>	<u>1,000</u>	<u>1,000</u>
<b>01-023</b>	<b>Total Police Department</b>	<u>\$ 1,172,094</u>	<u>\$ 1,233,136</u>	<u>\$ 1,343,850</u>	<u>\$ 1,377,350</u>

Percentage increase/(decrease) 2.49%

**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 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.
5. 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.
6. 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.

**Accomplishments:**

- Recruited four (4) new CERT members from 2017 through 2018.
- Held the two year CPR re-certification training for the CERT Members.
- Developed a new local Emergency Medical Services (EMS) Plan.
- 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.
- Established new Shelter Procedures.
- Planned and coordinated two (2) Shelter Activations, whereby the CERT members setup and simulated the use of the Shelter Facilities by Portland residents. These were training exercises.
- Assisted the Middletown Emergency Management and CERT with their response to assist the Middlesex Hospital Personnel manage their facility when a vehicle crashed into the entrance to their Patient Emergency Department.
- Established an office in the EOC to maintain proximity to the center of operations.
- Implemented the HURREVAC, which is a weather tracking system paid for by the State of CT. It is designed to track weather changes, such as hurricanes, etc. It provides actual tracking data and 1, 2 & 3 day forecast models and evacuation times for personnel. It does not provide exact detail conditions for a specific location such as current road conditions for individual towns. The benefit of the use of this software is that it tracks the storm from its starting position, such as in the Atlantic Ocean, thus giving us ample time to prepare for a given storm's potential impact.

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

<b>01-024 Emergency Management</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>				
14005 Emergency man stipend	\$ 4,375	\$ 4,485	\$ 6,000	\$ 6,000
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>4,375</u>	<u>4,485</u>	<u>6,000</u>	<u>6,000</u>
<b>Contractual Services</b>				
30000 Training	-	-	500	500
32000 Conferences, meetings, dues	-	65	250	250
34001 Data processing	-	-	-	-
Total Contractual Services	<u>-</u>	<u>65</u>	<u>750</u>	<u>750</u>
<b>Repairs</b>				
44003 Equipment repair/rental	-	-	-	-
Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Utilities</b>				
53001 Telephone	-	-	-	-
53003 Cell phones	1,615	1,481	2,250	2,250
57001 Emergency drill	-	13	500	500
Total Utilities	<u>1,615</u>	<u>1,494</u>	<u>2,750</u>	<u>2,750</u>
<b>Commodities</b>				
61001 Uniforms	-	-	-	-
61003 Equipment supplies	584	876	2,750	2,800
63001 Emergency food fund	51	34	1,000	1,000
Total Commodities	<u>635</u>	<u>910</u>	<u>3,750</u>	<u>3,800</u>
<b>01-024 Total Emergency Management</b>	<u>\$ 6,625</u>	<u>\$ 6,954</u>	<u>\$ 13,250</u>	<u>\$ 13,300</u>
			Percentage increase/(decrease)	<u>0.38%</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.
- Updated forms on the Town's website and uploaded information on various topics pertinent to seasonal changes and Building Code changes.
- 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.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-025	Building Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 102,048	\$ 107,201	\$ 109,800	\$ 113,375
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>102,048</u>	<u>107,201</u>	<u>109,800</u>	<u>113,375</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	477	569	1,750	1,750
	Total Contractual Services	<u>477</u>	<u>569</u>	<u>1,750</u>	<u>1,750</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	967	759	1,200	1,200
	Total Utilities	<u>967</u>	<u>759</u>	<u>1,200</u>	<u>1,200</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
61003	Equipment supplies	1,358	84	500	500
	Total Commodities	<u>1,358</u>	<u>84</u>	<u>500</u>	<u>500</u>
<b>Miscellaneous</b>					
88016	State training fee	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-025</b>	<b>Total Building Department</b>	<u>\$ 104,850</u>	<u>\$ 108,613</u>	<u>\$ 113,250</u>	<u>\$ 116,825</u>
					Percentage increase/(decrease) <u>3.16%</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. Implement the Spring Street Reconstruction Project and the Sidewalk Project.
3. Continue to review and monitor water and sewer operations.

**Accomplishments:**

- Awarded contract for the Spring Street Reconstruction Project (includes water and sewer infrastructure improvements).
- Started construction of the \$1 million Sidewalk Project.
- Replaced the parking lots at Fire Company #2 and Fire Company #3.
- Performed dam inspections.
- Update all HAZ COM programs – SDS sheets reviewed and updated. Conducted annual training.
- Purchased two compactors for the resource recovery facility.
- Performed safety and code improvements at the water and sewer facilities.
- Implemented the new winter treatment program for town roads.
- Reviewed and changed our salt shed storage requirements to DEEP.
- Made safety improvements to fencing at resource recovery facility.
- Replaced 2,755 LF of guiderail.

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
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<b>01-031 Public Works Director</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 167,423	\$ 170,810	\$ 154,000	<b>\$ 158,000</b>
13002 Overtime	-	67	300	<b>300</b>
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>167,423</u>	<u>170,877</u>	<u>154,300</u>	<b><u>158,300</u></b>
<b>Contractual Services</b>				
31000 Service contracts	-	-	-	-
32000 Conferences, meetings, dues	50	50	500	<b>500</b>
36013 Hazardous waste	10,988	5,477	10,000	<b>11,500</b>
Total Contractual Services	<u>11,038</u>	<u>5,527</u>	<u>10,500</u>	<b><u>12,000</u></b>
<b>Utilities</b>				
51001 Gas & diesel fuel	1,303	1,160	1,750	<b>1,500</b>
Total Utilities	<u>1,303</u>	<u>1,160</u>	<u>1,750</u>	<b><u>1,500</u></b>
<b>Commodities</b>				
61000 Office supplies	-	-	-	-
61001 Uniforms	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Capital Expenditures</b>				
73000 Equipment purchases	-	-	350	-
Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>350</u>	<u>-</u>
<b>01-031 Total Public Works Director</b>	<b><u>\$ 179,764</u></b>	<b><u>\$ 177,564</u></b>	<b><u>\$ 166,900</u></b>	<b><u>\$ 171,800</u></b>
			Percentage increase/(decrease)	<b><u>2.94%</u></b>



**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. Continue crack sealing roads as weather permits.
3. Adjust sewer manholes to the correct pavement grades.
4. Continue to install new, up to date signage and guiderail system.
5. Continue with roadside shoulder improvements.
6. 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.
7. Reviewed current salt shed requirements.
8. Continue to install new up to date signage and guiderail system.

**Accomplishments:**

- Filled open position in department in December 2018.
- Completed the annual chip-seal program.
- Screened chip stone.
- Cleaned and re-graded the sandpit.
- Made curb repairs.
- Completed curbing and drainage improvements on Freestone Ave., Indian Hill Ave. & McDonald Dr.
- Continued roadside mowing, tree trimming and cutting throughout the Town and on the Airline Trail.
- Replaced guiderails at various locations.
- Completed paving and drainage improvements on Old Marlborough Tpke and Co. #2 Firehouse.
- Cleaned and installed storm drains as needed.
- Made six adjustments to sewer manhole covers.
- Revised the drain inlet and installed new sidewalks at the Freestone Ave./East Main St./Waverly Ave.

**Fiscal Notes:**

- Personnel expenditures allow for nine (9) full-time employees.
- Gas & diesel (#51001) – Based on the gasoline contracted price, cost savings are expected. Diesel has not been locked-in at this time.

**Town of Portland, Connecticut**  
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		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-032	Highway Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 521,191	\$ 517,170	\$ 556,000	\$ 578,500
13002	Overtime	18,344	15,454	9,250	9,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>539,535</u>	<u>532,624</u>	<u>565,250</u>	<u>587,750</u>
<b>Contractual Services</b>					
31000	Service contracts	5,727	4,822	6,000	6,000
32000	Conferences, meetings, dues	1,010	-	600	600
36001	Traffic signals	4,959	8,797	5,000	5,000
36003	Tree removal/replacement	13,830	10,932	20,000	20,000
36004	Telecommunications	1,268	2,469	2,000	2,750
36006	Line painting contract	8,042	7,333	8,000	8,500
36007	Storm water monitoring	2,436	1,566	4,000	4,000
36008	Waste services	408	468	500	500
	Total Contractual Services	<u>37,680</u>	<u>36,387</u>	<u>46,100</u>	<u>47,350</u>
<b>Repairs</b>					
44003	Equipment repair/rental	1,999	3,201	11,000	11,000
44005	Storm drain cleaning	25,633	29,598	30,000	30,000
	Total Repairs	<u>27,632</u>	<u>32,799</u>	<u>41,000</u>	<u>41,000</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	34,090	34,713	50,000	41,000
53001	Telephone	850	725	1,000	1,000
	Total Utilities	<u>34,940</u>	<u>35,438</u>	<u>51,000</u>	<u>42,000</u>
<b>Commodities</b>					
61001	Uniforms	4,198	4,149	4,500	4,500
61003	Equipment supplies	18,967	20,881	15,000	17,000
62001	Electricity	11,189	8,879	12,000	12,000
62002	Water & sewer	2,151	2,485	4,500	4,500
62004	Heating fuel	21,057	25,143	27,500	28,500
65001	Road materials	104,822	73,910	80,000	80,000
67000	Small tools	1,418	879	1,500	1,500
69001	Street signs	11,798	9,446	7,500	5,500
	Total Commodities	<u>175,600</u>	<u>145,772</u>	<u>152,500</u>	<u>153,500</u>
<b>Capital Expenditures</b>					
73000	Equipment purchases	7,906	1,335	3,000	4,000
	Total Capital Expenditures	<u>7,906</u>	<u>1,335</u>	<u>3,000</u>	<u>4,000</u>
<b>Miscellaneous</b>					
88016	Miscellaneous fees	408	445	3,000	3,000
	Total Miscellaneous Expenditures	<u>408</u>	<u>445</u>	<u>3,000</u>	<u>3,000</u>
<b>01-032</b>	<b>Total Highway Department</b>	<u>\$ 823,701</u>	<u>\$ 784,800</u>	<u>\$ 861,850</u>	<u>\$ 878,600</u>

Percentage increase/(decrease) 1.94%

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

**Mission & Purpose:**

The Vehicle Maintenance Department maintains and repairs approximately ninety (90) pieces of Town owned vehicles and equipment including cars, vans, pickup trucks, dump trucks, fire trucks, excavators, backhoes, bulldozers, and tractors. In addition, non-motorized equipment such as plows and sanders, in all totaling more than thirty (30) pieces, are maintained and repaired. This does not include small-motorized equipment such as pumps, compressors, compactors, chainsaws, and mowers. The majority of 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. Auction old/obsolete equipment.
3. Replace equipment as funding and needs are presented.

**Accomplishments:**

- Ongoing maintenance of vehicles has been accomplished.
- 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 and some harsh weather conditions have caused a strain on the equipment repair/rental line items.

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		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-033	Vehicle Maintenance	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 111,361	\$ 124,321	\$ 127,750	\$ 132,750
13002	Overtime	2,243	4,577	4,000	4,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>113,604</u>	<u>128,898</u>	<u>131,750</u>	<u>136,750</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	<u>30</u>	<u>100</u>	<u>300</u>	<u>300</u>
	Total Contractual Services	<u>30</u>	<u>100</u>	<u>300</u>	<u>300</u>
<b>Repairs</b>					
44003	Equipment repair/rental	<u>123,153</u>	<u>133,895</u>	<u>125,000</u>	<u>127,500</u>
	Total Repairs	<u>123,153</u>	<u>133,895</u>	<u>125,000</u>	<u>127,500</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	494	1,483	1,000	1,000
51003	Fuel additives	-	-	1,300	250
51004	Motor vehicle oil	<u>2,953</u>	<u>4,616</u>	<u>7,500</u>	<u>7,500</u>
	Total Utilities	<u>3,447</u>	<u>6,099</u>	<u>9,800</u>	<u>8,750</u>
<b>Commodities</b>					
61001	Uniforms	1,409	1,000	1,000	1,000
61003	Equipment supplies	3,683	4,217	9,000	9,000
67000	Small tools	<u>1,900</u>	<u>924</u>	<u>2,000</u>	<u>2,000</u>
	Total Commodities	<u>6,992</u>	<u>6,141</u>	<u>12,000</u>	<u>12,000</u>
<b>Capital Expenditures</b>					
73000	Equipment purchases	<u>986</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
	Total Capital Expenditures	<u>986</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
<b>Miscellaneous</b>					
88016	Miscellaneous	<u>40</u>	<u>26</u>	<u>800</u>	<u>800</u>
	Total Miscellaneous Expenditures	<u>40</u>	<u>26</u>	<u>800</u>	<u>800</u>
<b>01-033</b>	<b>Total Vehicle Maintenance</b>	<u>\$ 248,252</u>	<u>\$ 275,159</u>	<u>\$ 280,650</u>	<u>\$ 287,100</u>

Percentage increase/(decrease) 2.30%

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

**Mission & Purpose:**

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

**Goals & Objectives:**

1. Provide comprehensive technical services to the Town.
2. Continue to meet regularly with the Public Works Director & the Land Use Department personnel.
3. Provide engineering services to the Town in its development projects and grant projects..
4. Provide oversight and implementation of the Spring Street and Sidewalk Projects.
5. Provide permitting for MS4 storm water and dam inspections.

