

COMMISSIONERS OF OXFORD

ORDINANCE NUMBER: 1703

INTRODUCED BY: _____

DATE OF INTRODUCTION: May 9, 2017

AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 1610 FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017 TO ADJUST CERTAIN LINE ITEMS AND TO RE-APPROPRIATE CERTAIN FUNDS

WHEREAS, Section C6-4 of the Oxford Town Charter requires the Town to operate on an annual budget; and

WHEREAS, after a duly advertised public hearing, the Commissioners of Oxford adopted Ordinance 1610 effective July 1, 2016, titled "AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING A GENERAL/ENTERPRISE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017, AND ESTABLISHING A TAX RATE OF \$.2952 PER \$100 OF ASSESSED REAL PROPERTY VALUE" and

WHEREAS, since the Commissioners have adopted the budget it has been determined that it is necessary to amend and adjust the budget to re-appropriate certain line items reflected in the General and Enterprise Budgets, to reflect continued changes in accounting process and to address mid-year adjustments.

WHEREAS, the Commissioners of Oxford have reviewed the details of the Revenues and Expenditures as Summarized in Department Line Items on the attached Exhibit A; and

WHEREAS, the Commissioners have found that the Revenues and Expenditures identified by Department Line Item in the attached Exhibit A do fairly represent the adjustments made to the Fiscal Year 2017 Budget;

NOW THEREFORE, the Commissioners of Oxford hereby ordains as follows:

Section 1. That the Commissioners of Oxford hereby adopt the attached Adjusted General/Enterprise Budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017, which is attached hereto as Exhibit A and incorporated herein.

Section 2. That the tax rate for the Town of Oxford for the fiscal year beginning July 1, 2015 and ending June 30, 2016 as established in Ordinance 1610 will remain the same.

This Ordinance shall become effective on the twentieth day proceeding the date of enactment.

ENACTED THIS ____ DAY OF _____, 2017

COMMISSIONERS OF OXFORD:

Gordon Fronk

R. Gordon Graves

Carole Abruzzese

I hereby certify that the foregoing Ordinance 1703 of the Town of Oxford was duly read, advertised, and enacted in accordance with the applicable provisions of the Charter of the Town of Oxford.

Attest:

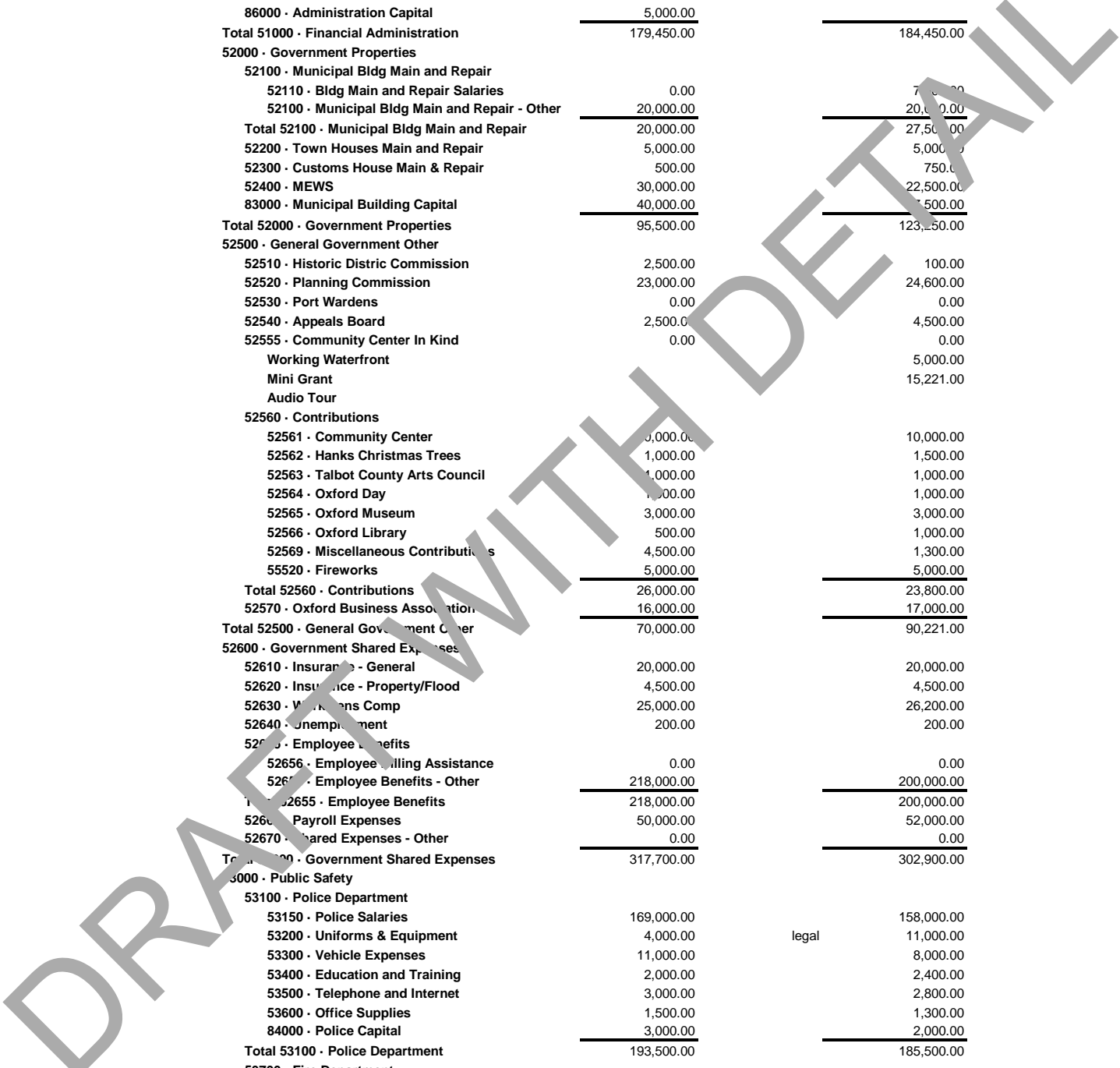
Cheryl A. Lewis, Clerk-Treasurer
Town of Oxford

