

1 The City Council of the City of Seabrook met in special teleconference session on Tuesday, July  
2 28, 2020 at 6:00 p.m. to discuss, consider and if appropriate, take action on the items listed below.

3  
4 **THOSE PRESENT WERE:**

5 THOM KOLUPSKI	MAYOR
6 ED KLEIN	COUNCIL PLACE NO. 1
7 LAURA DAVIS	COUNCIL PLACE NO. 2
8 JEFF LARSON – absent	COUNCIL PLACE NO. 3
9 NATALIE PICHA	MAYOR PRO TEM
10	COUNCIL PLACE NO. 4
11 BUDDY HAMMANN	COUNCIL PLACE NO. 5
12 JOE MACHOL – arrived at 6:10pm	COUNCIL PLACE NO. 6
13 GAYLE COOK	CITY MANAGER
14 SEAN LANDIS	DEPUTY CITY MANAGER
15 STEVE WEATHERED	CITY ATTORNEY
16 ROBIN LENIO	CITY SECRETARY

17  
18 Mayor Kolupski called the meeting to order at 6:00 p.m. and conducted roll call to establish a  
19 quorum of City Council members.

20  
21 **1. PRESENTATIONS**

22  
23 **1.1** Presentation of the FY 2020-2021 Proposed Budget. *Gayle Cook, City Manager and Michael*  
24 *Gibbs, Director of Finance*

25  
26 Gayle Cook, City Manager, presented the FY2020-2021 Proposed Budget as seen in  
27 Attachment A.

28  
29 **2. PUBLIC COMMENTS AND ANNOUNCEMENTS - none**

30  
31 **3. CONSENT AGENDA**

32  
33 **3.1** Approve the updated minutes for the July 7, 2020 regular City Council meeting. Robin  
34 Lenio, City Secretary

35  
36 *Motion was made by Mayor Pro Tem Picha and seconded by Councilmember Klein*

37  
38 *To approve the Consent Agenda as presented.*

39  
40 **MOTION CARRIED BY UNANIMOUS CONSENT**

41  
42  
43  
44  
45

46 **4. BUDGET WORKSHOP**

47  
48 **4.1** Conduct a budget work session to review the proposed City of Seabrook Budget for Fiscal  
49 Year 2020-2021 and schedule future work sessions, if applicable. *Gayle Cook, City Manager*

50  
51 *After hearing Ms. Cook's presentation on the FY2020-2021 Proposed Budget,*  
52 *Councilmembers had a brief discussion on calculation of the FY2020-2021 tax rate, including*  
53 *questions regarding allowance under Senate Bill 2 (SB2) that would not trigger an automatic*  
54 *election.*

55  
56 *By consensus, the City Council had no changes to the Proposed Budget.*

57  
58 Upon motion duly made and seconded, Mayor Kolupski adjourned the meeting at 7:59 p.m.

59  
60 Approved this 18<sup>th</sup> day of August, 2020.

61  
62  
63  
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66  
67  
68  
69 *Robin Lenio*

70  
71 \_\_\_\_\_  
72 Robin Lenio, TRMC  
City Secretary

*Thomas G. Kolupski*

\_\_\_\_\_  
Thomas G. Kolupski  
Mayor



ATTACHMENT A



PROPOSED 2020-21 BUDGET

# City Council Workshop

Presented by Gayle Cook, City Manager  
and Michael Gibbs, Director of Finance

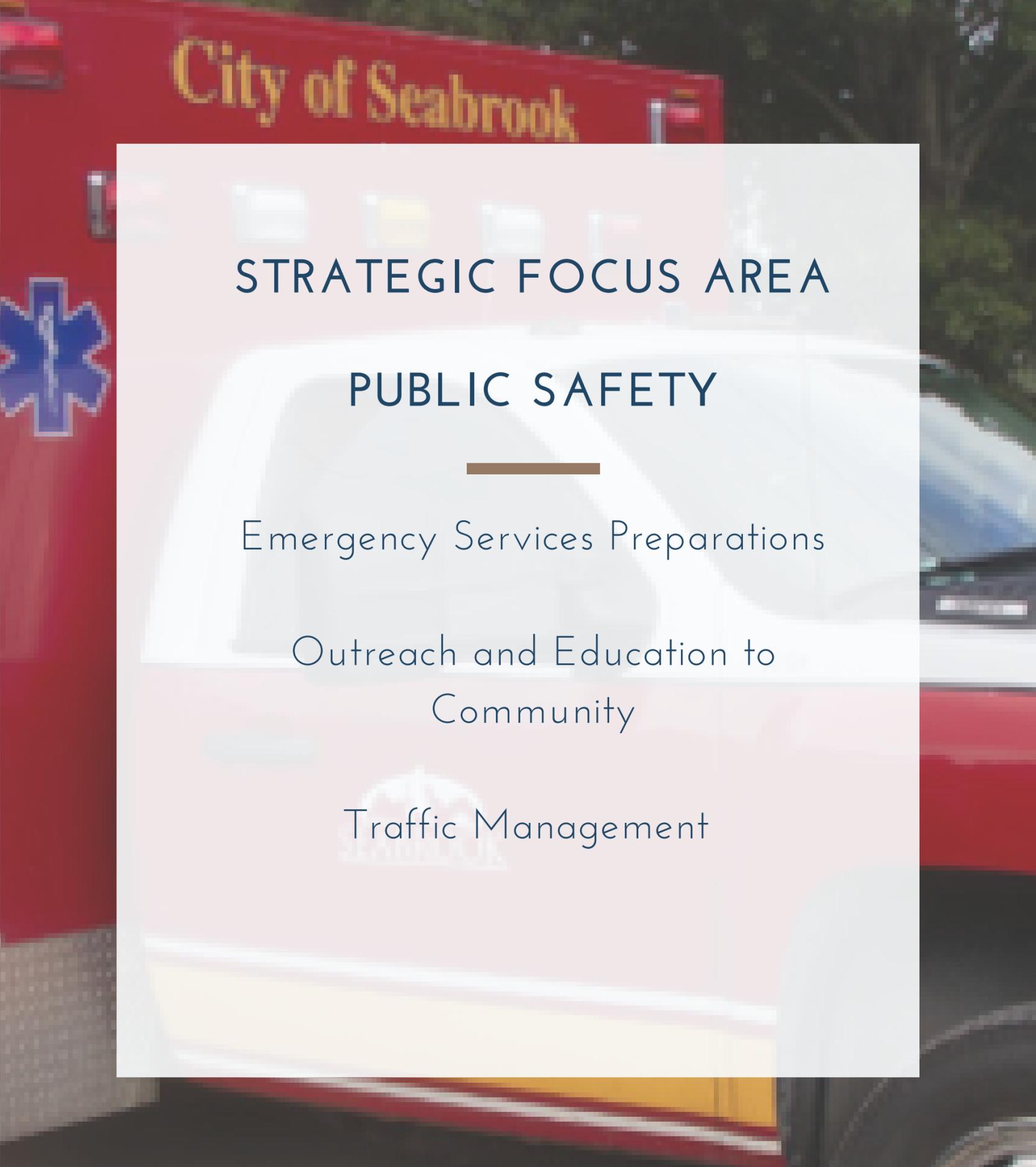
# Agenda

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1. Council and Community Priorities
2. Review of Assessed Values and Historical Tax Rates
3. SB 2
4. General Fund
5. Enterprise Fund
6. Special Funds
7. CIP
8. Decision Packages and Reductions
9. Next Steps





## STRATEGIC FOCUS AREA

### PUBLIC SAFETY

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Emergency Services Preparations

Outreach and Education to  
Community

Traffic Management



# STRATEGIC FOCUS AREA

## ECONOMIC GROWTH

Business Recruitment and Retention

Marketing Key Properties

Redevelopment of SH 146, North District, and Waterfront District

Community Development Code Updates

Small Business Education Programs



## STRATEGIC FOCUS AREA

### INFRASTRUCTURE AND BEAUTIFICATION

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Parks Master Plan and  
Implementation

Pedestrian and Trail Connections

Transportation and Connectivity

Drainage Improvements

Wastewater Plant Retrofit

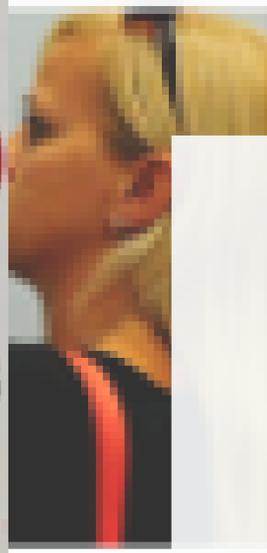
Water Supply Agreement

Waterfont Accessibility

# vision for Seabrook

What do you see Seabrook in 10 to 20 years? What does

green space  
 1st & 2nd  
 construction, more preservation of forest,  
 traffic & find more alternative routes  
 KEEPING THE AGRICULTURE!  
 SAVE THE TREES!  
 small town  
 No Casuals  
 Residents only!  
 signs