**Accomplishments:**

- Provided on-going assistance with general town development and special grant projects.
- Provided assistance with the Spring Street and Sidewalks plans, as part of the implementation of the 2016 Bond Authorization.
- Provided oversight for the construction of the Air Line Trail Grant Project.
- Provided the review of the Site Plan for the Brainerd Place Project. In addition, subcontractor LADA of Simsbury assisted with the review in terms of a Town Planner perspective. The Site Plan was approved February 1, 2018.
- Updated the storm water program in 2018.

**Fiscal Notes:**

- The Town staff engages the engineering services as required.
- State of CT requirements for MS4 and storm water monitoring are expected to create additional needs for engineering services.

**Town of Portland, Connecticut**  
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		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-034</b>	<b>Town Engineer</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Contractual Services</b>					
38001	Residential plan review/inspect	\$ 3,945	\$ 986	\$ 1,000	\$ 1,000
38002	Subdivision inspection/review	3,357	1,575	3,500	3,500
38003	Public Works engineering	22,648	14,789	5,500	8,500
38004	Site plan review	12,132	10,854	13,000	12,000
38005	Road drainage	-	-	2,000	10,000
38006	Mapping services	-	-	500	500
38007	General services	807	1,287	1,000	1,000
38008	Plan & Zoning/Inland Wetlands	14,875	12,072	8,000	8,000
38009	Erosion/sedimentation review	-	1,757	500	500
38010	Miscellaneous	2,614	-	2,000	2,000
38011	Public safety engineering	29,251	-	1,500	1,500
	<b>Total Contractual Services</b>	<u>89,629</u>	<u>43,320</u>	<u>38,500</u>	<u>48,500</u>
<b>01-034</b>	<b>Total Town Engineer</b>	<u>\$ 89,629</u>	<u>\$ 43,320</u>	<u>\$ 38,500</u>	<u>\$ 48,500</u>
Percentage increase/(decrease)					<u>25.97%</u>

**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.

**Town of Portland, Connecticut**  
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<b>01-035 Street Lighting</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Commodities</b>				
62001 Electricity	\$ 122,533	\$ 109,830	\$ 132,500	<b>\$ 124,000</b>
Total Commodities	<u>122,533</u>	<u>109,830</u>	<u>132,500</u>	<b>124,000</b>
<b>01-035 Total Street Lighting</b>	<u><u>\$ 122,533</u></u>	<u><u>\$ 109,830</u></u>	<u><u>\$ 132,500</u></u>	<u><u>\$ 124,000</u></u>
			Percentage increase/(decrease)	<u><u>-6.42%</u></u>



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

**Mission & Purpose:**

The Grounds Maintenance Department, in a cooperative partnership with the Board of Education (BOE), maintains Town owned parks and grounds associated with all school and municipal buildings. Duties include landscaping, mowing of approximately ninety (90) acres of lawn and athletic fields, as well as 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 construction of the Route 17 Recreational Complex.
5. Continue improvements to the Middlesex Avenue Fields.
6. Maintain 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.
- Completed several improvements to the Middlesex Avenue Fields.
- Two new hires for grounds department in December 2018.
- Installed new signs at William E. Nolan and The Fields Family Preserve.

**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) – staff changes resulted in a reduction in this account.
- General contract work (#36002) and Ground supplies (#61004) have increased as the town starts to take care of the new Route 17 Park.

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**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-036	Grounds Maintenance	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 183,464	\$ 186,523	\$ 190,275	\$ 176,600
11003	Part-time payroll	10,083	10,045	12,200	12,500
13002	Overtime	15,007	16,562	12,000	15,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>208,554</u>	<u>213,130</u>	<u>214,475</u>	<u>204,100</u>
<b>Contractual Services</b>					
36002	General contract work	21,830	6,785	10,100	14,100
36008	Waste services	22	29	600	600
	Total Contractual Services	<u>21,852</u>	<u>6,814</u>	<u>10,700</u>	<u>14,700</u>
<b>Repairs</b>					
44003	Equipment repair/rental	1,541	5,194	6,000	5,500
	Total Repairs	<u>1,541</u>	<u>5,194</u>	<u>6,000</u>	<u>5,500</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	11,742	12,266	15,000	15,000
	Total Utilities	<u>11,742</u>	<u>12,266</u>	<u>15,000</u>	<u>15,000</u>
<b>Commodities</b>					
61001	Uniforms	1,436	1,268	1,500	1,500
61003	Equipment supplies	2,948	2,815	5,000	5,000
61004	Ground supplies	33,147	30,349	31,000	43,500
67000	Small tools	23	-	2,500	2,500
	Total Commodities	<u>37,554</u>	<u>34,432</u>	<u>40,000</u>	<u>52,500</u>
<b>Capital Expenditures</b>					
73000	Equipment purchases	19,767	880	3,000	3,000
	Total Capital Expenditures	<u>19,767</u>	<u>880</u>	<u>3,000</u>	<u>3,000</u>
<b>Miscellaneous</b>					
88016	Miscellaneous	-	-	500	500
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>500</u>	<u>500</u>
<b>01-036</b>	<b>Total Grounds Maintenance</b>	<u>\$ 301,010</u>	<u>\$ 272,716</u>	<u>\$ 289,675</u>	<u>\$ 295,300</u>

Percentage increase/(decrease) 1.94%

***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 in peak condition to provide a safe working environment for Town staff and residents who can take pride in our buildings.
2. Install hookups for the portable generator at various town buildings.
3. Address needed roof improvements at Fire Company #2.
4. Make improvements to the overhead doors in all buildings.
5. Investigate replacement of windows and masonry repairs at the Buck/Foreman Building.
6. Review and make recommendations for needed energy improvements at all town buildings.
7. Repaint the town hall entrance.

**Accomplishments:**

- Contract signed with Architectural firm for design of Fire Company #2 Roof Replacement.
- Received Architectural bids for Police Department and Buck Foreman Windows Design.
- Received Architectural bids for Highway Garage Roof Design.
- HAZ COM Program updated. SDS sheets reviewed and updated.
- Inventory of storage area complete.
- Painting of Company #1 firehouse.
- Repaired overhead doors and lighting at various buildings.
- New pest control monthly treatment programs for various town buildings.
- New heating system water treatment program.
- Electrical improvements made at Company #1 and #2 firehouses and library.

**Fiscal Notes:**

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

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		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-037	Town Buildings Maintenance	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 153,239	\$ 164,573	\$ 170,000	\$ 177,250
11003	Part-time payroll	-	-	-	-
13002	Overtime	7,254	7,351	8,000	6,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>160,493</u>	<u>171,924</u>	<u>178,000</u>	<u>183,250</u>
<b>Contractual Services</b>					
31000	Service contracts	35,352	39,135	32,500	32,500
36008	Waste services	-	131	250	500
	Total Contractual Services	<u>35,352</u>	<u>39,266</u>	<u>32,750</u>	<u>33,000</u>
<b>Repairs</b>					
44003	Equipment repair/rental	10,308	7,767	8,250	9,000
	Total Repairs	<u>10,308</u>	<u>7,767</u>	<u>8,250</u>	<u>9,000</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	3,614	3,649	4,000	4,000
53001	Telephone	38,426	39,697	41,000	42,000
53002	Pagers	-	-	-	-
53003	Cell phones	6,380	7,100	8,000	8,250
	Total Utilities	<u>48,420</u>	<u>50,446</u>	<u>53,000</u>	<u>54,250</u>
<b>Commodities</b>					
61001	Uniforms	1,083	1,702	1,350	1,500
61003	Equipment supplies	1,572	547	2,500	2,500
61004	Ground supplies	-	-	-	-
61006	Building supplies	15,828	17,783	13,000	13,000
62001	Electricity	32,811	31,817	37,500	36,750
62002	Water & sewer	2,770	2,150	2,750	2,950
62004	Heating fuel	3,848	4,244	4,750	5,000
67000	Small tools	444	-	750	750
68000	Custodial supplies	10,007	11,578	14,500	14,500
	Total Commodities	<u>68,363</u>	<u>69,821</u>	<u>77,100</u>	<u>76,950</u>
<b>Capital Expenditures</b>					
73000	Equipment purchases	25,786	1,667	3,000	3,000
	Total Capital Expenditures	<u>25,786</u>	<u>1,667</u>	<u>3,000</u>	<u>3,000</u>
<b>01-037</b>	<b>Total Town Buildings Maintenance</b>	<u>\$ 348,722</u>	<u>\$ 340,891</u>	<u>\$ 352,100</u>	<u>\$ 359,450</u>

Percentage increase/(decrease) 2.09%

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

**Mission & Purpose:**

The Highway and Grounds Departments ensure the public's safety by plowing, sanding, and salting approximately sixty-three (63) miles of Town roads, clearing sidewalks and all Town owned parking lots.

**Goals & Objectives:**

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

**Accomplishments:**

- All departments made a major effort in recent winters to keep roads and facilities safe.
- Made the change over to treated salt for road application.
- Cleaned shed and pit of mixed product.

**Fiscal Notes:**

- Climate plays a major role as in the use of road materials and overtime
- Road materials (#65001) is expected to increase as the Town transitions to a new method of caring for the roads during winter ice and snow conditions.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-038 Snow Removal</b>		<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
13002	Overtime	\$ 79,531	\$ 84,317	\$ 48,500	\$ 50,000
	Total Personnel Expenditures	<u>79,531</u>	<u>84,317</u>	<u>48,500</u>	<u>50,000</u>
<b>Commodities</b>					
65001	Road materials	26,954	48,013	53,500	84,000
	Total Commodities	<u>26,954</u>	<u>48,013</u>	<u>53,500</u>	<u>84,000</u>
<b>01-038 Total Snow Removal</b>		<u>\$ 106,485</u>	<u>\$ 132,330</u>	<u>\$ 102,000</u>	<u>\$ 134,000</u>
Percentage increase/(decrease)					<u><u>31.37%</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.
6. Assist with the completion of the Route 17 Recreational Park Complex.

**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.
- Participated as an integral part of the Team assigned to design and engineer the \$6 million Route 17 Recreational Park Complex.
- Completed reviews and permitting of major commercial renovation and industrial projects including the Brainerd Place Mixed Use Development, 529 Glastonbury Turnpike, Dairy Queen, 1600 Portland-Cobalt Road, and the adaptation of 264 Freestone Avenue to a multi-tenant building.

**Fiscal Notes:**

- The budget consists of the Land Use Administrator (30 hrs/week) which is shared with the Building Department.
- The Department expects a substantial increase in activity, due to many projects, including the \$40 million+ Brainerd Place Project.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

<b>01-040 Planning Department</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 88,668	\$ 73,053	\$ 78,600	<b>\$ 27,250</b>
11003 Part-time payroll	-	26,679	26,600	<b>83,975</b>
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>88,668</u>	<u>99,732</u>	<u>105,200</u>	<b>111,225</b>
<b>Contractual Services</b>				
31002 Plan consultant	-	2,582	8,500	<b>9,000</b>
32000 Conferences, meetings, dues	680	650	1,750	<b>1,750</b>
Total Contractual Services	<u>680</u>	<u>3,232</u>	<u>10,250</u>	<b>10,750</b>
<b>Commodities</b>				
54000 Advertising & publications	-	-	-	-
61000 Office supplies	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-040 Total Planning Department</b>	<u><u>\$ 89,348</u></u>	<u><u>\$ 102,964</u></u>	<u><u>\$ 115,450</u></u>	<u><u>\$ 121,975</u></u>
			Percentage increase/(decrease)	<u><u>5.65%</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.
4. Become a Certified Zoning Enforcement Officer (CZEO) by completing the required Case Study as part of the CAZEO Program.

***Accomplishments:***

- Collaborated with multiple Town Departments and the Chatham Health District to address issues relative to zoning violations.

***Fiscal Notes:***

- An increase in hours is requested for the Zoning Enforcement Officer due to the anticipated increase in development opportunities for FY 2019-2020.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

<b>01-041 Zoning Enforce Department</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 8,349	\$ 8,003	\$ 15,900	<b>\$ 16,500</b>
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>8,349</u>	<u>8,003</u>	<u>15,900</u>	<b>16,500</b>
<b>Contractual Services</b>				
32000 Conferences, meetings, dues	740	50	1,000	<b>1,000</b>
Total Contractual Services	<u>740</u>	<u>50</u>	<u>1,000</u>	<b>1,000</b>
<b>Utilities</b>				
51001 Gas & diesel fuel	-	-	200	<b>200</b>
Total Utilities	<u>-</u>	<u>-</u>	<u>200</u>	<b>200</b>
<b>Commodities</b>				
61003 Equipment supplies	-	-	-	-
Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-041 Total Zoning Enforce Department</b>	<b><u>\$ 9,089</u></b>	<b><u>\$ 8,053</u></b>	<b><u>\$ 17,100</u></b>	<b><u>\$ 17,700</u></b>

Percentage increase/(decrease) **3.51%**

***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.
- Assisted the Committee on the Implementation Element of the 2016-2026 Plan of Conservation and Development.