TOWN OF OXFORD
Budget vs. Actual
July 2016 through June 2017

	FY 2107 <u>Budget</u>	FY 2017 AMENDED <u>Budget</u>
PRIOR YEAR RESERVES	3,287,238.00	3,450,414.00
Ordinary Income/Expense		
Income	0.2952	0.2952
41000 - Real Property Tax		
41100 - Real Estate	978,163.00	978,163.00
41101 - Real Estate - SMSP Dedicated	-100,000.00	-100,000.00
41150 - Tax Discount	-7,000.00	-7,000.00
41200 - Interest Paid	3,000.00	3,000.00
Total 41000 - Real Property Tax	874,163.00	874,163.00
42000 - Intergovernmental Revenues		
42100 - Accomodations Tax	48,000.00	48,000.00
42200 - Amusement Tax	439.00	439.00
42300 - Local Income Tax	79,000.00	85,000.00
42400 - Highway User Revenue	42,415.00	39,901.00
42500 - Traders Licenses	80.00	80.00
42600 - Tax Revenues - Other	0.00	0.00
Total 42000 - Intergovernmental Revenues	169,934.00	173,420.00
43000 - Licenses and Permits		
43100 - Animal Registration	15.00	15.00
43200 - Annexations and Subdivisions	0.00	0.00
43300 - Building Permits	6,000.00	9,500.00
43400 - Cable Franchise	4,067.00	4,000.00
43450 - Port Warden Permits	700.00	700.00
43460 - Short Term Rental	0.00	3,000.00
43500 - Licenses and Permits - Other	0.00	0.00
Total 43000 - Licenses and Permits	10,782.00	17,074.00
44000 - Revenues from Other Agencies		
44100 - Grant - Critical Areas	1,000.00	1,000.00
44200 - Grant - SAPPF Police	11,374.00	11,374.00
Historic Planning Grant		19,925.00
MEWS Design Grant		12,500.00
Audio Grant		
Waterfront Planning		
CBT mitigation		7,000.00
Causeway Stormwater		
HVAC		25,000.00
Mini Grant		15,221.00
44400 - Grant - Misc	0.00	0.00
Total 44000 - Revenues from Other Agencies	12,374.00	92,020.00
45000 - Revenues from Properties		
45100 - Dock Rentals	19,000.00	18,500.00
45200 - Parking Permits	1,500.00	1,500.00
45300 - Land/Property Leases	29,470.00	29,470.00
45400 - Town House Rental	12,200.00	12,200.00
45450 - Sale of Property	0.00	0.00
Total 45000 - Revenues from Properties	62,170.00	61,670.00
46000 - Miscellaneous Revenues		
46200 - Hanks Christmas Tree and	0.00	625.00
46225 - Play Ball Dog Park	0.00	0.00
46250 - Artist Group	0.00	0.00
46300 - Parks & Recreation	0.00	0.00
46400 - Police Fines and Tickets	1,000.00	1,500.00
46450 - Police Donations	3,000.00	2,000.00
46500 - Reimbursed Appeals Expense	0.00	0.00
46600 - Reimbursed Engineering Expense	0.00	0.00
46700 - Reimbursed Expenses - Other	1,000.00	50.00
46800 - Misc Revenue - Other	2,000.00	1,500.00
46950 - Interest Income	1,400.00	1,700.00
Total 46000 - Miscellaneous Revenues	8,400.00	7,375.00
47000 - Enterprise Services		
47100 - Water Service		
47110 - Water Service Charge	265,650.00	265,650.00
47130 - Connection Fees	0.00	0.00
Total 47100 - Water Service	265,650.00	265,650.00
47500 - Wastewater Services		
47510 - Wastewater Service Charge	390,600.00	390,600.00
47530 - Connection Fees	0.00	0.00
Total 47500 - Wastewater Services	390,600.00	390,600.00
47700 - Stormwater/Shoreline SMSP		
47710 - Real Property Tax SMSP	100,000.00	100,000.00
Total 47700 - Stormwater/Shoreline SMSP	100,000.00	100,000.00
47900 - Enterprise Services Other		
47910 - Interest - Water	400.00	400.00
47920 - Interest - Sewer	400.00	400.00
47930 - Plumbing Permits	750.00	750.00
47940 - Tower Rental	42,500.00	42,500.00
Total 47900 - Enterprise Services Other	44,050.00	44,050.00
Total 47000 - Enterprise Services	800,300.00	800,300.00
48000 - Bay Restoration Fund	35,000.00	35,000.00
74000 - Grant Funds - WWTO Upgrades	0.00	0.00
74100 - Grant Funds - Boat Landing	0.00	340,000.00
Total Income	1,973,123.00	2,401,022.00
Expense		
50000 - Legislation		
50100 - Commissioners Salary	6,000.00	6,000.00
50200 - Commissioners Training/Expenses	7,000.00	7,000.00
50300 - Election Advertising Expenses	850.00	850.00
50400 - Election Salaries	250.00	250.00
Total 50000 - Legislation	14,100.00	14,100.00
51000 - Financial Administration		
51050 - Accounting & Auditing	13,000.00	13,000.00
51100 - Administrative Salaries	80,000.00	80,000.00

