

AGENDA
BUDGET WORKSHOP MEETING OF THE MAYOR AND COUNCIL
May 30, 2017
SEAFORD CITY HALL - 414 HIGH STREET

5:30 p.m. - Mayor Genshaw calls opens the Budget Workshop and calls for a motion to hold an Executive Session on personnel.

6 p.m. - Mayor David Genshaw closes the Executive Session and calls the Budget Workshop to order.

NEW BUSINESS:

1. Present and discuss the FY 18 Budget draft.

Mayor David Genshaw calls for a motion to adjourn the Budget Workshop meeting of the Mayor and Council

NOTE: Agenda shall be subject to change to include or delete Additional items (including executive session) which arise at the time of the meeting. (29 Del. C. S1004 (e) (3))

Posted - Website 5/22/17 @ 4:04 p.m.
TNT

CITY OF SEAFORD
BUDGET/REVENUE ANALYSIS - BALANCING OPTION #1
ADOPTED BUDGET _____

	FY 2017	FY 2018	% CHANGE	\$ INCR/DECR
<u>REVENUE</u>				
General Fund	5,295,744	5,411,965	2.19%	116,221
Transfer from Electric Fund	3,257,142	3,113,879	-4.40%	(143,263)
Transfer from Sewer Fund	230,500	180,000	-21.91%	(50,500)
Transfer from Water Fund	65,800	70,000	6.38%	4,200
Municipal Golf Fund	22,019	0	-100.00%	(22,019)
Transfer from General Fund	448,068	387,865	-13.44%	(60,203)
Transfer from Electric Fund	0	0	0.00%	0
Water Fund	1,200,771	1,029,169	-14.29%	(171,602)
Transfer from Electric	0	0	0.00%	0
Sewer Fund	4,360,085	2,662,735	-38.93%	(1,697,350)
Transfer from Electric	0	0	0.00%	0
Electric Fund	16,012,679	15,472,294	-3.37%	(540,385)
TOTAL REVENUE	30,892,808	28,327,907	-8.30%	(2,564,901)
REVENUE W/O INTERNAL TRANSFER	26,891,298	24,576,163	-8.61%	(2,315,135)
<u>EXPENDITURES</u>				
Executive	96,214	99,416	3.33%	3,202
Capital	2,275	0		
Administration	1,753,731	1,663,998	-5.12%	(89,733)
Capital	59,975	10,000	-83.33%	(49,975)
Transfer to Golf Fund	448,068	387,865	-13.44%	(60,203)
Economic Development	113,893	127,858	12.26%	13,965
Capital	44,900	5,400	-87.97%	(39,500)
Information Technology	79,369	96,765	21.92%	17,396
Capital	1,700	25,000	1370.59%	23,300
Code	362,997	521,053	43.54%	158,056
Capital	1,400	0	-100.00%	(1,400)
Fire	269,126	258,662	-3.89%	(10,464)
Capital	0	0	0.00%	0
Police	3,474,088	3,488,325	0.41%	14,237
Capital	79,900	75,000	-6.13%	(4,900)
Dispatchers	604,180	617,293	2.17%	13,113
Capital	6,900	0	-100.00%	(6,900)
Recreation	213,567	211,210	-1.10%	(2,357)
Capital	0	0	0.00%	0
Parks	491,733	461,012	-6.25%	(30,721)
Capital	24,270	38,200	57.40%	13,930
Pools	31,784	38,552	21.29%	6,768
Capital	0	0	0.00%	0
Streets	495,922	495,235	-0.14%	(687)
Capital	193,194	155,000	-19.77%	(38,194)
EXPENDITURES - SUBTOTAL PAGE 1	8,849,186	8,775,844	-0.83%	(73,342)