***Fiscal Notes:***

- The proposed budget for this commission includes a requested increase to the RiverCOG fees (#86015).

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 2,074	\$ 2,423	\$ 3,000	\$ 3,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>2,074</u>	<u>2,423</u>	<u>3,000</u>	<u>3,000</u>
<b>Contractual Services</b>					
31002	Plan consultant	-	-	-	-
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	-	-	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>1,300</u>	<u>1,300</u>
<b>Miscellaneous</b>					
86015	Midstate Reg, Plan Agency/LCOG	10,208	10,435	11,453	12,033
86016	CT River Assembly	-	-	-	-
	Total Miscellaneous	<u>10,208</u>	<u>10,435</u>	<u>11,453</u>	<u>12,033</u>
<b>01-042</b>	<b>Total Plan &amp; Zoning Commission</b>	<u>\$ 12,282</u>	<u>\$ 12,858</u>	<u>\$ 15,753</u>	<u>\$ 16,333</u>
Percentage increase/(decrease)					<u>3.68%</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 2019-2020.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017 Actual Expended	2017-2018 Actual Expended	2018-2019 Revised Budget	2019-2020 Adopted Budget
<b>01-043</b>	<b>Zoning Board of Appeals</b>				
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 579	\$ 451	\$ 875	\$ 875
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>579</u>	<u>451</u>	<u>875</u>	<u>875</u>
<b>Contractual Services</b>					
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	220	220	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>220</u>	<u>220</u>	<u>1,300</u>	<u>1,300</u>
<b>01-043</b>	<b>Total Zoning Board of Appeals</b>	<u>\$ 799</u>	<u>\$ 671</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 2019-2020.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-044</b>	<b>Inland Wetlands Commission</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 181	\$ 233	\$ 750	\$ 750
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>181</u>	<u>233</u>	<u>750</u>	<u>750</u>
<b>Contractual Services</b>					
31011	Enforcement officer	1,185	3,060	2,800	2,800
32000	Conferences, meetings, dues	140	140	350	350
	Total Contractual Services	<u>1,325</u>	<u>3,200</u>	<u>3,150</u>	<u>3,150</u>
<b>Miscellaneous</b>					
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>
<b>01-044</b>	<b>Total Inland Wetlands Commission</b>	<u>\$ 3,330</u>	<u>\$ 5,257</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 and comment on land use applications relative to conservation easements and open space requirements.
2. Focus on action items listed in Chapter 3 of the Plan of Conservation and Development related to protecting community resources.

**Accomplishments:**

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

**Fiscal Notes:**

- No significant changes requested for Fiscal Year 2019-2020.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-045</b>	<b>Conservation Commission</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 297	\$ 280	\$ 300	\$ 300
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<u>297</u>	<u>280</u>	<u>300</u>	<u>300</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	75	75	250	250
	<b>Total Contractual Services</b>	<u>75</u>	<u>75</u>	<u>250</u>	<u>250</u>
<b>Miscellaneous</b>					
86002	Reservoir Trail Project	-	-	-	-
	<b>Total Miscellaneous</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-045</b>	<b>Total Conservation Commission</b>	<u>\$ 372</u>	<u>\$ 355</u>	<u>\$ 550</u>	<u>\$ 550</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

**Department Name:** Economic Development Commission (EDC) **Department #:** 01-046

**Mission & Purpose:**

The EDC 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, commercial banks and other lending partners.
4. Actively work to obtain grant funding and other revenues for infrastructure improvement and to spur economic development.
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 and side streets in industrial and 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 successful economic development.
11. Assist Air Line State Park Trail 12 Town Task Force to implement marketing and maintenance programs.
12. Work with property owners and developers of parcels along the former Air Line rail bed to expand connectivity and promote economic development.
13. Work with River COG to complete the Transportation Planning Study for Route 66 Corridor.
14. Continue to focus building a long range comprehensive plan for the riverfront consistent with the POCD.
15. Attend meetings of the Regional Economic Developers to collaborate and promote regional programs.
16. Assist the BOS and Water and Sewer Commission to complete a long term sustainability plan including addressing infrastructure upgrade, expansion, and alternative water sources.

**Accomplishments:**

- EDC worked to facilitate OSTA approval of Brainerd Place.
- Assisted in the development of and permitting for tenants at 529 Glastonbury Turnpike.
- Assisted in the planning and permitting of tenants for 264 Freestone Avenue.
- Assisted in the approval for Phase I of a development for construction of a new Dairy Queen.
- Continued the implementation of the goals and objectives of the 2016 POCD assigned to the EDC.
- Maintained and updated the business data base, the EDC webpage, managed social media to promote Portland businesses, and scheduled training and informational presentations.
- Participated with the 12 Town Task Force to secure \$188,522 from the DEEP Trails and Greenways Grant for marketing and maintenance of the Air Line Trail State Park in 12 towns in eastern Connecticut.
- Received a Community Connectivity Grant award of \$204,358 for replacement of Main Street sidewalks consistent with the recommendations of the Complete Streets Program.
- Liaison to the Beautification Committee, assist with implementation of the Carol R. Johnson Report and improve the visual appeal of the Village District.
- Provided PZC with recommended amendments to business uses to reflect market trends and enhance competitiveness.
- Conducted a community engagement presentation on the history of development of Brainerd Place.
- Worked with the AWWA CT Sector Fall Conference at St. Clement's Castle to promote sustainability.

**Fiscal Notes:**

- The proposal requests an increase of \$150 in conferences/meetings/dues (#32000).
- Another proposal is to increase the Marketing Program (#59001) by \$500 to expand the signage program.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 631	\$ 432	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>631</u>	<u>432</u>	<u>500</u>	<u>500</u>
<b>Contractual Services</b>					
31005	Grants consultant contract	-	-	-	-
32000	Conferences, meetings, dues	-	90	350	500
	Total Contractual Services	<u>-</u>	<u>90</u>	<u>350</u>	<u>500</u>
<b>Utilities</b>					
59001	Marketing program	888	307	3,000	3,500
	Total Utilities	<u>888</u>	<u>307</u>	<u>3,000</u>	<u>3,500</u>
<b>01-046</b>	<b>Total Economic Dev Commission</b>	<u>\$ 1,519</u>	<u>\$ 829</u>	<u>\$ 3,850</u>	<u>\$ 4,500</u>
Percentage increase/(decrease)					<u>16.88%</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.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-047</b>	<b>Capital Expend Commission</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ -	\$ -	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	500	500
<b>01-047</b>	<b>Total Capital Expend Commission</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>
Percentage increase/(decrease)					<b>0.00%</b>

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

**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.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

<b>01-051 Health Department</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Contractual Services</b>				
- CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009 Chatham Health District	<u>97,273</u>	<u>101,141</u>	<u>104,350</u>	<u>110,920</u>
Total Contractual Services	<u>97,273</u>	<u>101,141</u>	<u>104,350</u>	<u>110,920</u>
<b>01-051 Total Health Department</b>	<u><u>\$ 97,273</u></u>	<u><u>\$ 101,141</u></u>	<u><u>\$ 104,350</u></u>	<u><u>\$ 110,920</u></u>
			Percentage increase/(decrease)	<u><u>6.30%</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.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-052	Environmental Health	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ -	\$ -	\$ -	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
<b>01-052</b>	<b>Total Environmental Health</b>	<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:**

- No significant changes were made to this budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-053	Social Services	Expended	Expended	Budget	Budget
<b>Miscellaneous</b>					
86007	MCSAAC	\$ 500	\$ 500	\$ -	\$ 500
86008	Community Health Center	1,000	-	1,000	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	-	-
86029	Brownstone Quorum	500	500	500	500
87004	Emergency Shelter	-	-	3,000	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	4,803	3,697	5,000	5,000
88007	Veteran's activities	3,442	3,573	4,000	4,000
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
88042	Portland Fireworks	500	2,500	2,500	2,500
88019	Portland Historical Society	500	500	500	500
88020	Portland Fair	500	2,500	2,500	2,500
	Total Miscellaneous	<u>54,344</u>	<u>56,869</u>	<u>63,705</u>	<u>62,705</u>
<b>01-053</b>	<b>Total Social Services</b>	<u>\$ 54,344</u>	<u>\$ 56,869</u>	<u>\$ 63,705</u>	<u>\$ 62,705</u>

Percentage increase/(decrease) -1.57%

**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 Community Foundation of Middlesex County (CFMC), Chatham Health District, RSVP/CRT, among others.
3. Create new and strengthen community partnerships.
4. Maintain the accreditation by the National Council on Aging and National Institute of Senior Centers.
5. Research and review the need for upgrading the kitchen at the Center.
6. Continue the successful "Lunch & Learn" Series.
7. Consider expansion of special classes and programs.
8. Capture the life stories of the Waverly Center participants.
9. Investigate the installation of electronic sign-in system for the Center's Programs.

**Accomplishments:**

- In March 2019, we will celebrate the 11<sup>th</sup> Ralph Paley Spirit of Portland Award Program.
- Accredited by the National Council on Aging and National Institute of Senior Centers.
- 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.
- Telecommunications (#36004) – The Town will provide cable access to The Waverly Center for Center participants.
- Program Services (#88001) – The need exists for additional funds to be able to pay for Special Programs and Activity Supplies.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-054	Senior Citizen Center	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 52,192	\$ 52,898	\$ 54,100	\$ 64,800
11003	Part-time payroll	27,251	31,035	34,300	12,800
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>79,443</u>	<u>83,933</u>	<u>88,400</u>	<u>77,600</u>
<b>Contractual Services</b>					
31000	Service contracts	12,268	5,533	6,750	6,750
31006	Instructor fees	4,460	1,345	3,000	3,000
32000	Conferences, meetings, dues	493	573	900	900
36004	Telecommunications	-	-	-	1,500
	Total Contractual Services	<u>17,221</u>	<u>7,451</u>	<u>10,650</u>	<u>12,150</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
62001	Electricity	12,259	12,208	13,000	13,250
62002	Water & sewer	975	919	1,075	1,200
62004	Heating fuel	3,273	3,585	4,000	4,250
	Total Commodities	<u>16,507</u>	<u>16,712</u>	<u>18,075</u>	<u>18,700</u>
<b>Capital Expenditures</b>					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
88001	Program services	2,406	2,879	4,000	6,000
	Total Miscellaneous	<u>2,406</u>	<u>2,879</u>	<u>4,000</u>	<u>6,000</u>
<b>01-054</b>	<b>Total Senior Citizen Center</b>	<u>\$ 115,577</u>	<u>\$ 110,975</u>	<u>\$ 121,125</u>	<u>\$ 114,450</u>
Percentage increase/(decrease)					<u><u>-5.51%</u></u>

***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 use of the van service.
- A regional grant provides additional funding for the van driver costs.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-055	Municipal Agent for Elderly	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14010	Van drivers stipends	\$ 19,847	\$ 23,935	\$ 23,000	\$ 23,000
	Total Personnel Expenditures	<u>19,847</u>	<u>23,935</u>	<u>23,000</u>	<u>23,000</u>
<b>Contractual Services</b>					
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	3,098	3,279	5,600	5,600
	Total Utilities	<u>3,098</u>	<u>3,279</u>	<u>5,600</u>	<u>5,600</u>
<b>Miscellaneous</b>					
88011	Veteran's relief	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-055</b>	<b>Total Munic Agent for the Elderly</b>	<u>\$ 22,945</u>	<u>\$ 27,214</u>	<u>\$ 28,600</u>	<u>\$ 28,600</u>
Percentage increase/(decrease)					<u><u>0.00%</u></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. A State Library Construction Grant matched by Library Endowment Funding will provide updates to the interior.

**Accomplishments:**

- The number of Portland residents holding library cards is 4,401.
- The library provides space for civic and community group meetings and tutoring. During fiscal year 2018, the meeting and study rooms were used 1,111 times.
- The library provides free access to the internet and *Office* software products. The number of computer sign-ups during FY 2018 was 9,371, plus numerous wi-fi uses.
- Provide a variety of programs for all age groups. The library offered 259 programs with an attendance of 6,584 during FY 2018.
- Reference transactions, i.e. responding to information and/or assistance, totaled 5,298.