## STRATEGIC FOCUS AREA

### ENGAGE AND INFORM PUBLIC

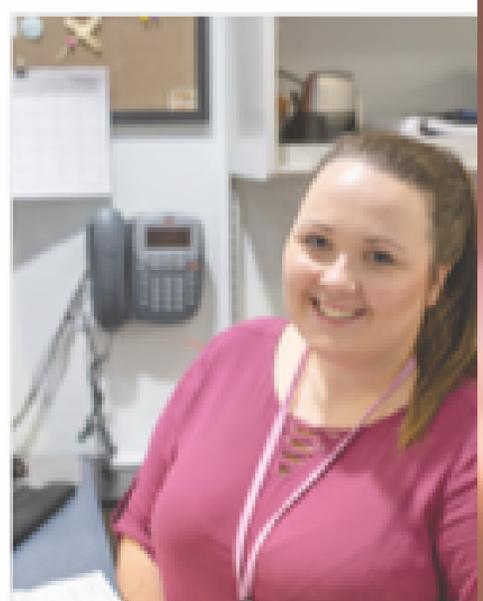
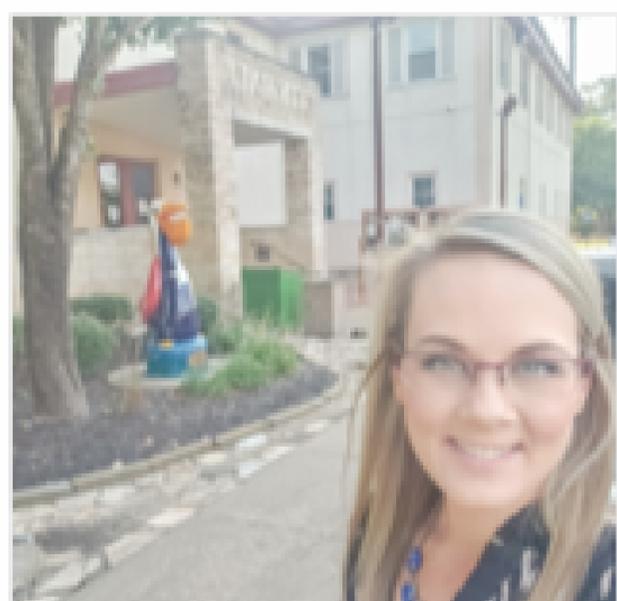
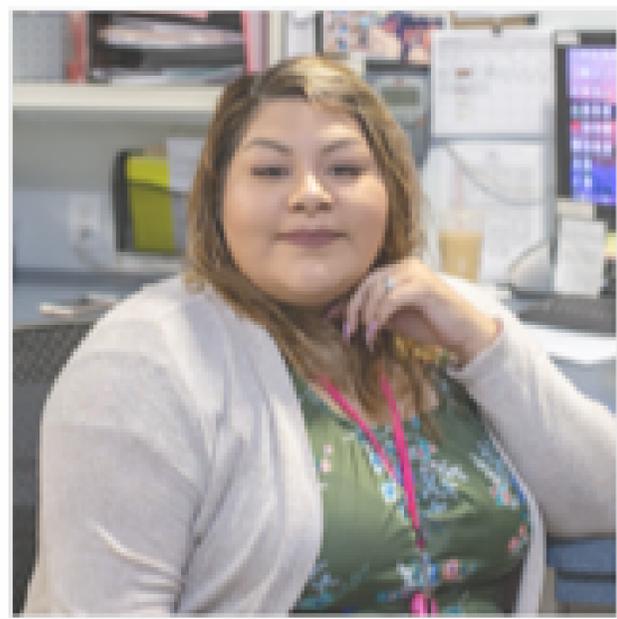
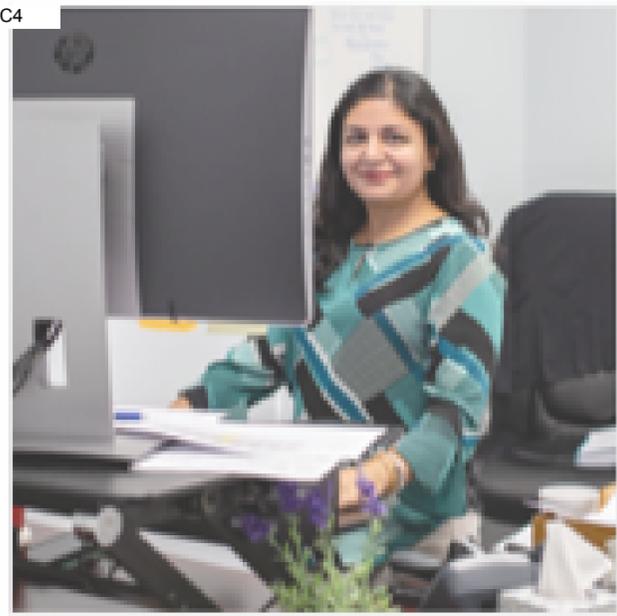
Encourage Community Participation

Engage With and Educate Stakeholders

Develop Joint Informational Meeting Opportunities with Council, Boards and Commissions

Promote Input From Community





# STRATEGIC FOCUS AREA CITY SERVICES

Expand on Sustainable Solutions  
with Limited Resources

Foster an Empowering Employee  
Culture

Workforce Policy and Practices to  
Retain and Recruit

Develop and Maintain Marketable  
Benefits that are Fiscally Sound

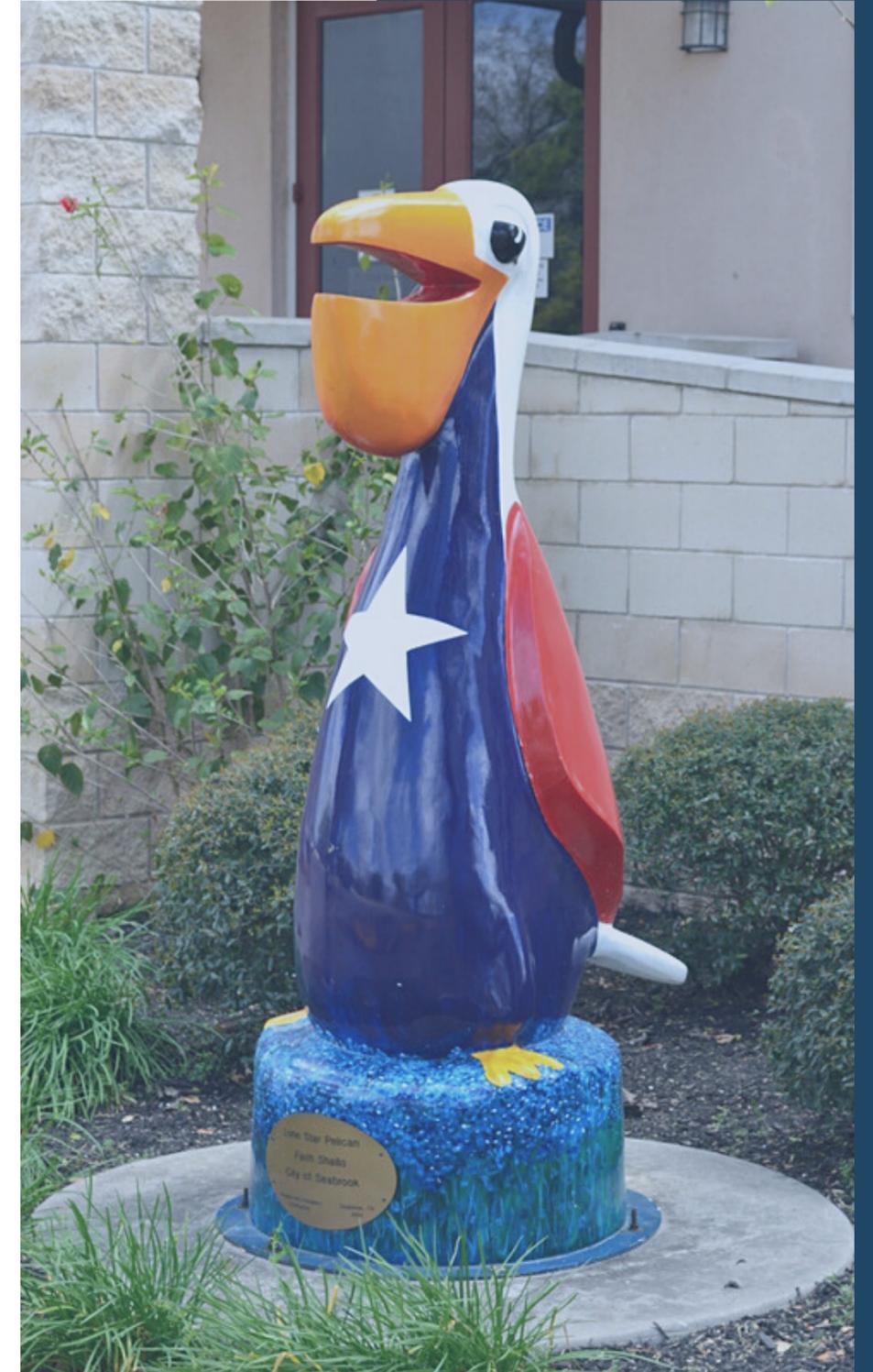
# Total City Budget

FY 2021 WITH TRANSFERS

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GENERAL FUND	\$13,391,978
ENTERPRISE FUND	\$10,446,749
DEBT SERVICE	\$ 2,175,238
SPECIAL FUNDS	\$ 15,358,013
<b>TOTAL</b>	<b>\$41,371,977</b>