CITY OF SEAFORD
BUDGET/REVENUE ANALYSIS - BALANCING OPTION #1
ADOPTED BUDGET _____

	FY 2017	FY 2018	% CHANGE	\$ INCR/DECR
Municipal Golf	470,087	387,865	-17.49%	(82,222)
Capital	0	0	0.00%	0
Water	1,018,684	889,644	-12.67%	(129,040)
Capital	116,287	69,525	-40.21%	(46,762)
Transfer to General Fund	65,800	70,000	6.38%	4,200
Sewer Collector System	436,572	459,628	5.28%	23,056
Capital	14,900	65,000	336.24%	50,100
Sewer Plant	1,707,698	1,722,191	0.85%	14,493
Capital	1,692,700	25,500	-98.49%	(1,667,200)
Transfer to General Fund	230,500	180,000	-21.91%	(50,500)
Compost	277,715	210,416	-24.23%	(67,299)
Capital	0	0	0.00%	0
Electric Distribution	12,618,931	12,285,705	-2.64%	(333,226)
Capital	136,606	72,710	-46.77%	(63,896)
Transfer to General Fund	3,257,142	3,113,879	-4.40%	(143,263)
Transfer to Golf Course Fund	0	0	0.00%	0
Transfer to Water Fund	0	0	0.00%	0
Transfer to Sewer Fund	0	0	0.00%	0
Power House	0	0	0.00%	0
Capital	0	0	0.00%	0
EXPENDITURES - SUBTOTAL PAGE 2	22,043,622	19,552,063	-11.30%	(2,491,559)
TOTAL EXPENDITURES	30,892,808	28,327,907	-8.30%	(2,564,901)
EXPENDITURES W/O INTERNAL TRANSFER	26,891,298	24,576,163	-8.61%	(2,315,135)
Total Revenues without Internal Transfers	26,891,298	24,576,163	-8.61%	(2,315,135)
Total Expenditures without Internal Transfers	26,891,298	24,576,163	-8.61%	(2,315,135)
Surplus (Deficit)	0	0	0.00%	0
Note: Purchased Power Electric Distribution	9,903,124	9,176,527	-7.34%	(726,597)
Note: Electric Distribution without Purchased Power	2,715,807	3,109,178	14.48%	393,371

City of Seaford
 FY 2018 Budget

Balancing Recommendations - Option #1

5/25/2017

	<u>Adjustments</u>
Budget Deficit	(851,067)
Revenues (Incr / Decr):	
Property Tax Rate: Increase from \$0.31 to \$0.33	153,492
Incr in Operating Transfer from Water Fund	7,500
Incr in Operating Transfer from Sewer Fund	0
Incr in Operating Transfer from Electric Fund	285,922
Correct Electric Revenues	251,422
Water Rates: No change, \$21.95	0
Sewer Rates: No change, \$44.30	0
Transfer from GMB Rent Reserves for Capital	9,000
Transfer from MSA Reserves for Capital	55,000
FY17 Reserves used to balance but not transferred	281,736
Sub-total	1,044,072
Expenditures (Incr / Decr):	
Executive Department	
	0
Sub-total	0
Administration Department	
Capital	
- Change 2 HVAC units to 1	10,000
- Cut Luxor LED Lighting System	12,417
	0
Sub-total	22,417
ED/IT Department	
Capital	
- Cut Wide Format Printer/Copier/Scanner	4,000
Sub-total	4,000
Info Tech Department	
	0
Sub-total	0
Code Department	
Capital	
- Cut Wide Format Printer/Copier/Scanner	4,000
	0
Sub-total	4,000

City of Seaford
 FY 2018 Budget

Balancing Recommendations - Option #1

5/25/2017

	<u>Adjustments</u>
Fire Department	
	<u>0</u>
Sub-total	0
Police Department	
	<u>0</u>
Sub-total	0
Dispatch Department	
	<u>0</u>
Sub-total	0
Recreation Department Capital - Cut Printer	<u>3,000</u>
Sub-total	3,000
Parks Department Capital - Cut grading & seeding	25,000
	<u>0</u>
Sub-total	25,000
Pool Department	
	<u>0</u>
Subtotal	0
Streets Department	
	<u>0</u>
Sub-total	0
GOLF FUND	
	<u>0</u>
Sub-total	0
WATER FUND Water Department Capital - Cut Seaford Closed Band Radio System - Replc 800 MHZ Water - Operating Trsfr - General	7,500
	<u>(7,500)</u>
Sub-total	0

City of Seaford
 FY 2018 Budget

Balancing Recommendations - Option #1

5/25/2017

	<u>Adjustments</u>
SEWER FUND	
Sewer Collector Department	
	0
Sub-total	<u>0</u>
 WWTF Department	
	0
Sub-total	<u>0</u>
 Compost Department	
	0
Sub-total	<u>0</u>
 ELECTRIC FUND	
Electric Department	
Operating Inventory - Working on Circuit 330 but may not finish	10,500
Capital	
- Cut Seaford Closed Band Radio - Replc 800 MHZ	20,000
- Cut Network Wide Format Printer/Copier/Scanner	4,000
Operating Xfr-General	<u>(285,922)</u>
Sub-total	<u>(251,422)</u>
Total Expenditures (Incr/ Decr)	<u>(193,005)</u>
 Transfer from Reserves:	
Ross Bus Pk Reserves (Land Sales)	0
 Balanced Budget - FY 2018	TOTAL <u><u>0</u></u>