**Fiscal Notes:**

- Contract – Databases (#36010) was able to be decreased due to the Library making some cuts to databases that are not used at the levels of other resources.
- Electricity (#62001) – Some of the upgrades to the HVAC System have generated cost savings with regard to electricity.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-065	Portland Library	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 361,753	\$ 396,300	\$ 406,000	\$ 422,000
11003	Part-time payroll	114,459	105,579	120,500	125,000
14001	Board clerk	427	447	600	600
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>476,639</u>	<u>502,326</u>	<u>527,100</u>	<u>547,600</u>
<b>Contractual Services</b>					
31000	Service contracts	10,394	13,088	15,000	15,000
32000	Conferences, meetings, dues	1,778	1,494	1,800	1,800
36010	Contract - data bases	9,315	8,334	9,350	6,350
36011	Data processing - Library Connection	34,360	32,657	34,500	35,000
	Total Contractual Services	<u>55,847</u>	<u>55,573</u>	<u>60,650</u>	<u>58,150</u>
<b>Repairs</b>					
44003	Equipment repair/rental	220	1,055	1,250	1,250
	Total Repairs	<u>220</u>	<u>1,055</u>	<u>1,250</u>	<u>1,250</u>
<b>Utilities</b>					
53000	Postage	602	465	1,500	1,000
59000	Cataloging	-	-	200	200
	Total Utilities	<u>602</u>	<u>465</u>	<u>1,700</u>	<u>1,200</u>
<b>Commodities</b>					
61000	Office supplies	16,514	5,108	7,200	7,200
62001	Electricity	36,252	34,255	42,700	39,975
62002	Water & sewer	1,622	1,497	1,800	1,800
62004	Heating fuel	7,122	7,044	8,500	8,000
64001	Books	45,521	36,542	45,000	46,000
64002	Discs & videos	8,999	7,286	8,000	8,000
64003	Periodicals	5,810	6,391	6,500	6,500
	Total Commodities	<u>121,840</u>	<u>98,123</u>	<u>119,700</u>	<u>117,475</u>
<b>Miscellaneous</b>					
88001	Program services	1,096	905	1,400	1,600
	Total Miscellaneous Expenditures	<u>1,096</u>	<u>905</u>	<u>1,400</u>	<u>1,600</u>
<b>01-065</b>	<b>Total Portland Library</b>	<u>\$ 656,244</u>	<u>\$ 658,447</u>	<u>\$ 711,800</u>	<u>\$ 727,275</u>

Percentage increase/(decrease) 2.17%

**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 claims history activity has been negative and trend is high.
- During FY 2020, the defined benefit program has an early retirement incentive program option available. Expectation is that a few long-time employees may take advantage of this incentive program, causing an increase in termination benefit packages.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-071</b>	<b>Employee Fringe Benefits</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
19001	Vacation pay	\$ 90,321	\$ 86,981	\$ 67,500	\$ 75,000
19002	Longevity	14,600	15,375	16,500	16,000
19003	Sick pay	102,278	98,124	108,500	100,000
19004	Termination benefits pay	75,477	53,876	60,000	117,500
21001	Medical insurance	956,882	1,048,598	1,219,417	1,259,000
21002	Dental insurance	16,617	17,573	18,000	22,400
21003	Life insurance	14,355	15,008	16,750	18,200
21004	Long-term disability insurance	11,311	12,201	13,560	13,250
22000	FICA/Medicare	319,875	329,983	360,000	365,000
23001	Town pension contributions	446,552	501,389	523,660	528,451
23002	Police pension contribution	200,000	203,500	240,600	260,674
23003	Volunteer Fire pension contribution	90,250	88,000	89,300	80,314
26000	Workers' compensation	176,400	132,907	176,400	176,400
28001	Unemployment compensation	1,125	574	3,000	3,000
	<b>Total Personnel Expenditures</b>	<u>2,516,043</u>	<u>2,604,089</u>	<u>2,913,187</u>	<u>3,035,189</u>
<b>Contractual Services</b>					
37029	Collective bargaining	6,550	-	10,000	10,000
	<b>Total Contractual Services</b>	<u>6,550</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>
<b>01-071</b>	<b>Total Employee Fringe Benefits</b>	<u>\$ 2,522,593</u>	<u>\$ 2,604,089</u>	<u>\$ 2,923,187</u>	<u>\$ 3,045,189</u>
Percentage increase/(decrease)					<u>4.17%</u>

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

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

- 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 a 0% 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 increase in the budgeted amount is directly related to modification to the policy limits.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
01-073	Risk Management	Expended	Expended	Budget	Budget
<b>Utilities</b>					
-	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	133,906	144,195	162,225	172,225
	Total Utilities	<u>133,906</u>	<u>144,195</u>	<u>162,225</u>	<u>172,225</u>
<b>01-073</b>	<b>Total Risk Management</b>	<u>\$ 133,906</u>	<u>\$ 144,195</u>	<u>\$ 162,225</u>	<u>\$ 172,225</u>
Percentage increase/(decrease)					<u>6.16%</u>

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

- Made all bond payments in a timely fashion.
- Issued \$10 million bond for park construction, sidewalks, road and building improvements.

**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	\$ 985,000	\$ 114,225	\$ 0	\$ 0
❖ 2018 GENOB Town \$10M		537,657	-	-
❖ Multi-equipment FY2018 lease (3 <sup>rd</sup> of 6 annual payments)			252,521	20,136
	<u>\$ 985,000</u>	<u>\$ 651,882</u>	<u>\$ 252,521</u>	<u>\$ 20,136</u>

Misc.  
costs  
#83005  
\$ 1,000

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-085</b>	<b>Debt Service</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Debt Service</b>					
83001	Bonds - principal	\$ 1,225,000	\$ 1,210,000	\$ 1,190,000	\$ 985,000
83002	Bonds - interest	213,698	178,785	148,840	651,882
83003	Capital leases - principal	314,303	585,954	584,077	252,521
83004	Capital leases - interest	19,261	30,946	32,826	20,136
83005	Miscellaneous	-	-	106,000	1,000
	Total Debt Service	<u>1,772,262</u>	<u>2,005,685</u>	<u>2,061,743</u>	<u>1,910,539</u>
<b>01-085</b>	<b>Total Debt Service</b>	<u>\$ 1,772,262</u>	<u>\$ 2,005,685</u>	<u>\$ 2,061,743</u>	<u>\$ 1,910,539</u>
Percentage increase/(decrease)					<u><u>-7.33%</u></u>



**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

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

**Fiscal Notes:**

- Transfer to Other (90006) includes \$83,423 to lower the deficit in the School Construction Fund and \$58,750 for water department for fire hydrants upkeep.
- Details of Capital Non-recurring Town & BOE, Account Numbers 90012 and 90013 are as follows:

<b>Line 90013</b>	
System wide BOE – Technology upgrades	135,000
Transfer out – Capital Non-recurring BOE	\$ <u>135,000</u>
<b>Line 90012</b>	
Fire – Communication Equipment	\$ 25,000
Police – Cruiser replacement, equipped	44,000
Hwy. Div. – Sidewalk reconstruction	30,000
Town wide – Computers	20,000
Town wide – Revaluation	<u>25,000</u>
Transfer out – Capital Non-recurring Town	\$ <u>144,000</u>

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2019-2020**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-093</b>	<b>Interfund Transfers Out</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Transfers Out</b>					
90001	Transfer out - Animal Control	\$ 68,702	\$ 71,703	\$ 71,428	\$ 71,424
90002	Transfer out - Youth Services	89,042	15,485	90,485	82,980
90003	Transfer out - Bldg Maintenance	80,000	82,000	82,000	82,000
90004	Transfer out - Town Aid Road	-	-	-	-
90005	Transfer out - Resource Recov	173,528	164,835	171,375	181,925
90006	Transfer out - Other	185,000	185,000	175,000	142,173
90007	Transfer out - Park & Rec	199,495	186,980	186,730	236,832
90008	Transfer out - Open Space	50,000	50,000	50,000	50,000
90012	Transfer out - Cap Non rec Town	191,100	77,000	175,500	144,000
90013	Transfer out - Cap Non rec BOE	112,000	50,000	230,000	135,000
90014	Transfer out - Renewable Energy	5,000	5,000	-	-
	Total Transfers Out	<u>1,153,867</u>	<u>888,003</u>	<u>1,232,518</u>	<u>1,126,334</u>
<b>01-093</b>	<b>Total Interfund Transfers Out</b>	<u>\$ 1,153,867</u>	<u>\$ 888,003</u>	<u>\$ 1,232,518</u>	<u>\$ 1,126,334</u>

Percentage increase/(decrease) -8.62%

**Department Name:** Town Contingency

**Department #:** 01-095

**Mission & Purpose:**

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

**Goals & Objectives:**

Provide 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 2019-2020**  
**As of May 29, 2019**

<b>01-095 Town Contingency</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Miscellaneous</b>				
84001 Contingency	\$ 25,714	\$ 19,250	\$ 100,000	\$ 100,000
Total Miscellaneous	<u>25,714</u>	<u>19,250</u>	<u>100,000</u>	<u>100,000</u>
<b>01-095 Total Town Contingency</b>	<u>\$ 25,714</u>	<u>\$ 19,250</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**

**2019-2020**

## *Other Special Revenue Funds*

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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 1<sup>st</sup> 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. The estimated budget for FY 2019-2020 shows a General Fund contribution of \$71,424, or approximately 61% of the total budget.

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

This budget provides for road maintenance, repair, purchases of salt for the winter months, and purchases of materials for road maintenance projects. This fund is funded by a State of CT grant. The grant is expected to be \$239,438 for Fiscal Year 2019-2020. In addition, we have been notified that the Town-Aid-Road Grant may NOT be funded - additional potential reduction of \$239,438. This potential elimination of funding would be extremely devastating to our annual town road maintenance program.

***Other Special Revenue Funds (Continued)***

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***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 2019-2020 shows a State of CT grants for \$34,100 with the rest of the budget funded by user charges of \$89,500 or 43% of the total budget and a contribution from the General Fund of \$82,980, or approximately 40% 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 \$181,925 or 53% of the total budget.

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

This budget provides for maintenance and repair projects in Town buildings and schools that do not meet the criteria of the five (5) year capital improvement plan. The estimated budget for FY 2019-2020 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 is \$236,832, or approximately 58% of the total budget.



**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2019-2020 - Sewer Department**  
**As of May 29, 2019**

<b>Sewer Department</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Actual Revenue</b>	<b>2018-2019 Budgeted Revenue</b>	<b>2019-2020 Estimated Revenue</b>
<b>Charges for Services</b>				
00350 User charges	\$ 997,933	\$ 1,024,998	\$ 1,111,930	\$ 1,138,453
00351 User charges - interest & lien fees	30,684	24,404	29,000	29,000
00352 Sale of nitrogen credits	389	756	-	-
00353 Process material	(1,020)	-	-	-
00354 Other revenue sources	31,031	125	100	100
00355 PILOT payment	-	-	-	-
00406 Demand Response	-	-	-	-
Total Charges for Services	<u>1,059,017</u>	<u>1,050,283</u>	<u>1,141,030</u>	<u>1,167,553</u>
<b>Investment Income</b>				
00401 Investment income	297	343	75	350
Total Investment Income	<u>297</u>	<u>343</u>	<u>75</u>	<u>350</u>
<b>Interfund Transfers In</b>				
00502 Transfer in - Other funds	-	-	-	-
Total Interfund Transfers In	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Sewer Department Revenue</b>	<u><u>\$ 1,059,314</u></u>	<u><u>\$ 1,050,626</u></u>	<u><u>\$ 1,141,105</u></u>	<u><u>\$ 1,167,903</u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Sewer Department**  
**As of May 29, 2019**

<b>02-139 Sewer Department</b>		<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 228,559	\$ 234,378	\$ 240,750	\$ 249,250
13002	Overtime	17,187	17,510	15,500	17,500
14001	Board clerk	111	133	175	175
19001	Unused vacation pay	7,206	5,003	8,250	8,250
19002	Longevity	900	1,000	1,000	1,000
19003	Sick pay	9,405	9,723	10,000	10,000
21001	Medical insurance	63,047	55,564	66,000	69,500
21002	Dental insurance	1,013	922	1,500	1,500
21003	Life insurance	568	591	675	768
21004	Long-term disability insurance	580	568	775	675
22000	FICA/Medicare	17,799	20,095	20,700	21,750
23001	Town pension contribution	18,598	14,314	14,900	15,335
	<b>Total Personnel Expenditures</b>	<b>364,973</b>	<b>359,801</b>	<b>380,225</b>	<b>395,703</b>
<b>Contractual Services</b>					
31000	Service contracts	94,260	55,747	86,000	100,000
32000	Conferences, meetings, dues	236	349	1,200	1,200
33001	Audit services	5,948	6,023	6,400	6,400
34001	Data processing	81	-	1,500	1,000
36008	Waste services	187	-	600	300
37013	Legal fees	1,194	-	2,000	2,000
	<b>Total Contractual Services</b>	<b>101,906</b>	<b>62,119</b>	<b>97,700</b>	<b>110,900</b>
<b>Repairs</b>					
44003	Equipment repair/rental	51,928	50,106	45,000	45,000
	<b>Total Repairs</b>	<b>51,928</b>	<b>50,106</b>	<b>45,000</b>	<b>45,000</b>
<b>Utilities</b>					
51001	Gas & diesel fuel	2,037	2,022	3,250	2,850
52001	Municipal insurance	22,916	23,816	24,450	24,450
53000	Postage	4,500	4,000	4,500	4,500
53001	Telephone	4,387	4,516	5,500	5,250
	<b>Total Utilities</b>	<b>33,840</b>	<b>34,354</b>	<b>37,700</b>	<b>37,050</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Sewer Department**  
**As of May 29, 2019**

