

COMMISSIONERS OF OXFORD

ORDINANCE NUMBER: 1809

INTRODUCED BY: \_\_\_\_\_

DATE OF INTRODUCTION: May 8, 2018

**AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 1704 FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018 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 1704 effective July 1, 2017, titled "AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING A GENERAL/ENTERPRISE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2017 AND ENDING JUNE 30, 2018, AND ESTABLISHING A TAX RATE OF \$ .30 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 2018 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, 2017 and ending June 30, 2018, 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, 2017 and ending June 30, 2018 as established in Ordinance 1704 will remain the same.

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

ENACTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2018

COMMISSIONERS OF OXFORD:

\_\_\_\_\_  
R. Gordon Graves

\_\_\_\_\_  
Gordon Fronk

\_\_\_\_\_  
John Pepe

I hereby certify that the foregoing Ordinance 1809 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  
General / Enterprise Budget  
Amended FY 2018  
Proposed FY 2019

	ORIGINAL 2018 Budget	AMENDED 2018 Budget	PROPOSED 2019 Budget	
TAX RATE		.30	.3047	constant yield
PRIOR YEAR RESERVES	3,135,115.00	3,373,376.00	3,375,376.00	
Ordinary Income/Expense				
Income				
41000 - Real Property Tax				
41100 - Real Estate	997,546.00	1,003,305.00	1,003,000.00	
41101 - Real Estate - SMSPP Dedicated	-100,000.00	-100,000.00	-100,000.00	
41150 - Tax Discount	-7,000.00	-6,697.00	-7,000.00	
41200 - Interest Paid	3,000.00	3,223.00	3,000.00	
Total 41000 - Real Property Tax	893,546.00	899,831.00	899,000.00	
42000 - Intergovernmental Revenues				
42100 - Accommodations Tax	50,000.00	50,000.00	50,000.00	
42200 - Amusement Tax	439.00	350.00	350.00	
42300 - Local Income Tax	85,000.00	85,000.00	85,000.00	
42400 - Highway User Revenue	41,174.00	41,174.00	41,883.00	
42500 - Traders Licenses	80.00	50.50	80.00	
42600 - Tax Revenues - Other	0.00	450.00	0.00	
Total 42000 - Intergovernmental Revenues	176,693.00	177,024.50	177,313.00	
43000 - Licenses and Permits				
43100 - Animal Registration	15.00	15.00	15.00	
43200 - Annexations and Subdivisions	0.00	0.00	0.00	
43300 - Building Permits	9,500.00	7,500.00	7,500.00	
43400 - Cable Franchise	4,409.00	4,572.00	4,572.00	
43450 - Port Warden Permits	300.00	1,000.00	600.00	
43460 - Short Term Rental	3,000.00	700.00	700.00	
43000 - Licenses and Permits - Other	0.00	0.00	0.00	
Total 43000 - Licenses and Permits	17,224.00	13,787.00	13,387.00	
44000 - Revenues from Other Agencies				
44100 - Grant - Critical Areas	1,000.00	1,000.00	1,000.00	
44200 - Grant - SAPPF Police	12,000.00	12,000.00	12,000.00	
44400 - Grant - Misc	807,500.00	450,000.00	450,000.00	causeway/mews heritag audio/shoreline design/mini/mews
Total 44000 - Revenues from Other Agencies	820,500.00	463,000.00	463,000.00	(-250,000 causeway)
45000 - Revenues from Properties				
45100 - Dock Rentals	19,500.00	20,500.00	21,000.00	
45200 - Parking Permits	1,500.00	1,500.00	1,500.00	
45300 - Land/Property Leases	29,470.00	29,470.00	30,000.00	
45400 - Town House Rental	12,200.00	12,200.00	12,200.00	
45450 - Sale of Property	0.00	0.00	0.00	
Total 45000 - Revenues from Properties	62,670.00	63,670.00	64,700.00	
46000 - Miscellaneous Revenues				
46200 - Hanks Christmas Tree Fund	0.00	0.00	0.00	