TOWN OF OXFORD
Budget vs. Actual
July 2016 through June 2017

	FY 2107 <u>Budget</u>	FY 2017 AMENDED <u>Budget</u>
51101 - Advertising		
51150 - General Advertising	3,000.00	3,000.00
51151 - Appeals Board	300.00	300.00
51152 - Planning Commission	1,100.00	1,100.00
51154 - Port Wardens	0.00	0.00
Total 51101 - Advertising	4,400.00	4,400.00
51200 - Computer Main & Repair	4,000.00	4,000.00
51250 - Copier Services Main & Supplies	2,100.00	2,100.00
51300 - Education and Training	3,500.00	3,500.00
51350 - Electricity	9,000.00	9,000.00
51450 - Legal Fees	30,000.00	40,000.00
51451 - Telephone	7,000.00	7,000.00
51452 - Internet	750.00	750.00
51453 - Website	500.00	500.00
51500 - Memberships & Dues	5,500.00	5,500.00
51550 - Office Supplies & Expenses	4,500.00	4,500.00
51600 - Postage	4,200.00	4,200.00
51650 - Planning & Zoning Admin	6,000.00	6,000.00
51700 - Miscellaneous - Financial Admin	0.00	0.00
86000 - Administration Capital	5,000.00	5,000.00
Total 51000 - Financial Administration	179,450.00	184,450.00
52000 - Government Properties		
52100 - Municipal Bldg Main and Repair		
52110 - Bldg Main and Repair Salaries	0.00	7,500.00
52100 - Municipal Bldg Main and Repair - Other	20,000.00	20,000.00
Total 52100 - Municipal Bldg Main and Repair	20,000.00	27,500.00
52200 - Town Houses Main and Repair	5,000.00	5,000.00
52300 - Customs House Main & Repair	500.00	750.00
52400 - MEWS	30,000.00	22,500.00
83000 - Municipal Building Capital	40,000.00	47,500.00
Total 52000 - Government Properties	95,500.00	123,250.00
52500 - General Government Other		
52510 - Historic Distric Commission	2,500.00	100.00
52520 - Planning Commission	23,000.00	24,600.00
52530 - Port Wardens	0.00	0.00
52540 - Appeals Board	2,500.00	4,500.00
52555 - Community Center In Kind	0.00	0.00
Working Waterfront		5,000.00
Mini Grant		15,221.00
Audio Tour		
52560 - Contributions		
52561 - Community Center	10,000.00	10,000.00
52562 - Hanks Christmas Trees	1,000.00	1,500.00
52563 - Talbot County Arts Council	1,000.00	1,000.00
52564 - Oxford Day	1,000.00	1,000.00
52565 - Oxford Museum	3,000.00	3,000.00
52566 - Oxford Library	500.00	1,000.00
52569 - Miscellaneous Contributions	4,500.00	1,300.00
55520 - Fireworks	5,000.00	5,000.00
Total 52560 - Contributions	26,000.00	23,800.00
52570 - Oxford Business Association	16,000.00	17,000.00
Total 52500 - General Government Other	70,000.00	90,221.00
52600 - Government Shared Expenses		
52610 - Insurance - General	20,000.00	20,000.00
52620 - Insurance - Property/Flood	4,500.00	4,500.00
52630 - Workmens Comp	25,000.00	26,200.00
52640 - Unemployment	200.00	200.00
52650 - Employee Benefits		
52656 - Employee Billing Assistance	0.00	0.00
52655 - Employee Benefits - Other	218,000.00	200,000.00
Total 52655 - Employee Benefits	218,000.00	200,000.00
52660 - Payroll Expenses	50,000.00	52,000.00
52670 - Shared Expenses - Other	0.00	0.00
Total 52600 - Government Shared Expenses	317,700.00	302,900.00
53000 - Public Safety		
53100 - Police Department		
53150 - Police Salaries	169,000.00	158,000.00
53200 - Uniforms & Equipment	4,000.00	11,000.00
53300 - Vehicle Expenses	11,000.00	8,000.00
53400 - Education and Training	2,000.00	2,400.00
53500 - Telephone and Internet	3,000.00	2,800.00
53600 - Office Supplies	1,500.00	1,300.00
84000 - Police Capital	3,000.00	2,000.00
Total 53100 - Police Department	193,500.00	185,500.00
53700 - Fire Department		
53800 - Grant to Oxford Fire Department	20,000.00	20,000.00
53900 - Workmens Comp Oxford Fire Dept	25,000.00	26,000.00
Total 53700 - Fire Department	45,000.00	46,000.00
53000 - Public Safety - Other	0.00	0.00
Total 53000 - Public Safety	238,500.00	231,500.00
54000 - Public Works		
54100 - Operational Cost		
54110 - Shop - Salaries	55,000.00	63,800.00
54130 - Shop - Telephone	4,000.00	4,500.00
54140 - Shop - Uniforms	9,500.00	12,700.00
54150 - Shop - Utilities	0.00	0.00
54160 - Shop - Main and Repair	10,000.00	4,000.00
54165 - Shop - Miscellaneous	2,500.00	1,000.00
54170 - Education and Training	4,000.00	4,000.00
54180 - Vehicle Operations	22,000.00	16,000.00
54190 - Vehicle Main and Repairs	8,000.00	9,000.00
85000 - Public Works Capital	0.00	0.00
Total 54100 - Operational Cost	115,000.00	115,000.00
54200 - Roads Department		