<b>02-139 Sewer Department</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Commodities</b>				
61000 Office supplies	\$ 917	\$ 10	\$ 500	\$ 500
61001 Uniforms	1,496	1,422	1,500	1,500
62001 Electricity	123,992	118,026	130,000	127,500
62002 Water & sewer	15,148	15,722	19,500	19,500
62004 Heating fuel	12,405	15,959	13,250	16,500
65002 Sewer supplies	12,713	12,737	16,000	17,000
68000 Custodial supplies	15	-	150	150
69002 Chemicals	190	-	4,000	1,000
Total Commodities	<u>166,876</u>	<u>163,876</u>	<u>184,900</u>	<u>183,650</u>
<b>Equipment</b>				
73000 Equipment purchases	44,956	17,960	10,000	10,000
Total Equipment	<u>44,956</u>	<u>17,960</u>	<u>10,000</u>	<u>10,000</u>
<b>Miscellaneous</b>				
83006 CWF notes - principal	223,287	227,794	232,400	237,100
83007 CWF notes - interest	19,182	14,675	10,080	5,400
88016 Miscellaneous	7,086	2,700	7,000	7,000
Total Miscellaneous	<u>249,555</u>	<u>245,169</u>	<u>249,480</u>	<u>249,500</u>
<b>Transfers Out</b>				
90015 Transfer out - Cap Non rec Town	115,000	125,000	125,000	125,000
90016 Transfer out - Workers' comp	11,000	11,100	11,100	11,100
Total Transfers Out	<u>126,000</u>	<u>136,100</u>	<u>136,100</u>	<u>136,100</u>
<b>02-139 Total Sewer Department</b>	<u><u>\$ 1,140,034</u></u>	<u><u>\$ 1,069,485</u></u>	<u><u>\$ 1,141,105</u></u>	<u><u>\$ 1,167,903</u></u>

Percentage increase/(decrease) 2.35%

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2019-2020 - Water Department**  
**As of May 29, 2019**

<b>Water Department</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Actual Revenue</b>	<b>2018-2019 Budgeted Revenue</b>	<b>2019-2020 Estimated Revenue</b>
<b>Intergovernmental</b>				
00207 Emergency Management	\$ -	\$ -	\$ -	\$ -
Total Intergovernmental	-	-	-	-
<b>Charges for Services</b>				
00351 User charges - interest & lien fees	\$ 28,090	\$ 27,884	\$ 28,000	\$ 29,000
00354 Miscellaneous	6,041	5,328	3,000	5,000
00356 Meter charges	275,013	276,590	276,000	320,000
00357 Unmetered sales	34,159	40,753	32,500	41,000
00358 Metered sales	916,371	909,877	1,017,800	985,010
00359 Private fire protection	12,480	11,380	12,400	12,400
00360 Service connections	5,700	1,350	5,000	4,000
00361 Sales to public authorities	82,845	75,876	82,000	82,000
00362 Cross connection fees	9,095	4,215	7,500	7,500
Total Charges for Services	<u>1,369,794</u>	<u>1,353,253</u>	<u>1,464,200</u>	<u>1,485,910</u>
<b>Investment Income</b>				
00401 Investment income	252	295	50	250
Total Investment Income	<u>252</u>	<u>295</u>	<u>50</u>	<u>250</u>
<b>Interfund Transfers In</b>				
00501 Transfer in - General Fund	50,000	50,000	50,000	58,750
00502 Transfer in - Other funds	-	14,823	-	-
Total Interfund Transfers In	<u>50,000</u>	<u>64,823</u>	<u>50,000</u>	<u>58,750</u>
<b>Total Water Department Revenue</b>	<u><u>\$ 1,420,046</u></u>	<u><u>\$ 1,418,371</u></u>	<u><u>\$ 1,514,250</u></u>	<u><u>\$ 1,544,910</u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Water Department**  
**As of May 29, 2019**

<b>03-135 Water Department</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 165,576	\$ 169,468	\$ 174,000	\$ 182,000
13002 Overtime	23,402	26,178	24,500	24,500
14001 Board clerk	111	133	200	200
19001 Unused vacation pay	7,373	7,519	7,500	7,500
19002 Longevity	900	1,000	1,000	1,000
19003 Sick pay	9,446	9,777	10,500	10,500
21001 Medical insurance	43,569	42,641	50,000	53,500
21002 Dental insurance	679	614	800	800
21003 Life insurance	415	432	525	575
21004 Long-term disability insurance	539	559	650	625
22000 FICA/Medicare	13,983	14,090	16,175	16,175
23001 Town pension contribution	11,311	11,508	11,750	13,835
Total Personnel Expenditures	<u>277,304</u>	<u>283,919</u>	<u>297,600</u>	<u>311,210</u>
<b>Contractual Services</b>				
31000 Service contracts	20,262	20,717	30,000	30,000
32000 Conferences, meetings, dues	1,383	1,795	1,500	1,500
33001 Audit services	7,342	7,435	7,800	7,800
34001 Data processing	150	-	1,500	1,500
37013 Legal fees	-	-	2,500	2,500
38010 Miscellaneous engineering	3,283	-	4,000	25,000
38012 MDC water contract	608,979	701,373	620,000	690,000
Total Contractual Services	<u>641,399</u>	<u>731,320</u>	<u>667,300</u>	<u>758,300</u>
<b>Repairs</b>				
44003 Equipment repair/rental	6,116	5,233	12,000	12,000
Total Repairs	<u>6,116</u>	<u>5,233</u>	<u>12,000</u>	<u>12,000</u>
<b>Utilities</b>				
51001 Gas & diesel fuel	3,492	3,798	4,500	4,500
52001 Municipal insurance	11,366	10,816	11,150	11,250
53000 Postage	6,031	5,020	6,000	6,000
53001 Telephone	2,021	1,628	2,750	2,250
Total Utilities	<u>22,910</u>	<u>21,262</u>	<u>24,400</u>	<u>24,000</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Water Department**  
**As of May 29, 2019**

<b>03-135 Water Department</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Commodities</b>				
61000 Office supplies	\$ 190	\$ 276	\$ 850	\$ 850
61001 Uniforms	968	978	1,000	1,000
62001 Electricity	32,436	27,170	41,000	32,000
62004 Heating fuel	2,360	4,232	4,000	4,750
65003 Water supplies	28,399	32,802	42,000	42,000
69002 Chemicals	2,294	612	5,000	5,000
Total Commodities	<u>66,647</u>	<u>66,070</u>	<u>93,850</u>	<u>85,600</u>
<b>Equipment</b>				
73000 Equipment purchases	3,685	4,308	6,750	6,750
Total Equipment	<u>3,685</u>	<u>4,308</u>	<u>6,750</u>	<u>6,750</u>
<b>Miscellaneous</b>				
83001 Bonds - principal	-	-	-	-
83002 Bonds - interest	-	-	-	-
83006 CWF notes - principal	226,256	231,565	237,100	177,000
83007 CWF notes - interest	39,167	33,859	28,450	23,250
88016 Miscellaneous	2,009	2,000	14,000	14,000
Total Miscellaneous	<u>267,432</u>	<u>267,424</u>	<u>279,550</u>	<u>214,250</u>
<b>Transfers Out</b>				
90006 Transfer out - Other	-	-	-	-
90015 Transfer out - Cap Non rec Town	115,000	125,000	125,000	125,000
90016 Transfer out - Workers' comp	7,800	7,800	7,800	7,800
Total Transfers Out	<u>122,800</u>	<u>132,800</u>	<u>132,800</u>	<u>132,800</u>
<b>03-135 Total Water Department</b>	<u>\$ 1,408,293</u>	<u>\$ 1,512,336</u>	<u>\$ 1,514,250</u>	<u>\$ 1,544,910</u>

Percentage increase/(decrease) 2.02%

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2019-2020 - Animal Control Department**  
**As of May 29, 2019**

<b>Animal Control Department</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Actual Revenue</b>	<b>2018-2019 Budgeted Revenue</b>	<b>2019-2020 Estimated Revenue</b>
<b>Charges for Services</b>				
00303 Property rental	\$ 35,332	\$ 36,392	\$ 37,484	\$ 38,608
00307 Donations	-	205	-	-
00317 Sale of dog licenses	5,305	5,287	5,300	5,400
00354 Miscellaneous	1,213	218	500	500
00363 Dog surcharge	1,716	1,666	1,700	1,700
Total Charges for Services	<u>43,566</u>	<u>43,768</u>	<u>44,984</u>	<u>46,208</u>
<b>Investment Income</b>				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	<u>43,566</u>	<u>43,768</u>	<u>44,984</u>	<u>46,208</u>
<b>Interfund Transfers In</b>				
00501 Transfer in - General Fund	68,702	71,703	71,428	71,424
Total Interfund Transfers In	<u>68,702</u>	<u>71,703</u>	<u>71,428</u>	<u>71,424</u>
<b>Total Animal Control Dept Revenue</b>	<u>\$ 112,268</u>	<u>\$ 115,471</u>	<u>\$ 116,412</u>	<u>\$ 117,632</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Animal Control Department**  
**As of May 29, 2019**

<b>04-140 Animal Control Department</b>		<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 48,874	\$ 50,419	\$ 51,500	\$ 52,850
11003	Part-time payroll	11,744	17,365	9,000	10,000
13002	Overtime	2,668	1,018	3,250	2,000
19002	Longevity	-	-	-	-
19003	Sick pay	-	1,091	-	1,500
21001	Medical insurance	9,480	9,993	11,600	12,600
21002	Dental insurance	226	205	315	315
21003	Life insurance	123	128	170	175
21004	Long-term disability insurance	160	165	200	200
22000	FICA/Medicare	4,488	4,820	5,500	5,275
23001	Town pension contribution	2,921	3,025	3,250	3,200
	<b>Total Personnel Expenditures</b>	<b>80,684</b>	<b>88,229</b>	<b>84,785</b>	<b>88,115</b>
<b>Contractual Services</b>					
31000	Service contracts	1,179	1,338	3,000	2,500
32000	Conferences, meetings, dues	305	701	1,250	1,250
33001	Audit services	-	-	-	-
33004	Veterinarian fees	1,648	1,543	2,250	2,250
-	Data processing	-	-	-	-
	<b>Total Contractual Services</b>	<b>3,132</b>	<b>3,582</b>	<b>6,500</b>	<b>6,000</b>
<b>Repairs</b>					
44003	Equipment repair/rental	531	85	3,000	2,000
	<b>Total Repairs</b>	<b>531</b>	<b>85</b>	<b>3,000</b>	<b>2,000</b>
<b>Utilities</b>					
51001	Gas & diesel fuel	280	178	325	325
52001	Municipal insurance	1,129	1,173	1,250	1,250
53000	Postage	650	600	650	600
53001	Telephone	1,089	1,231	1,600	1,500
54000	Advertising & publications	448	136	910	750
	<b>Total Utilities</b>	<b>3,596</b>	<b>3,318</b>	<b>4,735</b>	<b>4,425</b>



**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Animal Control Department**  
**As of May 29, 2019**

<b>04-140 Animal Control Department</b>		<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Commodities</b>					
61000	Office supplies	\$ 46	\$ 30	\$ 350	\$ 350
61001	Uniforms	260	186	750	750
61003	Equipment supplies	1,246	1,304	1,750	1,750
62001	Electricity	2,568	2,517	2,992	2,992
62002	Water & sewer	459	410	800	600
62004	Heating fuel	865	1,016	1,100	1,250
63002	Dog food	1,673	1,311	2,000	1,750
68000	Custodial supplies	154	332	500	500
	Total Commodities	<u>7,271</u>	<u>7,106</u>	<u>10,242</u>	<u>9,942</u>
<b>Miscellaneous</b>					
88052	Fee share to State	3,978	3,928	4,250	4,250
-	Miscellaneous	-	-	-	-
	Total Miscellaneous	<u>3,978</u>	<u>3,928</u>	<u>4,250</u>	<u>4,250</u>
<b>Transfers Out</b>					
90016	Transfer out - Workers' comp	2,800	3,100	2,900	2,900
	Total Transfers Out	<u>2,800</u>	<u>3,100</u>	<u>2,900</u>	<u>2,900</u>
<b>04-140 Total Animal Control Department</b>		<u>\$ 101,992</u>	<u>\$ 109,348</u>	<u>\$ 116,412</u>	<u>\$ 117,632</u>
Percentage increase/(decrease)					<u>1.05%</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2019-2020 - Town Aid Road Fund**  
**As of May 29, 2019**