46250 - Artist Group	0.00	0.00	0.00	
46300 - Parks & Recreation	0.00	0.00	0.00	
46400 - Police Fines and Tickets	1,500.00	1,000.00	1,000.00	
46450 - Police Donations	0.00	1,000.00	0.00	
46500 - Reimbursed Appeals Expense	0.00	0.00	0.00	
46700 - Reimbursed Expenses - Other	1,000.00	5,000.00	2,000.00	
46900 - Misc Revenues - Other	2,000.00	3,000.00	8,000.00	
46950 - Interest Income	1,700.00	3,000.00	2,000.00	
Total 46000 - Miscellaneous Revenues	6,200.00	13,000.00	13,000.00	
47000 - Enterprise Services				
47100 - Water Service				
47110 - Water Service Charge	278,932.50	278,932.50	287,000.00	annual 3% increase
47130 - Connection Fees	0.00	0.00	0.00	
Total 47100 - Water Service	278,932.50	278,932.50	287,000.00	
47500 - Wastewater Services				
47510 - Wastewater Service Charge	410,130.00	410,130.00	422,500.00	annual 3% increase
47530 - Connection Fees	0.00	0.00	0.00	
Total 47500 - Wastewater Services	410,130.00	410,130.00	422,500.00	
47700 - Stormwater/Shoreline SMSPP				
47710 - Real Property Tax SMSPP	100,000.00	100,000.00	100,000.00	
Total 47700 - Stormwater/Shoreline SMSPP	100,000.00	100,000.00	100,000.00	
47900 - Enterprise Services Other				
47910 - Interest - Water	400.00	200.00	400.00	
47920 - Interest - Sewer	400.00	75.00	400.00	
47930 - Plumbing Permits	750.00	350.00	750.00	
47940 - Tower Rental	42,500.00	45,000.00	42,500.00	
47950 - Land Rental	0.00	0.00	0.00	
Total 47900 - Enterprise Services Other	44,050.00	45,625.00	44,050.00	
Total 47000 - Enterprise Services	833,112.50	834,687.50	853,550.00	math error
48000 - Bay Restoration Fund	35,000.00	35,000.00	35,000.00	
74100 - Grant Funds - Boat Landing	0.00	0.00	0.00	
Total Income	2,844,945.50	2,500,000.00	2,518,950.00	
Gross Profit	2,844,945.50	2,500,000.00	2,518,950.00	
Expense				
50000 - Legislation				
50100 - Commissioners Salary	6,000.00	6,000.00	6,000.00	
50200 - Commissioners Training/Expenses	7,000.00	8,000.00	8,000.00	
50300 - Election Advertising Expenses	850.00	850.00	850.00	
50400 - Election Salaries	250.00	250.00	250.00	
Total 50000 - Legislation	14,100.00	15,100.00	15,100.00	
51000 - Financial Administration				
51050 - Accounting & Auditing	13,000.00	12,250.00	13,000.00	
51100 - Administrative Salaries	82,000.00	82,000.00	86,100.00	
51101 - Advertising				
51150 - General Advertising	3,000.00	2,500.00	3,000.00	
51151 - Appeals Board	300.00	150.00	1,000.00	
51152 - Planning Commission	1,100.00	0.00	1,000.00	
51154 - Port Wardens	0.00	400.00	1,000.00	
Total 51101 - Advertising	4,400.00	3,050.00	6,000.00	
51200 - Computer Main & Repair	4,000.00	4,000.00	4,000.00	
51250 - Copier Services Main & Supplies	2,100.00	2,100.00	2,100.00	
51300 - Education and Training	3,500.00	3,500.00	4,000.00	
51350 - Electricity	9,000.00	9,000.00	10,000.00	
51450 - Legal Fees	40,000.00	35,600.00	40,000.00	
51451 - Telephone	7,000.00	7,000.00	7,500.00	
51452 - Internet	750.00	750.00	1,500.00	
51453 - Website	500.00	500.00	500.00	
51500 - Memberships & Dues	5,500.00	5,000.00	5,500.00	
51550 - Office Supplies & Expenses	4,500.00	5,000.00	5,000.00	
51600 - Postage	4,200.00	3,200.00	4,200.00	
51650 - Planning & Zoning Admin	6,000.00	6,000.00	6,000.00	
51700 - Miscellaneous - Financial Admin	6,000.00	0.00	5,000.00	
86000 - Administration Capital	5,000.00	3,000.00	5,000.00	shredder/computer/phones
Total 51000 - Financial Administration	197,450.00	181,950.00	205,400.00	
52000 - Government Properties				
52100 - Municipal Bldg Main and Repair				