CITY OF SEAFORD
BUDGET/REVENUE ANALYSIS - BALANCING OPTION #2
ADOPTED BUDGET

	FY 2017	FY 2018	% CHANGE	\$ INCR/DECR
REVENUE				
General Fund	5,295,744	5,500,316	3.86%	204,572
Transfer from Electric Fund	3,257,142	3,179,605	-2.38%	(77,537)
Transfer from Sewer Fund	230,500	180,000	-21.91%	(50,500)
Transfer from Water Fund	65,800	70,000	6.38%	4,200
Municipal Golf Fund	22,019	0	-100.00%	(22,019)
Transfer from General Fund	448,068	387,913	-13.43%	(60,155)
Transfer from Electric Fund	0	0	0.00%	0
Water Fund	1,200,771	1,029,574	-14.26%	(171,197)
Transfer from Electric	0	0	0.00%	0
Sewer Fund	4,360,085	2,663,390	-38.91%	(1,696,695)
Transfer from Electric	0	0	0.00%	0
Electric Fund	16,012,679	15,472,294	-3.37%	(540,385)
TOTAL REVENUE	30,892,808	28,483,092	-7.80%	(2,409,716)
REVENUE W/O INTERNAL TRANSFER	26,891,298	24,665,574	-8.28%	(2,225,724)
EXPENDITURES				
Executive	96,214	99,419	3.33%	3,205
Capital	2,275	0		
Administration	1,753,731	1,864,254	6.30%	110,523
Capital	59,975	10,000	-83.33%	(49,975)
Transfer to Golf Fund	448,068	387,913	-13.43%	(60,155)
Economic Development	113,893	127,877	12.28%	13,984
Capital	44,900	5,400	-87.97%	(39,500)
Information Technology	79,369	101,039	27.30%	21,670
Capital	1,700	25,000	1370.59%	23,300
Code	362,997	516,274	42.23%	153,277
Capital	1,400	0	-100.00%	(1,400)
Fire	269,126	258,662	-3.89%	(10,464)
Capital	0	0	0.00%	0
Police	3,474,088	3,434,547	-1.14%	(39,541)
Capital	79,900	75,000	-6.13%	(4,900)
Dispatchers	604,180	617,407	2.19%	13,227
Capital	6,900	0	-100.00%	(6,900)
Recreation	213,567	211,306	-1.06%	(2,261)
Capital	0	0	0.00%	0
Parks	491,733	468,551	-4.71%	(23,182)
Capital	24,270	38,200	57.40%	13,930
Pools	31,784	38,552	21.29%	6,768
Capital	0	0	0.00%	0
Streets	495,922	495,520	-0.08%	(402)
Capital	193,194	155,000	-19.77%	(38,194)
EXPENDITURES - SUBTOTAL PAGE 1	8,849,186	8,929,921	0.91%	80,735

CITY OF SEAFORD
BUDGET/REVENUE ANALYSIS - BALANCING OPTION #2
ADOPTED BUDGET

	FY 2017	FY 2018	% CHANGE	\$ INCR/DECR
Municipal Golf	470,087	387,913	-17.48%	(82,174)
Capital	0	0	0.00%	0
Water	1,018,684	890,049	-12.63%	(128,635)
Capital	116,287	69,525	-40.21%	(46,762)
Transfer to General Fund	65,800	70,000	6.38%	4,200
Sewer Collector System	436,572	459,628	5.28%	23,056
Capital	14,900	65,000	336.24%	50,100
Sewer Plant	1,707,698	1,722,733	0.88%	15,035
Capital	1,692,700	25,500	-98.49%	(1,667,200)
Transfer to General Fund	230,500	180,000	-21.91%	(50,500)
Compost	277,715	210,529	-24.19%	(67,186)
Capital	0	0	0.00%	0
Electric Distribution	12,618,931	12,219,979	-3.16%	(398,952)
Capital	136,606	72,710	-46.77%	(63,896)
Transfer to General Fund	3,257,142	3,179,605	-2.38%	(77,537)
Transfer to Golf Course Fund	0	0	0.00%	0
Transfer to Water Fund	0	0	0.00%	0
Transfer to Sewer Fund	0	0	0.00%	0
Power House	0	0	0.00%	0
Capital	0	0	0.00%	0
EXPENDITURES - SUBTOTAL PAGE 2	22,043,622	19,553,171	-11.30%	(2,490,451)
TOTAL EXPENDITURES	30,892,808	28,483,092	-7.80%	(2,409,716)
EXPENDITURES W/O INTERNAL TRANSFER	26,891,298	24,665,574	-8.28%	(2,225,724)
Total Revenues without Internal Transfers	26,891,298	24,665,574	-8.28%	(2,225,724)
Total Expenditures without Internal Transfers	26,891,298	24,665,574	-8.28%	(2,225,724)
Surplus (Deficit)	0	0	0.00%	0
Note: Purchased Power Electric Distribution	9,903,124	9,176,527	-7.34%	(726,597)
Note: Electric Distribution without Purchased Power	2,715,807	3,043,452	12.06%	327,645