<b>Town Aid Road Fund</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Actual Revenue</b>	<b>2018-2019 Budgeted Revenue</b>	<b>2019-2020 Estimated Revenue</b>
<b>Charges for Services</b>				
00354 Miscellaneous	37,457	-	-	-
Total Charges for Services	37,457	-	-	-
<b>Intergovernmental</b>				
00221 State of CT - TAR	\$ 85,195	\$ 180,847	\$ 239,478	\$ 239,438
Total Intergovernmental	85,195	180,847	239,478	239,438
<b>Investment Income</b>				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	122,652	180,847	239,478	239,438
<b>Interfund Transfers In</b>				
00501 Transfer in - General Fund	-	-	-	-
Total Interfund Transfers In	-	-	-	-
<b>Total Town Aid Road Fund Revenue</b>	<b>\$ 122,652</b>	<b>\$ 180,847</b>	<b>\$ 239,478</b>	<b>\$ 239,438</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020- Town Aid Road Fund**  
**As of May 29, 2019**

<b>06-030 Town Aid Road Fund</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Commodities</b>				
65001 Road materials	\$ 122,652	\$ 180,847	\$ 239,478	<b>\$ 239,438</b>
Total Commodities	<u>122,652</u>	<u>180,847</u>	<u>239,478</u>	<b><u>239,438</u></b>
<b>06-030 Total Town Aid Road Fund</b>	<b><u>\$ 122,652</u></b>	<b><u>\$ 180,847</u></b>	<b><u>\$ 239,478</u></b>	<b><u>\$ 239,438</u></b>
			Percentage increase/(decrease)	<b><u>-0.02%</u></b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2019-2020 - Youth Services Department**  
**As of May 29, 2019**

<b>Youth Services Department</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Actual Revenue</b>	<b>2018-2019 Budgeted Revenue</b>	<b>2019-2020 Estimated Revenue</b>
<b>Intergovernmental</b>				
00214 State of CT - Misc	\$ 11,826	\$ -	\$ 12,500	\$ 12,500
00222 State of CT - YSB	19,000	18,639	18,600	18,600
00223 State of CT - DSS	1,971	1,849	3,000	3,000
Total Intergovernmental	<u>32,797</u>	<u>20,488</u>	<u>34,100</u>	<u>34,100</u>
<b>Charges for Services</b>				
00354 Miscellaneous	-	-	-	-
00364 Program fees - school year	80,553	87,423	76,490	86,000
00365 Resource center fees	-	426	2,500	2,500
00366 Contributions/donations	5	269	1,000	1,000
Total Charges for Services	<u>80,558</u>	<u>88,118</u>	<u>79,990</u>	<u>89,500</u>
<b>Investment Income</b>				
00401 Investment income	-	-	-	-
Total Investment Income	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal Operating Income	<u>113,355</u>	<u>108,606</u>	<u>114,090</u>	<u>123,600</u>
<b>Interfund Transfers In</b>				
00501 Transfer in - General Fund	89,042	15,485	90,485	82,980
Total Interfund Transfers In	<u>89,042</u>	<u>15,485</u>	<u>90,485</u>	<u>82,980</u>
<b>Total Youth Services Dept Revenue</b>	<u>\$ 202,397</u>	<u>\$ 124,091</u>	<u>\$ 204,575</u>	<u>\$ 206,580</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Youth Services Department**  
**As of May 29, 2019**

<b>07-110 Youth Services Department</b>		<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 54,894	\$ 56,054	\$ 57,250	\$ 58,550
11002	Clerical payroll	-	-	-	-
12000	Temporary payroll	59,232	56,133	61,500	61,500
19002	Longevity	450	450	450	450
19003	Sick pay	3,050	3,018	3,500	3,500
21001	Medical insurance	19,253	20,258	23,500	25,500
21002	Dental insurance	226	205	300	300
21003	Life insurance	138	144	175	200
21004	Long-term disability insurance	180	185	220	220
22000	FICA/Medicare	7,192	6,207	8,050	7,500
23001	Town pension contribution	4,582	5,250	5,355	5,335
	<b>Total Personnel Expenditures</b>	<u>149,197</u>	<u>147,904</u>	<u>160,300</u>	<u>163,055</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, & dues	674	770	700	700
	<b>Total Contractual Services</b>	<u>674</u>	<u>770</u>	<u>700</u>	<u>700</u>
<b>Repairs</b>					
44003	Equipment repair/rental	-	-	-	-
	<b>Total Repairs</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Utilities</b>					
52001	Municipal insurance	2,462	2,559	2,625	2,625
53000	Postage	175	150	175	175
53001	Telephone	-	-	-	-
	<b>Total Utilities</b>	<u>2,637</u>	<u>2,709</u>	<u>2,800</u>	<u>2,800</u>
<b>Commodities</b>					
61000	Office supplies	1,499	316	750	750
61006	Building supplies	-	-	750	750
62001	Electricity	4,246	4,145	4,800	4,800
62002	Water & sewer	271	239	400	400
62004	Heating fuel	435	418	725	725
	<b>Total Commodities</b>	<u>6,451</u>	<u>5,118</u>	<u>7,425</u>	<u>7,425</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Youth Services Department**  
**As of May 29, 2019**

		<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>07-110 Youth Services Department</b>		<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Programs/Activities</b>					
88038	Miscellaneous programs	\$ -	\$ -	\$ -	\$ -
88039	CRC/ECC consulting	14,178	20,198	21,000	<b>21,000</b>
88040	Activity funds	6,384	4,650	6,750	<b>6,000</b>
88041	Activity supplies	619	142	1,000	<b>1,000</b>
	<b>Total Programs/Activities</b>	<u>21,181</u>	<u>24,990</u>	<u>28,750</u>	<b>28,000</b>
<b>Transfers Out</b>					
90016	Transfer out - Workers' comp	4,600	4,600	4,600	<b>4,600</b>
	<b>Total Transfers Out</b>	<u>4,600</u>	<u>4,600</u>	<u>4,600</u>	<b>4,600</b>
<b>07-110 Total Youth Services Department</b>		<u>\$ 184,740</u>	<u>\$ 186,091</u>	<u>\$ 204,575</u>	<b>\$ 206,580</b>
Percentage increase/(decrease)					<u><b>0.98%</b></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2019-2020 - Resource Recovery Department**  
**As of May 29, 2019**

<b>Resource Recovery Department</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Actual Revenue</b>	<b>2018-2019 Budgeted Revenue</b>	<b>2019-2020 Estimated Revenue</b>
<b>Charges for Services</b>				
00354 Miscellaneous	\$ 2,706	\$ 19,603	\$ 2,400	\$ 2,400
00367 Tire fees	875	850	900	900
00368 Sale of newsprint	-	-	-	-
00369 Battery recycling	168	242	100	175
00370 Sale of metal	26,928	11,746	15,000	15,000
00371 Facility use permits	26,246	25,820	34,000	34,000
00372 Freon appliance permits	1,950	990	2,500	2,000
00373 15 gallon bags to residents	4,838	4,537	5,250	5,250
00374 30 gallon bags to residents	8,913	7,006	11,000	7,500
00375 45 gallon bags to residents	26,093	18,463	29,000	29,000
00376 15 gallon bags to distributors	1,500	2,029	1,750	2,200
00377 30 gallon bags to distributors	2,700	980	3,700	1,000
00378 45 gallon bags to distributors	8,000	8,405	9,000	9,000
00379 Bulky waste	44,816	40,220	52,500	52,600
00380 Anti-freeze disposal	14	19	50	50
00381 Mixed paper	-	-	-	-
00382 Cardboard sales	-	-	-	-
00383 Town demolition	1,060	472	1,000	1,000
00384 Propane tank disposal	275	260	450	450
00399 Single stream recyclables	16,796	4,446	-	-
<b>Total Charges for Services</b>	<b>173,878</b>	<b>146,088</b>	<b>168,600</b>	<b>162,525</b>
<b>Investment Income</b>				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	173,878	146,088	168,600	162,525
<b>Interfund Transfers In</b>				
00501 Transfer in - General Fund	173,528	164,835	171,375	181,925
Total Interfund Transfers In	173,528	164,835	171,375	181,925
<b>Total Resource Recovery Dept Rev</b>	<b>\$ 347,406</b>	<b>\$ 310,923</b>	<b>\$ 339,975</b>	<b>\$ 344,450</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Resource Recovery Dept**  
**As of May 29, 2019**

09-120 Resource Recovery Dept	2016-2017 Actual Expended	2017-2018 Actual Expended	2018-2019 Revised Budget	2019-2020 Adopted Budget
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 116,837	\$ 122,740	\$ 126,225	\$ 131,500
12000 Temporary payroll	-	-	-	-
13002 Overtime	13,850	11,335	14,500	14,500
19002 Longevity	1,275	650	550	550
19003 Sick pay	5,043	2,470	7,500	5,500
21001 Medical insurance	28,132	32,043	37,000	41,000
21002 Dental insurance	461	707	1,500	1,250
21003 Life insurance	283	310	400	425
21004 Long-term disability insurance	383	405	500	475
22000 FICA/Medicare	8,971	9,638	11,400	11,400
23001 Town pension contribution	7,833	8,662	8,750	9,100
Total Personnel Expenditures	<u>183,068</u>	<u>188,960</u>	<u>208,325</u>	<u>215,700</u>
<b>Contractual Services</b>				
31000 Service contracts	5,755	10,983	12,500	14,500
34001 Data processing	1,243	300	2,000	1,000
36004 Telecommunications	1,363	1,123	1,750	1,500
Total Contractual Services	<u>8,361</u>	<u>12,406</u>	<u>16,250</u>	<u>17,000</u>
<b>Repairs</b>				
44003 Equipment repair/rental	7,238	5,544	6,500	4,000
Total Repairs	<u>7,238</u>	<u>5,544</u>	<u>6,500</u>	<u>4,000</u>
<b>Utilities</b>				
51001 Gas & diesel fuel	3,647	4,564	5,000	5,250
52001 Municipal insurance	2,873	2,989	3,050	3,050
53001 Telephone	-	-	300	300
Total Utilities	<u>6,520</u>	<u>7,553</u>	<u>8,350</u>	<u>8,600</u>
<b>Commodities</b>				
61001 Uniforms	1,171	998	1,000	1,000
61003 Equipment supplies	479	2,579	2,000	2,000
61006 Building supplies	479	913	1,200	1,200
62001 Electricity	2,117	2,401	2,650	3,000
62002 Water & sewer	862	832	1,100	1,100
62004 Heating fuel	578	768	1,250	1,250
69003 Bags and stickers	6,915	4,270	11,000	8,000
Total Commodities	<u>12,601</u>	<u>12,761</u>	<u>20,200</u>	<u>17,550</u>



**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Resource Recovery Dept**  
**As of May 29, 2019**

<b>09-120 Resource Recovery Dept</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Equipment</b>				
73000 Equipment purchases	\$ -	\$ 57,292	\$ -	\$ -
Total Equipment	-	57,292	-	-
<b>Miscellaneous</b>				
88001 Program services	106	-	500	<b>500</b>
88003 Permits - State of CT	250	250	2,000	<b>750</b>
88012 MSW disposal fees	20,355	20,832	26,350	<b>26,350</b>
88014 BW disposal fees	41,407	43,390	42,500	<b>46,000</b>
88017 Hauling expense	-	-	1,000	-
88018 Recycling	1,994	3,589	3,000	<b>3,000</b>
Total Miscellaneous	<u>64,112</u>	<u>68,061</u>	<u>75,350</u>	<b>76,600</b>
<b>Transfers Out</b>				
90015 Transfer out - Cap Non rec Town	-	-	-	-
90016 Transfer out - Workers' comp	5,000	5,000	5,000	<b>5,000</b>
Total Transfers Out	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<b>5,000</b>
<b>09-120 Total Resource Recovery Dept</b>	<u><u>\$ 286,900</u></u>	<u><u>\$ 357,577</u></u>	<u><u>\$ 339,975</u></u>	<u><u>\$ 344,450</u></u>
			Percentage increase/(decrease)	<u><u>1.32%</u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2019-2020 - Building Maintenance Fund**  
**As of May 29, 2019**

<b>Building Maintenance Fund</b>		<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Actual Revenue</b>	<b>2018-2019 Budgeted Revenue</b>	<b>2019-2020 Estimated Revenue</b>
<b>Intergovernmental</b>					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
<b>Miscellaneous</b>					
00354	Miscellaneous	\$ 23,900	\$ -	\$ -	\$ -
00366	Contributions/donations	-	-	-	-
	Total Miscellaneous	23,900	-	-	-
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	23,900	-	-	-
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	155,000	117,000	82,000	<b>82,000</b>
	Total Interfund Transfers In	155,000	117,000	82,000	<b>82,000</b>
<b>Total Building Maint Fund Revenue</b>		<b>\$ 178,900</b>	<b>\$ 117,000</b>	<b>\$ 82,000</b>	<b>\$ 82,000</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Building Maintenance Fund**  
**As of May 29, 2019**