TOWN OF OXFORD  
General / Enterprise Budget  
Amended FY 2018  
Proposed FY 2019

	ORIGINAL 2018 Budget	AMENDED 2018 Budget	PROPOSED 2019 Budget
52110 - Bldg Main and Repair Salaries	5,000.00	200.00	5,000.00
52100 - Municipal Bldg Main and Repair - Other	20,000.00	20,000.00	20,000.00
Total 52100 - Municipal Bldg Main and Repair	25,000.00	20,200.00	25,000.00
52200 - Town Houses Main and Repair	5,000.00	3,000.00	5,000.00
52300 - Customs House Main & Repair	500.00	500.00	1,000.00
52400 - MEWS	62,500.00	45,000.00	25,000.00
83000 - Municipal Building Capital	10,000.00	4,000.00	10,000.00
Total 52000 - Government Properties	103,000.00	72,700.00	66,000.00
52500 - General Government Other			
52510 - Historic District Commission	1,000.00	100.00	500.00
52520 - Planning Commission	5,000.00	100.00	2,000.00
52530 - Port Wardens	0.00	1,000.00	3,000.00
52540 - Appeals Board	2,500.00	2,500.00	2,500.00
52555 - Community Center In Kind	0.00	0.00	0.00
52560 - Contributions			
52561 - Community Center	10,000.00	10,000.00	10,000.00
52562 - Hanks Christmas Trees	1,000.00	1,000.00	1,000.00
52563 - Talbot County Arts Council	1,000.00	1,000.00	1,000.00
52564 - Oxford Day	1,000.00	1,000.00	1,000.00
52565 - Oxford Museum	3,000.00	3,000.00	3,000.00
52566 - Oxford Library	500.00	500.00	500.00
52569 - Miscellaneous Contributions	4,500.00	4,500.00	10,500.00
55220 - Fireworks	5,000.00	5,000.00	9,200.00
Total 52560 - Contributions	26,000.00	26,000.00	36,200.00
52570 - Oxford Business Association	16,000.00	16,000.00	16,000.00
52580 - Government Other Miscellaneous	117,500.00	35,000.00 working wtr	200,000.00 heritage audio/shoreline design/mini
Total 52500 - General Government Other	168,000.00	80,700.00	260,200.00
52600 - Government Shared Expenses			
52610 - Insurance - General	20,000.00	20,000.00	23,000.00
52620 - Insurance - Property/Flood	4,500.00	4,500.00	5,200.00
52630 - Workmens Comp	27,000.00	23,000.00	27,000.00
52640 - Unemployment	200.00	200.00	200.00
52655 - Employee Benefits	0.00	0.00	
52656 - Employee Billing Assistance	0.00		0.00
52655 - Employee Benefits - Other	225,000.00	200,000.00	260,000.00 ins risk/retire/temp emps
Total 52655 - Employee Benefits	225,000.00	200,000.00	260,000.00
52660 - Payroll Expenses	52,000.00	52,000.00	52,000.00
52670 - Shared Expenses - Other	0.00	0.00	0.00
Total 52600 - Government Shared Expenses	328,700.00	299,700.00	367,400.00
53000 - Public Safety			
53100 - Police Department			
53150 - Police Salaries	177,000.00	177,000.00	185,850.00
53200 - Uniforms & Equipment	4,000.00	4,000.00	4,000.00
53300 - Vehicle Expenses	11,000.00	11,000.00	10,000.00
53400 - Education and Training	2,500.00	2,500.00	3,000.00
53500 - Telephone and Internet	3,000.00	3,000.00	3,000.00
53600 - Office Supplies	1,500.00	1,500.00	1,000.00
84000 - Police Capital	43,000.00	43,000.00	3,000.00
Total 53100 - Police Department	242,000.00	242,000.00	209,850.00
53700 - Fire Department			
53800 - Grant to Oxford Fire Department	20,000.00	20,000.00	20,000.00
53900 - Workmens Comp Oxford Fire Dept	26,000.00	20,000.00	24,000.00