City of Seaford
FY 2018 Budget

Balancing Recommendations - Option #2

5/25/2017

	<u>Adjustments</u>
Budget Deficit	<u>(851,067)</u>
Revenues (Incr / Decr):	
Incr in Operating Transfer from Water Fund	7,500
Incr in Operating Transfer from Sewer Fund	0
Incr in Operating Transfer from Electric Fund	351,648
Adjust Building Rent - GMB Rent	780
Correct Electric Revenues	251,422
Golf - Xfr from General Fund	48
Water Rates: No change, \$21.95	405
Sewer Rates: No change, \$44.30	655
Transfer from GMB Rent Reserves for Capital	9,000
Transfer from MSA Reserves for Capital	55,000
Transfer from Realty Transfer Tax Reserve - Funding Property Reassessment	200,000
FY17 Reserves used to balance but not transferred	290,765
FY18 Balancing Recommendation - Xfr fr Realty Transfer Tax Reserve	32,034
Sub-total	<u>1,199,257</u>
Expenditures (Incr / Decr):	
Executive Department	
Insurance - Recalculated based on adjustment to pay & benefits	(3)
Sub-total	<u>(3)</u>
Administration Department	
Capital	
- Change 2 HVAC units to 1	10,000
- Cut Luxor LED Lighting System	12,417
Insurance - Recalculated based on adjustment to pay & benefits	(256)
Professional Fees - Add City-wide Property Reassessment	(200,000)
Operating Transfer - Change in Transfer to Golf Fund	(48)
Sub-total	<u>(177,887)</u>
ED/IT Department	
Insurance - Recalculated based on adjustment to pay & benefits	(19)
Capital	
- Cut Wide Format Printer/Copier/Scanner	4,000
Sub-total	<u>3,981</u>
Info Tech Department	
Insurance - Recalculated based on adjustment to pay & benefits	(4,274)
Sub-total	<u>(4,274)</u>
Code Department	
Capital	
- Cut Wide Format Printer/Copier/Scanner	4,000
Salary & Benefits - Changes to personnel	4,779
Sub-total	<u>8,779</u>

City of Seaford
 FY 2018 Budget

Balancing Recommendations - Option #2

5/25/2017

	<u>Adjustments</u>
Fire Department	
	<u>0</u>
Sub-total	0
Police Department	
Salary & Benefits - Changes to personnel	<u>53,778</u>
Sub-total	53,778
Dispatch Department	
Insurance - Recalculated based on adjustment to pay & benefits	<u>(114)</u>
Sub-total	(114)
Recreation Department	
Insurance - Recalculated based on adjustment to pay & benefits	(96)
Capital	
- Cut Printer	3,000
Sub-total	<u>2,904</u>
Parks Department	
Insurance - Recalculated based on adjustment to pay & benefits	(7,539)
Capital	
- Cut grading & seeding	25,000
	<u>0</u>
Sub-total	17,461
Pool Department	
	<u>0</u>
Subtotal	0
Streets Department	
Insurance - Recalculated based on adjustment to pay & benefits	<u>(285)</u>
Sub-total	(285)
GOLF FUND	
Insurance - Recalculated based on adjustment to pay & benefits	<u>(48)</u>
Sub-total	(48)
WATER FUND	
Water Department	
Insurance - Recalculated based on adjustment to pay & benefits	(405)
Capital	
- Cut Seaford Closed Band Radio System - Replc 800 MHZ	7,500
Water - Operating Trsfr - General	<u>(7,500)</u>
Sub-total	(405)

City of Seaford
 FY 2018 Budget

Balancing Recommendations - Option #2

5/25/2017

	<u>Adjustments</u>
SEWER FUND	
Sewer Collector Department	
	0
Sub-total	<u>0</u>
WWTF Department	
Insurance - Recalculated based on adjustment to pay & benefits	(542)
Sub-total	<u>(542)</u>
Compost Department	
Insurance - Recalculated based on adjustment to pay & benefits	(113)
Sub-total	<u>(113)</u>
ELECTRIC FUND	
Electric Department	
Salary & Benefits - Changes to personnel	65,726
Operating Inventory - Working on Circuit 330 but may not finish	10,500
Capital	
- Cut Seaford Closed Band Radio - Replc 800 MHZ	20,000
- Cut Network Wide Format Printer/Copier/Scanner	4,000
Operating Xfr-General	(351,648)
Sub-total	<u>(251,422)</u>
Total Expenditures (Incr/ Decr)	(348,190)
Transfer from Reserves:	0
Balanced Budget - FY 2018	TOTAL <u><u>0</u></u>