TOWN OF OXFORD
Budget vs. Actual
July 2016 through June 2017

	FY 2107	FY 2017 AMENDED
	Budget	Budget
54210 - Streets - Salaries	30,000.00	32,000.00
54220 - Streets - Main/Repairs	15,000.00	15,000.00
54230 - Streets - Lighting	35,000.00	35,000.00
54240 - Streets - Repaving	250,000.00	265,000.00 tred avon
		10,000.00 tilghman
54250 - Snow Removal	3,000.00	1,100.00
Total 54200 - Roads Department	333,000.00	358,100.00
54300 - Trash Collection		
54310 - Trash Collection Salaries	30,000.00	15,000.00
54320 - Trash Collection Other Expenses	0.00	0.00
54330 - Trash Pick up - Contractors	65,000.00	65,000.00
Total 54300 - Trash Collection	95,000.00	80,000.00
54400 - Miscellaneous Public Works		
54410 - Mosquito Control	1,500.00	850.00
54430 - Sidewalk Repair	5,000.00	0.00 fall
86500 - From Sidewalk Fund Capital	15,000.00	0.00 fall
Total 54400 - Miscellaneous Public Works	21,500.00	850.00
Total 54000 - Public Works	564,500.00	553,950.00
55000 - Parks and Recreation		
55100 - Parks/Mowing - Salaries	65,000.00	70,000.00
55200 - Parks/Mowing - Main & Repair	5,000.00	5,000.00
55300 - Parks and Recreation Electric	1,200.00	1,200.00
55400 - Docks/Shoreline - Main & Repair	15,000.00	35,000.00 pilings
55500 - Parks & Recreation Expenses	22,000.00	22,000.00
55600 - Parks and Recreation Committee	450.00	450.00
87000 - Parks Capital	24,000.00	15,000.00
87001 - Dog Park Capital	0.00	0.00
88000 - Boat Landing Capital	20,000.00	355,000.00 ramp
Total 55000 - Parks and Recreation	152,650.00	503,650.00
57000 - Enterprise Fund Expenditures		
57100 - Water System Admin Cost		
57110 - Administrative Salaries	22,000.00	24,000.00
57120 - Administrative Expenses	0.00	2,100.00
57140 - Depreciation	150,000.00	150,000.00
57160 - Interest on Debt	13,500.00	13,500.00
Total 57100 - Water System Admin Cost	185,500.00	189,600.00
57200 - Water System Operations		
57201 - Water - Salaries	43,000.00	40,000.00
57210 - Electricity	17,000.00	14,000.00
57220 - Utilities	1,000.00	1,000.00
57225 - Chemicals	14,000.00	17,000.00
57230 - Lab Expenses	0.00	1,000.00
57250 - Materials, Tools and Equipment	7,000.00	10,000.00
57255 - Arsenic Reduction Media	9,000.00	43,000.00
57260 - Testing Expenses	5,000.00	5,000.00
57270 - Education and Training	1,000.00	1,000.00
57280 - Maintenance & Repairs	4,000.00	10,000.00
82001 - Water Capital	30,000.00	30,000.00
Total 57200 - Water System Operations	169,000.00	142,000.00
57500 - Wastewater System Admin Cost		
57510 - Administrative Salaries	27,000.00	29,000.00
57520 - Administrative Expenses	0.00	100.00
57535 - Consulting/Legal Expenses	10,000.00	3,400.00
57560 - Interest on Debt	0.00	0.00
Total 57500 - Wastewater System Admin Cost	37,000.00	32,500.00
57600 - Wastewater System Operations		
57601 - Wastewater Salaries	65,000.00	52,000.00
57610 - Electricity	32,000.00	28,000.00
57620 - Utilities	700.00	700.00
57625 - Chemicals	10,500.00	17,000.00
57630 - Lab Expenses	10,000.00	7,000.00
57635 - Materials, Tools and Equipment	3,000.00	4,000.00
57640 - Education and Training	3,000.00	1,500.00
57680 - Maintenance & Repairs	12,000.00	12,000.00
82002 - WWTP Upgrade Capital	0.00	0.00
82003 - Wastewater Capital	0.00	0.00
Total 57600 - Wastewater System Operations	136,200.00	122,200.00
57700 - Stormwater/Shoreline SMSP		
57710 - Stormwater Salaries	47,000.00	45,000.00
57720 - Administrative Salaries	21,000.00	24,000.00
57730 - Stormwater Main & Repair	5,000.00	5,000.00
57740 - Stormwater Improvements	5,000.00	5,000.00
57750 - Shoreline Main & Repair	2,000.00	2,000.00
57760 - Shoreline Improvements	20,000.00	0.00
57770 - Stormwater/Shoreline Trash	5,000.00	16,000.00
81500 - SMSP Improvement Capital	100,000.00	23,000.00 mitigation
81510 - SMSP Retention Capital	150,000.00	77,000.00 savings
Total 57700 - Stormwater/Shoreline SMSP	355,000.00	192,000.00
Total 57000 - Enterprise Fund Expenditures	882,700.00	678,300.00
58000 - Bay Restoration		
58100 - Bay Restoration Payment	34,000.00	34,000.00
Total 58000 - Bay Restoration	34,000.00	34,000.00
66900 - Reconciliation Discrepancies	0.00	0.00
Total Expense	2,549,100.00	2,716,321.00
Net Ordinary Income	-575,977.00	-315,299.00
Grant Revenues	1332925	1332925
Grant Expenses	-1017000	-1017000
TOTAL REVENUES INCLUDING PRIOR YEAR RESERVES	3,027,186.00	3,135,115.00