Total 53700 - Fire Department	46,000.00	40,000.00	44,000.00
Total 53000 - Public Safety	288,000.00	282,000.00	253,850.00
54000 - Public Works			
54100 - Operational Cost			
54110 - Shop - Salaries	60,000.00	60,000.00	63,000.00
54130 - Shop - Telephone	4,500.00	4,500.00	4,500.00
54140 - Shop - Uniforms	12,000.00	12,000.00	12,000.00
54150 - Shop - Utilities	0.00	0.00	0.00
54160 - Shop - Main and Repair	5,000.00	5,000.00	5,000.00
54165 - Shop - Miscellaneous	1,500.00	1,500.00	1,500.00
54170 - Education and Training	5,000.00	5,000.00	5,000.00
54180 - Vehicle Operations	17,000.00	17,000.00	17,000.00
54190 - Vehicle Main and Repairs	10,000.00	10,000.00	10,000.00
85000 - Public Works Capital	30,000.00	30,000.00	30,000.00
Total 54100 - Operational Cost	145,000.00	145,000.00	148,000.00
54200 - Roads Department			
54210 - Streets - Salaries	30,000.00	30,000.00	31,500.00
54220 - Streets - Main/Repairs	15,000.00	35,000.00	20,000.00
54230 - Streets - Lighting	35,000.00	40,000.00	40,000.00
54240 - Streets - Repaving	10,000.00	300.00	200,000.00 Mill/Lovers/Stewart/Tlgh/River ??
54250 - Snow Removal	1,100.00	1,000.00	1,000.00
54200 - Roads Department - Other	0.00	0.00	0.00
Total 54200 - Roads Department	91,100.00	106,300.00	292,500.00
54300 - Trash Collection			
54310 - Trash Collection Salaries	15,000.00	15,000.00	15,750.00
54330 - Trash Pick up - Contractors	65,000.00	65,000.00	65,000.00
Total 54300 - Trash Collection	80,000.00	80,000.00	80,750.00
54400 - Miscellaneous Public Works			
54410 - Mosquito Control	1,000.00	1,000.00	1,000.00
54430 - Sidewalk Repair	5,000.00	5,000.00	5,000.00
86500 - From Sidewalk Fund Capital	15,000.00	0.00	15,000.00
Total 54400 - Miscellaneous Public Works	21,000.00	6,000.00	21,000.00
Total 54000 - Public Works	337,100.00	337,300.00	542,250.00
55000 - Parks and Recreation			
55100 - Parks/Mowing - Salaries	65,000.00	65,000.00	68,250.00
55200 - Parks/Mowing - Main & Repair	5,000.00	5,000.00	5,000.00
55300 - Parks and Recreation Electric	1,200.00	1,200.00	1,200.00
55400 - Docks/Shoreline - Main & Repair	10,000.00	35,000.00 pilings from fy20	5,000.00
55500 - Parks & Recreation Expenses	22,000.00	22,000.00	24,000.00
55600 - Parks and Recreation Committee	450.00	450.00	450.00
87000 - Parks Capital	0.00	0.00	5,000.00
88000 - Boat Landing Capital	0.00	0.00	0.00
55000 - Parks and Recreation - Other	0.00	0.00	0.00
Total 55000 - Parks and Recreation	103,650.00	128,650.00	108,900.00
57000 - Enterprise Fund Expenditures			
57100 - Water System Admin Cost			
57110 - Administrative Salaries	25,000.00	30,000.00	31,500.00
57120 - Administrative Expenses	0.00	10,000.00	10,000.00
57140 - Depreciation	150,000.00	150,000.00	150,000.00
57160 - Interest on Debt	13,500.00	13,500.00	13,500.00
Total 57100 - Water System Admin Cost	188,500.00	203,500.00	205,000.00
57200 - Water System Operations			
57201 - Water - Salaries	39,000.00	45,000.00	47,250.00
57210 - Electricity	14,000.00	19,000.00	14,000.00
57220 - Utilities	1,000.00	1,000.00	1,000.00
57225 - Chemicals	17,000.00	30,000.00	17,000.00