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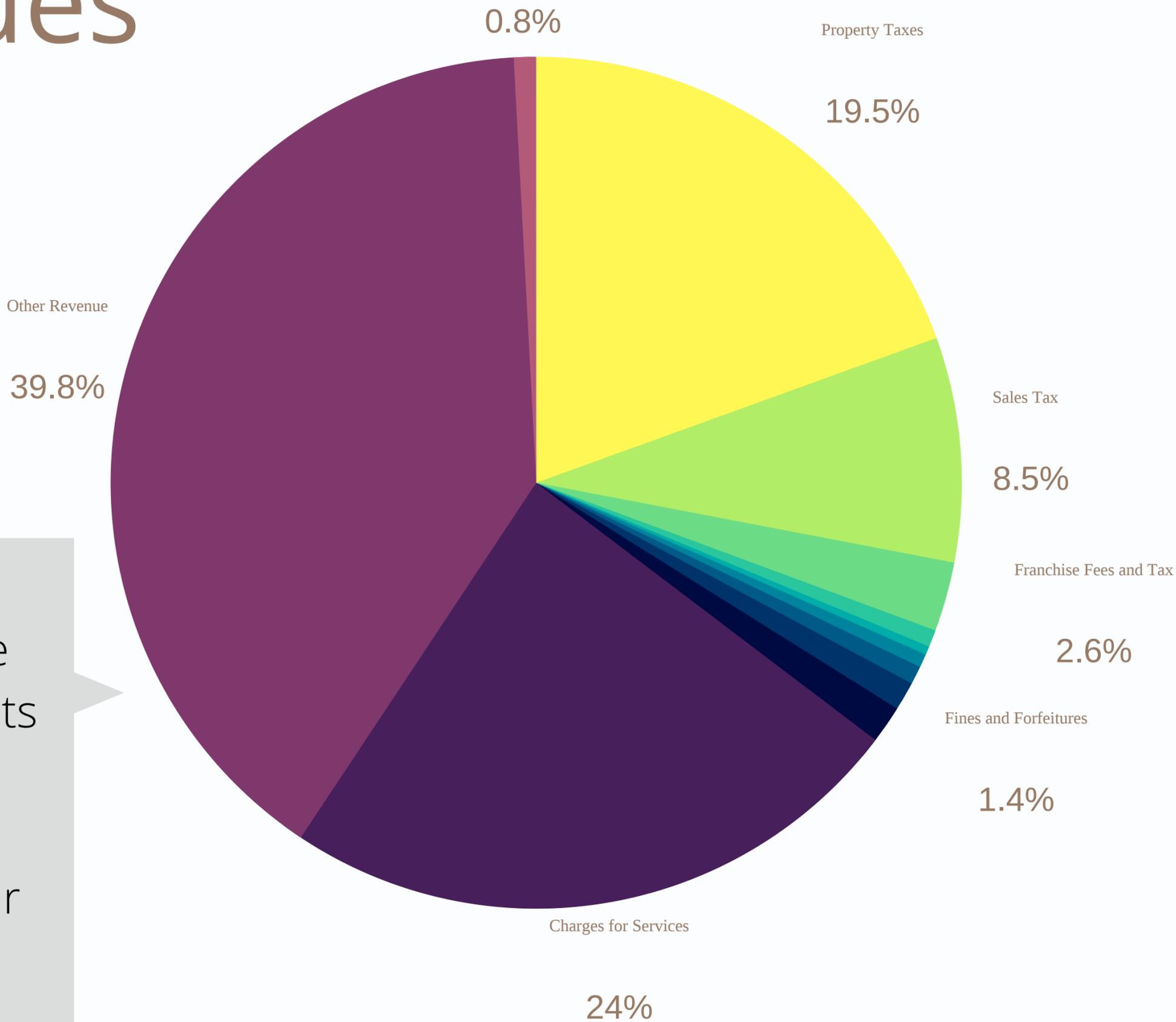




# Where Does The Money Come From?

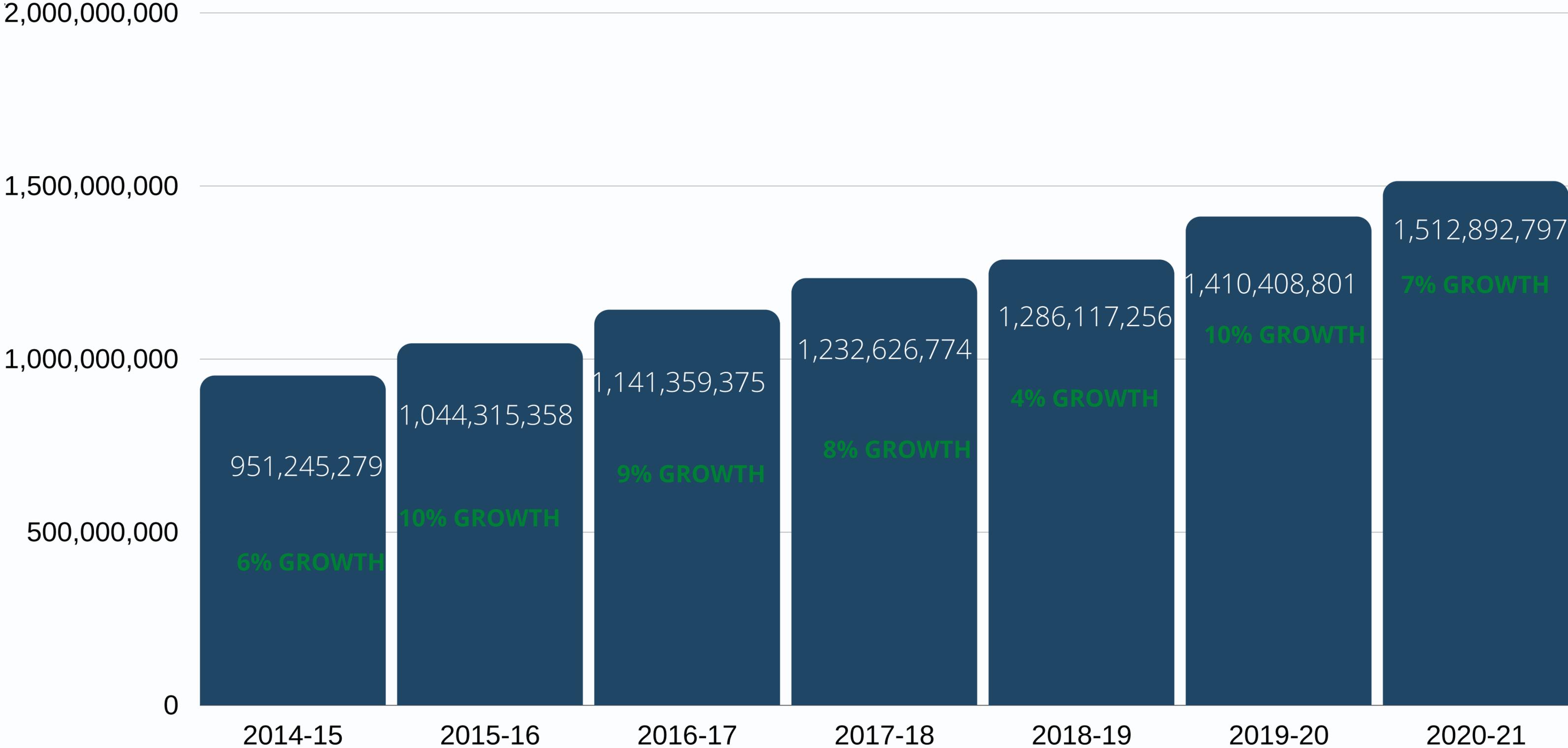


# Revenues



- 1. Interest Income
- 2. Loan/Bond/Grants
- 3. Transfers from Funds
- 4. Use of Prior Year Balance

