

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

LEGISLATIVE/TOWN MEETING										
TOWN MODERATOR	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
EXPENSES	Represents general expense reimbursements for the Town Moderator	\$140	\$0	\$0	\$0	\$32	\$200	\$0	\$200	0.0%
Expense Subtotal	<u>Legal Line Item #1</u>	\$140	\$0	\$0	\$0	\$32	\$200	\$0	\$200	0.0%
TOWN MODERATOR		\$140	\$0	\$0	\$0	\$32	\$200	\$0	\$200	0.0%
The Town Moderator presides over all annual and special town meeting, and also is the appointing authority for the Finance Committee, Capital Improvement Committee and several other positions as provided in the Town Charter.										
FINANCE COMMITTEE	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
SALARIES - COMMITTEE SECRETARY	Finance Committee Secretary Stipend	\$2,373	\$2,421	\$2,493	\$2,520	\$0	\$2,500	\$0	\$2,500	0.0%
Personnel Subtotal	<u>Legal Line Item #2</u>	\$2,373	\$2,421	\$2,493	\$2,520	\$0	\$2,500	\$0	\$2,500	0.0%
EXPENSES	MMA Membership Dues	\$204	\$650	\$204	\$204	\$210	\$250	\$265	\$500	100.0%
Expense Subtotal	<u>Legal Line Item #3</u>	\$204	\$650	\$204	\$204	\$210	\$250	\$265	\$500	100.0%
RESERVE FUND	Finance Committee Reserve Fund - Funds are not expensed directly out of the Reserve Fund, but transferred to Department Budgets with approval of Finance Committee	\$168,003	\$647,121	\$220,600	\$560,000	\$60,000	\$275,000	\$0	\$250,000	-9.1%
Total - Reserve Fund	<u>Legal Line Item #4</u>	\$168,003	\$647,121	\$220,600	\$560,000	\$60,000	\$275,000	\$0	\$250,000	-9.1%
FINANCE COMMITTEE (not incl. Reserve Fund Transfers)		\$170,580	\$650,192	\$223,297	\$562,724	\$60,210	\$277,750	\$265	\$253,000	-8.9%
The Finance Committee has authority to review the annual budget of the Town and to consider any or all municipal questions for the purpose of making reports or recommendations to the Town Meeting prior to adoption of their annual budget, as provided in M.G.L. Ch. 39, §16. The Finance Committee shall have authority to vote transfers from the reserve fund as provided in M.G.L. Ch. 40 §6. The membership of the Finance Committee shall consist of 9 members, chosen by and appointed by the										
LEGISLATIVE/TOWN MEETING		\$170,720	\$650,192	\$223,297	\$562,724	\$60,242	\$277,950	\$265	\$253,200	-8.9%

ADMINISTRATION & FINANCE										
SELECTMEN	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
MEMBERSHIPS	Annual Membership dues(Lynn Chamber, MMA, NHCC, ICMA) \$2.5K increase due to additional involvement in State and Regional Associations.	\$4,679	\$5,057	\$3,958	\$3,068	\$4,338	\$7,500	\$3,724	\$7,500	0.0%
COMMUNITY PROGRAMS	NEW LINE FOR FY20 - Events such as idea exchange.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	
OFFICE SUPPLIES/EXPENSES	Paper, Pens, Toner, Ink ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc.	\$8,232	\$7,693	\$9,264	\$10,766	\$4,797	\$9,000	\$1,661	\$9,000	0.0%
Expense Subtotal	<u>Legal Line Item #5</u>	\$12,911	\$12,750	\$13,222	\$13,833	\$9,135	\$16,500	\$5,385	\$21,500	30.3%
SELECTMEN TOTAL		\$12,911	\$12,750	\$13,222	\$13,833	\$9,135	\$16,500	\$5,385	\$21,500	30.3%
The Board of Selectmen is the Chief Executive Authority for the Town and is primarily responsible for ensuring that policies and procedures are in place to ensure the overall effective and efficient management of all Town affairs. The Board also appoints and oversees the Town Administrator and works with the Town Administrator to ensure the day to day operations of town government, and delivery of services to Swampscott residents, occur as expected.										
TOWN ADMINISTRATOR	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
SALARIES - ADMIN ASSISTANT	Contract Salary of the Confidential Assistant to the Town Administrator and Board of Selectmen	\$50,345	\$51,349	\$56,898	\$62,315	\$52,065	\$53,000	\$26,135	\$55,000	3.8%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ADMINISTRATION & FINANCE										
TOWN ADMINISTRATOR	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
SALARIES - TOWN ADMINISTRATOR	Contract Salary of the Town Administrator	\$132,600	\$137,758	\$137,962	\$125,696	\$129,800	\$131,100	\$63,029	\$150,000	14.4%
SICK INCENTIVE	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$600	0.0%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, Expense payouts, etc.	\$600	\$0	\$5,753	\$4,500	\$11,863	\$8,000	\$19,277	\$30,869	285.9%
Personnel Subtotal	Legal Line Item #6	\$183,545	\$189,107	\$200,612	\$192,510	\$193,728	\$192,700	\$108,441	\$236,469	22.7%
OFFICE SUPPLIES/EXPENSES	Paper, Pens, Toner, Ink ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc.	\$3,497	\$4,500	\$6,128	\$5,472	\$6,432	\$5,000	\$929	\$5,000	0.0%
TOWN HALL GENERAL SUPPLIES	Water, coffee, hospitality supplies for committee meetings/State and Federal officials.	\$0	\$0	\$0	\$0	\$0	\$1,000	\$474	\$1,000	0.0%
MEMBERSHIP	Annual dues for various chamber of commerce and civic organizations (Lynn, NSCC, Essex National Heritage, Trustees of the Reservation, etc.)	\$0	\$0	\$0	\$0	\$0	\$1,500	\$280	\$1,500	0.0%
COMMUNITY PROG/TOWN HALL EVENTS	Funding for Community programs coordinated outside of recreation. (Student Government, community leadership, etc.)	\$0	\$0	\$0	\$0	\$0	\$2,000	\$2,814	\$3,000	50.0%
CIVIC RECOGNITION	Funding to support recognition of exemplary civic achievement and service to Swampscott.	\$0	\$0	\$0	\$0	\$0	\$2,500	\$3,054	\$2,500	0.0%
CONTRACTED/CONSULTING SERVICES	Consulting Services, including professional engineering; environmental services; economic development; traffic/transportation etc.	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$26,500	430.0%
Expense Subtotal	Legal Line Item #7	\$3,497	\$4,500	\$6,128	\$5,472	\$6,432	\$17,000	\$7,551	\$39,500	132.4%
TOWN ADMINISTRATOR TOTAL		\$187,043	\$193,607	\$206,740	\$197,982	\$200,160	\$209,700	\$115,992	\$275,969	31.6%
<p>The Town Administrator's Office supports the overall coordination of Town Departments, which collectively provide numerous services to the Town's residents. The Town Administrator is responsible for the implementation of decisions made by the Board of Selectmen and for the overall management of all Town departments, excluding the Swampscott Public Schools. The Town Administrator assists the Board of Selectmen in the development and formulation of Town policies, goals, and objectives, and keeps them informed of important budgetary/community issues, and is also responsible for representing the Town's interests throughout the region and beyond through coordination of activities with various local, state and federal agencies.</p>										
TOWN ACCOUNTANT	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
SALARIES - TOWN ACCOUNTANT	Contract Salary of the Town Accountant	\$94,591	\$96,483	\$99,926	\$119,497	\$85,000	\$80,000	\$45,673	\$100,000	25.0%
LONGEVITY	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements	\$0	\$0	\$0	\$0	\$0	\$850	\$0	\$900	5.9%
SICK INCENTIVE	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements	\$0	\$0	\$0	\$0	\$0	\$1,200	\$0	\$1,200	0.0%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ADMINISTRATION & FINANCE										
TOWN ACCOUNTANT	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc., insurance opt-out for Town Accountant	\$5,992	\$5,016	\$5,164	\$3,953	\$14,885	\$3,600	\$1,777	\$4,019	11.6%
SALARIES - ASSISTANT ACCOUNTANT	Salary of the Assistant Town Accountant	\$48,568	\$49,693	\$54,300	\$56,638	\$55,086	\$55,087	\$27,013	\$55,087	0.0%
PART-TIME Staff	Accounting Intern	\$0	\$0	\$0	\$0	\$0	\$0	\$2,815	\$0	
Personnel Subtotal	Legal Line Item #8	\$149,151	\$151,192	\$159,390	\$180,087	\$154,971	\$140,737	\$77,279	\$161,206	14.5%
EDUCATIONAL EXPENSE	Membership Dues, Conferences, mileage and used for specific educational/skill enhancing courses excel, powerpoint, public speaking for Assistant Town Accountant & Town Accountant.	\$2,722	\$2,258	\$2,009	\$3,529	\$4,921	\$3,500	\$0	\$3,500	0.0%
CONTRACTED/CONSULTING SERVICES	Consulting Fees for various Accounting/Finance topics approximately once per month, training and support for Accounting office	\$8,916	\$10,213	\$12,606	\$33,351	\$15,480	\$18,000	\$18,243	\$18,000	0.0%
OFFICE SUPPLIES/EXPENSES	Paper, Pens, Toner, Ink ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc.	\$4,913	\$6,136	\$5,836	\$5,080	\$4,450	\$3,800	\$2,251	\$3,800	0.0%
MEMBERSHIP	Membership for Town Accountant & Assistant to MMAAA, EMMAAA, MGFOA, GFOA, previously paid out of educational expense line	\$0	\$0	\$0	\$0	\$0	\$700	\$195	\$700	0.0%
CONFERENCES	Previously paid out of educational expense line for training programs and development for the Town Accountant and Assistant Town Accountant.	\$0	\$0	\$0	\$0	\$0	\$2,700	\$180	\$2,700	0.0%
MILEAGE	Previously paid out of educational expense line mileage reimbursement for travel to conferences and professional development programs	\$0	\$0	\$0	\$0	\$0	\$700	\$55	\$700	0.0%
Expense Subtotal	Legal Line Item #9	\$16,551	\$18,606	\$20,451	\$41,960	\$24,851	\$29,400	\$20,924	\$29,400	0.0%
AUDIT	Annual Town Audit-moved from unclassified because this function is managed by the Town Accountant	\$40,961	\$54,100	\$81,420	\$73,600	\$65,060	\$66,000	\$35,000	\$66,000	0.0%
OTHER Expense Subtotal	Legal Line Item #10	\$40,961	\$54,100	\$81,420	\$73,600	\$65,060	\$66,000	\$35,000	\$66,000	0.0%
TOWN ACCOUNTANT		\$206,663	\$223,898	\$261,261	\$295,647	\$244,882	\$236,137	\$133,203	\$256,606	8.7%

The Town Accountant provides the controllership and audit functions for the Town and its departments and agencies. The Accounting Department protects the fiduciary interests of the Town by ensuring that the financial records are accurately maintained and preserved; supervising and monitoring the expenditure of Town funds; utilizing sound accounting practices; and performing all other auditing and accounting functions pursuant to the Town Charter, Town By-Laws and laws of the Commonwealth of Massachusetts. The Town Accountant's office consists of two full time employees a, the Town Accountant and the Assistant Town Accountant. The Accounting department handles the processing of all vendor payments for the Town and School, has control over the chart of accounts and determines appropriate and sufficient funding sources for expenses. The Accounting office is responsible for and maintains, supports and analyzes a general ledger totaling 8,753 accounts. The role of the Accounting office is to ensure timely certification of "Free Cash" as well as a timely completion of the Town Audit. The Town Accountant plays a vital role to the Town Administrator providing analysis and reporting to strategically look at the Town Finances and make expenditures consistent with MGL. The Accounting office maintains 17,351 vendors, in FY18 we paid 11,127 invoices totaling \$38,705,651.49.

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ADMINISTRATION & FINANCE										
ASSESSORS	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
ASSISTANT ASSESSOR	Salary of the Assistant Assessor	\$38,887	\$77,582	\$82,500	\$86,531	\$84,159	\$84,160	\$40,461	\$84,159	0.0%
CLERICAL SAL. & WAGES	Wages for 1 Full Time Clerk, 1 PT Clerk-CBA	\$65,993	\$70,216	\$70,578	\$75,035	\$72,507	\$71,225	\$35,556	\$65,000	-8.7%
LONGEVITY	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements-CBA	\$0	\$0	\$0	\$0	\$0	\$1,675	\$0	\$0	-100.0%
SICK INCENTIVE	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements-CBA	\$0	\$0	\$0	\$0	\$0	\$1,700	\$0	\$1,200	-29.4%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc.-CBA	\$4,244	\$4,346	\$5,141	\$5,083	\$4,408	\$3,000	\$1,986	\$0	-100.0%
Personnel Subtotal	Legal Line Item #11	\$109,125	\$152,144	\$158,218	\$166,648	\$161,073	\$161,760	\$78,003	\$150,359	-7.0%
APPELLATE TAX BOARD	Real Estate Tax Appeals. Money is used for filing motions, obtaining finding of facts, to change cases from informal to formal, stenographers, certified mailings.	\$0	\$0	\$2,823	\$0	\$150	\$1,500	\$0	\$500	-66.7%
TRAVEL IN STATE	Based on average actual Mileage for conferences IRS standard rate (\$0.545) historically included pre-employment physicals, now in HR budget	\$0	\$384	\$236	\$9	\$88	\$250	\$0	\$370	48.0%
EDUCATION	Workshops, Conferences, Summer Conference, Lodging, Various Courses-Asst. Assessor Meetings, (Clerks) Appraisal License, Assessor License	\$1,513	\$1,744	\$3,250	\$0	\$2,267	\$1,800	\$100	\$2,000	11.1%
OFFICE SUPPLIES/EXPENSES	Paper, Pens, Toner, Ink ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc.	\$1,794	\$2,345	\$1,995	\$1,756	\$2,405	\$2,000	\$971	\$2,000	0.0%
CONTRACTED CONSULTING SERVICES	Represents contracts for consulting services	\$62,125	\$52,673	\$12,300	\$10,000	\$35,338	\$35,000	\$35,000	\$35,000	0.0%
MEMBERSHIP	Previously included in membership line, Membership Dues - M.A.A.O. - \$100.00, E.C.A.A. - \$80.00	\$0	\$0	\$0	\$635	\$0	\$180	\$1,118	\$360	100.0%
FUEL	Previously in DPW budget 3 year average	\$0	\$0	\$0	\$0	\$0	\$150	\$53	\$150	0.0%
Expense Subtotal	Legal Line Item #12	\$65,431	\$57,145	\$20,604	\$12,400	\$40,247	\$40,880	\$37,242	\$40,380	-1.2%
ASSESSORS		\$174,556	\$209,290	\$178,822	\$179,049	\$201,321	\$202,640	\$115,245	\$190,739	-5.9%

The Assessor produces a database that reflects the taxable values of land, improvements, and personal property listed by the Assessor's Office. In addition to the taxable value, assessor's database cards must also indicate the current status of ownership, the owner's mailing address, and the existence of any exemptions as of the lien date. To accomplish this, the Assessor must discover, classify, and appraise all locally assessable property according to constitutional, and MA statutory requirements. The Swampscott Assessors' Office must appraise and assess approximately 5,537 parcels of taxable property in Town. The Assessors Office maintains a data base that consists of 5,918 parcels of real estate and personal property, with a value of \$3,135,091,004. The office records and tracks all sales of real estate and oversees hundreds of exemptions and abatements every year. The office also oversees the Senior Work Off Program as well as processing and servicing 14,000+ excise tax accounts.

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ADMINISTRATION & FINANCE										
TREASURER/COLLECTOR	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
TREASURER/COLLECTOR	Contract Salary of the Assistant Town Administrator/Treasurer/Collector	\$71,761	\$77,079	\$76,500	\$80,256	\$101,000	\$101,000	\$50,000	\$107,000	5.9%
CLERICAL	Wages for 1 Full Time Clerk (previously 2 Full Time Clerks - one position eliminated due to retirement)-CBA	\$91,344	\$94,951	\$95,307	\$102,698	\$83,791	\$50,253	\$25,885	\$52,282	4.0%
PART-TIME STAFF	Intern 11 hours @ \$13 an hour 16 weeks & Part-time Treasurer help 15 hours @ \$22	\$0	\$0	\$0	\$0	\$0	\$0	\$1,710	\$19,460	
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc.-CBA	\$5,986	\$3,900	\$6,367	\$11,305	\$14,319	\$6,300	\$1,378	\$1,756	-72.1%
LONGEVITY includes 1/2 assistant clerk/collector	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements-CBA	\$0	\$0	\$0	\$0	\$0	\$1,400	\$0	\$2,875	105.4%
SICK INCENTIVE includes 1/2 assistant clerk/collector	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements-CBA	\$0	\$0	\$0	\$0	\$0	\$2,300	\$0	\$2,100	-8.7%
ASSISTANT TREASURER/COLLECTOR	Salary of the Assistant Treasurer + 1/2 of the Salary of the Assistant Clerk/Collector	\$48,568	\$49,620	\$54,000	\$57,697	\$60,177	\$82,631	\$31,944	\$95,543	15.6%
Personnel Subtotal	Legal Line Item #13	\$217,659	\$225,550	\$232,173	\$251,956	\$259,287	\$243,884	\$110,916	\$281,016	15.2%
CONFERENCES	Membership Dues, Conferences, workshops, Meetings, Treasurer school in Amherst originally included memberships and mileage	\$924	\$400	\$1,296	\$1,600	\$1,510	\$700	\$125	\$500	-28.6%
OFFICE SUPPLIES/EXPENSES	General Office Supplies (Paper, Pens, Toner, Ink) to cover the centralized ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc.,	\$7,873	\$14,687	\$15,497	\$16,386	\$43,896	\$10,000	\$6,424	\$10,000	0.0%
TOWN POSTAGE ACCOUNT	Centralized line item to cover postage and mailing related expenses for all town departments	\$73,692	\$49,657	\$55,227	\$50,730	\$40,310	\$54,000	\$23,753	\$46,000	-14.8%
TAX TITLE	Expenses related to conducting tax takings	\$0	\$1,838	\$5,488	\$4,181	\$971	\$5,000	\$953	\$2,500	-50.0%
BANK SERVICE FEES	Lockbox Services	\$1,751	\$1,603	\$4,179	\$100	\$2,752	\$9,000	\$1,375	\$9,000	0.0%
MEMBERSHIP	Previously included in Conferences. Represents cost for joining professional associations to ensure compliance updates and continuing education	\$0	\$0	\$0	\$0	\$0	\$800	\$190	\$800	0.0%
CONTRACTED CONSULTING	Contracted consulting services to support the treasury department	\$0	\$0	\$0	\$0	\$0	\$0	\$29,383	\$22,000	
TRAVEL-IN STATE	previously in conferences. Represents cost of in-state travel to conferences, meeting, etc.	\$0	\$0	\$0	\$0	\$0	\$200	\$728	\$300	50.0%