		2016-2017	2017-2018	2018-2019	2019-2020
		Actual	Actual	Revised	Adopted
11-037	Building Maintenance Fund	Expended	Expended	Budget	Budget
<b>Repairs</b>					
44006	Town maintenance	\$ 12,899	\$ 37,118	\$ 41,000	\$ 41,000
44007	BOE maintenance	204,880	55,309	41,000	41,000
	Total Repairs	<u>217,779</u>	<u>92,427</u>	<u>82,000</u>	<u>82,000</u>
<b>Transfers Out</b>					
90015	Transfer out - Cap Non rec Town	-	-	-	-
	Total Transfers Out	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>11-037</b>	<b>Total Building Maintenance Fund</b>	<u><u>\$ 217,779</u></u>	<u><u>\$ 92,427</u></u>	<u><u>\$ 82,000</u></u>	<u><u>\$ 82,000</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2019-2020 - Parks & Recreation Department**  
**As of May 29, 2019**

<b>Parks &amp; Recreation Department</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Actual Revenue</b>	<b>2018-2019 Budgeted Revenue</b>	<b>2019-2020 Estimated Revenue</b>
<b>Charges for Services</b>				
00303 Property rental fees	\$ 1,910	\$ 3,350	\$ 4,500	\$ 4,000
00354 Miscellaneous	4,407	3,739	4,500	4,000
00385 Program fees - adult	8,300	6,865	8,300	7,900
00386 Program fees - youth	22,545	23,591	28,000	26,550
00387 Tee ball fees	-	-	-	-
00388 Adult softball fees	5,175	5,945	6,500	6,500
00389 Summer playground fees	107,331	79,922	106,480	102,000
00390 Program fees - vacation	450	810	750	810
00391 Summer sports camp	10,938	13,132	15,000	14,000
00392 CT Track club	-	-	-	-
00393 Unified sports	1,022	1,198	-	-
00394 5k race fees	3,134	3,485	3,000	3,500
00395 Trips	-	-	-	-
Total Charges for Services	165,212	142,037	177,030	169,260
<b>Investment Income</b>				
00401 Investment income	-	-	-	-
Total Investment Income	-	-	-	-
Subtotal Operating Income	165,212	142,037	177,030	169,260
<b>Interfund Transfers In</b>				
00501 Transfer in - General Fund	199,495	186,980	186,730	236,832
Total Interfund Transfers In	199,495	186,980	186,730	236,832
<b>Total Parks &amp; Rec Dept Revenue</b>	\$ 364,707	\$ 329,017	\$ 363,760	\$ 406,092

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Parks & Rec Department**  
**As of May 29, 2019**

12-130 Parks & Recreation Dept	2016-2017 Actual Expended	2017-2018 Actual Expended	2018-2019 Revised Budget	2019-2020 Adopted Budget
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 64,108	\$ 65,464	\$ 66,850	\$ 115,550
11002 Clerical payroll	22,778	23,374	24,250	-
12001 Teen recreation payroll	111,403	100,739	87,500	90,000
12002 Unified sports payroll	-	-	-	-
13002 Overtime	12,244	9,855	13,000	11,000
14001 Board clerk	-	67	100	300
19002 Longevity	275	275	275	-
19003 Sick pay	4,970	-	5,750	-
21001 Medical insurance	12,089	10,553	14,800	32,000
21002 Dental insurance	109	99	150	500
21003 Life insurance	218	226	265	300
21004 Long-term disability insurance	284	293	340	340
22000 FICA/Medicare	14,286	15,192	15,150	16,975
23001 Town pension contribution	3,832	3,928	4,150	6,927
Total Personnel Expenditures	<u>246,596</u>	<u>230,065</u>	<u>232,580</u>	<u>273,892</u>
<b>Contractual Services</b>				
31000 Service contracts	-	3,480	3,750	3,750
32000 Conferences, meetings, & dues	1,008	841	800	900
Total Contractual Services	<u>1,008</u>	<u>4,321</u>	<u>4,550</u>	<u>4,650</u>
<b>Repairs</b>				
44003 Equipment repair/rentals	5,668	8,084	7,000	7,000
Total Repairs	<u>5,668</u>	<u>8,084</u>	<u>7,000</u>	<u>7,000</u>
<b>Utilities</b>				
51001 Gas & diesel fuel	90	126	150	150
52001 Municipal insurance	2,578	2,679	2,800	2,800
53000 Postage	200	150	200	200
53001 Telephone	-	-	500	300
Total Utilities	<u>2,868</u>	<u>2,955</u>	<u>3,650</u>	<u>3,450</u>
<b>Commodities</b>				
61000 Office supplies	855	125	1,500	1,000
61003 Equipment supplies	1,148	414	2,000	1,250
62001 Electricity	19,818	14,244	24,150	24,150
62002 Water & sewer	9,635	6,042	8,500	12,500
62004 Heating fuel	435	418	600	600
Total Commodities	<u>31,891</u>	<u>21,243</u>	<u>36,750</u>	<u>39,500</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2019-2020 - Parks & Rec Department**  
**As of May 29, 2019**

<b>12-130 Parks &amp; Recreation Dept</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Actual Expended</b>	<b>2018-2019 Revised Budget</b>	<b>2019-2020 Adopted Budget</b>
<b>Equipment</b>				
73000 Equipment purchases	\$ 10,854	\$ 3,818	\$ 12,000	\$ 12,000
Total Equipment	<u>10,854</u>	<u>3,818</u>	<u>12,000</u>	<u>12,000</u>
<b>Miscellaneous</b>				
88001 Program services	63	303	100	300
Total Miscellaneous	<u>63</u>	<u>303</u>	<u>100</u>	<u>300</u>
<b>Programs/Activities</b>				
88023 Youth tee ball	-	-	-	-
88024 Youth basketball	5,469	5,699	-	-
88025 Unified sports	1,316	-	-	-
88026 Summer playground	20,543	17,568	19,000	19,000
88027 Youth programs	8,652	7,371	19,180	17,000
88028 Vacation programs	300	100	-	-
88029 Other recreation programs	-	-	1,000	1,000
88030 Adult softball	6,150	6,611	6,150	6,750
88031 Adult fitness/programs	7,098	5,541	7,500	6,000
88032 Holiday tree lighting	-	-	500	500
88033 Town concerts	1,250	1,200	1,000	1,000
88034 Trips	-	-	-	-
88035 Summer sports camp	13,982	8,161	7,000	8,250
88036 CT Track club	-	-	-	-
88037 Community events	200	417	500	500
88038 Miscellaneous programs	47	-	100	100
88051 5K Road Race	1,471	1,532	1,500	1,500
Total Programs/Activities	<u>66,478</u>	<u>54,200</u>	<u>63,430</u>	<u>61,600</u>
<b>Transfers Out</b>				
90016 Transfer out - Workers' comp	3,700	3,700	3,700	3,700
Total Transfers Out	<u>3,700</u>	<u>3,700</u>	<u>3,700</u>	<u>3,700</u>
<b>12-130 Total Parks &amp; Rec Department</b>	<u><u>\$ 369,126</u></u>	<u><u>\$ 328,689</u></u>	<u><u>\$ 363,760</u></u>	<u><u>\$ 406,092</u></u>
Percentage increase/(decrease)				<u><u>11.64%</u></u>

# **TOWN OF PORTLAND, CONNECTICUT**

## **CAPITAL IMPROVEMENT PLAN**

## *Capital Improvement Plan*

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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 2020 through 2024 is **\$33,267,664** with **\$797,064** specifically approved for FY 2019-2020. Of the \$797,064, **\$279,000** is estimated to be funded through taxation; **\$250,000** is estimated to be funded through water and sewer usage fees; and **\$268,064** is estimated to be funded through state grants. The following list of projects details this amount:

❖ Fire – Communication Equipment	\$ 25,000
❖ Police - Cruiser replacement, equipped	44,000
❖ Hwy. Div. – Sidewalk reconstruction	30,000
❖ Town wide - Computers	20,000
❖ Town wide - Revaluation	25,000
❖ System wide BOE – Technology upgrades	<u>135,000</u>
<b>❖ Total Transfer In – General Fund Town and BOE</b>	<b>\$ <u>279,000</u></b>

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

❖ Park and Field Improvements	\$ 25,000
❖ Municipal Parking Lot Improvements	<u>38,706</u>
<b>❖ Total LOCIP-funded projects</b>	<b>\$ <u>63,706</u></b>

The Town was awarded additional State funding with the Community Connectivity Grant Program (CCGP).

❖ Sidewalks – Main Street	\$ <u>204,358</u>
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**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2020 Through 2024**  
**As of May 29, 2019**

Capital Improvement Plan	Fiscal Years					Total
	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	
<b>Estimated Revenue Sources</b>						
00114 Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214 State of CT grants	268,064	63,706	65,000	65,000	65,000	526,770
00354 Other	-	-	-	-	-	-
00501 Transfer in - General Fund Town	279,000	650,000	650,000	650,000	650,000	2,879,000
00502 Transfer in - Parks & Rec Dept	-	-	-	-	-	-
00502 Transfer in - Res Rec Dept	-	-	-	-	-	-
00502 Transfer in - Sewer Department	125,000	1,860,000	1,520,000	967,500	1,067,500	5,540,000
00502 Transfer in - Water Department	125,000	977,000	1,296,000	300,000	1,100,000	3,798,000
00503 General obligation bonds	-	4,653,894	5,360,500	5,571,500	4,938,000	20,523,894
00504 Capital lease proceeds	-	-	-	-	-	-
00505 Prior approved allocations	-	-	-	-	-	-
<b>Total Estimated Revenue Sources</b>	<b>\$ 797,064</b>	<b>\$ 8,204,600</b>	<b>\$ 8,891,500</b>	<b>\$ 7,554,000</b>	<b>\$ 7,820,500</b>	<b>\$ 33,267,664</b>

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2020 Through 2024**  
**As of May 29, 2019**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	
<b>Departmental Expenditure Summary</b>							
89010	Board of Education	\$ 135,000	\$ 1,423,000	\$ 3,068,000	\$ 472,000	\$ 1,017,000	\$ 6,115,000
89020	Building/Planning Depts	-	300,000	190,500	130,500	163,000	784,000
89030	Emergency Management	-	18,000	16,000	6,000	7,000	47,000
89040	Fire Department	25,000	760,000	440,000	2,050,000	1,500,000	4,775,000
89050	Grounds Maintenance	-	102,000	78,000	5,000	5,000	190,000
89060	Library	-	43,600	15,000	15,000	35,000	108,600
89070	Parks & Recreation	25,000	235,000	270,000	860,000	35,000	1,425,000
89080	Police Department	44,000	132,000	92,000	92,000	92,000	452,000
89090	Public Works	273,064	2,090,000	1,713,000	2,504,000	2,440,000	9,020,064
89100	Resource Recovery	-	29,500	15,000	16,000	70,000	130,500
89110	Sewer Department	125,000	1,860,000	1,520,000	967,500	1,067,500	5,540,000
89120	Town-Wide Improvements	45,000	234,500	178,000	136,000	289,000	882,500
89130	Water Department	125,000	977,000	1,296,000	300,000	1,100,000	3,798,000
<b>Total Departmental Summary</b>		<b>\$ 797,064</b>	<b>\$ 8,204,600</b>	<b>\$ 8,891,500</b>	<b>\$ 7,554,000</b>	<b>\$ 7,820,500</b>	<b>\$ 33,267,664</b>

**Departmental Expenditure Detail**

89010 Board of Education							
<b>Brownstone School</b>							
Replace music room carpet	\$ -	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ 12,500
Flooring asbestos		135,000	177,000	-	-	-	312,000
Round cafeteria tables		17,500	-	-	-	-	17,500
Intercom	-	30,000	-	-	-	-	30,000
Paving		25,000	-	-	-	-	25,000
Oil tank replacement	-	-	15,000	-	-	-	15,000
Roof improvements	-	20,000	-	-	-	-	20,000
Total Brownstone School	-	240,000	192,000	-	-	-	432,000
<b>Gildersleeve School</b>							
Design and construct foyer space	-	70,000	-	-	-	-	70,000
Rear sidewalk	-	35,000	-	-	-	-	35,000
Chimney improvements	-	-	75,000	-	-	-	75,000
Oil tank removal	-	-	-	15,000	-	-	15,000
Replace exterior doors and window	-	-	100,000	-	-	-	100,000
Paving(including redesign)	-	45,500	1,500,000	-	-	-	1,545,500
Total Gildersleeve School	-	150,500	1,675,000	15,000	-	-	1,840,500
<b>High/Middle School</b>							
Gym flooring	-	50,000	-	-	-	-	50,000
Rubber track improvements/replace	-	-	400,000	-	-	-	400,000
Baseball field	-	-	61,000	-	-	175,000	236,000
Track improvements	-	50,000	-	-	-	175,000	225,000
Food Service equipment	-	24,000	12,000	12,000	12,000	12,000	60,000
Paving parking lot	-	108,000	-	75,000	-	-	183,000
Total High/Middle School	-	232,000	473,000	87,000	362,000	-	1,154,000