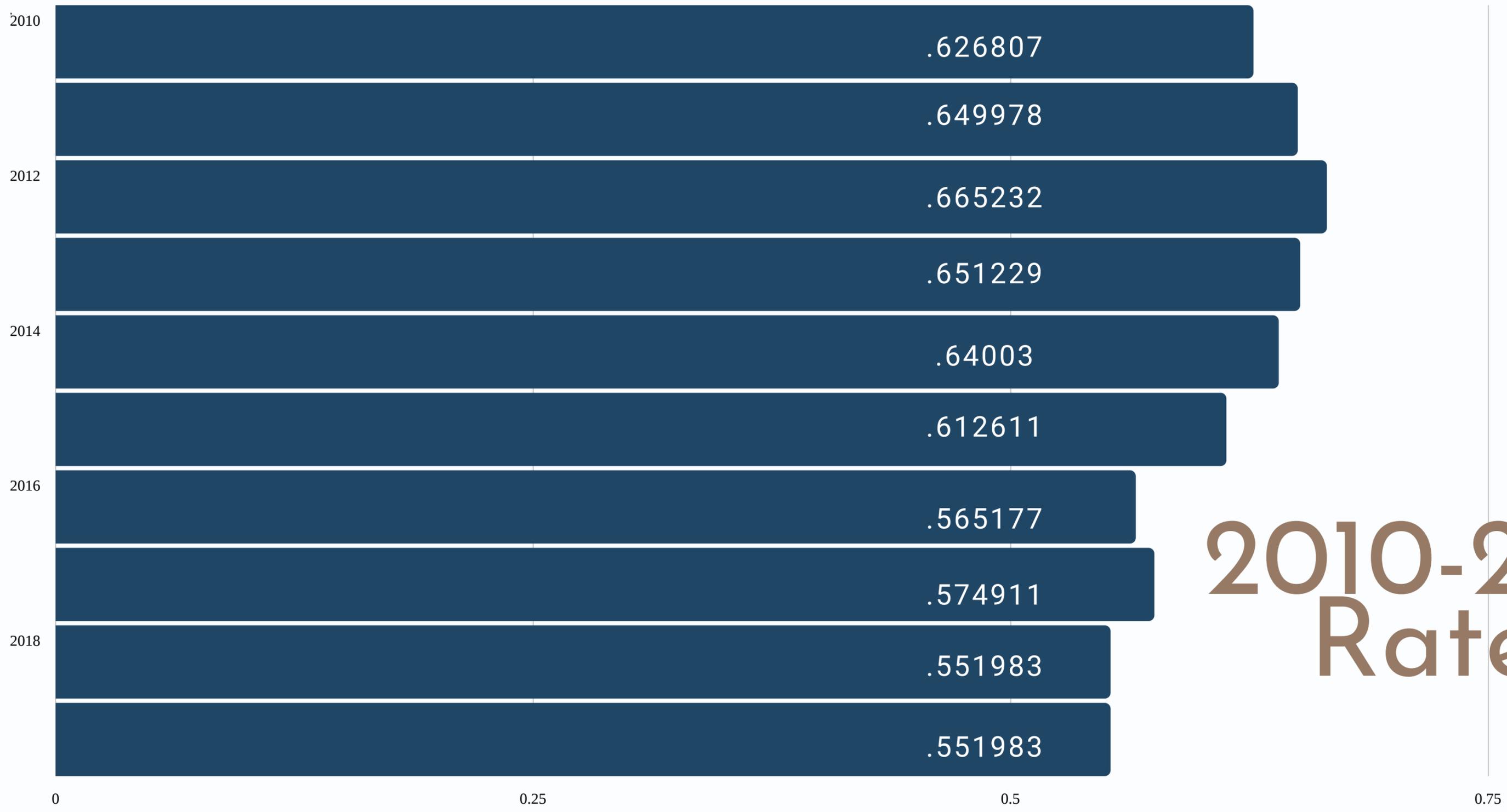
# NET TAXABLE ASSESSED VALUE



El Meyer Ave

<u>Tax Roll</u>	<u>Real Property</u>	<u>Personal</u>	<u>Exemptions</u>	<u>Taxable Value</u>
<b>2011</b>	921,323,736	86,707,764	169,776,137	838,255,363
<b>2012</b>	937,092,962	90,255,089	170,919,619	856,428,432
<b>2013</b>	983,065,482	87,589,652	175,815,601	894,839,533
<b>2014</b>	1,050,841,139	83,736,870	183,332,730	951,245,279
<b>2015</b>	1,149,250,879	101,798,001	206,733,522	1,044,315,358
<b>2016</b>	1,263,608,355	104,585,004	226,833,984	1,141,359,375
<b>2017</b>	1,363,048,039	120,684,600	251,105,865	1,232,626,774
<b>2018</b>	1,420,712,298	134,321,104	268,916,146	1,286,117,256
<b>2019</b>	1,557,111,529	141,513,399	288,216,127	1,410,408,801

# Ad Valorem Tax Rates



2010-2019  
Rates

Bookmarks	
Operating Budget FY2021	
Introduction, Tax and Message	
Tax Notice and Vote	
Budget Message	
Strategic Plan	
City Organization Chart	
History of Seabrook	
City Map	
Budget Calendar	
Tax Rate Ordinance	
City Budget Ordinance	
Consolidated Budget Summary	
Consolidated Budget	
Category Graph	
Consolidated Budget By Fund	
Consolidated Graphs by Source and Function	
Consolidated Budget by Category	
Consolidated By Fund Net Transfers	
Consolidated Graph Net of Transfers	
FY2021 Combined Budget Summary	
Ad Valorem Tax Rate Analysis	
General Fund Summary	
General Fund Revenue	
Legislative Department	
Administration Department	
IT Organization	

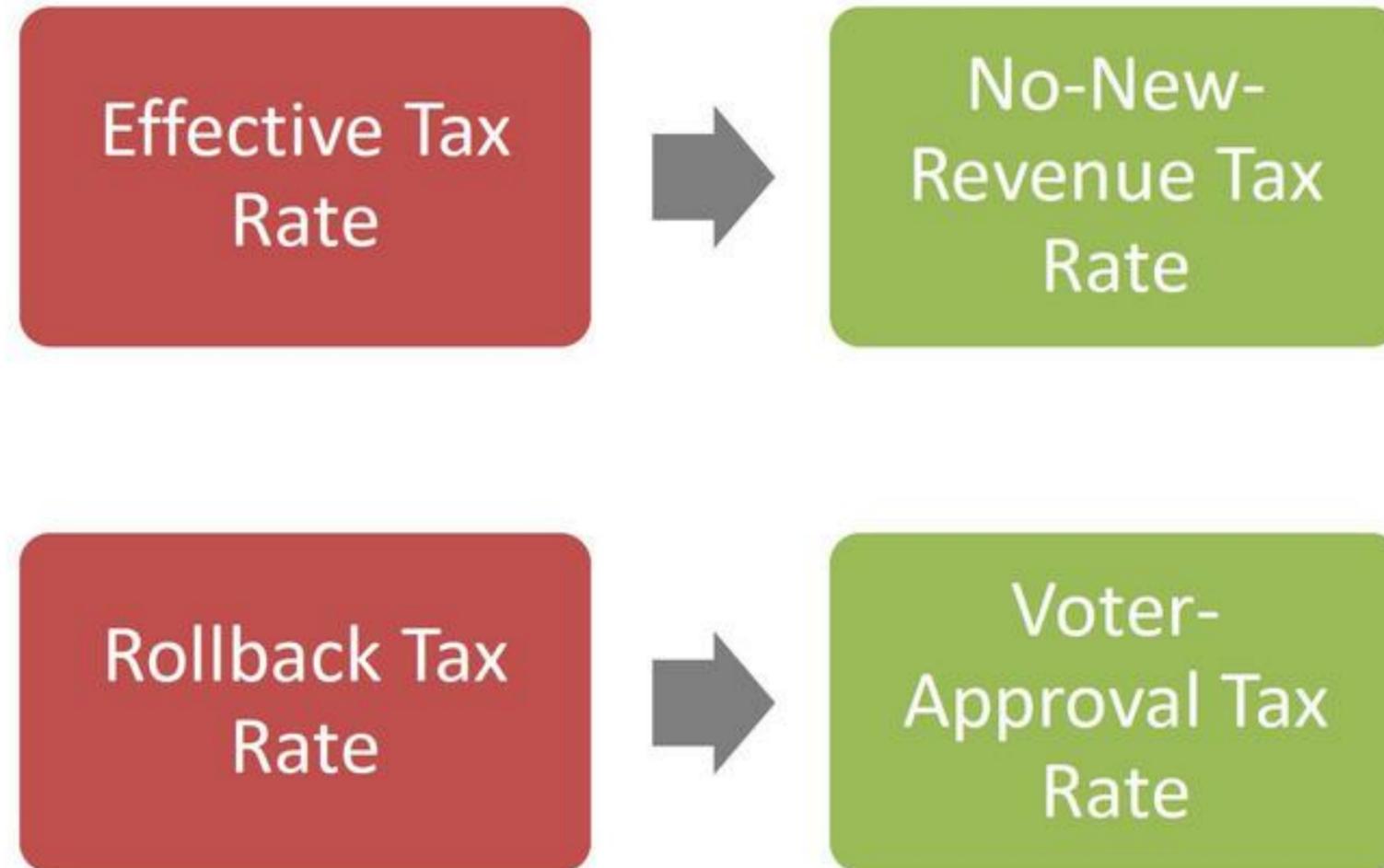
## Consolidated Budget Summary

### by Fund Group

	Enterprise				
	General Fund	Fund	Debt Service	Other Funds	Grand Total
<b>Revenues:</b>					
Property Taxes	\$ 5,921,224	\$ -	\$ 2,139,238	\$ -	\$ 8,060,462
Sales Tax	1,891,298	-	-	1,634,216	3,525,514
Franchise Fees and Tax	708,750	337,742	-	42,639	1,089,131
Hotel Occupancy Tax	-	-	-	268,250	268,250
Mixed Beverage	133,500	-	-	-	133,500
Impact Fees	-	-	-	210,506.75	210,507
License and Permits	275,000	11,000	-	-	286,000
Intergovernmental	450,033	-	-	-	450,033
Fines and Forfeitures	534,006	-	-	54,535	588,541
Charges for Services	497,166	9,110,747	-	325,204	9,933,116
Other Revenue	367,833	195,600	-	132,995.18	696,428
Industrial District Agreement	350,000	-	-	-	350,000
Interest Income	129,000	53,576	36,000	241,944	460,519
Loan/Bond/Grant Proceeds	-	-	-	11,759,981	11,759,981
Transfer from other Funds	2,134,168	738,084	-	687,742	3,559,994
Use of Prior Year Balance	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 13,391,978</b>	<b>\$ 10,446,749</b>	<b>\$ 2,175,238</b>	<b>\$ 15,358,013</b>	<b>\$ 41,371,977</b>