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ADMINISTRATION & FINANCE										
TREASURER/COLLECTOR	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
SURETY BONDS	previously included with Office Supplies/Expenses. This covers cost of purchasing surety bonds on employees that handle cash	\$0	\$0	\$0	\$0	\$0	\$2,300	\$0	\$2,400	4.3%
PROCUREMENT SERVICES	Money owed to Salem for Procurement services	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$13,261	
INTEREST OWED	ATB cases interest	\$0	\$0	\$0	\$0	\$4,107	\$0	\$0	\$0	
Expense Subtotal	Legal Line Item #14	\$84,239	\$68,184	\$81,687	\$72,997	\$103,545	\$82,000	\$62,930	\$106,761	30.2%
PAYROLL TAXES	Primarily Employer Medicare Payroll Taxes	\$424,167	\$417,341	\$433,950	\$467,681	\$503,946	\$493,500	\$224,907	\$513,240	4.0%
OTHER Expense Subtotal	Legal Line Item #15	\$424,167	\$417,341	\$433,950	\$467,681	\$503,946	\$493,500	\$224,907	\$513,240	4.0%
TREASURER/COLLECTOR		\$726,065	\$711,075	\$747,811	\$792,633	\$866,778	\$819,384	\$398,753	\$901,017	49.4%
<p>This department is responsible for the basic Treasury functions of town government. The Treasurer function preserves, protects and manages the financial resources of the Town, among other responsibilities. The Treasurer is responsible for receipt, accurate accounting and prudent investment of all Town funds to maximize yields while maintaining adequate liquidity and ensuring compliance with Massachusetts General Laws, Town ordinances and any other applicable financial mandates. The Collector is responsible for providing a single point of contact to taxpayers and municipal customers for all financial transactions. The Collector is responsible for the billing, collection and accurate accounting of all taxes, fees and charges. The Collector function mails and processes payments for municipal invoices each year including property and personal property tax bills, automobile excise tax bills, water/sewer usage bills, boat excise tax bills, harbor mooring fee bills, fire alarm fee invoices and varying amounts of water service, sewer apportionment, school tuition, rent and non-contributory retirement reimbursement invoices. This expenditure covers the cost of the principal payments of the Town's bonded debt with the exception of the Sewer and Water Enterprise Funds which appears in their respective budgets. This expenditure includes payment on the Town's recent long-term bonding and payment required from the Town's CIP.</p>										
INFORMATION TECHNOLOGY	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
OTHER COMPENSATION	Previously included Longevity, Sick Incentive, Vacation buyback	\$0	\$0	\$1,838	\$3,346	\$51	\$0	\$0	\$0	
SICK INCENTIVE	Per contract \$300 semi-annually	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
IT COORDINATOR	Salary for an I.T. Coordinator	\$3,954	\$6,535	\$80,000	\$72,688	\$0	\$0	\$0	\$0	
COMPUTER TECHNICIAN	ELIMINATE POSITION (Provides support for the IT Director)	\$0	\$0	\$0	\$11,510	\$2,872	\$0	\$0	\$0	
Personnel Subtotal	Legal Line Item #16	\$3,954	\$6,535	\$81,839	\$87,544	\$2,923	\$0	\$0	\$0	
CONTRACTED CONSULTING SERVICES	Represents various contracts for different technology related services	\$115,735	\$146,355	\$241,777	\$456,671	\$97,310	\$66,500	\$50,408	\$74,000	11.3%
FINANCIAL SYSTEMS	Town Financial Software (Munis) per contract, prior years reconciliation of expenditures increased general fund appropriation for FY19 by \$135K for financial software	\$0	\$0	\$0	\$0	\$141,046	\$150,000	\$109,371	\$143,000	-4.7%
IT CONTRACT SERVICES	General IT Services; Network Security, PC Management, etc., prior years reconciliation of expenditures increased general fund appropriation for FY19	\$0	\$0	\$0	\$0	\$179,820	\$187,800	\$81,434	\$120,000	-36.1%
PHONE SYSTEM CONTRACT SERVICES	Town Telephone System (Voice systems/vertical) prior years reconciliation of expenditures increased general fund appropriation for FY19, contract is up in 2020, phones are leased so need to budget for new contract and potential investment in phone system	\$0	\$0	\$0	\$0	\$31,211	\$25,000	\$22,032	\$48,000	92.0%
EDUCATIONAL EXPENSES	Membership Dues, Conferences, mileage and used for specific educational/skill enhancing courses.	\$0	\$0	\$12,199	\$39	\$0	\$1,500	\$0	\$0	-100.0%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ADMINISTRATION & FINANCE										
INFORMATION TECHNOLOGY	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
OFFICE SUPPLIES/EXPENSES	General Office Supplies (Paper, Pens, Toner, Ink) f general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, monitors, desk chairs, cell phones, toner etc.	\$2,958	\$8,274	\$10,381	\$9,146	\$5,985	\$2,000	\$1,601	\$2,000	0.0%
WIRELESS PHONES	Represents a consolidation of several wireless accounts that have previously been set up at the department level in order to realize efficiencies, increase of 1920 for IPADS for incident view program on the engines	\$0	\$0	\$0	\$0	\$0	\$20,000	\$9,600	\$21,920	9.6%
HARDWARE/EQUIPMENT	Previously paid out of office supplies/expenses and other departmental budgets.	\$0	\$0	\$0	\$0	\$0	\$31,000	\$7,281	\$25,000	-19.4%
TECHNOLOGY SOFTWARE-Police	addition of QED Support and CJIS Computer Previously in IT budget, includes Crossmatch AFIS support, Delphi information sharing, QED support, etc.	\$0	\$0	\$0	\$0	\$0	\$14,750	\$10,552	\$14,750	0.0%
TECHNOLOGY-SOFTWARE-FIRE	Fire Programs, EMS Charts, Crew Sense, and Iam Responding, proprietary software. Fire Programs, \$6,983, EMS Charts-\$1,470, I Am Responding -\$800, Incident View-\$2,340, Overall Increase \$846	\$0	\$0	\$0	\$0	\$0	\$10,750	\$6,650	\$11,596	7.9%
TECHNOLOGY-BUILDING DEPT	Viewpoint Permitting Software annual licensing/service fee for permitting online cloud based system-New Account	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000	
TECHNOLOGY-DPW	NEW LINE FOR FY20 -	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,500	
COMPUTER MAINTENANCE AGREEMENTS-Library	DIFFERENT SOFTWARE MAINTENANCE AGREEMENTS- NOBLE-\$4828, Copier-\$522	\$0	\$0	\$0	\$0	\$0	\$5,350	\$0	\$5,350	0.0%
TELEPHONES (MOST TOWN DEPTS.)	Landline phones for majority of town departments	\$35,618	\$29,493	\$21,801	\$29,690	\$27,571	\$30,000	\$11,552	\$30,000	0.0%
Expense Subtotal	<u>Legal Line Item #17</u>	\$154,311	\$184,122	\$286,159	\$495,547	\$482,943	\$544,650	\$310,481	\$515,116	-5.4%
INFORMATION TECHNOLOGY		\$158,264	\$190,657	\$367,998	\$583,091	\$485,866	\$544,650	\$310,481	\$515,116	-5.4%
<p>The Technology department maintains all aspects of our deployed systems throughout the town from phone switches and PC's to Swampscott's state of the art fiber optic network that connects our Town Hall, Police and Fire Departments, Senior Center, Library, etc. As the efficient use of our infrastructure and exchange of data between departments continues to grow, so too will the quality of service being provided to the citizens of Swampscott. Preliminary Review, additional review will be needed. Budget has been significantly adjusted as prior year funding was out of PEG funds. Expenses have increased substantially, however personnel expense has decreased due to re-structuring. Historically financial system invoices were paid out of PEG funds, this expense alone is approximately \$135K a year. Library Maintenance agreements that were previously paid out of the library in the amount of \$5,350 are now paid out of the IT budget. Other expenses like Hardware or Apex the IT consulting firm for the town in FY17 was paid \$52,900 out of the PEG account. Wireless cell phones were historically paid out of PEG, departmental budgets and the IT budget, we have now consolidated that into the IT budget.</p>										
PARKING ENFORCEMENT	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
OFFICE SUPPLIES/EXPENSES	Parking Ticket Expenses	\$4,230	\$6,213	\$2,482	\$3,192	\$2,324	\$3,500	\$1,830	\$3,000	-14.3%
Expense Subtotal	<u>Legal Line Item #18</u>	\$4,230	\$6,213	\$2,482	\$3,192	\$2,324	\$3,500	\$1,830	\$3,000	-14.3%
PARKING ENFORCEMENT		\$4,230	\$6,213	\$2,482	\$3,192	\$2,324	\$3,500	\$1,830	\$3,000	-14.3%
<p>The Parking Clerk is the Hearing Officer that hears all appeals of Parking Tickets. Tickets are issued by the Police Department, and this cost represents the technology costs associated with enforcement of collecting parking tickets.</p>										

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ADMINISTRATION & FINANCE										
LEGAL	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
TOWN COUNSEL CONTRACT EXP.	Legal Fees, Legal notices in the paper	\$237,511	\$168,034	\$128,416	\$146,033	\$114,824	\$127,500	\$36,124	\$140,000	9.8%
INTEREST OWED	Interest Owed on legal cases-NEW Account	\$0	\$0	\$0	\$0	\$0	\$0	\$190	\$10,000	
Expense Subtotal	Legal Line Item #19	\$237,511	\$168,034	\$128,416	\$146,033	\$114,824	\$127,500	\$36,314	\$150,000	17.6%
LEGAL		\$237,511	\$168,034	\$128,416	\$146,033	\$114,824	\$127,500	\$36,314	\$150,000	17.6%
The Legal Budget primarily represents attorney fees and other legal costs associated with providing the Town with professional legal advice and support.										
LIABILITY INSURANCE	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
PROPERTY & CASUALTY	Insurance for general town properties/equipment/vehicles/liability	\$444,740	\$501,951	\$561,363	\$558,831	\$586,098	\$580,000	\$410,468	\$462,500	-20.3%
Expense Subtotal	Legal Line Item #20	\$444,740	\$501,951	\$561,363	\$558,831	\$586,098	\$580,000	\$410,468	\$462,500	-20.3%
PROPERTY/LIABILITY		\$444,740	\$501,951	\$561,363	\$558,831	\$586,098	\$580,000	\$410,468	\$462,500	-20.3%
This Line Item represents the cost of general liability insurance for all town assets and covers general liability.										
HUMAN RESOURCES	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
HUMAN RESOURCES DIRECTOR	40% of Salary of the Director of Human Resources (remainder covered in School Dept budget)	\$53,463	\$55,497	\$67,765	\$70,797	\$48,332	\$68,858	\$23,158	\$46,000	-33.2%
PART TIME STAFF	Intern, Part time staff-\$13.00 hour, Lynn at current salary but reduce to 10 hours/week or as needed to help with retirees (\$11,500/year)-should this be split 50/50 with school?	\$0	\$0	\$0	\$0	\$0	\$0	\$1,378	\$8,000	
TOWN DEPT. INTERS/ PART-TIME/TEMPS	NEW LINE FOR FY20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	
LONGEVITY	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements	\$0	\$0	\$0	\$0	\$0	\$1,633	\$0	\$0	-100.0%
SICK INCENTIVE	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$600	0.0%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc.	\$1,015	\$1,015	\$1,103	\$1,368	\$1,368	\$1,400	\$2,500	\$0	-100.0%
HEALTH & BENEFIT COORDINATOR	Health & Benefit Coordinator going from 15h @ \$22.06	\$0	\$9,408	\$14,903	\$15,423	\$15,401	\$20,000	\$8,930	\$40,000	100.0%
Personnel Subtotal	Legal Line Item #21	\$54,477	\$65,919	\$83,771	\$87,588	\$65,101	\$92,491	\$35,966	\$124,600	34.7%
SALARY RESERVE	Contract negotiations, COLA, salary adjustments	\$0	\$0	\$27,948	\$0	\$230,207	\$290,000	\$212,521	\$135,000	-53.4%
CONTRACTUAL EMPLOYMENT SEPERATION AGREEMENTS-SCHOOL	End of Employment Agreements school, sick buy back, vacation buy back, outstanding settlements.	\$0	\$0	\$0	\$247,232	\$57,616	\$150,000	\$149,950	\$48,000	-68.0%
CONTRACTUAL EMPLOYMENT SEPERATION AGREEMENTS-TOWN	End of Employment Agreements town, sick buy back, vacation buy back, outstanding settlements.	\$0	\$0	\$0	\$247,232	\$121,143	\$200,000	\$14,490	\$125,000	-37.5%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ADMINISTRATION & FINANCE										
HUMAN RESOURCES	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
PERFORMANCE MANAGEMENT	New Account to fund salary adjustments due to merit increases based on performance for non-union employees & changes in job classifications due to promotions/re-organizations	\$0	\$0	\$0	\$0	\$0	\$30,000	\$9,500	\$36,750	22.5%
OTHER Personnel Subtotal	Legal Line Item #22	\$0	\$0	\$27,948	\$494,464	\$408,966	\$670,000	\$386,461	\$344,750	-48.5%
OFFICE SUPPLIES/EXPENSES	General Office Supplies (Paper, Pens, Toner, Ink) to cover the centralized ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc.	\$1,673	\$1,368	\$1,915	\$2,970	\$5,729	\$2,000	\$1,773	\$2,000	0.0%
PROFESSIONAL DEVELOPMENT-TOWN WIDE	TOWN WIDE TRAININGS (Office products, sexual harassment, continuing educational, etc.) North shore \$1,400 per training	\$0	\$0	\$0	\$0	\$0	\$15,000	\$2,800	\$6,500	-56.7%
EMPLOYEE TUITION REIMBURSEMENT	Fund Educational assistance & Tuition, per personnel plan employees are eligible to receive reimbursement of \$3,000 per year, three employees currently attending programs, anticipate at least one additional employee	\$0	\$0	\$0	\$0	\$0	\$12,000	\$0	\$9,000	-25.0%
MEMBERSHIP	Membership to HR Associations	\$0	\$0	\$0	\$0	\$0	\$250	\$863	\$500	100.0%
CONFERENCES	Conference registrations, hotels, meals	\$0	\$0	\$0	\$0	\$0	\$500	\$428	\$1,200	140.0%
TRAVEL-IN STATE	Mileage reimbursement 0.545 IRS standard rate	\$0	\$0	\$0	\$0	\$0	\$100	\$123	\$250	150.0%
HR Consultant	NEW LINE FOR FY20 - Consulting Services for scanning of documents, estimate based on prior experience	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Advertising	Advertising expense for recruitment purposes - Town and Schools	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000	
EMPLOYMENT SCREENING	Pre-Employment physical & fit for duty physical, approx. \$200-350 per individual about 4 individuals a year Background checks, Assessment Centers approx. \$10K	\$0	\$0	\$0	\$0	\$0	\$12,000	\$265	\$2,000	-83.3%
EMPLOYEE RECOGNITION	Program designed to recognize outstanding employees, host employee events, employee appreciation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	
Expense Subtotal	Legal Line Item #23	\$1,673	\$1,368	\$1,915	\$2,970	\$5,729	\$41,850	\$6,252	\$27,450	-34.4%
HR/PERSONNEL		\$56,150	\$67,287	\$113,634	\$585,022	\$479,796	\$804,341	\$428,680	\$496,800	-38.2%
<p>The Human Resources Department establishes and maintains an equitable personnel system that promotes the efficiency and economy of government and the morale and well-being of all Town employees. The Department establishes and monitors personnel policies and procedures, ensures fair and consistent hiring activities, assists in the coordination of collective bargaining sessions, manages employee benefits and provides staff training and development opportunities. The Department is responsible for recruiting, selecting, and developing employees on the basis of their abilities, knowledge, and skills and ensuring that the work environment and the procedural guidelines of the Department are free from any instances of discrimination of any kind. It is the mission of the Human Resources Department to promote fairness, honesty and equal opportunities for all our employees. The department consists of the Human Resources Director, a full-time HR/Benefits Administrator and a part-time Retiree Benefits Coordinator.</p>										
TOWN CLERK/ELECTIONS	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
TOWN CLERK	Salary of the Town Clerk	\$60,591	\$61,803	\$66,276	\$69,513	\$67,774	\$67,609	\$34,736	\$74,538	10.2%
CLERICAL'S SAL. & WAGES	Wages for 1 Full Time Clerical Worker-Assistant Town Clerk position-new hire-CBA	\$46,643	\$47,576	\$50,146	\$55,868	\$58,367	\$50,902	\$24,925	\$51,256	0.7%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ADMINISTRATION & FINANCE										
TOWN CLERK/ELECTIONS	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
Part-Time help	Connie coming in 900 hours part-time @29 an hour-New Account	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	
POLL WORKERS	Poll workers: Wardens, Clerks & checkers. 6 Poll Workers per Precinct are required By Law	\$2,585	\$8,675	\$7,145	\$16,385	\$10,778	\$12,780	\$8,330	\$11,000	-13.9%
LONGEVITY includes 1/2 assistant clerk/collector	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements-CBA	\$0	\$0	\$0	\$0	\$0	\$2,250	\$0	\$1,400	-37.8%
SICK INCENTIVE includes 1/2 assistant clerk/collector	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements-CBA	\$0	\$0	\$0	\$0	\$0	\$2,000	\$0	\$1,500	-25.0%
STIPEND	\$1,000 yearly 83.33 monthly CMMC stipend	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000	0.0%
CUSTODIANS	Polling locations set-up & break-down	\$150	\$300	\$0	\$150	\$182	\$800	\$0	\$500	-37.5%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc., previously was for OT-no longer going to have OT with hiring of assistant town clerk	\$3,667	\$5,022	\$4,206	\$5,167	\$8,434	\$2,825	\$2,457	\$0	-100.0%
ASSISTANT CLERK/COLLECTOR	1/2 of the Salary of the Assistant Clerk/Collector	\$0	\$0	\$0	\$0	\$0	\$27,545	\$13,655	\$27,543	0.0%
Personnel Subtotal	Legal Line Item #24	\$113,637	\$123,376	\$127,774	\$147,083	\$145,536	\$167,711	\$84,102	\$178,737	6.6%
TRAVEL/SEMINARS	Conferences-summer conference, education conferences, includes mileage	\$1,368	\$2,533	\$2,606	\$1,690	\$3,004	\$1,800	\$0	\$1,800	0.0%
OFFICE SUPPLIES/EXPENSES	General Office Supplies (Paper, Pens, Toner, Ink) to cover the centralized ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc., Covers the expense of the warrants to be printed, 400	\$4,575	\$4,157	\$3,939	\$5,216	\$14,888	\$7,500	\$1,736	\$4,500	-40.0%
TOWN MEETING	warrant envelopes twice/year for ATM & STM, total number of town meeting members 324	\$129	\$12,218	\$11,412	\$4,030	\$6,266	\$6,843	\$0	\$6,843	0.0%
ELECTION EXPENSES	voting machine, ballot printing, ballot programming, police details	\$15,252	\$17,197	\$22,624	\$28,715	\$25,146	\$26,000	\$11,761	\$24,000	-7.7%
MEMBERSHIP	IIMC, MTCA, NSCTCA dues previously funded through other line items	\$0	\$0	\$0	\$0	\$0	\$300	\$260	\$300	0.0%
MAINTENANCE-VOTING MACHINE	CURRENTLY PAID OUT OF ELECTIONS-Preventive Maintenance contract for Accuvote machines was \$1,575 a year ago, waiting for new invoice). State pays for Accuvote (handicapped machines maintenance)	\$0	\$0	\$0	\$0	\$0	\$1,800	\$0	\$1,800	0.0%
TOWN REPORTS	Printing and distribution of annual town reports-Previously in un-assigned category	\$2,058	\$3,000	\$190	\$2,658	\$3,096	\$3,000	\$0	\$3,000	0.0%
Expense Subtotal	Legal Line Item #25	\$23,383	\$39,104	\$40,771	\$42,310	\$52,400	\$47,243	\$13,758	\$42,243	-10.6%
TOWN CLERK/ELECTIONS TOTAL		\$137,020	\$162,480	\$168,545	\$189,393	\$197,935	\$214,954	\$97,860	\$220,980	2.8%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ADMINISTRATION & FINANCE										
TOWN CLERK/ELECTIONS	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
<p>The Town Clerk is the primary agent responsible for serving the public through the provisions of public records & vital statistics (births, deaths, marriages). The Town Clerk is also the Chief Election Official responsible for planning, supervising and executing all local, state and federal elections including certifying election results to the Secretary of the Commonwealth. Responsible for providing a safe environment for voting, accurate tabulation and reporting of vote counts. The Town Clerk is the official filing agent for the Town as such accepts, processes, records and maintains all municipal records including, but not limited to, meetings notices and minutes of all public bodies, appointments and resignations of public officials, bankruptcy filings, Planning Board, Zoning Board and Historic District Commission applications and decisions along with Business Certificate filings. Administers Oaths of Office to all Elected & Appointed Officials. Continuously responsible for maintaining accurate residents and voter's information through the State's VRIS system (Voter Registration Information Systems). Maintains VRIS Compliance along with the state's mandated monthly calendar of compliance schedule. This office works in conjunction with the Office of Campaign and Political Finance adhering to campaign finance laws in keeping financial reports up to date on a yearly basis from any Local candidates or Ballot Question Committees, through the term of their office. Certifies local and state nomination and petition papers. This office is responsible for issuing and maintaining the Annual Census the end result being the Annual Street Listing. The Town Clerk is the Town's Liaison to the Federal Census Bureau. This office registers and issues dog licenses. This office also interacts with multiple state and federal agencies responsible for maintaining compliance with the Town's By-Laws, Charter and 73 Chapters, 451 sections of MGL'S. The Town Clerk is the keeper of the Town Seal. The Town Clerk is a Notary Public, Justice of the Peace & a Commissioner to Qualify Public Officers. Some 2018 Town Clerk's statistics include but are not limited to: Births 115, Marriages 44, Deaths 121, Business Certificates 85, Residents 14,276, Registered Voters 11,169, dogs licensed 995, Elections 5.</p>										
ADMINISTRATION & FINANCE		\$2,345,153	\$2,447,243	\$2,750,293	\$3,544,706	\$3,389,119	\$3,759,306	\$2,054,211	\$3,494,227	-7.1%