TOWN OF OXFORD  
General / Enterprise Budget  
Amended FY 2018  
Proposed FY 2019

	ORIGINAL 2018 Budget	AMENDED 2018 Budget	PROPOSED 2019 Budget	
57230 - Lab Expenses	1,000.00	1,000.00	1,000.00	
57240 - Maintenance Contracts	0.00	3,000.00	0.00	
57250 - Materials, Tools and Equipment	7,000.00	3,000.00	7,000.00	
57255 - Arsenic Reduction Media	50,000.00	<i>no media</i>	50,000.00	
57260 - Testing Expenses	3,000.00	2,500.00	3,000.00	
57270 - Education and Training	1,000.00	1,000.00	1,000.00	
57280 - Maintenance & Repairs	4,000.00	20,000.00	4,000.00	
57290 - Water Expenses - Other	0.00	0.00	0.00	
82001 - Water Capital	40,000.00	<i>no comp upgrad</i>	120,000.00	Valve X/Scada/Computer
Total 57200 - Water System Operations	177,000.00	125,500.00	265,250.00	
57500 - Wastewater System Admin Cost				
57510 - Administrative Salaries	29,000.00	30,000.00	31,500.00	
57520 - Administrative Expenses	0.00	0.00	0.00	
57535 - Consulting/Legal Fees	10,000.00	1,000.00	10,000.00	
Total 57500 - Wastewater System Admin Cost	39,000.00	31,000.00	41,500.00	
57600 - Wastewater System Operations				
57601 - Wastewater Salaries	53,000.00	55,000.00	57,750.00	
57610 - Electricity	28,000.00	35,000.00	35,000.00	
57620 - Utilities	700.00	700.00	700.00	
57625 - Chemicals	17,000.00	30,000.00	17,000.00	
57630 - Lab Expenses	7,000.00	7,000.00	7,000.00	
57635 - Materials, Tools and Equipment	4,000.00	3,000.00	4,000.00	
57640 - Maintenance Contracts	0.00	600.00	0.00	
57670 - Education and Training	1,500.00	1,000.00	1,500.00	
57680 - Maintenance & Repairs	12,000.00	17,000.00	12,000.00	
82002 - WWTP Upgrade Capital	0.00	0.00	0.00	
82003 - Wastewater Capital	0.00	0.00	44,000.00	Water Jet/Pump Station
Total 57600 - Wastewater System Operations	123,200.00	149,300.00	178,950.00	
57700 - Stormwater/Shoreline SMSP				
57710 - Stormwater Salaries	43,000.00	40,000.00	42,000.00	
57720 - Administrative Salaries	24,000.00	24,000.00	23,100.00	
57730 - Stormwater Main & Repair	5,000.00	3,000.00	5,000.00	
57740 - Stormwater Improvements	5,000.00	7,000.00	5,000.00	
57750 - Shoreline Main & Repair	2,000.00	100.00	2,000.00	
57760 - Shoreline Improvements	20,000.00		20,000.00	
57770 - Stormwater/Shoreline Trash	16,000.00	16,000.00	16,000.00	
81500 - SMSP Improvement Capital	66,000.00	66,500.00	200,000.00	cleanup / idegates causeway
81510 - SMSP Retention Capital	710,000.00	400,000.00	250,000.00	causeway
57700 - Stormwater/Shoreline SMSP - Other	0.00	0.00	0.00	
Total 57700 - Stormwater/Shoreline SMSP	891,000.00	556,600.00	563,100.00	
Total 57000 - Enterprise Fund Expenditures	1,418,700.00	1,065,900.00	1,253,800.00	
58000 - Bay Restoration				
58100 - Bay Restoration Payment	34,000.00	34,000.00	34,000.00	
Total 58000 - Bay Restoration	34,000.00	34,000.00	34,000.00	
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	
Total Expense	2,992,700.00	2,498,000.00	3,106,900.00	Capital Purchases
Net Ordinary Income	-147,754.50	2,000.00	-587,950.00	569,000.00
TOTAL REVENUES INCLUDING PRIOR YEAR RESERVES	2,987,360.50	3,375,376.00	2,787,426.00	

ENTERPRISE SYSTEM MULTI YEAR CONSTRUCTION	2016	2017	2018	2019
Revenues				
Wastewater System - Treatment Plant Upgrade	11,500,000.00	477,000.00	2,082,516.00	2,500,000.00
Water System Preliminary Engineering				
Water Main Replacement - Morris Street				
Expenditures				
Wastewater System - Treatment Plant Upgrade	11,500,000.00	675,200.00	458,536.00	2,082,516.00
Water System Preliminary Engineering	110,000.00		15,000.00	25,000.00
Water Main Replacement - Morris Street	40,000.00		15,000.00	95,000.00
Enterprise Systems Grant Project Net Income	(198,200.00)	(458,536.00)	(30,000.00)	(120,000.00)