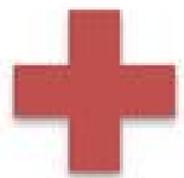
# S.B. 2

## New Terminology



8% to 3.5%

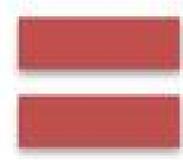
No-New-  
Revenue  
M&O x  
1.035



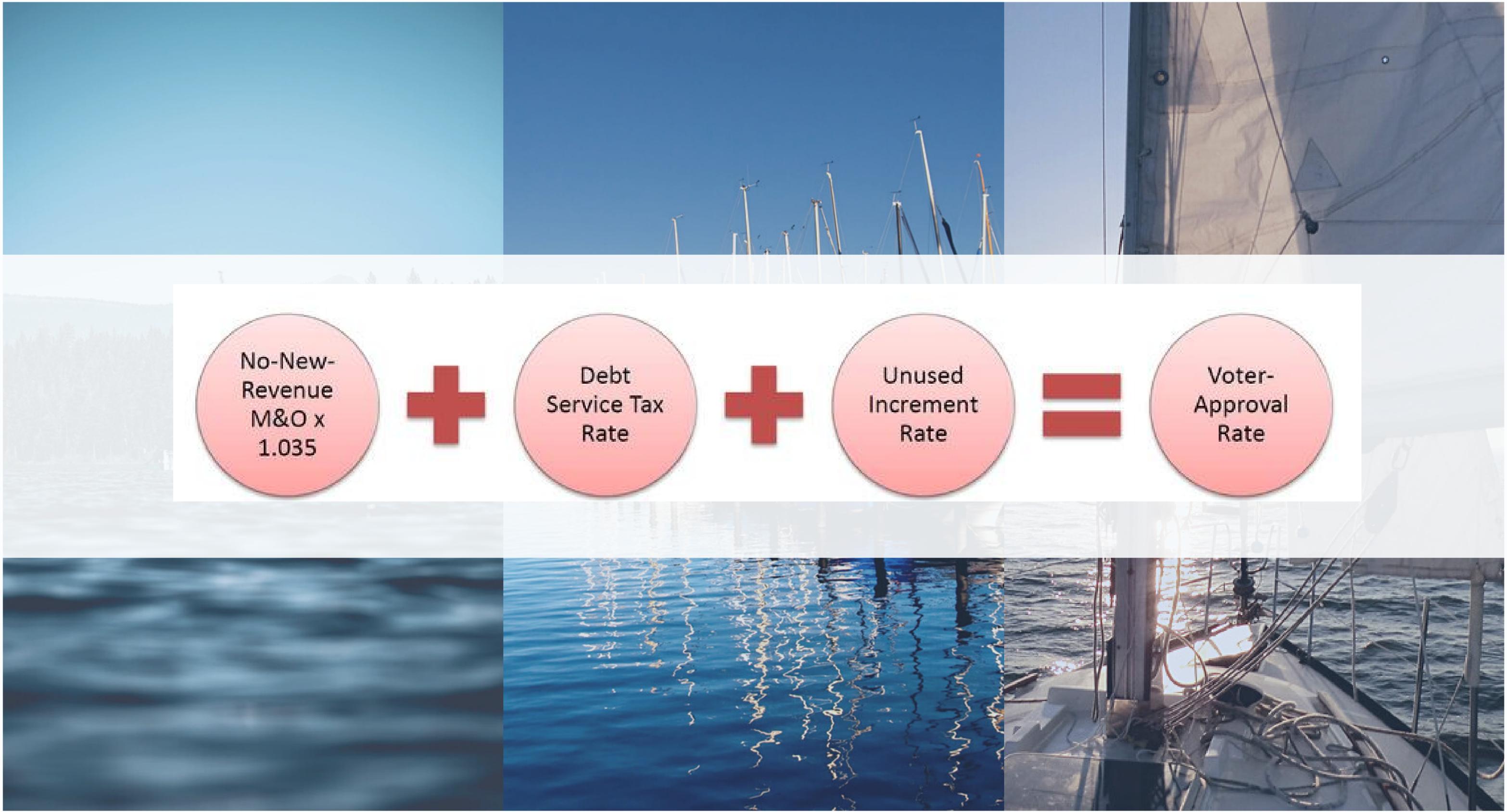
Debt  
Service Tax  
Rate



Unused  
Increment  
Rate



Voter-  
Approval  
Rate



# Preliminary Tax Rolls 2020

**\$1,512,892,797**

(Includes New Values)

**\$ 33,946,652 New Values**

**Current .551983**



# Tax Rate 1

<b>O&amp;M ("No New Revenue Rate" 3.5%)</b>	<b>.400052</b>
<b>Debt Service Rate</b>	<b>.142558</b>
<b>Total Tax Rate</b>	<b>.542610</b>

**Additional O&M \$ 33,306**

**Additional Debt Service \$ 29,447**

# Tax Rate 2

<b>O&amp;M</b>	<b>.397771</b>
<b>Debt Service Rate</b>	<b>.142558</b>
<b>Total Tax Rate</b>	<b>.540329</b>

**Bank Unused Portion = .002281**

**Additional O&M \$ 0**

**Additional Debt Service \$ 29,447**

# **Tax Rate 3**

**(Shift from Debt Service)**

**O&M**

**.398188**

**Debt Service Rate**

**.134958**

**Total Tax Rate**

**.533146**

**Bank Unused Portion = .002281**



OVERVIEW

# General Fund

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# Proposed Budget Summary

## BALANCED BUDGET



Prior Year Funds designated for projects not completed but budgeted in prior year

## TAX RATE



Proposed Budget assumes No New Tax Rate + New Values  
Stay under Voter Approval Rate 3.5%  
Final Tax Roll Delivered August



## MODERATE REVENUE PROJECTIONS

Property Tax	+ 5.3%	\$300,000
Sales Tax	+5.7%	\$102,260



## CONSERVATIVE EXPENDITURES AND HEALTHY RESERVES

Majority of expenditures flat or reduced

# Proposed Budget Summary



## MAINTAIN OVERALL SERVICE LEVELS AND STAFFING PLAN

No new personnel proposed;  
Reclassified few positions  
Reduced Travel & Training



## COVID IMPACTS

Sales Tax has not been negatively impacted over the last quarter;  
Special Fund -Hotel Occupancy Tax significant decreases in projections



## CARRY FORWARD KEY CAPITAL IMPROVEMENT PROJECTS



## PERSONNEL

2.5% Automatic Step Increase  
Maxed Out Employees 2.5% Lump Sum  
Reclassifications & Promotions