COMMUNITY & ECONOMIC DEVELOPMENT										
CONSERVATION COMMISSION	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
EXPENSES	Office Supplies	\$500	\$0	\$388	\$497	\$5,121	\$300	\$107	\$500	66.7%
MEMBERSHIPS	Membership Dues - MACC (amount based on 2017)	\$504	\$634	\$715	\$737	\$752	\$650	\$563	\$800	23.1%
PROFESSIONAL DEVELOPMENT	MACC conference and classes (classes are \$55/person; conference is \$110/person) - assume four members attend conference and four members take one class per year	\$0	\$0	\$0	\$0	\$0	\$660	\$110	\$350	-47.0%
Expense Subtotal	<u>Legal Line Item #26</u>	\$1,004	\$634	\$1,103	\$1,234	\$5,873	\$1,610	\$780	\$1,650	2.5%
CONSERVATION COMMISSION		\$1,004	\$634	\$1,103	\$1,234	\$5,873	\$1,610	\$780	\$1,650	2.5%
<p>The Conservation Commission is a BOS-appointed body made up for seven members. Under the Wetlands Protection Act (MGL Chap 131, Section 40), the Commission has jurisdiction over all of the wetlands in Swampscott and all land within the 100 foot buffer zone adjacent to the waterways and wetlands. The Commission is charged with protecting these natural resources to prevent pollution, protect drinking water, improve flood control, protect wildlife and fisheries. The members work to achieve community conservation goals including wetland, open space, and natural resource protection. The majority of their time is spent implementing the WPA and holding public meetings/hearings, conducting site visits, and issuing Determinations of Applicability and Orders of Conditions on proposed projects within their jurisdiction. Of the 3.2 square miles of land that makes up Swampscott, only 18% of that is open space (both public and private - parks, beaches, forests). Of that area, the Conservation Commission has direct administration over 57 acres of land (about 3% of the town's land area). In FY2017, the Commission handled two Requests for Determination of Applicability, six Notices of Intent, one Request to Amend an Orders of Condition, and three Requests for Certificates of Compliance. One of the bigger Notices of Intent that the Commission handled was the redevelopment of Blocksidge Field. Additionally, the Commission began taking action with property abutters to the Charles Ewing Woods conservation land to have encroachments into the land removed. The Commission also developed and approved a Management Plan for Harold King Forest.</p>										
PLANNING & DEVELOPMENT	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
SECRETARY SAL. & WAGES	Planning Board Secretary - No longer Funded	\$2,081	\$2,123	\$2,176	\$250	\$0	\$0	\$0	\$0	
DIR OF COMMUNITY DEVELOP	Salary of the Director of Community Development	\$40,986	\$51,833	\$68,446	\$78,663	\$76,668	\$80,000	\$1,500	\$100,000	25.0%
OFFICE MANAGER	Salary of the Community Development Office Manager	\$0	\$0	\$0	\$0	\$27,897	\$60,186	\$28,936	\$60,186	0.0%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT										
PLANNING & DEVELOPMENT	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
SENIOR PLANNER	Salary of the Senior Planner	\$0	\$0	\$0	\$21,978	\$19,703	\$48,213	\$0	\$48,213	0.0%
LONGEVITY	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$1,600	6.7%
SICK INCENTIVE	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements	\$0	\$0	\$0	\$0	\$0	\$1,800	\$0	\$1,800	0.0%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc.	\$0	\$0	\$100	\$1,157	\$1,771	\$2,700	\$0	\$0	-100.0%
Personnel Subtotal	Legal Line Item #27	\$43,067	\$53,956	\$70,722	\$102,048	\$126,039	\$194,399	\$30,436	\$211,799	9.0%
EXPENSES	Office supplies, business cards, registry expenses	\$2,380	\$1,131	\$891	\$1,329	\$508	\$1,100	\$394	\$1,100	0.0%
MEMBERSHIPS	Memberships - APA (\$215), MAPC (\$90), APBP (\$110)	\$101	\$440	\$640	\$465	\$0	\$415	\$0	\$415	0.0%
BOARD EXPENSES	Planning Board Expenses	\$1,227	\$1,210	\$1,806	\$1,218	\$969	\$1,000	\$0	\$1,000	0.0%
CONFERENCES	Conferences, hotel, meals, etc.	\$0	\$0	\$0	\$0	\$0	\$650	\$0	\$650	0.0%
TRAVEL-IN STATE	Mileage reimbursement	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$200	0.0%
EDUCATIONAL EXPENSES	Professional development classes	\$0	\$0	\$0	\$0	\$515	\$500	\$0	\$500	0.0%
CONTRACTED CONSULTING SERVICES	Assumes two small consulting projects of \$2,500	\$0	\$0	\$0	\$0	\$0	\$5,000	\$2,310	\$7,000	40.0%
Expense Subtotal	Legal Line Item #28	\$3,708	\$2,781	\$3,337	\$3,012	\$1,992	\$8,865	\$2,704	\$10,865	22.6%
PLANNING & DEVELOPMENT		\$46,775	\$56,737	\$74,060	\$105,060	\$128,031	\$203,264	\$33,140	\$222,664	9.5%
<p>The Office of Community Development is made up of the Director of Community Development (FT), Assistant Town Planner (PT), and Office Manager (FT). The office provides administrative support and guidance to the following Town bodies: all departments as needed, Planning Board, Zoning Board of Appeals, Conservation Commission, Open Space & Recreation Plan Committee, Renewable Energy Committee, Affordable Housing Trust, Historic District Commission, and Historical Commission.</p>										
BOARD OF APPEALS	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
SECRETARY SAL. & WAGES	ZBA Secretary - No longer Funded	\$2,081	\$2,123	\$2,187	\$250	\$0	\$0	\$0	\$0	
Personnel Subtotal	Legal Line Item #29	\$2,081	\$2,123	\$2,187	\$250	\$0	\$0	\$0	\$0	
LEGAL ADS	One ad a month @ ~ \$600/month (runs twice each month)	\$0	\$0	\$0	\$0	\$0	\$7,200	\$2,281	\$7,200	0.0%
OFFICE SUPPLIES/EXPENSES	Envelopes, paper	\$6,047	\$4,104	\$5,591	\$6,461	\$5,594	\$300	\$555	\$300	0.0%
Expense Subtotal	Legal Line Item #30	\$6,047	\$4,104	\$5,591	\$6,461	\$5,594	\$7,500	\$2,836	\$7,500	0.0%
BOARD OF APPEALS		\$8,128	\$6,227	\$7,778	\$6,711	\$5,594	\$7,500	\$2,836	\$7,500	0.0%
<p>The Zoning Board of Appeals is made up for five members (five-year terms) and three associates (two-year terms) all appointed by the Board of Selectmen. The Board is responsible for reviewing and approving applications for zoning relief by special permit and variance under the regulations set forth in the Zoning By-laws and MGL Chap 40A. The Board meets monthly and follows its rules and regulations fairly while giving due deference to reports of the Planning Board and Town departments, as well as the decision laws of the Commonwealth. The Board receives and reviews 35 applications for zoning relief each year on average. The ZBA is the primary land use regulatory board for the community.</p>										
BUILDING DEPT	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
BLDG.INSPECTOR'S SALARY	Salary of the Building Inspector	\$10,406	\$51,379	\$67,154	\$69,596	\$52,515	\$76,000	\$37,272	\$79,077	4.0%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT										
BUILDING DEPT	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
WIRE INSPECTOR'S SALARY	Salary of the Wiring Inspector	\$22,816	\$22,816	\$23,972	\$24,212	\$24,454	\$24,454	\$10,189	\$24,454	0.0%
CLERICAL'S SAL. & WAGES	Wages for 1 Full Time Clerical Worker-CBA	\$47,540	\$49,406	\$48,353	\$51,349	\$50,252	\$50,253	\$24,643	\$52,282	4.0%
ASST.PLUMBING INSP.SALARY	Salary of the Asst Plumbing inspector	\$1,000	\$1,000	\$1,250	\$1,263	\$1,263	\$1,263	\$638	\$1,263	0.0%
PLUMBING INSPECTORS SALAR	Salary of the Plumbing Inspector	\$22,816	\$22,816	\$24,972	\$25,222	\$25,474	\$25,474	\$10,614	\$25,474	0.0%
ASST. ELECTRIC INSPECTOR	Salary of the Asst Electric Inspector	\$1,000	\$1,000	\$1,250	\$1,263	\$1,275	\$1,275	\$638	\$1,275	0.0%
LOCAL INSPECTOR	Salary of the part-time Local Inspector, currently 10 hours per week	\$53,604	\$29,199	\$20,320	\$22,426	\$22,659	\$26,203	\$5,084	\$26,203	0.0%
LONGEVITY	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements-CBA	\$0	\$0	\$0	\$0	\$0	\$1,075	\$0	\$1,075	0.0%
SICK INCENTIVE	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements-CBA	\$0	\$0	\$0	\$0	\$0	\$1,400	\$0	\$1,400	0.0%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc.-CBA	\$1,900	\$1,575	\$5,692	\$6,679	\$10,381	\$2,433	\$1,486	\$2,011	-17.3%
Personnel Subtotal	Legal Line Item #31	\$161,083	\$179,191	\$192,963	\$202,009	\$188,272	\$209,830	\$90,563	\$214,514	2.2%
OFFICE SUPPLIES/EXPENSES	General Office Supplies (Paper, Pens, Toner, Ink) to cover the centralized ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc.,	\$8,288	\$9,748	\$10,033	\$9,252	\$9,267	\$12,200	\$655	\$1,800	-85.2%
EDUCATION	Professional development/courses, Previously included Membership dues, conferences & MBCIA meetings	\$0	\$0	\$0	\$1,633	\$0	\$2,000	\$239	\$2,000	
INSPECTIONS & TESTS	Weights and Measures-payment made to the Commonwealth-NEW ACCOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	
TRAVEL	Previously in education, mileage at IRS standard rate	\$0	\$0	\$962	\$0	\$2,902	\$500	\$125	\$500	
MEMBERSHIP	Membership to various building/inspectional associations	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$500	
FUEL	based on average actuals provided by DPW	\$0	\$0	\$0	\$0	\$0	\$1,400	\$464	\$1,600	
BOOKS	CODE BOOKS, ZONING MANUALS, REFERENCE MATERIALS	\$0	\$0	\$0	\$0	\$0	\$800	\$248	\$800	
CLOTHING	UNIFORMS, JACKETS	\$0	\$0	\$0	\$0	\$0	\$300	\$300	\$0	
TOOLS/EQUIPMENT	TAPE MEASURES, TESTING STICK, HARD HATS-rename tools equipment clothing-includes both now	\$0	\$0	\$0	\$0	\$0	\$300	\$260	\$650	
Expense Subtotal	Legal Line Item #32	\$8,288	\$9,748	\$10,995	\$10,885	\$12,169	\$18,000	\$2,291	\$17,850	-85.2%
BUILDING TOTAL		\$169,370	\$188,939	\$203,958	\$212,895	\$200,441	\$227,830	\$92,854	\$232,364	-83.0%
<p>The Building Department enforces laws and state codes, promulgates and enforces reasonable rules and regulations relating to building construction and zoning enforcement for the purpose of protecting public health and safety. The Inspectional Services Department is also responsible for performing inspections, issuing permits & certificates, and enforcement of many State codes and Town By-Laws. The Building Department issued over 600 building permits and over 1,600 total permits in calendar year 2018. Our inspectors performed over 2,000 inspections, and generated over \$400,000 in 2018. The department has played a significant role in many large scale construction projects over the last few years with more major construction projects on the horizon. *Combining Clothing and Tools/Equipment into one line for FY20</p>										

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT										
HEALTH DEPT	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
HEALTH DIRECTOR	Salary of the Health Director	\$63,371	\$64,639	\$70,378	\$73,816	\$71,793	\$71,793	\$34,516	\$71,793	0.0%
CLERICAL'S SAL. & WAGES	Wages for 1 Full Time Clerical Worker. Position eliminated in FY19	\$47,435	\$50,079	\$49,291	\$49,435	\$0	\$0	\$0	\$0	
OVERTIME	Not Funded in FY19	\$0	\$0	\$802	\$167	\$213	\$0	\$0	\$0	
NURSE	Salary of the part-time Town Nurse	\$17,478	\$17,484	\$17,279	\$18,525	\$18,360	\$18,186	\$7,694	\$18,186	0.0%
BOARD OF HEALTH CLERK STIPEND	Stipend for BOH Meetings 3 hours per month at contracted overtime rate approx. \$128 a month	\$0	\$0	\$0	\$0	\$0	\$1,540	\$315	\$1,540	0.0%
LONGEVITY	Previously included with "Other Compensation" this is provided in the Personnel Policy	\$0	\$0	\$0	\$0	\$0	\$1,250	\$0	\$1,850	48.0%
SICK INCENTIVE	Previously included with "Other Compensation" this is provided in the Personnel Policy	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$600	0.0%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc., \$500 animal inspector stipend, not currently part of the animal control duties, BOS appointment	\$2,950	\$2,356	\$2,600	\$10,435	\$2,866	\$1,381	\$0	\$0	-100.0%
Personnel Subtotal	Legal Line Item #33	\$131,234	\$134,559	\$140,350	\$152,378	\$93,232	\$94,750	\$42,525	\$93,968	-0.8%
OFFICE SUPPLIES/EXPENSES	Previously included memberships appropriation now below in new line \$2,275 and in state travel \$150, General Office Supplies (Paper, Pens, Toner, Ink) to cover the centralized ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc. Signage for postings,	\$3,336	\$4,005	\$4,813	\$3,592	\$1,059	\$2,775	\$1,180	\$2,775	0.0%
INSPECTIONS & TESTS	Statutory Line 57: Previously included food inspections 1,400 appropriation transferred to new line below. Based on reconciliation of average spend. Supplies for Inspections and testing (thermometers, test strips, forms, equipment/clothing, educational material, marine water retesting	\$386	\$569	\$375	\$1,088	\$1,418	\$1,125	\$320	\$1,125	0.0%
STATE MANDATED CHARGES	Statutory Line 58: Bioserv - medical waste, public notifications, constable service, lab work-flu shots historically paid out of this line, now in new line below	\$2,246	\$2,218	\$1,577	\$6,469	\$5,068	\$1,530	\$450	\$1,530	0.0%
OUTSIDE SERVICES	Food Inspections, approximately 40 inspections	\$0	\$0	\$0	\$0	\$0	\$1,400	\$0	\$1,400	0.0%
FLU SHOTS	Sanofi - Flu Shots 282 flu-shots administered in FY18, get back reimbursement of \$5,900	\$0	\$0	\$0	\$0	\$0	\$6,500	\$6,305	\$6,500	0.0%
MEMBERSHIP/PROF DEVELOPMENT	mhoa \$65, mahb \$150, maphn \$100, naccho \$110, prof licenses \$150. conferences/seminars \$900, material associated w/ in-service trainings \$100	\$0	\$0	\$0	\$0	\$0	\$2,075	\$719	\$1,500	-27.7%
IN STATE TRAVEL	mileage \$150 @ standard IRS rate 0.545	\$0	\$0	\$0	\$0	\$0	\$150	\$86	\$130	-13.3%
FUEL	Allocated based on 3 year average	\$0	\$0	\$0	\$0	\$0	\$120	\$115	\$120	0.0%
Expense Subtotal	Legal Line Item #34	\$5,968	\$6,791	\$6,766	\$11,149	\$7,545	\$15,675	\$9,175	\$15,080	-3.8%
HEALTH DEPT		\$137,202	\$141,350	\$147,115	\$163,527	\$100,777	\$110,425	\$51,700	\$109,048	-1.2%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT										
HEALTH DEPT	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
RECYCLING BINS REVOLVING		2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
OTHER EXPENSES	Cost of purchasing recycling bins to be sold to residents	\$0	\$1,370	\$0	\$2,396	\$0	\$5,000	\$0	\$5,000	0.0%
Expense Subtotal	*Not a Legal Line Item (informational purposes only)	\$0	\$1,370	\$0	\$2,396	\$0	\$5,000	\$0	\$5,000	0.0%
RECYCLING BINS REVOLVING (NOT A GENERAL FUND APPROPRIATION)		\$0	\$1,370	\$0	\$2,396	\$0	\$5,000	\$0	\$5,000	0.0%
HEALTH DEPT GENERAL FUND + REVOLVING FUND		\$137,202	\$142,720	\$147,115	\$165,923	\$100,777	\$115,425	\$51,700	\$114,048	-1.2%
REMAINING CASH BALANCE IN REVOLVING FUND		\$406	\$338	\$3,030	\$2,389	\$3,784	\$3,784	\$1,298		
<p>The Health Department is dedicated to serve all of the people of Swampscott, and to promote healthy people, healthy families, a healthy community and healthy surroundings through compassionate care, education and prevention. By working with other departments and communities we are committed to providing a safe and sound environment. In 2017 260 flu vaccinations were administered to residents and fire, police and dpw departments. Most for resident vaccine and admin supplies are recovered from reimbursement programs. Non-municipal recreation camps permits range from 1-6 on any given year, Communicable disease follow-ups for many diseases that the State finds in our residents are required to stop the spread of disease. 39 burial permits were issued, 7 swimming pool inspections in 2017. Approximately 2100 phone calls came through the office line in 2017. Health expects to perform over 115 food service inspections in fy2019. Anywhere from 5-15 housing violation inspections, 20-30 rodent complaint follow-ups, 70-80 beach water samples collected, hundreds of trash complaints, 1-2 lead paint determinations, over 20 animal inspector quarantines, compliance stings for tobacco vendors, and be able to provide education on virus, rodents, rabies, mosquitoes, ticks, exterior paint removal, dumpster usage, wild animals, beach water, air pollution, radon, lead paint, opioids, abandoned homes, food safety, healthy lifestyles, food recalls, recycling, composting, hazardous waste, residential kitchens, litter, sun safety, mercury warnings, climate change, chickens, porta-potties, hoarding, pesticides, semi-public pool operator testing, underage substance abuse, anti-idling, bat testing, trash limits and other options to dispose, and many more issues that arise throughout the year. In addition to the general fund appropriation the Health department manages a Recycling revolving account with an appropriation of \$5,000, bringing the total health program budget to \$114,048.00</p>										
RECREATION	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
AUXILIARY STAFF	Approx. 10 Life Guards over 3 months	\$20,000	\$20,000	\$22,271	\$25,000	\$25,000	\$25,000	\$25,017	\$27,250	9.0%
Personnel Subtotal	Legal Line Item #35	\$20,000	\$20,000	\$22,271	\$25,000	\$25,000	\$25,000	\$25,017	\$27,250	9.0%
BEACH STICKER PROCESSING	Printing, Beach sticker processing, now moved to new technology line for beach sticker processing	\$0	\$0	\$7,618	\$3,291	\$8,894	\$9,000	\$1,628	\$10,300	14.4%
COMMUNITY EVENTS	Community Events, First Night, Harbor Fest, Fisherman Beach Community Night.	\$0	\$0	\$0	\$13,158	\$9,944	\$10,000	\$9,168	\$7,250	-27.5%
LIFEGUARD SUPPLIES	Swim lines, mooring work, lifeguard equipment, porta potties. NEW ACCOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	
4th of July	Helps to supplement 4th of July revolving fund, funds performers, fireworks, parade, police details, concert expenses related to the 4th of July celebration. 4th of July expenses for FY18 total \$32,000, profit from golf tournament \$11,896 also receive donations for 4th of July approx. \$2,000 to supplement 4th of July activities.	\$0	\$0	\$0	\$0	\$7,120	\$20,000	\$13,400	\$15,000	-25.0%
FUEL	Fuel for Boats based on three year average-moving to recreation revolving	\$0	\$0	\$0	\$0	\$0	\$250	\$205	\$0	-100.0%
Expense Subtotal	Legal Line Item #36	\$0	\$0	\$7,618	\$16,449	\$25,958	\$39,250	\$24,400	\$35,550	-9.4%
RECREATION GENERAL FUND		\$20,000	\$20,000	\$29,889	\$41,449	\$50,958	\$64,250	\$49,417	\$62,800	-2.3%
<p>A reduction in Community events will increase the cost to the Community going to the First Night event and omit a concert during the summer months. A reduction in 4th of July would reduce the size of the parade or omit the concert.</p>										
RECREATION REVOLVING	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
RECREATION DIRECTOR	Salary of the Recreation Director	\$51,992	\$52,349	\$62,894	\$69,539	\$67,699	\$66,800	\$31,310	\$66,800	0.0%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