L Project anticipated to be funded by LOCIP for FY 2019-2020

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2020 Through 2024**  
**As of May 29, 2019**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	
<b>Departmental Expenditure Detail (Continued)</b>							
<b>System Wide BOE</b>							
	Painting	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
	Scrubber	-	20,000	-	-	-	20,000
	Furniture	-	40,000	20,000	20,000	20,000	100,000
	Vehicle purchase	-	45,000	40,000	-	-	85,000
	HVAC upgrades	-	382,000	200,000	175,000	175,000	932,000
	Technology Upgrades	135,000	128,500	75,000	75,000	75,000	488,500
	<b>Total System Wide</b>	<b>135,000</b>	<b>715,500</b>	<b>435,000</b>	<b>370,000</b>	<b>370,000</b>	<b>2,025,500</b>
<b>Valley View School</b>							
	Removal/replacement asbestos tile	-	-	250,000	-	-	250,000
	Replace library carpet	-	25,000	-	-	-	25,000
	Oil tank removal	-	15,000	-	-	-	15,000
	Chimney improvements	-	-	43,000	-	-	43,000
	Paving	-	45,000	-	-	285,000	330,000
	<b>Total Valley View School</b>	<b>-</b>	<b>85,000</b>	<b>293,000</b>	<b>-</b>	<b>285,000</b>	<b>663,000</b>
	<b>Total Board of Education</b>	<b>135,000</b>	<b>1,423,000</b>	<b>3,068,000</b>	<b>472,000</b>	<b>1,017,000</b>	<b>6,115,000</b>
<b>89020</b>	<b>Building/Planning Depts</b>						
	Grant match/leverage funds	-	100,000	100,000	50,000	82,500	332,500
	Land Use/Assessor maps	-	10,000	10,000	-	-	20,000
	Permitting software	-	40,000	5,500	5,500	5,500	56,500
	Land acquisition	-	150,000	75,000	75,000	75,000	375,000
	<b>Total Building/Planning Depts</b>	<b>-</b>	<b>300,000</b>	<b>190,500</b>	<b>130,500</b>	<b>163,000</b>	<b>784,000</b>
<b>89030</b>	<b>Emergency Management</b>						
	EOC equipment	-	18,000	16,000	6,000	7,000	47,000
	<b>Total Emergency Management</b>	<b>-</b>	<b>18,000</b>	<b>16,000</b>	<b>6,000</b>	<b>7,000</b>	<b>47,000</b>
<b>89040</b>	<b>Fire/Fire Marshal Department</b>						
	Refurbish/replace apparatus	-	650,000	-	550,000	-	1,200,000
	Plan, design & construct CO 3	-	15,000	-	1,500,000	1,500,000	3,015,000
	SCBA compressor	-	-	70,000	-	-	70,000
	Communication equipment	25,000	75,000	-	-	-	100,000
	SCBA bottle replacement	-	20,000	350,000	-	-	370,000
	Thermal imaging cameras	-	-	20,000	-	-	20,000
	<b>Total Fire/Fire Marshal Departme</b>	<b>25,000</b>	<b>760,000</b>	<b>440,000</b>	<b>2,050,000</b>	<b>1,500,000</b>	<b>4,775,000</b>

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2020 Through 2024**  
**As of May 29, 2019**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	
<b>Departmental Expenditure Detail (Continued)</b>							
<b>89050</b>	<b>Grounds Maintenance</b>						
	Ride on mower replacement	\$ -	\$ 7,000	\$ 10,000		\$ -	\$ 17,000
	Paint sprayer replacement	-	-	15,000	-	-	15,000
	16' enclosed utility trailer	-	8,000	-	-	-	8,000
	Miscellaneous grounds equipment	-	11,000	5,000	5,000	5,000	26,000
	Purchase storage addition at Garage	-	7,000	7,000	-	-	14,000
	Ventrac tractor/attachments park	-	45,000	-	-	-	45,000
	Walk behind mower	-	-	10,000	-	-	10,000
	Purchase F-350 4X4 Pickup	-	24,000	24,000	-	-	48,000
	Replace 18' trailer	-	-	7,000	-	-	7,000
	<b>Total Ground Maintenance</b>	<b>-</b>	<b>102,000</b>	<b>78,000</b>	<b>5,000</b>	<b>5,000</b>	<b>190,000</b>
<b>89060</b>	<b>Library</b>						
	Computers, printers, laptops, tablet	\$ -	\$ 15,200	\$ 15,000	\$ 15,000	\$ 30,000	\$ 75,200
	Server replacement	-	-	-	-	5,000	5,000
	Furnishings and lighting	-	12,500	-	-	-	12,500
	Projector and wall mount	-	1,200	-	-	-	1,200
	Security cameras	-	8,500	-	-	-	8,500
	Wireless sound system	-	6,200	-	-	-	6,200
	<b>Total Library</b>	<b>-</b>	<b>43,600</b>	<b>15,000</b>	<b>15,000</b>	<b>35,000</b>	<b>108,600</b>
<b>89070</b>	<b>Parks &amp; Recreation</b>						
	Riverfront park	-	65,000	-	-	-	65,000
	Gildersleeve School field renov	-	30,000	-	-	-	30,000
	Airline Trail Improvements	-	20,000	10,000	10,000	10,000	50,000
	Bransfield Park Renovation	-	-	220,000	-	-	220,000
	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	25,000	25,000	25,000	25,000	125,000
	<b>Total Parks &amp; Recreation</b>	<b>25,000</b>	<b>235,000</b>	<b>270,000</b>	<b>860,000</b>	<b>35,000</b>	<b>1,425,000</b>
<b>89080</b>	<b>Police Department</b>						
	Equipped cruiser replacement	44,000	\$ 132,000	\$ 92,000	\$ 92,000	\$ 92,000	\$ 452,000
	<b>Total Police Department</b>	<b>44,000</b>	<b>132,000</b>	<b>92,000</b>	<b>92,000</b>	<b>92,000</b>	<b>452,000</b>
<b>89090</b>	<b>Public Works</b>						
	<b>Office of the Director</b>						
	Replace director vehicle	-	-	50,000	-	-	50,000
	Total Office of the Director	-	-	50,000	-	-	50,000

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2020 Through 2024**  
**As of May 29, 2019**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	
<b>Departmental Expenditure Detail (Continued)</b>							
<b>Building Maintenance</b>							
	Carpeting in town hall offices	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ 20,000
	Install Transfer Switch Emerg Gen	-	25,000	-	-	-	25,000
	Commercial Stove - Senior Center	-	15,000	-	-	-	15,000
	Replace Underground Propane Tan	-	25,000	-	-	-	25,000
	Energy efficiency improvements	-	10,000	10,000	10,000	10,000	40,000
	Overhead doors various buildings	-	20,000	10,000	10,000	10,000	50,000
	Municipal parking lot paving-mater	-	30,000	-	-	-	30,000
	Municipal parking lot improvement	38,706	L -	-	-	-	38,706
	Masonry Repairs Town-wide	-	20,000	20,000	20,000	10,000	70,000
	Replace furnaces - various building	-	30,000	30,000	30,000	-	90,000
	Rehab garage - Buck Foreman(BF)	-	-	10,000	10,000	-	20,000
	<b>Total Building Maintenance</b>	<b>38,706</b>	<b>185,000</b>	<b>90,000</b>	<b>80,000</b>	<b>30,000</b>	<b>423,706</b>
<b>Highway Division/Vehicle Maintenance</b>							
	Asphalt hot box	-	\$ 17,000	-	-	-	17,000
	Replace minicavator	-	45,000	45,000	-	-	90,000
	Large roll plow replacements	-	-	-	9,000	-	9,000
	Pick up truck snow plows	-	6,500	-	7,000	-	13,500
	Lg dump trucks replace w/plows	-	230,000	120,000	130,000	140,000	620,000
	Large roller replacement	-	25,000	25,000	-	-	50,000
	Sidewalk reconstruction - non grant	30,000	100,000	100,000	100,000	200,000	530,000
	Sidewalk repair/construction - gran	204,358	^ 10,000	10,000	10,000	20,000	254,358
	Snowpusher attachment	-	8,000	8,000	-	-	16,000
	Triaxle Dump Body Truck(cab/cha:	-	90,000	90,000	-	-	180,000
	Salt shed facility	-	100,000	-	-	-	100,000
	Salt dispensing truck computer	-	16,000	25,000	18,000	-	59,000
	Loader replacement	-	-	100,000	100,000	-	200,000
	Asphalt road saw	-	7,500	-	-	-	7,500
	Brownstone Ave Road Reconstruct	-	1,000,000	1,000,000	2,000,000	2,000,000	6,000,000
	Road construction/drainage - Roger	-	160,000	15,000	15,000	15,000	205,000
	Storm drainage improvements	-	40,000	20,000	20,000	20,000	100,000
	Repair/replace guardrails	-	50,000	15,000	15,000	15,000	95,000
	<b>Total Highway Division</b>	<b>234,358</b>	<b>1,905,000</b>	<b>1,573,000</b>	<b>2,424,000</b>	<b>2,410,000</b>	<b>8,546,358</b>
	<b>Total Public Works</b>	<b>273,064</b>	<b>2,090,000</b>	<b>1,713,000</b>	<b>2,504,000</b>	<b>2,440,000</b>	<b>9,020,064</b>
<b>89100</b>	<b>Resource Recovery</b>						
	Purchase compactor/containers	-	11,500	5,000	5,000	5,000	26,500
	Facility improvements	-	18,000	10,000	11,000	65,000	104,000
	<b>Total Resource Recovery</b>	<b>-</b>	<b>29,500</b>	<b>15,000</b>	<b>16,000</b>	<b>70,000</b>	<b>130,500</b>

^ - CCGP grant

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2020 Through 2024**  
**As of May 29, 2019**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	
<b>89110</b>	<b>Sewer Department</b>						
	Plant and system improvements		\$ 1,500,000	\$ 750,000	\$ 850,000	\$ 975,000	\$ 4,075,000
	Pump station improvements	55,000	75,000	35,000	17,500	17,500	200,000
	Blower replacement		-	150,000	-	-	150,000
	Clarifier improvement	-	150,000	150,000	-	-	300,000
	Pump replacement	40,000	40,000	50,000	-	40,000	170,000
	Primary collector improvements		-	65,000	65,000	-	130,000
	Aeration tank improvements	-	-	75,000	-	-	75,000
	Variable frequency drive improvem	20,000	20,000	-	-	-	40,000
	Bar screen improvements	-	-	175,000	-	-	175,000
	Grit removal system improvements		35,000	35,000	-	-	70,000
	Manhole improvements	10,000	40,000	35,000	35,000	35,000	155,000
	<b>Total Sewer Department</b>	<b>125,000</b>	<b>1,860,000</b>	<b>1,520,000</b>	<b>967,500</b>	<b>1,067,500</b>	<b>5,540,000</b>
<b>89120</b>	<b>Town-Wide Improvements</b>						
	Computers incl peripherals/printers	20,000	31,000	28,000	29,000	29,000	137,000
	Replace Exchange Server	-	20,000	-	-	-	20,000
	Financial software replacement	-	-	-	-	200,000	200,000
	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	25,000	55,000	70,000	40,000	40,000	230,000
	Phone system replacement	-	25,000	35,000	-	-	60,000
	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
	<b>Total Town-Wide Improvements</b>	<b>45,000</b>	<b>234,500</b>	<b>178,000</b>	<b>136,000</b>	<b>289,000</b>	<b>882,500</b>
<b>89130</b>	<b>Water Department</b>						
	Facility & system upgrades	-	220,000	140,000	100,000	100,000	560,000
	Water main replacement	-	560,000	925,000	180,000	-	1,665,000
	Generator - Well	-	125,000	-	-	-	125,000
	Replace meter reading equipment	-	22,000	-	-	-	22,000
	Water storage tank improvements	-	20,000	-	-	1,000,000	1,020,000
	Replace mainline valves	20,000	-	20,000	-	-	40,000
	Remote read meters	25,000	10,000	11,000	-	-	46,000
	Replace utility truck	-	-	200,000	-	-	200,000
	Replace fire hydrants	-	20,000	-	20,000	-	40,000
	SCADA system	80,000	-	-	-	-	80,000
	<b>Total Water Department</b>	<b>125,000</b>	<b>977,000</b>	<b>1,296,000</b>	<b>300,000</b>	<b>1,100,000</b>	<b>3,798,000</b>
<b>08-141</b>	<b>Total Capital Improvement Plan</b>	<b>\$ 797,064</b>	<b>\$ 8,204,600</b>	<b>\$ 8,891,500</b>	<b>\$ 7,554,000</b>	<b>\$ 7,820,500</b>	<b>\$ 33,267,664</b>