# Reserves





REDUCTION OF - 3.5%

FY 2020 Budget \$13,874,227

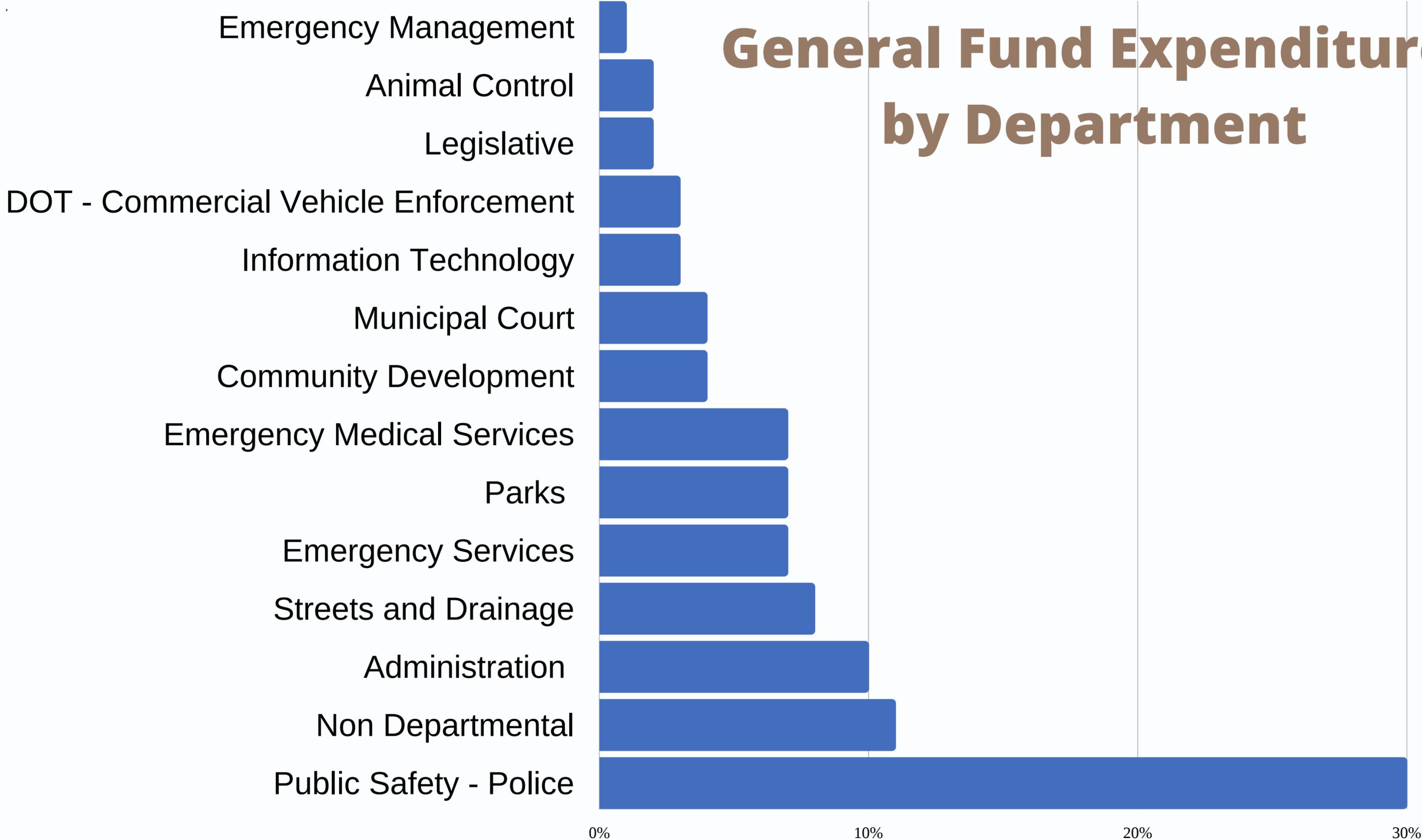
FY 2021 Budget \$13,391,979

# What Does the Money Pay For?

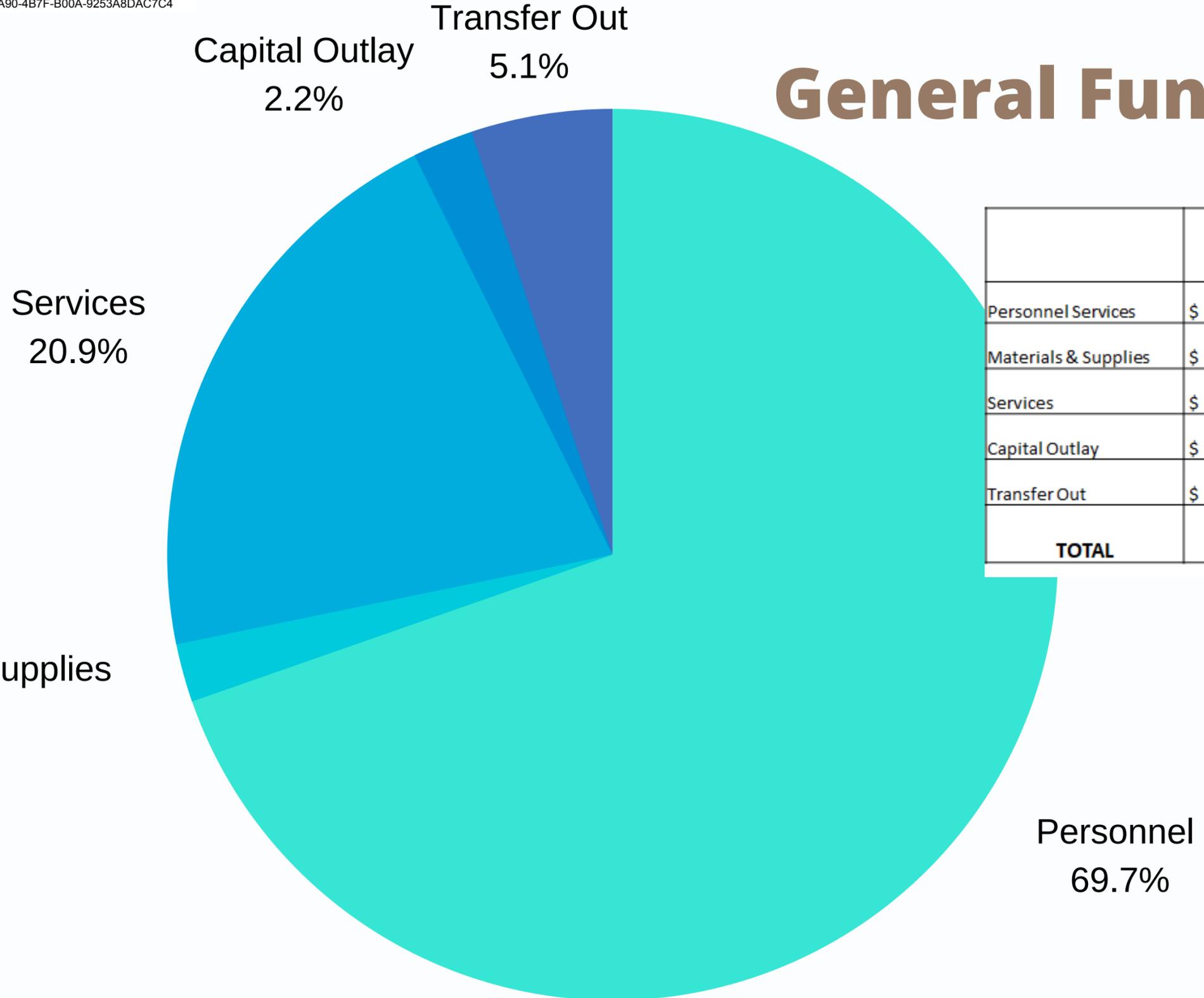
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# General Fund Expenditures by Department



# General Fund Expenditures



	2019-20 BUDGET	2020-21 PROPOSED	2020-21 PROP vs. 2019-20 BUDGET	% CHANGE
Personnel Services	\$ 9,025,940	\$ 9,328,600	\$ 302,660	3.4%
Materials & Supplies	\$ 293,540	\$ 283,679	\$ (9,861)	-3.4%
Services	\$ 2,912,434	\$ 2,797,571	\$ (114,863)	-3.9%
Capital Outlay	\$ 773,813	\$ 294,387	\$ (479,426)	-62.0%
Transfer Out	\$ 868,500	\$ 687,742	\$ (180,758)	-20.8%
<b>TOTAL</b>	<b>\$ 13,874,227.00</b>	<b>\$ 13,391,979.00</b>	<b>(482,248.00)</b>	<b>-3.5%</b>



# Personnel Changes

STEP SYSTEM \$79,596

City's Compensation Program 2.5% Increase

OTHER CHANGES TO PERSONNEL \$223,064

Dental Increase

Full Annualization of Prior Mid-Year Changes to Benefits

Reclassifications & Promotions

Full Annualization of Previous Year Changes

# General Fund-Departmental Overview



## LEGISLATIVE (100) 4.98%

- Education - Anticipated completion of certifications
- Overtime - Additional Meetings
- Services - Advertising due to increase in RFQ/RFP/General Notices

## ADMINISTRATIVE (102) 2.59%

- Salaries - Full year of Market Adjustments from 2019-20; GIS Coord
- Education - Shift to base pay in Directors
- Overtime - Additional Meeting Time
- Hospitalization - Mid Year Changes



## IT (103) -7.12%

- IT Software - Departmentalized Costs
- IT Hardware - % Replaced Prev Year
- Training - Reduced
- Equipment - IT 10 Year CIP Plan

## EMERGENCY

## MANAGEMENT (106) -18.18%

- Salaries - Transition to 1 Director and 1 Deputy Emergency Mgmt Coord.
- Training - Priority of Training for new Personnel

# General Fund-Departmental Overview

ADMINISTRATIVE (102)  
CITY MANAGER 1 FTE



GIS 1 FTE

- Salaries & Benefits
- Equipment and Software Agreements
- Technician Assistant (Water Dept)

FINANCE & PURCHASING 4 FTE

- Salaries & Benefits
- P.O. Software
- Audit
- Dues and Subscriptions
- Training

COMMUNITY VISITOR RELATIONS  
1.80 FTE

- Salaries & Benefits

HUMAN RESOURCES 2 FTE

- Salaries & Benefits
- Dues and Subscriptions
- Software Agreements
- Training

# General Fund -Departmental Overview

NON-DEPARTMENTAL (107) -14.60%

- Personnel - Expanding Employee Recognition Program
- Engineering - Project Based
- 