COMMUNITY & ECONOMIC DEVELOPMENT										
RECREATION REVOLVING	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
AUXILIARY STAFF	part-time & summer help tennis, sailing, park league, rec center, 25 park leaders, for approx. 50-60 staff, winter program staff	\$61,242	\$59,569	\$47,600	\$65,670	\$63,990	\$65,000	\$49,652	\$65,000	0.0%
Personnel Subtotal	*Not a Legal Line item (informational purposes only)	\$113,234	\$111,918	\$110,494	\$135,209	\$131,689	\$131,800	\$80,962	\$131,800	0.0%
OTHER EXPENSES	outside vendors for programs, supplies for all recreation programs, transportation, boat maintenance, moorings	\$83,354	\$82,851	\$82,660	\$99,140	\$88,460	\$107,000	\$77,605	\$108,400	1.3%
FARMERS MARKET	supplies, music, advertising and entertainment	\$8,881	\$4,159	\$4,561	\$3,212	\$2,773	\$4,400	\$1,840	\$3,000	-31.8%
SUMMER CONCERT	Music and sound for five concerts	\$625	\$384	\$4,886	\$5,796	\$5,226	\$6,800	\$5,150	\$6,800	0.0%
FIELD USE MAINTENANCE	Portable Restrooms and stipend for two individuals \$2500 each, in FY19 will be moving to a separate revolving fund	\$0	\$28,055	\$108	\$1,494	\$5,492	\$0	\$0	\$0	
Expense Subtotal	*Not a Legal Line item (informational purposes only)	\$92,860	\$115,449	\$92,215	\$109,642	\$101,951	\$118,200	\$84,596	\$118,200	0.0%
RECREATION REVOLVING FUND (NOT A GENERAL FUND APPROPRIATION)		\$206,094	\$227,367	\$202,709	\$244,851	\$233,640	\$250,000	\$165,557	\$250,000	0.0%
RECREATION GENERAL FUND & REVOLVING FUND TOTAL		\$226,094	\$247,367	\$232,598	\$286,300	\$284,598	\$314,250	\$214,974	\$312,800	-0.5%
REMAINING CASH BALANCE IN REVOLVING FUND		\$169,006	\$196,996	\$236,403	\$234,087	\$232,455	\$232,455	\$140,408		
<p>The Recreation Department provides the community with leisure time activities for adults and children. This includes beaches and lifeguards, sailing lessons (143 registrations), tennis(101 reg, preschool tennis 10 reg), track and field, basketball (winter 160 reg, Summer 28 reg) soccer(April clinic 31 reg, February 22 reg, Winter 22 reg.,Summer 12 reg, Super soccer stars 105 reg), playground programs(Park league 329 reg.) and a teen recreation center(69 reg) and mini camps (April vaca 30 reg, Art camp 12 reg, Cooking camp 12 reg,science camp 100 reg TV Studio camp 12 reg, Preschool Mad Science 15 reg.). This past year we added new adult programming which included pottery and cooking. As well as a new community Night event and Health Fair. The recreation department includes a revolving fund appropriation in the amount of \$250,000, this is used to pay for the recreation director's salary \$40.55 an hour for 30 hours \$63,253, \$1,800 cell phone & car stipend, vacation, sick incentive per contract, part-time & summer help tennis, sailing, park league, rec center, 25 park leaders, for approx. 50-60 staff avg. approx. \$65,000, , summer concerts, farmers market expenses, and expenses related to community programming mentioned above bringing total program budget to approximately \$314,000.</p>										
HISTORICAL COMMISSION	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
HISTORICAL COMMISSION	General Office Supplies (Paper, Pens, Toner, Ink) to cover the centralized ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc.,	\$1,323	\$810	\$6,182	\$11,307	\$1,137	\$1,250	\$0	\$4,250	240.0%
Expense Subtotal	Legal Line Item #37	\$1,323	\$810	\$6,182	\$11,307	\$1,137	\$1,250	\$0	\$4,250	240.0%
HISTORICAL COMMISSION TOTAL		\$1,323	\$810	\$6,182	\$11,307	\$1,137	\$1,250	\$0	\$4,250	240.0%
<p>The Historical Commission seeks to preserve and protect the history of Swampscott through preserving historical structures, or by preserving the institutional memory of Swampscott's past and present for future generations. The Historical Commission is the enforcement agency for the Town's Demolition Delay Bylaw designed to be a tool in the box of the Town to preserve historical buildings.</p>										
COMMUNITY & ECONOMIC DEVELOPMENT (not incl Revolving Fu		\$383,802	\$414,696	\$470,084	\$542,183	\$492,811	\$616,129	\$230,727	\$640,276	3.9%

PUBLIC SERVICES										
FACILITIES	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
FACILITIES DIRECTOR	Salary of the Facilities Director	\$0	\$0	\$0	\$47,681	\$73,264	\$92,920	\$9,615	\$0	-100.0%
Part-time staff	NEW LINE FOR FY20- Part-time facilities/HVAC inspector dual role facilities/building support as well 19 hours	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SERVICES										
FACILITIES	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
SICK INCENTIVE	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements.	\$0	\$0	\$0	\$0	\$0	\$600	\$0	\$0	-100.0%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc. (two stipends)	\$0	\$0	\$0	\$0	\$1,072	\$1,788	\$0	\$20,000	1018.6%
Personnel Subtotal	Legal Line Item #38	\$0	\$0	\$0	\$47,681	\$74,336	\$95,308	\$9,615	\$50,000	-47.5%
EXPENSES-TOWN HALL	Includes carpentry, elevator, emergency generator; mechanical, electrical/plumbing services, groundskeeping, Equipment Supplies, Fire Systems, Janitorial Supplies, etc.	\$0	\$0	\$0	\$0	\$53,500	\$0	\$0	\$0	
CONTRACTED CONSULTING	NEW LINE FOR FY20 - Contracted-outside consulting projects- DOER green energy grant, green communities, HVAC assessment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	
BUILDING MAINTENANCE-TOWN	Master Service Agreements for Town buildings: Elevator Services, Emergency Generator Services, Fire Protection Services, Housekeeping Services, HVAC Services, HVAC Controls -JCI Metasys.	\$0	\$0	\$0	\$0	\$30,035	\$70,000	\$35,092	\$70,000	0.0%
BUILDING MAINTENANCE-SCHOOL	Master Service Agreements for School buildings: Elevator Services, Emergency Generator Services, Fire Protection Services, Housekeeping Services, HVAC Services, HVAC Controls -JCI Metasys.	\$0	\$0	\$0	\$0	\$68,046	\$50,000	\$600	\$50,000	0.0%
OUTSIDE SERVICES-TOWN	Hiring outside vendors to service all Town buildings (i.e. Carpentry, Plumbing, Electrical, Engineering)	\$0	\$0	\$0	\$0	\$14,889	\$152,500	\$17,787	\$152,500	0.0%
OUTSIDE SERVICES-SCHOOL	Hiring outside vendors to service all School buildings (i.e. Carpentry, Plumbing, Electrical, Engineering)	\$0	\$0	\$0	\$0	\$50,000	\$50,000	\$0	\$50,000	0.0%
OFFICE SUPPLIES/EXPENSES	General Office Supplies (Paper, Pens, Toner, Ink) to cover the centralized ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc.,	\$0	\$0	\$0	\$0	\$2,541	\$2,500	\$263	\$2,500	0.0%
CONFERENCES	MFAA membership, license renewals (approx. \$500), professional courses, tradesperson classes	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$1,500	0.0%
TRAVEL-IN STATE	Standard IRS Mileage rate	\$0	\$0	\$0	\$0	\$0	\$500	\$0	\$500	0.0%
UTILITIES - GAS - TOWN BLDGS	Natural Gas expense for Town Hall/Fish house/Cemetery/Chapel based on actuals	\$0	\$0	\$0	\$0	\$0	\$25,000	\$6,152	\$25,000	0.0%
UTILITIES - ELECTRIC - TOWN BLDGS	Electricity for general town buildings and properties including basketball courts, fish house, cemetery/chapel fields based on actuals	\$0	\$0	\$0	\$0	\$0	\$130,000	\$44,163	\$110,000	-15.4%
Expense Subtotal	Legal Line Item #39	\$0	\$0	\$0	\$0	\$219,009	\$482,000	\$104,057	\$482,000	0.0%
FACILITIES		\$0	\$0	\$0	\$47,681	\$293,345	\$577,308	\$113,672	\$532,000	-7.8%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SERVICES										
FACILITIES	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
<p>The Town of Swampscott Department of Facilities Management provides effective and reliable property management of general government and school buildings. D.F.M. provides administrative services, operation services, housekeeping and technical support for specialized repairs, maintenance and continuous monitoring of buildings, grounds, building systems and equipment. The Department of Facilities Management is committed to the continuation of best practices in maintaining a safe and efficient environment. DFM manages 6 Municipal Buildings total 85,353sqft; Fire Station - 10,144 sqft; Fish House - 8,300 sqft; Library - 18,500sqft; Police Station - 24,280sqft; Senior Center - 3,474 sqft; Town Hall - 20, 655 sqft. School Buildings total 451,159sqft; Clarke School - 28,912 sqft; Field House - 7,500 sqft; Hadley School - 56,600 sqft.; High School - 179,747 sqft; Middle School - 140,000 sqft; Stanley School - 38,400 sqft; a total of 536,512 sqft of occupied buildings.</p>										
DPW-CEMETERY	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
OVERTIME	Weekend burials, 3 weekends before memorial day utilize the majority of overtime budget. Census change-CBA	\$7,566	\$10,499	\$5,338	\$13,124	\$10,519	\$11,000	\$2,119	\$11,000	0.0%
LONGEVITY	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements-CBA	\$0	\$0	\$0	\$0	\$0	\$2,650	\$0	\$3,063	15.6%
SICK INCENTIVE	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements-CBA	\$0	\$0	\$0	\$0	\$0	\$150	\$0	\$150	0.0%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc.-CBA	\$0	\$0	\$10,946	\$2,233	\$2,190	\$2,725	\$0	\$2,200	-19.3%
LABORERS WAGES & SALARIES	Wages for 2 Full-Time Laborers allocation to Cemetery, plus 25% allocation of DPW Director Salary-CBA	\$126,780	\$131,452	\$126,278	\$138,904	\$138,715	\$141,511	\$65,466	\$151,500	7.1%
Personnel Subtotal	<u>Legal Line Item #40</u>	\$134,345	\$141,951	\$142,562	\$154,262	\$151,424	\$158,036	\$67,585	\$167,913	6.2%
FACILITIES EXPENSES	Line not Funded in FY19 - incorporated into Facilities Dept.	\$0	\$0	\$0	\$6,875	\$0	\$0	\$0	\$0	
EQUIPMENT MAINTENANCE	Backhoe, dump truck, lawn mower maintenance	\$800	\$2,000	\$2,000	\$2,056	\$2,780	\$2,300	\$1,224	\$2,500	8.7%
OFFICE SUPPLIES/EXPENSES	General Office Supplies (Paper, Pens, Toner, Ink) to cover the centralized ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc., NO LONGER NEEDED MOVED TO EQUIP MAINT, BUILDING AND LANDSCAPING	\$18,497	\$14,999	\$17,991	\$15,551	\$15,269	\$0	\$0	\$0	
BUILDING EXPENSES	CHAPEL & CEMETERY GARAGE HEAT, MAINTENANCE & ELECTRIC, FY18 INCREASE DUE TO ADDITIONAL CHAPEL EXPENSES	\$0	\$0	\$0	\$0	\$0	\$9,000	\$4,093	\$7,300	-18.9%
LANDSCAPING	FLOWERS, LOAM, GRASS SEED AND GENERAL LANDSCAPING AND UPKEEP OF CEMETERY PREVIOUSLY IN OFFICE SUPPLIES	\$0	\$0	\$0	\$0	\$0	\$10,000	\$863	\$12,500	25.0%
Contracted consulting	Outside consulting-update review of bylaws, digitizing database-NEW ACCOUNT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
UNIFORMS	uniforms 2 INDIVIDUALS STIPEND \$625 per CBA	\$763	\$850	\$883	\$329	\$885	\$850	\$457	\$1,250	47.1%
Expense Subtotal	<u>Legal Line Item #41</u>	\$20,061	\$17,849	\$20,874	\$24,811	\$18,934	\$22,150	\$6,637	\$23,550	6.3%
DPW-CEMETERY		\$154,406	\$159,800	\$163,436	\$179,072	\$170,358	\$180,186	\$74,222	\$191,463	6.3%
OVERTIME	census change, overtime is used for the trash barrels at the beach, during summer sometime twice on weekend, typically takes 4 hours for 2 individuals, increased trash pick up-CBA	\$17,166	\$23,591	\$20,950	\$28,483	\$30,071	\$30,000	\$18,341	\$35,000	16.7%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SERVICES										
DPW-CEMETERY	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
M.E.O.S.	Included in Laborers Wages below CBA	\$0	\$1,650	\$0	\$0	\$0	\$0	\$0	\$0	
POLICE DETAILS	based on 5 year average actual	\$2,463	\$4,439	\$3,185	\$5,222	\$4,100	\$5,000	\$3,982	\$5,000	0.0%
PART TIME LABOR/Seasonal	appropriation went from \$25K to \$30K, which is why it has increased over the past few years in spending levels 10-15 seasonal CBA	\$22,680	\$22,830	\$23,435	\$32,309	\$26,384	\$30,000	\$18,073	\$30,000	0.0%
LONGEVITY	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements CBA	\$0	\$0	\$0	\$0	\$0	\$5,600	\$0	\$3,463	-38.2%
SICK INCENTIVE	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements CBA	\$0	\$0	\$0	\$0	\$0	\$150	\$0	\$150	0.0%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc. CBA	\$1,250	\$825	\$0	\$1,348	\$3,314	\$2,878	\$594	\$3,000	4.2%
PERSONNEL	Wages for 7 Full-Time Laborers allocation to DPW, plus 2 part-time custodial workers and approx., plus 25% allocation of DPW Director CBA	\$240,657	\$253,813	\$298,762	\$290,228	\$265,460	\$364,379	\$141,034	\$395,902	8.7%
DPW - INCENTIVES	Not funded in FY2019 CBA	\$0	\$1,000	\$0	\$177	\$0	\$0	\$0	\$0	
Personnel Subtotal	Legal Line Item #42	\$284,216	\$308,148	\$346,333	\$357,768	\$329,329	\$438,007	\$182,024	\$472,515	7.9%
BOARD EXPENSES	No Longer Funded after DPW Board abolished	\$0	\$175	\$0	\$0	\$0	\$0	\$3,685	\$0	
ADMINISTRATION BUILDING	Electricity, Gas, Plumbing, Maintenance (fire ext., HVAC, Cleaning Service, MOVED TO FACILITIES	\$53,841	\$53,972	\$55,253	\$49,536	\$0	\$0	\$0	\$0	
FUEL	Three year average of Gasoline & DIESEL FOR DPW is in total \$60k, which is for vehicles that are utilized for general DPW use and the water and sewer enterprise funds, allocation of the fuel is \$20k TO DPW \$20k TO SEWER \$20k TO WATER based off their usage of the vehicles	\$14,000	\$11,900	\$8,112	\$4,712	\$24,608	\$20,000	\$1,274	\$20,000	0.0%
EQUIPMENT MAINTENANCE	Parts, maintenance on equipment , TRUCKS, BACKHOES, FRONT END LOADER ABOUT 12 DPW, 4 WATER, 4 SEWER tires, general maintenance, repairs, majority of trucks in late 90's. spend down early and stop repairing vehicles mid-way through the year, now includes two way radios.	\$34,982	\$34,992	\$39,807	\$41,059	\$45,200	\$50,000	\$22,055	\$50,000	0.0%
SIGNS	street signs, need additional safety signs in FY19	\$2,500	\$1,283	\$2,878	\$3,479	\$1,648	\$3,500	\$3,498	\$6,000	71.4%
COMMUNICATIONS	phones & radios, cell phone bills & two way radios-moved to technology	\$2,500	\$3,500	\$3,297	\$3,331	\$2,765	\$0	\$0	\$0	
OPER EXP SUPPLIES	General Office Supplies, Fit for Duty physical, National Grid (Gas) Landscaping, flowers for TH, increase due to street sweepings, beach raking to haul away approx. additional \$20K. FOR FY18 PUT LANDSCAPING IN LANDSCAPING LINE \$5k. Allocated \$26K in new lines below, average actual is about \$48K	\$48,668	\$57,693	\$66,513	\$56,814	\$123,898	\$49,000	\$26,129	\$46,700	-4.7%
OPER EXP ELECTRIC	Electricity for general town buildings and properties including basketball courts, fields now included in facilities budget	\$24,478	\$21,581	\$13,980	\$31,875	\$13,879	\$0	\$2,477	\$0	

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SERVICES										
DPW-CEMETERY	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
UNIFORMS	CLOTHING REIMBURSEMENTS TO EMPLOYEES AS PER CBA 625*4	\$1,215	\$1,676	\$2,208	\$1,459	\$1,029	\$1,700	\$2,888	\$2,500	47.1%
ELECTRICAL REPAIRS	TOWN WIDE electrical repairs	\$0	\$0	\$0	\$0	\$0	\$5,000	\$558	\$5,000	0.0%
DEBRIS REMOVAL	previously in operating exp. Beach raking street sweeping removal, underfunded, reconciliation resulted in shifting of cost to DPW	\$0	\$0	\$0	\$0	\$0	\$20,000	\$14,620	\$25,000	25.0%
WASTE PRODUCTS/REMOVAL	pet waste bags, large trash bags, waste removal products, underfunded reconciliation of accounts resulted in shifting of costs to DPW	\$0	\$0	\$0	\$0	\$0	\$6,000	\$2,991	\$7,000	16.7%
CUSTODIAN FISH HOUSE	Expenses related to operations of fish house, cleaning, electricity, plumbing, general repairs. FY15 had emergency repairs, FY18 had fire alarm unexpected repairs, average \$6344, but expect additional repairs for FY19	\$10,312	\$11,863	\$6,425	\$4,354	\$200	\$0	\$2,000	\$2,500	
OPER EXP FISH HOUSE	Not funded in FY2019	\$0	\$0	\$0	\$0	\$11,180	\$0	\$0	\$0	
TOWN VEHICLES MAINTENANCE	TOWN HALL VEHICLES & ANIMAL CONTROL, new line for vehicle maintenance, based on average cost of parts, 3 cars at \$1,500 per car a year in maintenance	\$0	\$0	\$0	\$0	\$0	\$4,500	\$3,941	\$7,500	66.7%
STREET LIGHTING & Traffic lights	ELECTRICITY FOR STREET LIGHTS & all town traffic lights, also includes MAINTENANCE, NEW LED LIGHTS CONSISTENTLY NEEDING REPLACEMENT, based on 5 year average & electricity savings due to LED lights. Street light and traffic light maintenance agreement, monthly charge	\$167,095	\$203,783	\$236,837	\$156,298	\$121,116	\$150,000	\$52,606	\$130,000	-13.3%
SHADE TREES	Purchase of trees APPROX. 20 at \$250 A TREE	\$2,516	\$4,000	\$3,993	\$3,999	\$3,193	\$4,000	\$5,226	\$7,500	87.5%
CONTRACT WORK	Tree Service, grounds up keep, TREE REMOVAL	\$2,273	\$8,525	\$5,000	\$7,413	\$6,400	\$7,500	\$0	\$7,500	0.0%
CONTRACT GRASS WORK	Mowing, trimming, NEW CONTRACT LOWER PRICE	\$90,344	\$83,889	\$105,319	\$72,939	\$94,121	\$75,000	\$43,754	\$75,000	0.0%
CONTRACT SIDEWALK WORK/PATCHING	Repair/replacement of sidewalks, moved \$8K from contract work to this line, moved \$5K from highway maintenance into this line to more accurately reflect the expenditures.	\$40,083	\$39,573	\$40,000	\$47,759	\$50,245	\$80,000	\$58,930	\$90,000	12.5%
CONTRACT WORK-PATCHING	Road repairs-NOW IN LINE ABOVE	\$11,483	\$7,920	\$8,000	\$8,000	\$8,254	\$0	\$0	\$0	
LANDSCAPING	Flowers/landscaping	\$4,648	\$14,144	\$5,001	\$5,009	\$8,447	\$15,000	\$5,578	\$18,000	20.0%
LEAF DISPOSAL	Clean-up, disposal of leaves contractual	\$24,000	\$21,000	\$24,000	\$24,000	\$24,000	\$24,000	\$12,000	\$5,000	-79.2%
GENERAL FIELD MAINTENANCE	Maintenance of fields	\$0	\$0	\$36,867	\$40,566	\$61,343	\$50,000	\$46,578	\$50,000	0.0%
HIGHWAY MAINTENANCE	STREET LINE PAINTING	\$25,000	\$20,039	\$29,500	\$24,029	\$22,436	\$20,000	\$27,683	\$20,000	0.0%
Expense Subtotal	<u>Legal Line Item #43</u>	\$559,939	\$601,508	\$692,987	\$586,631	\$623,962	\$585,200	\$338,471	\$575,200	-1.7%
SNOW & ICE OT	Plowing staff/Snow removal staff	\$0	\$0	\$0	\$0	\$0	\$0	\$2,464	\$80,000	
SNOW & ICE	Average actual \$235,000, now ADDING IN SNOW EMERGENCY LIGHTS \$1080 and \$40,000 to plow the schools	\$301,260	\$524,455	\$172,159	\$220,957	\$249,794	\$276,080	\$30,209	\$200,000	-27.6%
OTHER Expense Subtotal	<u>Legal Line Item #44</u>	\$301,260	\$524,455	\$172,159	\$220,957	\$249,794	\$276,080	\$32,673	\$280,000	1.4%
DPW-GENERAL		\$1,145,415	\$1,434,111	\$1,211,478	\$1,165,356	\$1,203,085	\$1,299,287	\$553,168	\$1,327,715	2.2%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SERVICES										
DPW-CEMETERY	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
<p>The Department of Public Works (DPW) provides professional quality maintenance, repair and construction services while maintaining 50 miles of streets, six parks and playgrounds and the Swampscott Cemetery. The DPW is also responsible for the ongoing maintenance of three municipal buildings, 48 miles of water mains, 47 miles of sewer mains, seven sewer lift stations, the sewer pumping station and over 40 vehicles and pieces of equipment. Additionally, the DPW is responsible for rapid response to all snow, ice and other inclement weather emergencies and conditions. The DPW enforces water, sewer and drainage by-laws, grants petitions of location for utilities, and maintains engineering records and Town maps. Lastly, the DPW plays a significant role in the daily operation of other Town departments in responding to requests for service. The Department budget is divided into four divisions: Public Works (General), Cemetery, Water and Sewer. Transferred \$28K to facilities for general town building electric expense and \$7,500 for fish house expenses for a transfer out of \$35,500.</p>										
SOLID WASTE/RECYCLING	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
RUBBISH REMOVAL	Trash & Recycling costs- \$74 per ton per 1st proposal. (4000 tons as estimate), Swampscott pays set-up fee for Fall event (\$2000 each), plus misc. other costs (\$1,000-\$2,000). Overthrow stickers \$1200, Household hazard waste day set up \$3000, recycling calendars \$700, hazardous waste other \$400	\$939,223	\$960,858	\$889,401	\$908,627	\$1,263,432	\$1,250,000	\$559,668	\$1,250,000	0.0%
Expense Subtotal	<u>Legal Line Item #45</u>	\$939,223	\$960,858	\$889,401	\$908,627	\$1,263,432	\$1,250,000	\$559,668	\$1,250,000	0.0%
SOLID WASTE/RECYCLING		\$939,223	\$960,858	\$889,401	\$908,627	\$1,263,432	\$1,250,000	\$559,668	\$1,250,000	0.0%
<p>The solid waste/recycling budget supports 2 Hazardous waste collection events in conjunction with Marblehead - approx. 157 cars from Swampscott took part in 2017. Drop-off of rechargeable batteries / cellphones for recycling – approx. 45 lbs. recycled in 2017 (year-round). Drop-off of metal items offered 7x per year in conjunction with Boy Scouts. Curbside collection of Christmas trees and yard waste offered 9x per year – approx. 330 tons. Curbside recycle bins sold - 99. Many free “recycle” stickers given out for residents to place on other types of containers for recycling. Fluorescent bulbs, elemental mercury, thermostats drop-off (year-round). Town Hall / school paper and cardboard recycling – approx. 36 tons. The 5 year average tonnage for solid waste in Swampscott is approximately 4,000 tons per year. Overall recycling tonnage in Swampscott based on a 5 year average is approximately 2,700 tons.</p>										
PUBLIC SERVICES		\$2,239,043	\$2,554,769	\$2,264,316	\$2,300,736	\$2,930,220	\$3,306,781	\$1,300,730	\$3,301,178	-0.2%

PUBLIC SAFETY										
POLICE	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
CHIEF	Per Contract Base Salary	\$112,545	\$114,968	\$118,149	\$124,158	\$120,755	\$120,755	\$59,217	\$125,635	4.0%
CAPTAINS SALARY & WAGES	Per Contract Base Salary CBA	\$89,452	\$87,240	\$91,012	\$94,391	\$93,769	\$91,572	\$45,132	\$95,752	4.6%
LIEUTENANTS SAL. & WAGES	Per contract base salary 4 Lieutenants CBA	\$281,005	\$292,938	\$298,776	\$320,765	\$311,590	\$307,808	\$151,706	\$321,860	4.6%
SERGEANTS SALARY & WAGES	Per contract base salary 6 sergeants CBA	\$378,511	\$392,333	\$405,876	\$426,922	\$421,874	\$412,242	\$199,853	\$431,062	4.6%
PATROLMEN	Total Actual Base Salary Twenty Patrolmen. Projected based on anticipated step increases and census changes. Per CBA Note: Additional \$69000 from Schools for SRO backfill cost	\$970,573	\$969,887	\$1,058,393	\$1,111,912	\$1,177,807	\$1,143,609	\$551,411	\$1,194,256	4.4%
SECRETARY'S SAL. & WAGES	Per contract base CBA	\$54,916	\$56,303	\$58,650	\$60,987	\$59,788	\$59,166	\$29,160	\$61,867	4.6%
MATRONS	Level funded FY20	\$7,633	\$8,349	\$7,321	\$8,068	\$7,990	\$8,000	\$3,733	\$8,000	0.0%
PART-TIME CLERICAL	Actual Base Pay.	\$0	\$12,500	\$15,296	\$17,805	\$16,995	\$18,180	\$9,446	\$18,816	3.5%
INVESTIGATIONS & ID'S	Based on contract obligations. Stipends for specialized work assignments per CBA, reconciliation based on actual expenses	\$13,715	\$15,527	\$13,970	\$14,587	\$15,918	\$18,688	\$11,268	\$23,268	24.5%
EDUCATIONAL INCENTIVES	Quinn Bill, Based on contract obligations per CBA	\$356,570	\$346,282	\$348,246	\$366,476	\$347,751	\$343,228	\$173,859	\$351,874	2.5%
INJURY LEAVE	Individuals out on sick/injured leave-CBA	\$55,621	\$1,558	\$1,578	\$0	\$1,908	\$0	\$12,176	\$0	
OVERTIME/RESERVES & SPEC	5 Year Average Actual is 584K - Actual reduced result of \$69,000 SRO from Schools left in Patrolmen Line at end of year. Per CBA	\$611,310	\$697,482	\$721,176	\$737,319	\$726,997	\$551,800	\$307,262	\$557,591	1.0%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SAFETY											
POLICE	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)	
OVERTIME TRAINING	FY17 ACTUAL \$96,925 Formerly included in overtime line, 8 hour class equates to \$14,000, for 5.75 classes, firearms, CPR first responder, etc. per CBA	\$0	\$0	\$0	\$0	\$0	\$80,500	\$35,554	\$84,175	4.6%	
OVERTIME COURT	Court and Shift holdover-Formerly included in Other Comp. Based on average actual per CBA	\$0	\$0	\$0	\$0	\$0	\$34,000	\$13,084	\$35,552	4.6%	
OVERTIME INVESTIGATIONS	Detective call outs and investigations after regular hours- Formerly included in Overtime. Based on average actual per CBA	\$0	\$0	\$0	\$0	\$0	\$16,000	\$9,366	\$16,730	4.6%	
OVERTIME 5&2 Schedule	Admin Schedule pay- Formerly included in Overtime. Based on average actual per CBA	\$0	\$0	\$0	\$0	\$0	\$16,200	\$5,791	\$16,940	4.6%	
LONGEVITY	Actual based on projected staffing . Formerly in other comp line. Per contract, CBA	\$0	\$0	\$0	\$0	\$0	\$106,614	\$51,725	\$103,972	-2.5%	
SICK INCENTIVE	PAID IN LIEU OF AN EARNED DAY.MAJORITY TAKE THE DAY FORGOING THE PAY INCENTIVE, previously included in other comp, per contract, CBA	\$0	\$0	\$0	\$0	\$0	\$2,500	\$300	\$2,500	0.0%	
OUT OF GRADE	BASED ON HISTORICAL USE-FORMERLY OTHER COMP, per contract CBA	\$0	\$0	\$0	\$0	\$0	\$10,000	\$4,057	\$10,400	4.0%	
EMT DEFIB	Per contract CBA - Advanced Medical Care stipend (FORMERLY EMT/Defib stipend, in OTHER COMP) per CBA	\$0	\$0	\$0	\$0	\$0	\$15,500	\$14,384	\$31,000	100.0%	
FITNESS INCENTIVE	FORMERLY OTHER COMP-Budget based on all individuals qualifying for this contractual cost per CBA	\$0	\$0	\$0	\$0	\$0	\$31,000	\$7,000	\$25,000	-19.4%	
HOLIDAY PAY	Based on actual contractual, CBA	\$114,366	\$108,976	\$115,932	\$119,875	\$120,627	\$121,708	\$129,810	\$130,293	7.1%	
VACATION BUY-BACK	Previously included \$106K in longevity, \$2,500 in sick incentive, which are appropriated above in new lines now only includes VACATION BUYBACK which varies year to year. Based on FY18 \$8,969 spend per CBA	\$114,272	\$183,166	\$209,897	\$176,944	\$196,453	\$10,000	\$8,802	\$10,400	4.0%	
SHIFT DIFF	Based on actuals, per contract, CBA	\$225,010	\$225,042	\$178,614	\$242,778	\$218,758	\$230,491	\$114,777	\$231,618	0.5%	
OTHER COMPENSATION	No longer used. Formerly covered various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc. one time payments per new contract	\$0	\$0	\$0	\$0	\$0	\$0	\$144,000	\$0		
ACCREDITATION STIPEND	Stipend for Maintaining Accreditation per CBA	\$0	\$0	\$0	\$0	\$0	\$0	\$11,147	\$24,000		
Personnel Subtotal	Legal Line Item #46	\$3,385,499	\$3,512,551	\$3,642,886	\$3,822,989	\$3,838,980	\$3,749,561	\$2,104,021	\$3,912,561	4.3%	
EQUIPMENT MAINTENANCE	Shifted approx. \$30k to new equipment line which totals \$10,970, ammuniton is now a new line in the budget, that was previously paid out of this line in the approx. \$9,400 to other lines.	\$50,880	\$37,667	\$44,761	\$57,225	\$43,427	\$27,540	\$23,849	\$27,540	0.0%	
BUILDING MAINTENANCE	Certain expenses have be shifted to the Facilities Department (HVAC Elevator, Sprinkler systems, Electric and Natural Gas costs)	\$70,496	\$79,703	\$70,153	\$68,401	\$59,802	\$6,000	\$4,512	\$7,000	16.7%	
MOBILE RADIO	Based on actual \$7,500 contract, Radio support contract and parts/replacement for Base and Vehicle radios NEW- 1900 BAPERN RADIO Network (formerly Office in Line) Note: Support contract increased over fy18 budget	\$8,661	\$8,874	\$9,053	\$6,597	\$10,164	\$11,900	\$9,708	\$11,900	0.0%	