PUBLIC SAFETY (200) -.71%

- Education - Projected Certifications
- Overtime - Slight Increase
- Workers Comp - Modifier Rate



ANIMAL CONTROL (210) 6.68%

- Salaries - Part Time Position
- Workers Comp - Rate Increase

COMMERCIAL VEHICLE (220) 13.31%

- Salaries - Personnel Department Change
- Education, Uniforms - Department Change

# General Fund -Departmental Overview

## EMERGENCY SERVICES - FIRE (230)

5.69%

- Personnel - Reclassification to Deputy EMC
- Insurance -Auto - Correction from FY 20
- SVFD Contract - (-.34%) Decrease

## EMS (240)

-23.09%

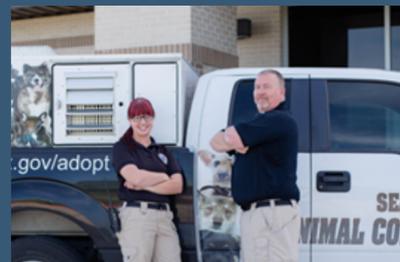
- Salaries - Part Time Positions Budgeted
- Workers Comp - Full Year  
Modifier Rate
- Supplies - Annualized Usage



## ANIMAL CONTROL (210)

6.68%

- Salaries - Part Time Position
- Workers Comp - Rate Increase



## COMMERCIAL VEHICLE (220)

13.31%

- Salaries - Personnel Department Change
- Education, Uniforms - Department Change



# General Fund -Departmental Overview

PARKS (400) 12.74%

- Personnel, Education - Reduce Gatekeeper Hours; Reclassifications & New Building Maintenance Tech Position Created
- Prof Fee - Completed invoicing on Parks Master Plan

STREETS (500) -10.02%

- Salaries - Tenured employee termed
- Education - Certification to Base Pay
- Workers Comp - Termed employee
- Capital - Street Maintenance to CIP Fund

COMMUNITY DEVELOPMENT (600) 4.73%

- Education - Certification to Base Pay; Completed Certifications Scheduled
- Training - Reduced

MUNICIPAL COURT (700) 9.55%

- Salaries - New position Director of Municipal Court
- Rentals/Serv Agrmts - Ticket Writer Software Moved into Dept 700 from Special Fund

# Reductions **-\$61,077**



- LEGISLATIVE
- ADMINISTRATION
- IT
- PUBLIC SAFETY
- ANIMAL CONTROL
- CVE
- PARKS
- STREETS
- COMMUNITY DEVELOPMENT





# Decision Packages



PARKS

\$60,000 Track Loader

# Fire- Replacement Fund

## \$256,956



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\$56,982 Total Annual Amortization Needed  
(27,951) Currently in Department 230  
\$29,031 Additional Funds Needed for Annual Amortization