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SAFETY										
POLICE	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
TRAINING/TESTING	Training Classes, Medical and Psych exams, firearms instructors \$355, medical & psych testing \$3,900, new proposed Municipal police institute training for \$3,000 online service to host training sessions in house see as potential overtime savings, actual class enrollment & instructor fees \$4,500 includes police academy training \$2,700 and training materials. Line item has consistently been underfunded.	\$10,784	\$20,309	\$10,225	\$22,621	\$15,325	\$18,250	\$3,317	\$16,450	-9.9%
CUSTODIAL SERVICES	Transferred this cost to the facilities budget	\$0	\$10,262	\$7,330	\$10,075	\$14,203	\$0	\$0	\$0	
POL-OFFICE SUPPLY/EXPENSE	Transferred \$14,750 to IT line for \$8,406 QED Support includes \$460 Crossmatch AFIS support also transferred \$5,785 for cell phones to IT budget, now includes Supplies, translators, phone system, copiers, telephone recording contract, printing services, cell phone searches. Now only includes general office supplies, copier contract, identification cards, law books, translator services, flu vaccine, investigative data search, parking tickets	\$19,978	\$32,232	\$23,369	\$37,087	\$26,536	\$17,500	\$13,744	\$17,500	0.0%
UNIFORMS	Uniforms & cleaning services Contractual 31 x 875=27125 +1200 MC+ Chief (1375) = 29700 plus (1000)new hire per CBA	\$28,071	\$31,457	\$27,107	\$27,612	\$32,426	\$30,700	\$22,231	\$30,700	0.0%
NEMLEC DUES	Annual Membership (propose combine with memberships) Membership increased to \$5,500	\$0	\$4,825	\$4,825	\$9,825	\$4,825	\$5,500	\$5,500	\$5,500	0.0%
FEES	Firearms License Fees	\$0	\$0	\$0	\$0	\$0	\$8,750	\$2,050	\$0	-100.0%
EQUIPMENT	One new Defibrillator \$1700. One new bicycle \$750. One time general equipment costs, crime scene supplies, investigative supplies, medical supplies, Narcan/supplies	\$0	\$0	\$0	\$0	\$0	\$10,970	\$140	\$6,100	-44.4%
AMMUNITION/WEAPONS	Taser = \$2800. Ammunition = 9,435 avg (Formerly in Training or Equipment in FY18)	\$0	\$0	\$0	\$0	\$0	\$10,500	\$4,333	\$9,765	-7.0%
CONFERENCES	(Formerly Office Line) Formerly charged to training (NEW FY18)	\$0	\$0	\$0	\$0	\$0	\$4,430	\$2,085	\$2,000	-54.9%
TRAVEL-IN STATE	Miles and Meals Primarily for training classes (formerly in Training Line), CBA mileage rates and contractually reimburse \$15 a day for meals per CBA	\$0	\$0	\$0	\$0	\$0	\$3,100	\$774	\$3,000	-3.2%
MEMBERSHIP	Formerly in Office Line.	\$0	\$0	\$0	\$0	\$0	\$3,060	\$25	\$3,060	0.0%
EDUCATION INCENTIVE	Per CBA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	
FUEL	Line Item for new cruisers - now in capital plan	\$0	\$0	\$0	\$0	\$0	\$28,000	\$11,128	\$35,000	25.0%
POLICE VEHICLES	Line Item for new cruisers - now in capital plan	\$35,000	\$139,969	\$81,314	\$80,066	\$78,950	\$0	\$0	\$0	
Expense Subtotal	Legal Line Item #47	\$223,870	\$365,297	\$278,138	\$319,510	\$285,659	\$186,200	\$103,397	\$185,515	-0.4%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SAFETY										
POLICE	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
POLICE		\$3,609,369	\$3,877,848	\$3,921,024	\$4,142,499	\$4,124,639	\$3,935,761	\$2,207,418	\$4,098,076	4.1%
<p>The Swampscott Police Department is a community-oriented police department, committed to providing professional service to all, with fairness, compassion and respect, regardless of religion, age, race, color, creed, nationality or lifestyle. Working in concert with the community we endeavor to prevent crime, protect life and property, and preserve the peace, order and safety in Swampscott. We nurture public trust by holding ourselves to the highest standards of performance and ethics. The Police Department currently has 1 Chief, 1 Captain, 4 Lieutenants, 6 Sergeants and 20 Patrolmen. In 2017 there were 119 Arrests, 342 summons issued for criminal offences, 1,709 Police Reports written, 3,911 Motor Vehicle citations issued and 2,060 Parking Tickets issued. Police budget has had \$62,000 for building maintenance and \$18,000 in cleaning shifted to the consolidated budget. In FY19 the police vehicle appropriation of \$80,000 moved to the capital plan and \$14,750 in software expense in addition to \$5,785 in cell phone costs to the the IT budget. Total shift out \$180,535 The fuel allocation was shifted into the police budget \$28,000. Net appropriation shifted out of budget 152,535, overall appropriation increased \$71,151, this represents a 1% increase.</p>										
CONSTABLES	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
DEPT HEAD SALARY & WAGES	Line Item funds payment of Constable fees to elected constables. This line item is funded annually should the town need the services of any of the elected Constables.	\$0	\$0	\$0	\$0	\$0	\$100	\$0	\$100	0.0%
Personnel Subtotal	<u>Legal Line Item #48</u>	\$0	\$0	\$0	\$0	\$0	\$100	\$0	\$100	0.0%
CONSTABLES		\$0	\$0	\$0	\$0	\$0	\$100	\$0	\$100	0.0%
<p>This line pays for the Town to be able to utilize the services of the elected Constables should Departments choose to do so. Per MGL, personal payments to elected officials are required to be paid from line items voted separately by town meeting; therefore this line item cannot be included with other lines..</p>										
HARBORMASTER	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
OFFICER'S SALARY	increased to 10,500 for Harbormaster and \$1,100 per officer (3)	\$7,523	\$7,673	\$7,673	\$8,878	\$10,000	\$13,000	\$8,651	\$13,800	6.2%
HARBORMASTER PATROL	Funds anticipated overtime associated with harbor patrol, increased based on	\$0	\$0	\$0	\$0	\$0	\$6,500	\$3,142	\$6,700	3.1%
Personnel Subtotal	<u>Legal Line Item #49</u>	\$7,523	\$7,673	\$7,673	\$8,878	\$10,000	\$19,500	\$11,793	\$20,500	5.1%
EQUIPMENT	Kenwood Police mounted radio and antenna . Dock lines, fenders, anchor , mooring shackle and chain, purchase zodiak (proposed new expenditure in 2020)	\$4,842	\$12,277	\$13,182	\$4,504	\$0	\$1,500	\$274	\$1,500	0.0%
FUEL	Average fuel spend based on 3 years approx. \$200, includes oil changes, increase in FY19 based on increased patrols of the harbor., using less fuel	\$0	\$0	\$0	\$0	\$0	\$2,500	\$0	\$2,500	0.0%
MAINTENANCE	Fall winterization of engine, spring tune-up , shrink wrapping, maintenance of electronic systems etc.	\$0	\$0	\$0	\$0	\$11,135	\$3,700	\$368	\$3,000	-18.9%
UNIFORMS	4 US Coast Guard approved foul weather patrol coats, standard uniforms, khaki shorts, polo shirts , web gear	\$0	\$0	\$0	\$0	\$0	\$1,000	\$0	\$1,000	0.0%
Expense Subtotal	<u>Legal Line Item #50</u>	\$4,842	\$12,277	\$13,182	\$4,504	\$11,135	\$8,700	\$641	\$8,000	-8.0%
HARBORMASTER		\$12,365	\$19,951	\$20,855	\$13,383	\$21,135	\$28,200	\$12,434	\$28,500	1.1%
<p>Last year was a transition period in the Harbormaster office. This coming season the harbormaster department will come under the Police Department. This merger of departments will ensure greater access and accountability. Since the position of Harbormaster includes full law enforcement authority on the water it is logical that the town utilizes its staff of trained Police officers. In addition to the Harbor Master's stipend, this proposed budget includes a \$1200 dollar stipend each for 3 Assistant Harbormasters. The Harbor Master and Assistants have completed an intensive, state mandated course for Harbor Masters in boating safety and navigation and are fully trained first responders. The budget request of \$6700 dollars would fund 12 two man patrols as designated by need for the fy20 boating season. The Swampscott Harbormaster is the primary Law enforcement agency within the coastal territory of the Town of Swampscott and patrols roughly 3.7 miles of coast as well as several beaches. Our primary mission is to oversee the mooring of boats in the harbor, to encourage boater safety generally and deter DWI while boating. The Harbormaster will assist in any water related emergencies as well as search and rescue operations occurring in our coastal waters.</p>										
POLICE/CONSTABLE/HARBORMASTER TOTAL		\$3,621,734	\$3,897,799	\$3,941,879	\$4,155,882	\$4,145,774	\$3,964,061	\$2,219,852	\$4,126,676	4.1%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SAFETY										
FIRE	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
CHIEF	Contractual based on Employment Contract	\$110,007	\$108,253	\$119,959	\$126,940	\$124,372	\$122,428	\$61,957	\$128,870	5.3%
CAPTAINS SALARY & WAGES	Reconciliation caused \$400 increase, based on contractual CBA. Now includes educational incentives per contract	\$281,071	\$220,619	\$297,564	\$340,276	\$310,681	\$312,422	\$135,960	\$324,628	3.9%
LIEUTENANTS SAL. & WAGES	Reconciliation caused \$600 increase, based on contractual CBA. Now includes educational incentives per contract	\$385,004	\$329,511	\$291,638	\$305,260	\$291,817	\$275,502	\$141,560	\$286,608	4.0%
FIREMEN'S SAL. & WAGES	Overall \$16K reduction due to census change in workforce, contractual CBA. Now includes educational incentives per contract	\$1,240,281	\$1,299,522	\$1,392,846	\$1,429,439	\$1,388,648	\$1,437,207	\$674,235	\$1,487,166	3.5%
DEPUTY CHIEF	Contractual based on CBA	\$89,594	\$159,750	\$91,529	\$91,121	\$88,533	\$88,533	\$43,415	\$92,109	4.0%
OFFICE CLERK	Contractual based on CBA, new CBA includes back-up office clerk	\$6,081	\$2,622	\$1,582	\$6,702	\$6,519	\$6,519	\$3,197	\$8,138	24.8%
Fire investigations	New stipends per CBA new account	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,426	
SICK LEAVE BUY BACK	Based on the 5 year average for the Sick Incentive is, \$20,835, contractual CBA	\$27,685	\$19,790	\$22,853	\$30,885	\$11,111	\$21,000	\$5,195	\$41,106	95.7%
MECHANIC	Contractual based on CBA	\$6,081	\$6,200	\$10,829	\$6,702	\$6,519	\$6,519	\$3,197	\$6,782	4.0%
INJURY LEAVE	Shifted to overtime line. CBA	\$0	\$0	\$0	\$0	\$0	\$0	\$17,644	\$0	
OVERTIME-MINIMUM MANNING	Calculated Overtime Exposure per contractual CBA, based on usage history of vacation, personal, injury and sick time and the overtime rates per individual, based on 5 year overtime history model. Increase in FY19 of \$148K based off actuals and current rates of pay, now includes personal time which was \$49,655 and injury leave that was \$10K. CBA	\$503,238	\$555,075	\$397,595	\$593,750	\$504,615	\$513,328	\$235,017	\$540,213	5.2%
HOLIDAY PAY	Census change contractual based on CBA	\$100,985	\$98,413	\$107,666	\$104,152	\$110,926	\$129,994	\$47,303	\$115,000	-11.5%
UNIFORM ALLOWANCE	Per contract in CBA	\$21,000	\$19,200	\$19,800	\$22,867	\$20,400	\$20,400	\$19,800	\$20,400	0.0%
PERSONAL TIME	Rolled into Overtime Projection	\$0	\$0	\$600	\$0	\$0	\$0	\$0	\$0	
LONGEVITY	Census change per contract based on CB, historically included educational incentive which is now included in the payroll lines above CBA	\$28,400	\$36,698	\$37,015	\$67,675	\$43,474	\$31,900	\$8,220	\$54,000	69.3%
OUT-OF-GRADE PAY	This line has been reconciled in FY19, prior years charged to other payroll lines. The FY19 appropriation represents a 3 year average of what it should be per contract week over week paying out of grade CBA	\$966	\$800	\$1,108	\$0	\$2,558	\$5,977	\$3,805	\$5,977	0.0%
SHIFT DIFF-NIGHT	Census change contractual based on CBA	\$69,221	\$56,729	\$45,158	\$85,136	\$88,923	\$85,329	\$0	\$110,581	29.6%
WEEK END DIFFERENTIAL	Census change contractual based on CBA	\$90,552	\$99,680	\$131,486	\$99,675	\$101,221	\$106,661	\$0	\$110,581	3.7%
EMS TRAINING COORDINATOR	Contractual. This line has been reconciled in FY19, prior years charged to other payroll lines CBA	\$0	\$0	\$304	\$3,351	\$3,259	\$3,260	\$64	\$3,391	4.0%
FIRE TRAINING SUPERVISOR	Contractual. This line has been reconciled in FY19, prior years charged to other payroll lines CBA	\$0	\$0	\$365	\$3,351	\$3,259	\$3,260	\$1,598	\$3,391	4.0%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc. CBA	\$0	\$0	\$0	\$0	\$0	\$0	\$77,046	\$0	
EMERGENCY MGMT STIPEND	Represents reimbursements for costs incurred relating to emergency management.	\$0	\$0	\$0	\$0	\$5,644	\$0	\$118	\$6,129	
TRAINING STIPEND	Represents reimbursements for training expenses incurred by employees. CBA	\$0	\$0	\$0	\$0	\$0	\$0	\$3,534	\$11,000	

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SAFETY										
FIRE	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
Personnel Subtotal	<u>Legal Line Item #51</u>	\$2,960,166	\$3,012,863	\$2,969,898	\$3,317,282	\$3,112,479	\$3,170,239	\$1,482,865	\$3,361,496	6.0%
BUILDING EXPENSE	Transferred \$41,500 to facilities budget no longer includes elevator maintenance, generator maintenance, gas bills only includes home depot, general building expense items	\$38,006	\$32,992	\$41,076	\$39,997	\$36,917	\$8,500	\$1,766	\$8,500	0.0%
EQUIPMENT MAINTENANCE	5 year Average 60,273, Combine Hose into this line added into the average. Ladder truck repairs. \$13K.	\$40,832	\$36,670	\$62,339	\$60,374	\$91,195	\$62,374	\$17,182	\$62,374	0.0%
FIRE PREVENTIONS/COMMUNITY ENGAGEMENT	membership dues & reimbursements, dues for Essex county chiefs, international chief, mass fire chiefs association	\$3,412	\$2,427	\$3,188	\$3,490	\$1,674	\$4,000	\$1,900	\$4,000	0.0%
TRAVEL IN STATE	Fast Lane services, mainly chief or assistant going to meetings	\$131	\$246	\$156	\$410	\$143	\$500	\$29	\$500	0.0%
COMMUNICATIONS	Transferred \$2,200 Cell phone bills to IT budget, took 5 year average for radios, resulted in a \$300 overall decrease	\$4,435	\$2,808	\$4,650	\$4,959	\$1,128	\$2,500	\$826	\$2,500	0.0%
OFFICE SUPPLIES/EXPENSES	Reducing Basic Office supplies by \$850, Need to put in \$1,530 to cover OSHA Respirator Exams Will result in reduced office supplies	\$4,770	\$6,908	\$9,203	\$9,501	\$3,930	\$4,755	\$766	\$4,755	0.0%
FIRE HOSE	Based on historical average, 5 year average is \$1,875, Have been regularly replacing hose, willing to risk reduction of \$711 represents one length of 1 3/4" hose roughly	\$2,000	\$0	\$1,993	\$1,978	\$2,000	\$2,000	\$0	\$2,000	0.0%
PROTECTIVE CLOTHING	Ensemble cost for new hires \$4,200, helmets \$320 a piece, Made effort in FY 2019 to "get ahead" in gear replacement \$15,000 reduction will result in possible break in gear replacement program if sustained over more years	\$23,600	\$18,601	\$39,012	\$39,572	\$37,955	\$50,000	\$2,178	\$40,096	-19.8%
LYNN DISPATCH	\$5,000 contractual increase must be covered from reductions in other lines, most of this is coming from protective clothing line	\$78,000	\$76,222	\$75,271	\$77,234	\$80,125	\$85,000	\$43,260	\$90,000	5.9%
TRAINING	New contract requires all training paid at base rate. This represents about a 64% increase over previous flat stipend rate system. \$5,000 reductions represents the loss of about 2 outside programs, will work to bring in more low cost academy programs, will have to adjust in next budget when we see impact of increased training benefit per CBA	\$16,091	\$18,593	\$25,382	\$19,309	\$25,809	\$30,000	\$6,101	\$19,000	-36.7%
FUEL	Previously in DPW budget, based on 3 year average of \$8,221	\$0	\$0	\$0	\$0	\$0	\$8,500	\$3,810	\$8,500	0.0%
CONFERENCE	850 for Mass Chief's and 750 for NE Chief's historically paid under office supplies or training	\$0	\$0	\$0	\$0	\$0	\$2,500	\$0	\$2,500	0.0%
Expense Subtotal	<u>Legal Line Item #52</u>	\$211,277	\$195,467	\$262,271	\$256,823	\$280,875	\$260,629	\$77,817	\$244,725	-6.1%
FIRE		\$3,171,444	\$3,208,330	\$3,232,168	\$3,574,104	\$3,393,354	\$3,430,868	\$1,560,683	\$3,606,221	5.1%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SAFETY										
FIRE	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
<p>Fire Department has 26 Firefighters, 4 Lieutenants, 4 Captains, and a deputy Chief and a Chief for a total compliment of 34 FTE. The Department responds each year to between 1,800 to 2,000 calls for service. In addition, the Department carries out hundreds of inspections. My goals for next year are to complete the purchase of our new engine. In 2018 Swampscott Fire Department responded to a total of 2,217 incidents. This represented an increase over 2017 when we responded to 2,187 total incidents and 2016 when we responded to 2125 total incidents. In 2018, 11 of these incidents were building fires, an additional 39 were classed as fires in such things as vehicles, vegetation, dumpsters etc. There are over 490 inspectable properties in the Town of Swampscott which include businesses and residential buildings with over 3 families. These properties are assigned to the company officers who inspect them on a rotating basis throughout the year and as changes are made to an occupancy in a process we call "in service inspections". In addition, the fire prevention office carries out annual inspections of each of the 5 school buildings as well as 24 liquor license establishments. Fire prevention is also responsible for carrying out all smoke certificate inspections at point of sale of property. In 2018 there were 365 of these inspections, 21 Oil burner inspections, and over 220 other permits issued for everything from Blasting, tank removals, to open burning and beach cooking permits. Training is an everyday occurrence at the Fire Station. In addition to mandatory EMS refresher training that is done on an on-going basis to fulfill the requirement of the National Registry of EMTs which require 24 Hours per recertification of "core" curriculum training, as well as another 24 hours of "targeted" training in specific areas such as hemorrhage control, back boarding, fractures etc.as well as training on defibrillator usage and NARCAN. Each group has company drills every shift on all aspects of firefighting, in addition we bring in outside instructors on a regular basis to give more intensive training such as fire scene strategy and tactics, and advanced pump operation Each October during Fire Prevention week we run an open house at the fire station, where we invite schools and pre-schools from around town to come in for refreshments and to learn about fire safety. Through our SAFE program, our instructors bring the message of Fire Safety to our school population and now our senior community as well. We cover such topics as encouraging people to check the batteries in their smoke detectors, to what to do in case of a fire such as having a safe meeting place and having families practice exit drills which we call EDITH drills (Exit Drills in The Home).</p>										
EMERGENCY MGMT	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
DIRECTOR	Represents Stipends paid to Fire Chief and Deputy Fire Chief to serve as EMT Directors	\$1,000	\$1,000	\$1,000	\$1,105	\$921	\$5,000	\$481	\$5,000	0.0%
Personnel Subtotal	<u>Legal Line Item #53</u>	\$1,000	\$1,000	\$1,000	\$1,105	\$921	\$5,000	\$481	\$5,000	0.0%
EXPENSES	5 year average is \$2,208	\$2,020	\$0	\$3,911	\$1,981	\$2,020	\$5,000	\$0	\$4,000	-20.0%
Expense Subtotal	<u>Legal Line Item #54</u>	\$2,020	\$0	\$3,911	\$1,981	\$2,020	\$5,000	\$0	\$4,000	-20.0%
EMERGENCY MGMT		\$3,020	\$1,000	\$4,911	\$3,086	\$2,941	\$10,000	\$481	\$9,000	-10.0%
<p>The Emergency Management Agency and in particular the Director is responsible for obtaining and coordinating and managing resources in the event the Town has an incident, natural or manmade, that exceeds the resources and/or capabilities of the Town in order to minimize property loss and preserve life. The Director reports directly to Region 1 of the Massachusetts Emergency Management Agency at the State level and the Town Administrator and Board of Selectmen at the local level. The Agency is mandated by Federal Law and the Town is required to maintain a current and up to date Comprehensive Emergency Management Plan that addresses "all hazards" and includes annexes for hazardous materials and Terrorism. The Director is the "White Team" representative for the Statewide Anti-terrorism Unified response Network (SATURN). The Agency is also active in the Local Emergency Planning Committee (LEPC) and the Community Emergency Response Team (CERT). The Agency represents the Town in applying for grants or directing a grant to an appropriate department in the area of weapons of mass destruction (WMD), many of which the Town receives nothing for, but we still must participate in order to maintain eligibility for further grant considerations. The Agency is responsible for mitigation and financial recovery from natural disasters as well as hazardous accidents that may occur.</p>										
ANIMAL CONTROL	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
ANIMAL CONTROL OFFICER	Includes 1 ACO \$1,366.43 monthly & 1 @ \$41.67 monthly ACO Backup- per diem, deceased animal personnel expense, average 5 year spend approx. \$18,000, actual is dependent on number of actual pick-ups	\$16,600	\$17,300	\$18,324	\$18,043	\$18,047	\$19,225	\$13,308	\$19,225	0.0%
Personnel Subtotal	<u>Legal Line Item #55</u>	\$16,600	\$17,300	\$18,324	\$18,043	\$18,047	\$19,225	\$13,308	\$19,225	0.0%
ACO EXPENSES	Animal Control Expenses, reimbursements, pet food, equipment, clothing, lab courier, 5 year average is \$600, can fluctuate based off need	\$4	\$0	\$300	\$695	\$184	\$800	\$394	\$700	-12.5%
BOARDING/POUND EXPENSES	Boarding animals, fluctuates depending on need	\$2,468	\$2,049	\$3,523	\$1,246	\$1,694	\$3,000	\$617	\$2,800	-6.7%
Expense Subtotal	<u>Legal Line Item #56</u>	\$2,472	\$2,049	\$3,823	\$1,942	\$1,878	\$3,800	\$1,011	\$3,500	-7.9%
ANIMAL CONTROL		\$19,072	\$19,349	\$22,147	\$19,985	\$19,925	\$23,025	\$14,319	\$22,725	-1.3%
PUBLIC SAFETY		\$6,815,270	\$7,126,478	\$7,201,105	\$7,753,057	\$7,561,994	\$7,427,954	\$3,795,335	\$7,764,622	4.5%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

HUMAN SERVICES										
SENIOR CENTER	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
DIRECTOR	1 PT Director 18H, previously included two part-time directors, now have 2 admin assistants	\$50,134	\$48,853	\$48,284	\$52,419	\$32,314	\$29,044	\$12,773	\$29,624	2.0%
ADMINISTRATIVE ASSISTANT	Now includes 2 PT staff, appropriation change due to census change, 1 PT Admin 15H & 1 PT admin 15H	\$0	\$0	\$15,077	\$13,055	\$21,149	\$28,433	\$12,619	\$28,433	0.0%
OUTREACH WORKER	1 Outreach Worker Paid 30H, paid partially out of revolving fund, pay increase due to increased responsibility as acting director in director's absence	\$11,728	\$14,584	\$12,467	\$12,518	\$29,418	\$33,088	\$16,687	\$33,750	2.0%
VAN DRIVER	4 Van Drivers	\$15,690	\$15,593	\$17,468	\$16,486	\$17,370	\$17,638	\$8,135	\$22,058	25.1%
PROGRAM COORDINATOR	No longer Funded	\$4,766	\$5,508	\$0	\$0	\$0	\$0	\$0	\$0	
Personnel Subtotal	<u>Legal Line Item #57</u>	\$82,318	\$84,537	\$93,296	\$94,477	\$100,251	\$108,203	\$50,215	\$113,865	5.2%
EXPENSES	Newspaper, office supplies, copier maintenance, (electric, maintenance contracts, cleaning contract moved to facilities).	\$32,453	\$29,376	\$34,125	\$22,970	\$24,511	\$16,500	\$2,236	\$13,000	-21.2%
Vehicle Maintenance	Repairs and maintenance on vans, based on 3 year average	\$0	\$0	\$0	\$0	\$0	\$1,200	\$532	\$1,200	0.0%
General Maintenance	general maintenance on vehicles	\$0	\$0	\$0	\$0	\$0	\$1,600	\$1,301	\$1,600	0.0%
Janitorial Supplies	Cleaning and general housekeeping supplies, paper towels, etc., based on 3 year average	\$0	\$0	\$0	\$0	\$0	\$2,200	\$875	\$2,200	0.0%
Community programs	Additional community services for intergenerational programs	\$0	\$0	\$0	\$0	\$0	\$5,000	\$0	\$5,500	10.0%
FUEL	based on 3 year average formerly in DPW, fuel for Senior Center vehicles	\$0	\$0	\$0	\$0	\$0	\$2,100	\$980	\$2,300	9.5%
Expense Subtotal	<u>Legal Line Item #58</u>	\$32,453	\$29,376	\$34,125	\$22,970	\$24,511	\$28,600	\$5,923	\$25,800	-9.8%
SENIOR CENTER - GENERAL FUND		\$114,771	\$113,913	\$127,421	\$117,447	\$124,762	\$136,803	\$56,138	\$139,665	2.1%
SENIOR CENTER REVOLVING		2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
SALARIES	Wages & Salaries of Senior Center Program Staff	\$0	\$0	\$0	\$1,219	\$1,845	\$1,500	\$0	\$5,152	243.5%
Personnel Subtotal	<u>*Not a Legal Line item (informational purposes only)</u>	\$0	\$0	\$0	\$1,219	\$1,845	\$1,500	\$0	\$5,152	243.5%
OTHER EXPENSES	All expenses for self-funded Senior Center programs	\$25,601	\$23,916	\$19,721	\$17,912	\$20,634	\$28,500	\$0	\$24,848	-12.8%
Expense Subtotal	<u>*Not a Legal Line item (informational purposes only)</u>	\$25,601	\$23,916	\$19,721	\$17,912	\$20,634	\$28,500	\$0	\$24,848	-12.8%
SENIOR CENTER REVOLVING		\$25,601	\$23,916	\$19,721	\$19,131	\$22,479	\$30,000	\$0	\$30,000	0.0%
SENIOR CENTER GENERAL FUND + REVOLVING FUND		\$140,372	\$137,830	\$147,143	\$136,578	\$147,241	\$166,803	\$56,138	\$169,665	1.7%
REMAINING CASH BALANCE IN REVOLVING FUND		\$15,298	\$24,270	\$30,274	\$34,557	\$37,084	\$37,084	\$34,040		

The Swampscott Senior Center identifies the needs of the town's over sixty years of age population and designs, implements, promotes and coordinates new and existing elderly services. The Swampscott Senior Center will provide an atmosphere of welcome wherein members are treated with dignity and respect. The center is open to all seniors regardless of race, color, creed or sex. An outreach program will provide support and information to those seniors unable to come in to the center. The staff will assist members and volunteers as referral resources and advocates. To design more inter-generational events to support a community of caring for all ages. Our weekly calendar includes but is not limited to: exercise classes, dance opportunities, yoga, tai chi, games from bridge to mahjongg, men's club, bowling, golf, knitting, art class and a weekly writing workshop. The Council on Aging program is also funded by a revolving fund with an annual appropriation of \$30,000, which is used to fund the van driver's salary for outside trips, outside programs and extra activities. The Senior Center also receives a Grant that ranges from \$27,000-\$32,000, which is 85% used to pay two salaries for part-time front desk/receptionists, printing, luncheons, and office supplies bringing the total Senior Center total program budget to approximately \$187,000. Transferred \$21,000 out of appropriation and \$2,100 in to budget causing a net transfer out of \$18,900, increasing the overall FY19 appropriation for the Senior Center budget by approximately \$2,500.

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

HUMAN SERVICES										
VETERANS SERVICES	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
VETERAN'S AGENT	Stipend for Veterans Agent - Not to be funded beginning in FY19 as Town transitions to a regional Veterans' Services District	\$10,250	\$10,455	\$10,455	\$11,623	\$11,094	\$0	\$925	\$0	
Personnel Subtotal	Legal Line Item #59	\$10,250	\$10,455	\$10,455	\$11,623	\$11,094	\$0	\$925	\$0	
VETERAN'S AGENT SERVICES	The Town will be entering into a Regional Veterans Services District to provide Veterans Services Regionally. This will replace hiring an on-staff Veterans Agent	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0	\$20,000	0.0%
OFFICE SUPPLIES/EXPENSES	General Office Supplies (Paper, Pens, Toner, Ink) to cover the centralized ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc.,	\$0	\$105	\$0	\$0	\$0	\$150	\$0	\$150	0.0%
MEMORIAL DAY	Parade and celebration expenses	\$2,203	\$2,502	\$2,298	\$2,544	\$2,397	\$2,500	\$0	\$2,500	0.0%
VETERAN'S DAY	Parade and celebration expenses	\$535	\$500	\$500	\$560	\$547	\$550	\$300	\$550	0.0%
Expense Subtotal	Legal Line Item #60	\$2,738	\$3,107	\$2,798	\$3,104	\$2,944	\$23,200	\$300	\$23,200	0.0%
ASSISTANCE	Chapter 115 Benefits to Veterans	\$26,690	\$37,261	\$46,475	\$41,932	\$42,581	\$45,000	\$25,152	\$45,000	0.0%
OTHER Expense Subtotal	Legal Line Item #61	\$26,690	\$37,261	\$46,475	\$41,932	\$42,581	\$45,000	\$25,152	\$45,000	0.0%
VETERANS SERVICES		\$39,679	\$50,823	\$59,728	\$56,659	\$56,619	\$68,200	\$26,377	\$68,200	0.0%
<p>The Veterans Services Department provides federal, state and local financial and medical assistance to veterans and their dependents residing in the Town (those eligible under MGL C115 and CMR 108). Under prescribed regulations, the Department assists all veterans in obtaining benefits for which they are entitled, including partial payment of burial expenses for indigent veterans. The Office of Veterans Services was mandated by Massachusetts General Law Chapter 115 and is overseen by the Massachusetts Department of Veterans services.</p>										
LIBRARY	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
DIRECTOR	1 Director 34H	\$69,365	\$72,502	\$80,848	\$84,797	\$83,570	\$82,474	\$40,444	\$84,123	2.0%
ASSISTANT DIRECTOR	1 Assistant Director 34H per CBA	\$50,043	\$51,344	\$61,145	\$64,131	\$63,574	\$62,374	\$30,587	\$63,621	2.0%
SECRETARY/BOOKKEEPER	1 PT Secretary 19H per CBA	\$15,197	\$13,094	\$19,578	\$24,456	\$25,101	\$23,840	\$11,694	\$25,444	6.7%
CHILDREN'S LIBRARIAN	1 @ 20 hrs. & 1 @ 19 hrs. per CBA	\$53,528	\$56,800	\$54,146	\$65,620	\$76,130	\$56,925	\$28,197	\$61,708	8.4%
CIRCULATION LIBRARIAN	1 Circulation Librarian- 35H per CBA	\$48,145	\$52,174	\$41,196	\$46,403	\$43,462	\$47,392	\$17,306	\$47,128	-0.6%
REFERENCE LIBRARIAN	1 Reference Librarian- 35H per CBA	\$48,145	\$49,658	\$47,280	\$46,199	\$47,394	\$47,392	\$23,740	\$50,567	6.7%
CATALOGER	1 Cataloger PT 20H per CBA	\$27,643	\$29,058	\$27,878	\$30,880	\$30,997	\$29,192	\$14,460	\$31,821	9.0%
LIBRARY ASSISTANTS	3 PT Library Assistants PT 1 @ 19H, 1 individual promoted from adult assistant to library assistant Under CBA.	\$45,100	\$49,377	\$50,277	\$88,360	\$64,944	\$63,834	\$30,806	\$68,759	7.7%
ADULT ASSISTANTS - P/T	Multiple- rates as per CBA	\$59,891	\$60,499	\$47,467	\$30,680	\$39,504	\$40,443	\$24,063	\$40,890	1.1%
AV PROCESSORS	1 FT AV Processor 35H per CBA	\$26,101	\$39,538	\$3,151	\$4,763	\$25,020	\$30,030	\$15,212	\$33,834	12.7%
LIBRARIAN	2 PT Librarians, per CBA	\$0	\$0	\$38,831	\$13,270	\$6,662	\$33,611	\$10,376	\$33,611	0.0%
LONGEVITY	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements, per CBA	\$0	\$0	\$0	\$0	\$0	\$8,349	\$0	\$8,536	2.2%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

HUMAN SERVICES										
LIBRARY	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
SICK INCENTIVE	Previously included with "Other Compensation" this is provided in the Personnel Policy as well as several collective bargaining agreements per CBA	\$0	\$0	\$0	\$0	\$0	\$5,775	\$0	\$5,891	2.0%
OTHER COMPENSATION	This line covers various miscellaneous pay items, such as Vacation Buy Back, Stipends, etc. per CBA	\$18,822	\$10,772	\$19,342	\$19,112	\$8,181	\$9,174	\$2,595	\$8,100	-11.7%
Personnel Subtotal	Legal Line Item #62	\$461,980	\$484,818	\$491,138	\$518,672	\$514,538	\$540,805	\$249,479	\$564,034	4.3%
TRAVEL IN STATE	Network meetings, Trainings, Library visits, mileage standard IRS rate 0.545	\$0	\$0	\$0	\$0	\$0	\$200	\$0	\$0	-100.0%
OFFICE SUPPLIES/EXPENSES	Average over 5 years of \$1,400. General Office Supplies (Paper, Pens, Toner, Ink) to cover the centralized ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, water etc.	\$5,059	\$514	\$900	\$423	\$1,141	\$1,200	\$683	\$1,000	-16.7%
Building Expenses	Transferred \$49,000 appropriation to facilities budget General Building Supplies(Paper products, ice melt, light bulbs, cleaning supplies, maintenance repair needs)	\$46,539	\$96,263	\$46,247	\$44,950	\$44,302	\$3,000	\$1,281	\$3,000	0.0%
OUTSIDE SERVICES	Website expenses, Envisionware, Wowbrary- \$61,678), Zinnio- \$5264	\$0	\$0	\$0	\$0	\$0	\$67,000	\$38,525	\$70,262	4.9%
PROGRAMMING	EDUCATIONAL AND INFORMATION LECTURES	\$0	\$0	\$0	\$0	\$0	\$2,000	\$592	\$0	-100.0%
STAFF TRAINING	MICROSOFT, EVERGREEN, CURRENT TECHNOLOGY	\$0	\$0	\$0	\$0	\$0	\$1,500	\$0	\$0	-100.0%
TELEPHONE	Emergency Telephone in Elevator, based on average actual bills	\$0	\$0	\$0	\$0	\$0	\$950	\$256	\$950	0.0%
Expense Subtotal	Legal Line Item #63	\$51,598	\$96,777	\$47,147	\$45,373	\$45,443	\$75,850	\$41,337	\$75,212	-0.8%
LIBRARY MATERIALS	Appropriation has increased slightly by approx. \$3,000 Books, magazines, general materials, inter-library loan services previously included technology costs.	\$148,038	\$161,995	\$168,415	\$181,733	\$180,993	\$116,525	\$71,119	\$121,625	4.4%
OTHER Expense Subtotal	Legal Line Item #64	\$148,038	\$161,995	\$168,415	\$181,733	\$180,993	\$116,525	\$71,119	\$121,625	4.4%
LIBRARY		\$661,616	\$743,590	\$706,700	\$745,778	\$740,974	\$733,180	\$361,935	\$760,871	3.8%
LIBRARY REVOLVING	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
OTHER EXPENSES	All expenses for Library Programs	\$2,417	\$2,684	\$2,900	\$2,917	\$1,401	\$3,500	\$582	\$2,000	-42.9%
Expense Subtotal	*Not a Legal Line Item (informational purposes only)	\$2,417	\$2,684	\$2,900	\$2,917	\$1,401	\$3,500	\$582	\$2,000	-42.9%
LIBRARY REVOLVING (NOT A GENERAL FUND APPROPRIATION)		\$2,417	\$2,684	\$2,900	\$2,917	\$1,401	\$3,500	\$582	\$2,000	-42.9%
LIBRARY GENERAL FUND + REVOLVING FUND		\$664,034	\$746,274	\$709,600	\$748,695	\$742,375	\$736,680	\$362,517	\$762,871	3.6%
REMAINING CASH BALANCE IN REVOLVING FUND		\$193	\$297	\$697	\$294	\$303	\$303	\$33		
<p>In order for the Swampscott Public Library to retain its certification by the state, certain benchmarks must be met according to the Massachusetts Board of Library Commissioners. The library's budget must increase an average of 2.5% over a three year period. The library materials portion of the budget must be 16% of the total budget and the library must remain open a minimum of 40 hours. If all of these conditions aren't met, the library will lose its certification and become a stand alone institution. Citizens would not be allowed any interlibrary loans, would not have borrowing privileges at any other library, would not be eligible for state grants and would not receive any state aid. We have submitted a budget with a 5% reduction and one that is status quo, but even with that money must be deleted because of contractual rises in costs. In another scenario we could reduce Saturday hours from 10-4 to 10-1 to match our Friday schedule, in order to keep our same library materials. With any of these choices we would not fulfill our state requirements and we would be in danger of losing our certification.</p>										
HUMAN SERVICES (not incl Revolving Funds)		\$816,066	\$908,326	\$893,849	\$919,884	\$922,355	\$938,183	\$444,450	\$968,736	3.3%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

PUBLIC SCHOOLS										
PUBLIC SCHOOLS	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
REGIONAL VOCATIONAL SCHOOL DISTRICT	Assessment from North Shore Essex Regional School District	\$454,281	\$554,516	\$493,193	\$424,768	\$315,111	\$344,206	\$252,902	\$344,206	0.0%
SWAMPSCOTT PUBLIC SCHOOLS	Gross Appropriation for Swampscott Public Schools	\$25,137,197	\$24,520,865	\$26,218,448	\$27,391,039	\$28,197,500	\$29,039,610	\$12,412,564	\$29,620,402	2.0%
Expense Subtotal	<u>Legal Line Item #65</u>	\$25,591,478	\$25,075,381	\$26,711,641	\$27,815,807	\$28,512,611	\$29,383,816	\$12,665,465	\$29,964,608	2.0%
PUBLIC SCHOOLS		\$25,591,478	\$25,075,381	\$26,711,641	\$27,815,807	\$28,512,611	\$29,383,816	\$12,665,465	\$29,964,608	2.0%
This Line Item represents the amounts appropriated to support Public School costs.										
PUBLIC SCHOOLS		\$25,591,478	\$25,075,381	\$26,711,641	\$27,815,807	\$28,512,611	\$29,383,816	\$12,665,465	\$29,964,608	2.0%

DEBT SERVICE										
DEBT SERVICE	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
PRINCIPAL PAYMENTS	Principal on town bonds	\$3,637,232	\$3,697,154	\$3,576,037	\$3,532,367	\$2,609,672	\$2,460,866	\$971,047	\$2,599,490	5.6%
INTEREST PAYMENTS	Interest on town bonds	\$1,103,682	\$1,029,007	\$901,937	\$830,751	\$752,064	\$875,000	\$449,863	\$766,020	-12.5%
BOND ISSUANCE COSTS	Issuance costs related to bonds	\$58,155	\$103,000	-\$225	\$7,523	\$1,050	\$10,000	\$0	\$10,000	0.0%
Expense Subtotal	<u>Legal Line Item #66</u>	\$4,799,069	\$4,829,161	\$4,477,749	\$4,370,641	\$3,362,786	\$3,345,866	\$1,420,910	\$3,375,510	0.9%
DEBT SERVICE		\$4,799,069	\$4,829,161	\$4,477,749	\$4,370,641	\$3,362,786	\$3,345,866	\$1,420,910	\$3,375,510	0.9%
This Line Item represents mandatory costs for repayment of Town Debt. The portion of debt service that is excluded from Prop. 2 1/2 = \$1,767,967. The remainder is to be absorbed within the tax levy.										
DEBT SERVICE		\$4,799,069	\$4,829,161	\$4,477,749	\$4,370,641	\$3,362,786	\$3,345,866	\$1,420,910	\$3,375,510	0.9%

EMPLOYEE BENEFITS										
EMPLOYEE BENEFITS	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
UNEMPLOYMENT CLAIMS	UTMC & Unemployment Insurance Claims	\$4,580	\$408	\$0	\$0	\$484	\$10,000	\$2,590	\$20,000	100.0%
EMPLOYEE GROUP HEALTH/LIFE/DENTAL INSURANCE	Current healthcare costs are estimated based current plans total increase of 6.25% approx. \$350K increase for health, \$200 for additional LTD/Life policy, \$180K for dental split and \$55,200 for short-term disability-recommend LTD only this year approx. \$100K additional	\$4,375,558	\$4,577,835	\$4,930,652	\$5,112,553	\$5,268,491	\$5,600,000	\$2,220,770	\$5,854,573	4.5%
INJURY ON DUTY (POLICE/FIRE) MEDICAL/REHAB CLAIMS	Rehab, Prescriptions, Doc Appts. -Express Scripts, Mass General Hospital, New England Baptist, Reliant Rehab, Umass Memorial Medical, Alere home monitoring	\$96,253	\$139,522	\$155,416	\$123,324	\$161,175	\$125,000	\$23,322	\$125,000	0.0%
WORKERS COMP CLAIMS/EXPENSES	Worker's compensation plan, based on average actual and reduced in FY19 due to \$30,000 rebate applied based on worker's comp audit of FY16/17	\$333,052	\$268,100	\$237,899	\$275,412	\$236,086	\$270,000	\$197,101	\$250,000	-7.4%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