\$256,956

Funds Needed for Start Up + 1st Year



OVERVIEW

# Enterprise Fund



# Proposed Budget Summary



## BALANCED BUDGET & RESERVES



## WATER AND WASTEWATER RATES

New Rates for Water and Wastewater Included from 2019 Rate Study



## CAPITAL PROJECTS - WATER

W7 - SH 146 Water Lines

W11 - Friendship Water Tank

W13 - Chloramine Conversion

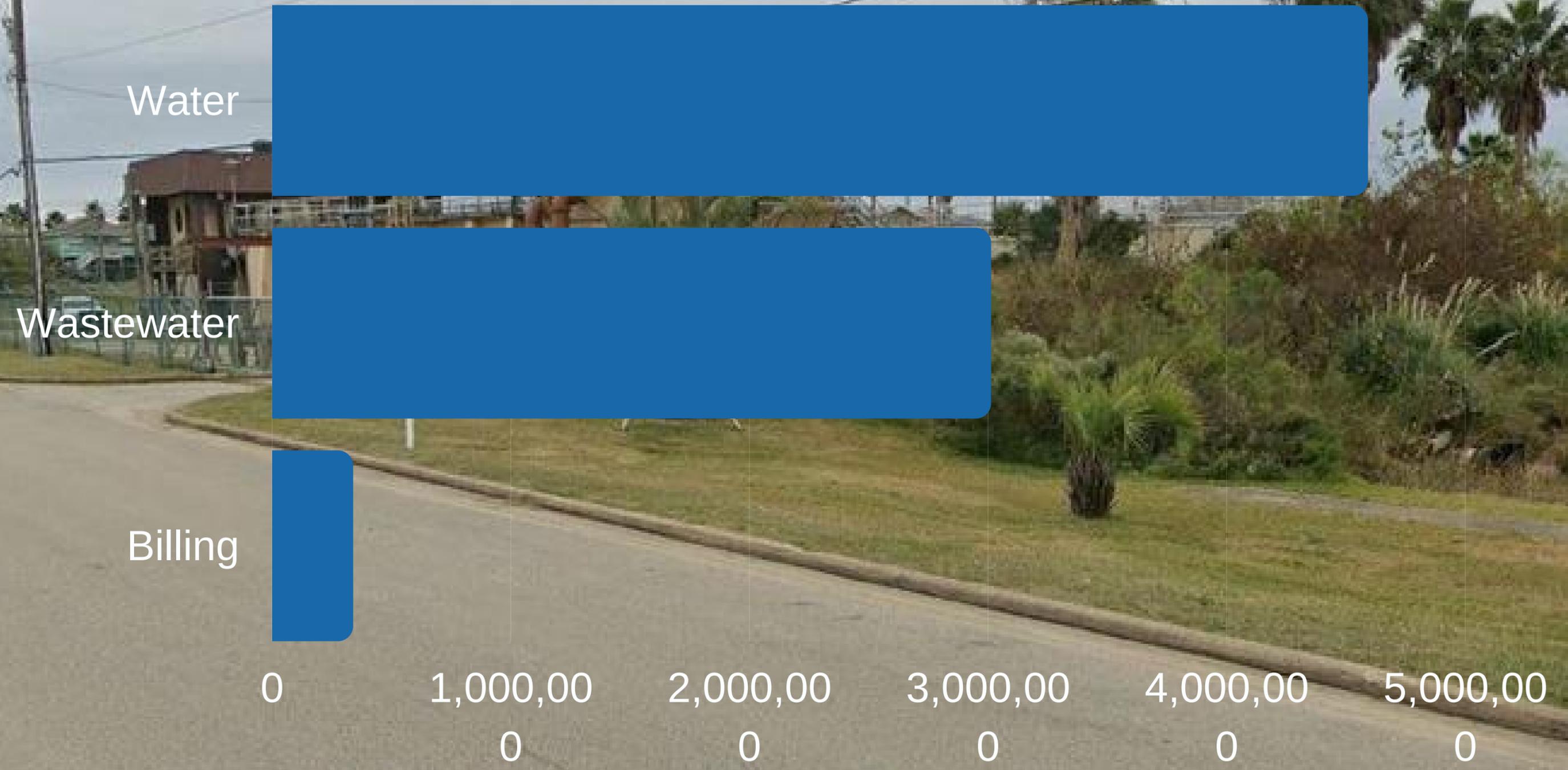


## CAPITAL PROJECTS WASTEWATER

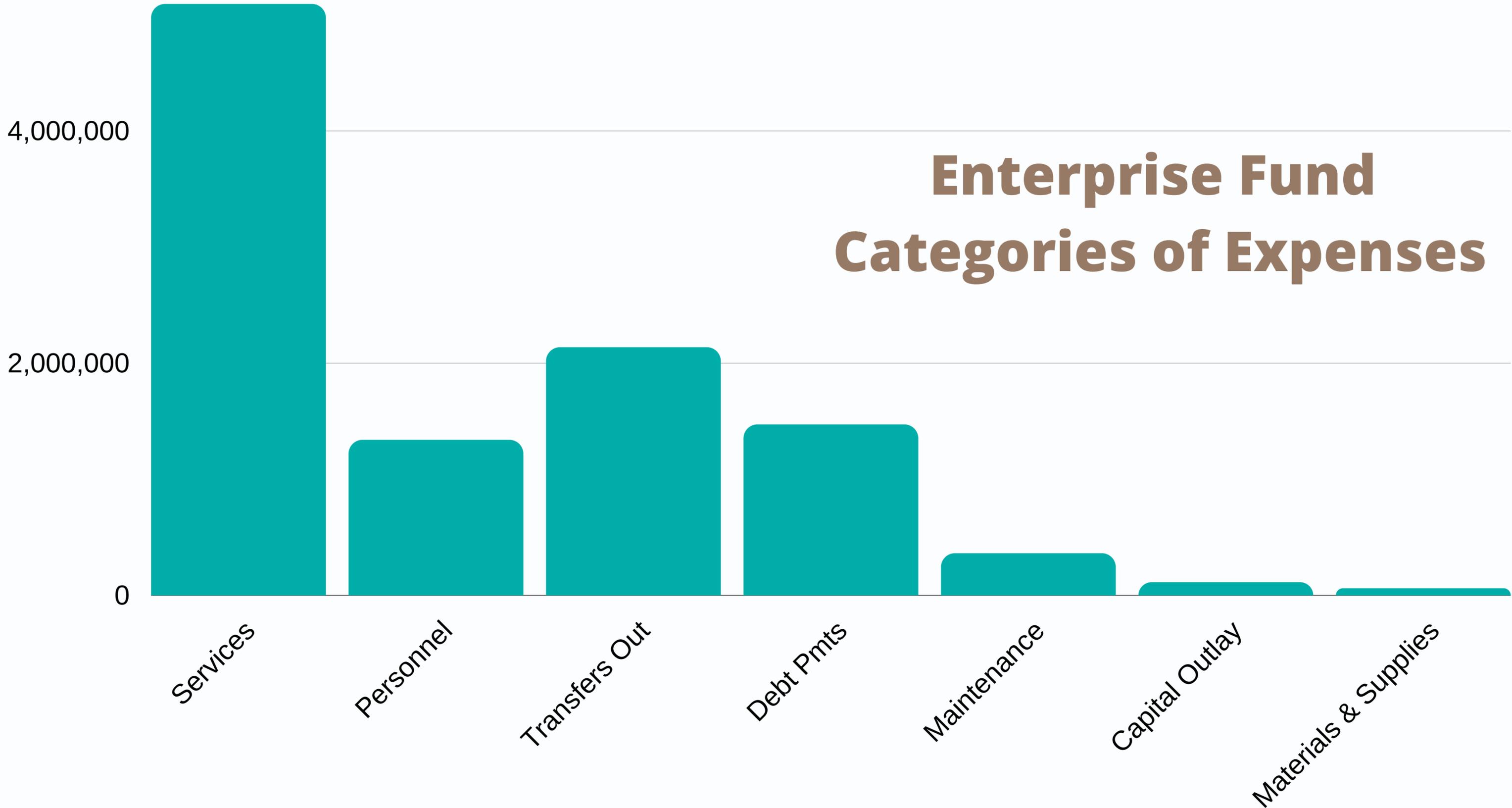
WW8 - SH146 Sanitary Lines

WW9 - Pine Gully Plant Retrofit

# Enterprise Fund Expenditures by Department

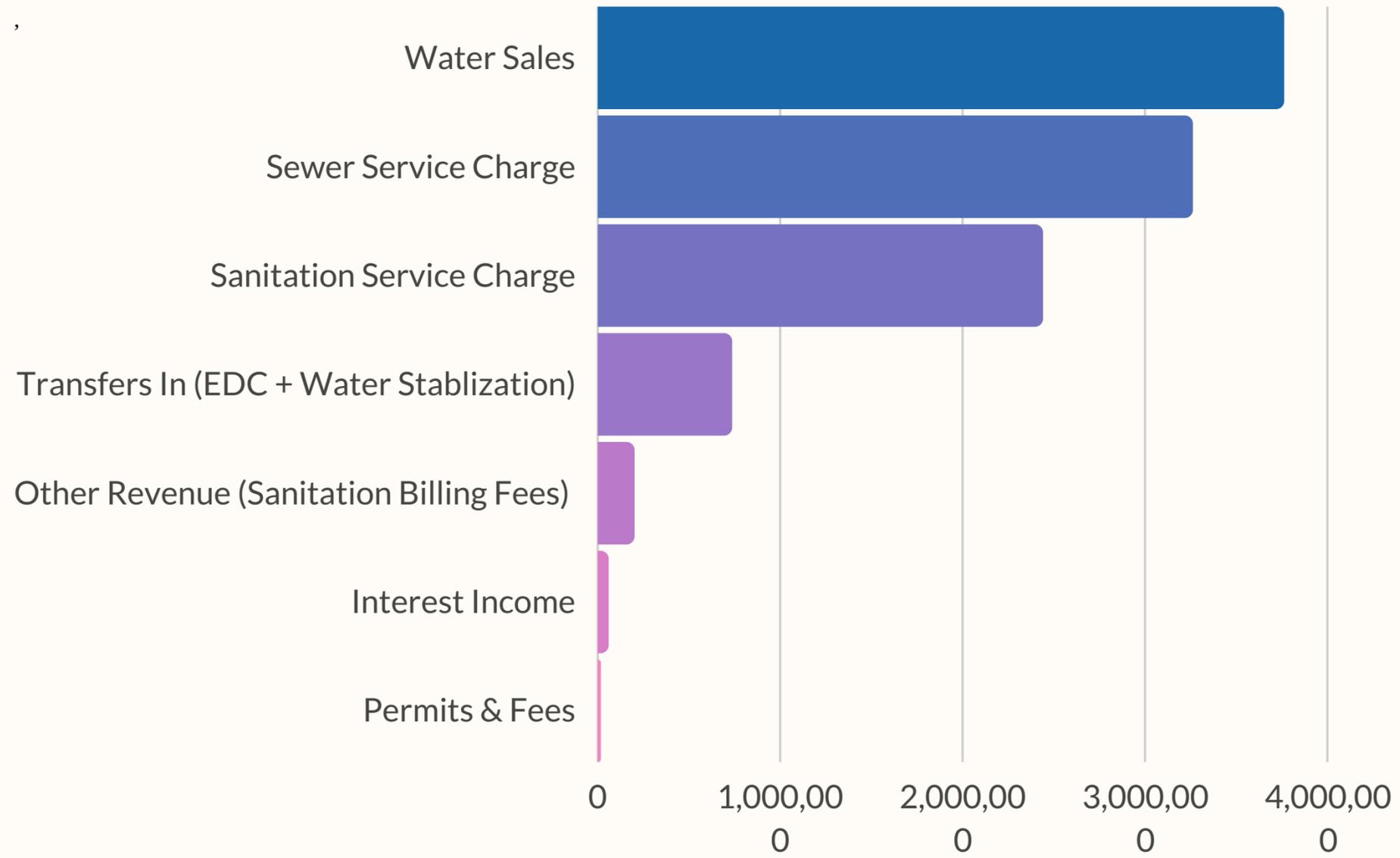


# Enterprise Fund Categories of Expenses



# REVENUES

ENTERPRISE FUND





# Enterprise Reserves

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2020-21

15% \$1,263,790

UNRESERVED

\$1,369,820

16%

# Water and Wastewater Rates



## WATER

BASE 0-2,000

Base +22.35%

Volumetric + 17.00%



## WASTEWATER

Base +6.25%

Volumetric +17.00%

- Debt Service Fund
- Special Revenue Funds**
- Hotel Occupancy Tax Fund
- State Seizure Fund Summary
- Law Enforcement Education Fund
- Child Safety Fund
- Federal Seizure Fund
- Step Fund
- Public Safety Fund
- Carothers Garden Fund
- Park Improvement Fund
- Animal Shelter Donation Fund
- Municipal Court Truancy Fund
- Local Jury Fund
- Court Security Fund
- Court Time Payment Fund
- Court Technology Fund
- Public Safety Vehicle Replacement Fund
- Peg Fund
- General Enterprise Vehicle Replacement Fund
- Budget Stabilization Fund
- Water Stabilization Fund
- Capital Improvement Project Funds
- Economic Development Corporation
- Crime Control District
- Investment Policy
- Policy and Procedures



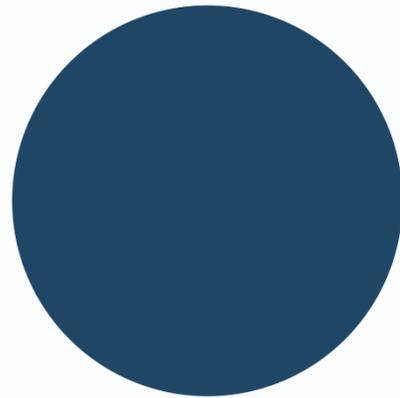
## Special Revenue Funds

# Important Dates

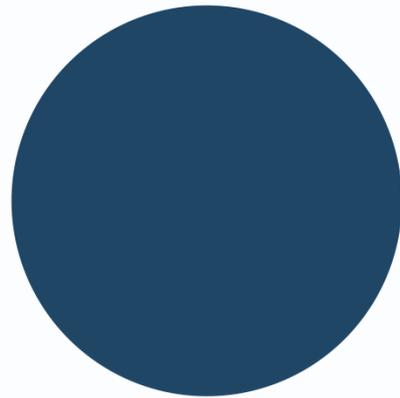
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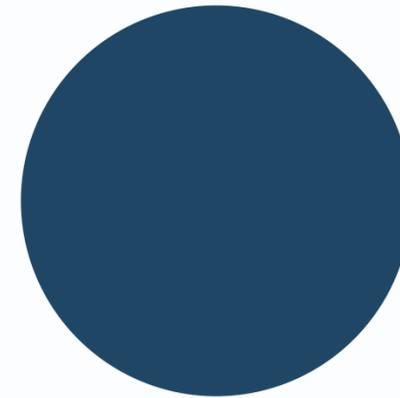
Budget Workshop  
July 28, 2020



Additional  
Workshop?



Tax Increase  
Requiring Hearing or  
Calling Election?



Council Meeting  
August 11, 2020  
Finalize Tax Rate



Approve Budget