EMPLOYEE BENEFITS										
EMPLOYEE BENEFITS	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
EXPENSE- Town Accountant stipend	Pass-thru to cover expenses of the Swampscott Retirement System that are reimbursed from the Retirement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$34,878	\$0	
CONTRIB PENSION CONTRIB	PERAC sent a letter dated December 2018 with the statutory allocation required under MGL	\$4,050,402	\$4,205,622	\$4,419,812	\$4,654,590	\$5,036,574	\$5,034,769	\$5,034,769	\$5,186,068	3.0%
NON-CONTRIB PENSION CONT	Two individuals that did not contribute to the pension, but that receive pension benefits, historical policy no longer in place	\$57,263	\$33,517	\$34,297	\$34,297	\$34,297	\$36,600	\$17,149	\$36,600	0.0%
Expense Subtotal	<u>Legal Line Item #67</u>	\$8,917,108	\$9,225,004	\$9,778,077	\$10,200,177	\$10,737,107	\$11,076,369	\$7,530,578	\$11,472,241	3.6%
RETIREMENT/PENSIONS		\$8,917,108	\$9,225,004	\$9,778,077	\$10,200,177	\$10,737,107	\$11,076,369	\$7,530,578	\$11,472,241	3.6%
This Line Item represents the town's mandatory contributions to employee pensions.										
EMPLOYEE BENEFITS		\$8,917,108	\$9,225,004	\$9,778,077	\$10,200,177	\$10,737,107	\$11,076,369	\$7,530,578	\$11,472,241	3.6%

STATE ASSESSMENTS										
STATE ASSESSMENTS	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
STATE ASSESSMENTS	Assessments that are determined by the State	\$550,919	\$560,469	\$662,917	\$683,482	\$825,701	\$902,293	\$437,419	\$981,390	8.8%
Expense Subtotal	<u>*Not a Legal Line item (informational purposes only)</u>	\$550,919	\$560,469	\$662,917	\$683,482	\$825,701	\$902,293	\$437,419	\$981,390	8.8%
STATE ASSESSMENTS		\$550,919	\$560,469	\$662,917	\$683,482	\$825,701	\$902,293	\$437,419	\$981,390	8.8%
This line item is automatically deducted from State Local Aid and pays for state and regional services, such as MBTA, regional Mosquito Control, Charter Schools, School Choice, etc.										
STATE ASSESSMENTS		\$550,919	\$560,469	\$662,917	\$683,482	\$825,701	\$902,293	\$437,419	\$981,390	8.8%

TOTAL GENERAL FUND LINE ITEMS		\$27,037,150	\$28,716,338	\$28,721,687	\$30,877,590	\$30,282,334	\$31,650,831	\$17,214,625	\$32,251,379	1.9%
TOTAL OF GENERAL FUND FUNCTIONS		\$52,628,628	\$53,791,719	\$55,433,328	\$58,693,397	\$58,794,945	\$61,034,647	\$29,880,090	\$62,215,987	1.9%

FREE CASH - GENERAL FUND		\$2,587,853	\$3,065,575	\$5,105,677	\$6,392,330	\$4,038,376	\$3,161,170			
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ENTERPRISE FUNDS										
SEWER ENTERPRISE FUND	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
PERSONNEL	Salaries for sewer employees, census change, This decrease was the result of a re-allocation of personnel from sewer to DPW upon a reconciliation of expenditures Three individuals were shifted out of sewer 1 went to water and two went to DPW and two individuals were shifted in at a high out, low in - CBA	\$359,202	\$358,233	\$300,199	\$365,126	\$357,151	\$325,540	\$175,520	\$342,585	5.2%
OVERTIME	Overtime for sewer employees, decrease is due to census change and lower overtime rates for high out low in - CBA	\$2,824	\$2,759	\$5,238	\$20,327	\$8,326	\$15,000	\$2,804	\$15,300	2.0%
Longevity	Per contract after 5 years of service- CBA	\$0	\$0	\$0	\$0	\$0	\$1,975	\$0	\$1,750	-11.4%
Sick incentive	Per contract \$300 semi-annually - CBA	\$0	\$0	\$0	\$0	\$0	\$1,250	\$0	\$1,250	0.0%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ENTERPRISE FUNDS										
SEWER ENTERPRISE FUND	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
Other comp	Per contract vacation buyback - CBA	\$0	\$0	\$0	\$0	\$0	\$2,073	\$500	\$2,073	0.0%
STANDBY	412.77 stand by 52 weeks plus holidays-CBA	\$0	\$14,417	\$4,284	\$0	\$22,636	\$27,000	\$12,025	\$27,000	0.0%
SEWER BLOCKS	overtime, moved to overtime - CBA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
POLICE DETAILS	Police details for sewer work - CBA	\$1,136	\$1,263	\$1,293	\$5,000	\$1,110	\$1,500	\$228	\$1,500	0.0%
Personnel Subtotal	Legal Line Item #68	\$363,162	\$376,672	\$311,013	\$390,453	\$389,223	\$374,338	\$191,076	\$391,458	4.6%
FUEL	Three year average of Gasoline & DIESEL FOR DPW is in total \$60k, which is for vehicles that are utilized for general DPW use and the water and sewer enterprise funds, allocation of the fuel is \$20k TO DPW \$20k TO SEWER \$20k TO WATER based off their usage of the vehicles	\$62,178	\$41,783	\$40,849	\$43,445	\$31,729	\$20,000	\$15,932	\$20,000	0.0%
EQUIPMENT/MAINTENANCE	equipment maintenance for trucks, backhoe, various equipment that are utilized for the sewer enterprise, vehicle maintenance historically underfunded	\$18,893	\$15,835	\$20,841	\$22,435	\$27,751	\$25,000	\$10,337	\$25,000	0.0%
LIFT STATION OPER/MAINT	lift stations	\$127,238	\$149,535	\$148,334	\$142,108	\$128,274	\$150,000	\$77,361	\$150,000	0.0%
OPER EXP ELECTRIC	pump station electricity	\$49,865	\$77,781	\$55,813	\$66,046	\$96,458	\$68,000	\$30,623	\$68,000	0.0%
PAVING	NEW LINE FOR FY20 -Paving utility trenches as a result of contract work	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	
UNIFORMS	Uniforms \$625 per contract total of 4 people census change - CBA	\$2,433	\$2,125	\$686	\$4,048	\$2,234	\$1,700	\$1,699	\$2,500	47.1%
EXPENSES	Concrete, Phone, Comm of MA fees, dig safe, asphalt	\$102,884	\$62,839	\$114,568	\$91,464	\$125,267	\$67,000	\$31,861	\$69,000	3.0%
SEWER RESERVE FUND	Statutory Line 68: Reserve fund for sewer	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000	0.0%
LYNN SEWER	Lynn Water & Sewer, based on average actuals	\$876,216	\$613,806	\$655,706	\$540,878	\$702,072	\$720,000	\$470,107	\$720,000	0.0%
SEWER SYSTEM REPAIRS	Repairs for sewer system	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Sewer bills	NE W LINE FOR FY20 - Kelly & Ryan services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	
PROCUREMENT SERVICES	PROCUREMENT	\$0	\$0	\$0	\$0	\$2,500	\$0	\$0	\$6,631	
Expense Subtotal	Legal Line Item #69	\$1,239,707	\$963,704	\$1,036,797	\$910,424	\$1,116,285	\$1,081,700	\$637,919	\$1,144,131	5.8%
INDIRECT TOWN SERVICES	Allocation of town salaries and expenses	\$401,000	\$410,000	\$410,000	\$410,000	\$406,558	\$411,204	\$0	\$447,694	8.9%
ADMINISTRATION FEES/CHRG	administrative fees, reconciliation now based on average actual	\$913	\$1,391	\$367	\$343	\$319	\$1,000	\$153	\$1,000	0.0%
PENSION CONTRIBUTION	sewers pension contribution	\$135,560	\$144,699	\$118,481	\$147,643	\$133,209	\$143,511	\$143,511	\$148,380	3.4%
PRINCIPAL ON BONDS	principal on sewer bonds	\$154,610	\$122,832	\$15,798	\$148,864	\$92,762	\$268,276	\$93,095	\$238,616	-11.1%
INTEREST ON BONDS	interest on sewer bonds	\$17,591	\$18,718	\$12,691	\$54,852	\$24,864	\$120,000	\$53,690	\$101,509	-15.4%

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ENTERPRISE FUNDS										
SEWER ENTERPRISE FUND	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
OTHER Expense Subtotal	<u>Legal Line Item #70</u>	\$709,673	\$697,640	\$557,337	\$761,703	\$657,711	\$943,991	\$290,449	\$937,199	-0.7%
SEWER ENTERPRISE FUND		\$2,312,542	\$2,038,016	\$1,905,148	\$2,062,580	\$2,163,219	\$2,400,029	\$1,119,444	\$2,472,788	3.0%
FREE CASH - SEWER FUND		\$662,150	\$653,093	\$844,650	\$1,247,356	\$1,488,209	\$1,793,139			
<p>This division is responsible for the wastewater collection of the Town. Employees perform the operation and maintenance of the sewer infrastructure. The division also provides direct services on meter reading, meter installations and meter replacements. There are 46 miles of sewer main in the Town of Swampscott. The sewer mains range in diameter from 6-inch to 12-inch. There are 2.7 miles of sewer force main. The majority of which is the 24-inch main that pumps from the Humphrey Street Station to the Lynn Wastewater Plant. There are eight pump stations in town, including the main pump station on Humphrey Street that pumps on average 1.3 million gallons per day to Lynn. Lastly, there are 1562 sewer manholes in town. Overall appropriation decrease was the result of a reconciliation of personnel from sewer to DPW to properly account for employees and the work they do with their respective departments. Three individuals were shifted out of sewer; one went to water and two went to DPW and two individuals were shifted in, this reduced the personnel budget by \$53,464. The sewer expense line dropped \$143,925 due to reconciliation of fuel expense and a review of average actuals for Lynn sewer, which dropped that appropriation by \$130,000.</p>										
WATER ENTERPRISE FUND	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
PERSONNEL	Salaries for water employees - CBA	\$336,891	\$351,789	\$398,406	\$321,565	\$320,145	\$305,631	\$155,984	\$337,331	10.4%
	Longevity	\$0	\$0	\$0	\$0	\$0	\$3,700	\$0	\$4,275	15.5%
	Sick incentive	\$0	\$0	\$0	\$0	\$0	\$1,250	\$0	\$1,250	0.0%
	Other comp	\$0	\$0	\$0	\$0	\$300	\$3,759	\$1,669	\$3,760	0.0%
STIPEND	Water d2 license stipend per contract \$2184*3 people - CBA	\$0	\$0	\$0	\$0	\$0	\$6,552	\$0	\$6,552	0.0%
OVERTIME	previously included standby in FY16 and FY17 -CBA	\$15,904	\$8,224	\$45,563	\$44,606	\$5,250	\$15,000	\$4,352	\$15,000	0.0%
STANDBY	\$412.75 two guys-CBA	\$45,152	\$32,889	\$3,458	\$0	\$24,131	\$27,000	\$10,686	\$27,000	0.0%
FLUSHING HYDRANTS	Overtime fluctuates depending on census-CBA	\$0	\$0	\$0	\$7,474	\$5,848	\$6,500	\$4,666	\$6,500	0.0%
POLICE DETAILS	police details for water work-CBA	\$5,855	\$5,577	\$2,370	\$3,303	\$4,333	\$4,000	\$1,138	\$4,000	0.0%
PART TIME LABOR	no longer in use	\$0	\$0	\$0	\$1,033	\$0	\$0	\$0	\$0	
Personnel Subtotal	<u>Legal Line Item #71</u>	\$403,802	\$398,479	\$449,798	\$377,982	\$360,007	\$373,392	\$178,495	\$405,668	8.6%
FUEL	Three year average of Gasoline & DIESEL FOR DPW is in total \$60k, which is for vehicles that are utilized for general DPW use and the water and sewer enterprise funds, allocation of the fuel is \$20k TO DPW \$20k TO SEWER \$20k TO WATER based off their usage of the vehicles	\$56,960	\$45,043	\$37,530	\$37,244	\$36,304	\$20,000	\$20,584	\$20,000	0.0%
PAVING	NEW LINE FOR FY20 - Paving utility trenches as a result of contract work	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	
EQUIPMENT/MAINTENANCE	equipment maintenance for trucks, backhoe, various equipment that are utilized for the water enterprise, vehicle maintenance historically underfunded	\$24,967	\$14,607	\$16,377	\$15,293	\$16,364	\$25,000	\$10,591	\$25,000	0.0%
WATER BILLS	historically utilized to pay for the paper associated with water bills	\$2,539	\$2,000	\$0	\$4,000	\$8,402	\$2,000	\$2,849	\$4,500	125.0%
UNIFORMS	4*625 per contract census change -CBA	\$1,852	\$2,000	\$1,835	\$1,562	\$1,598	\$1,700	\$2,570	\$2,500	47.1%
EXPENSES	hydrant replacement \$20K, historically underfunded, reconciliation of proper allocation of expenses increased appropriation	\$170,337	\$103,814	\$135,612	\$109,262	\$121,847	\$125,000	\$51,997	\$125,000	0.0%
WATER RESERVE FUND	reserve fund for water	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000	0.0%
MWRA WATER	MWRA charge, FY18 charge \$1.9, historical increase 3.6% per year	\$1,793,971	\$1,947,771	\$1,832,634	\$1,846,291	\$1,904,733	\$2,042,000	\$813,205	\$2,100,000	2.8%
PROCUREMENT SERVICES	PROCUREMENT	\$0	\$0	\$0	\$0	\$2,500	\$0	\$0	\$6,631	

TOWN OF SWAMPSCOTT

TOWN ADMINISTRATOR'S RECOMMENDED FY2020 BUDGET

ENTERPRISE FUNDS										
WATER ENTERPRISE FUND	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
Expense Subtotal	<u>Legal Line Item #72</u>	\$2,050,627	\$2,115,234	\$2,023,988	\$2,013,653	\$2,091,747	\$2,240,700	\$901,796	\$2,358,631	5.3%
INDIRECT TOWN SERVICES	Allocation of town salaries and expenses	\$401,000	\$410,000	\$410,000	\$410,000	\$406,557	\$411,203	\$0	\$447,694	8.9%
PENSION CONTRIBUTION	Water Pension Contribution	\$149,874	\$146,448	\$117,120	\$145,707	\$154,241	\$145,130	\$145,130	\$143,378	-1.2%
PRINCIPAL ON BONDS	Principal on Water Bonds	\$712,756	\$389,660	\$465,133	\$441,206	\$453,080	\$427,053	\$237,053	\$507,053	18.7%
INTEREST ON BONDS	Interest on Water Bonds	\$17,057	\$5,444	\$0	\$3,000	\$0	\$1,000	\$0	\$0	-100.0%
OTHER Expense Subtotal	<u>Legal Line Item #73</u>	\$1,280,688	\$951,551	\$992,253	\$999,913	\$1,013,878	\$984,386	\$382,183	\$1,098,125	11.6%
WATER ENTERPRISE FUND		\$3,735,117	\$3,465,264	\$3,466,038	\$3,391,548	\$3,465,632	\$3,598,478	\$1,462,474	\$3,862,424	7.3%
FREE CASH - WATER FUND		\$1,054,831	\$882,512	\$555,834	\$523,934	\$922,558	\$1,241,391			
<p>This division is responsible for the water distribution systems of the Town. Employees perform the operation and maintenance of the water and sewer infrastructure. The division also provides direct services on meter reading, meter installations and meter replacements. There are 4,550 Domestic and 1,157 Irrigation meters in Town. Total usage for 2017 was 510.165 million gallons of water. The main driver behind the appropriation decrease was the reconciliation of personnel, which amounted to a decrease \$47,921, three individuals shifted out of water and one shifted into the water enterprise fund to accurately reflect responsibilities. The majority of the remainder change was the result of the reconciliation of fuel expenses.</p>										
ENTERPRISE FUNDS		\$6,047,659	\$5,503,280	\$5,371,186	\$5,454,128	\$5,628,851	\$5,998,507	\$2,581,919	\$6,335,212	5.6%

PUBLIC, EDUCATIONAL & GOVERNMENTAL (P.E.G.) CABLE TV FUND										
P.E.G. ACCESS	Description (Justification)	2014 Actual	2015 Actual	2016 Actual	2017 Actual	FY18 Actual (unaudited)	2019 Adopted	FY19 Y-T-D as of 12/31	2020 TA Recommended	% Incr/ (Decr)
Coordinator	Cable TV Coordinator Stipend	\$83,274	\$84,973	\$105,399	\$104,783	\$109,818	\$15,250	\$9,438	\$20,000	
Asst Producer	Permanent Part-time staff	\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$5,000	
Video Inters	temporary positions, students	\$0	\$0	\$0	\$2,564	\$3,564	\$10,000	\$1,581	\$8,000	
Personnel Subtotal	<u>Legal Line Item #74</u>	\$83,274	\$84,973	\$105,399	\$107,347	\$113,382	\$28,250	\$11,019	\$33,000	16.8%
New Equipment	Various A/V equipment to continue services.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000	
Dues & Subscriptions	Related membership organizations, software and web services.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,350	
Training	Local and national public access conferences	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200	
General Supplies	General office and media supplies.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,550	
Equipment Warranties & Replacement	Cablecast equipment warranties and repair budget for A/V gear.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500	
EXPENSES	Capital & Other Expenses	\$41,304	\$27,998	\$186,995	\$225,973	\$32,675	\$77,215	\$48,563	\$134,844	
Expense Subtotal	<u>Legal Line Item #75</u>	\$41,304	\$27,998	\$186,995	\$225,973	\$32,675	\$77,215	\$48,563	\$157,444	103.9%
P.E.G. ACCESS		\$124,578	\$112,971	\$292,394	\$333,320	\$146,057	\$105,465	\$59,582	\$190,444	80.6%
CASH BALANCE - P.E.G. FUND		\$328,410	\$282,836	\$149,824	\$21,540	\$83,918	\$83,918	\$123,683		
<p>The Public, Education and Government (PEG) ACCESS line supports the production and distribution of town and school related content on cable channels provided by Comcast and Verizon, as well as over the internet. PEG is currently managed by the Cable TV</p>										
PUBLIC, EDUCATIONAL & GOVERNMENTAL (P.E.G.) CABLE TV FUND		\$124,578	\$112,971	\$292,394	\$333,320	\$146,057	\$105,465	\$59,582	\$190,444	80.6%

TOTAL LINE ITEMS		\$33,209,387	\$34,332,589	\$34,385,266	\$36,665,037	\$36,057,242	\$37,754,803	\$19,856,125	\$38,777,035	2.7%
TOTAL APPROPRIATIONS		\$58,800,865	\$59,407,970	\$61,096,907	\$64,480,844	\$64,569,853	\$67,138,619	\$32,521,590	\$68,741,643	2.4%