

**COMMISSIONERS OF OXFORD**

ORDINANCE NUMBER: 2014

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

DATE OF INTRODUCTION: \_\_\_\_\_

**AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 2002 FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021 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 2002 effective July 1, 2020, titled “AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING A GENERAL/ENTERPRISE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, AND ESTABLISHING A TAX RATE OF \$ .3047 PER \$100 OF ASSESSED REAL PROPERTY VALUE”; and

WHEREAS, the Commissioners of Oxford acknowledge at the adoption of Ordinance 2002 that financial hardships were anticipated due to the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak as proclaimed by the Governor of the State of Maryland on March 5th, 2020; and

WHEREAS, the Commissioners of Oxford determined in April of 2020 it was appropriate to adopt a budget sufficient to continue operations of the Town until there was a better understanding of possible financial hardships; and

WHEREAS, since the Commissioners have adopted the budget, it has been determined that it is now appropriate to review, amend and adjust, as needed, the Budget, to reflect revisions in revenues, revisions in expenses, and to re-appropriate certain line items reflected in the Budget to address mid-year adjustments; and

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 2021 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, 2020 and ending June 30, 2021, 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, 2020 and ending June 30, 2021 as established in Ordinance 2002 will remain the same.

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

ENACTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2020

COMMISSIONERS OF OXFORD:

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

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

\_\_\_\_\_  
James Jaramillo

I hereby certify that the foregoing Ordinance 2014 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, Town Manager  
Town of Oxford

**TOWN OF OXFORD**  
**FY 2021 Budget Revised**  
**July 2020 through June 2021**

		<b>FY 2021 Budget Revised</b>	
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>41000 · Real Property Tax</b>			
41100 · Real Estate		1,036,775.00	
41101 · Real Estate - SMSP Dedicated		-200,000.00	<b>General Funds for Strmwtr</b>
41150 · Tax Discount		-7,000.00	
41200 · Interest Paid		3,000.00	
<b>Total 41000 · Real Property Tax</b>		<b>832,775.00</b>	
<b>42000 · Intergovernmental Revenues</b>			
42100 · Accomodations Tax		38,000.00	<b>25%</b>
42200 · Amusement Tax		0.00	
42300 · Local Income Tax		150,000.00	<b>15%</b>
42400 · Highway User Revenue		52,500.00	<b>10%</b>
42500 · Traders Licenses		1,500.00	
42600 · Tax Revenues - Other		500.00	
<b>Total 42000 · Intergovernmental Revenues</b>		<b>242,500.00</b>	
<b>43000 · Licenses and Permits</b>			
43100 · Animal Registration		25.00	
43300 · Building Permits		15,000.00	
43400 · Cable Franchise		4,640.00	
43450 · Port Warden Permits		1,400.00	
43455 · Long Term Rental Inspections		500.00	
43460 · Short Term Rental		1,000.00	
<b>Total 43000 · Licenses and Permits</b>		<b>22,565.00</b>	
<b>44000 · Revenues from Other Agencies</b>			
44100 · Grant - Critical Areas		1,000.00	
44200 · Grant - SAPPF Police		10,369.00	
44202 · Grant - MEWS		200,000.00	<b>Oct Grant Application</b>
44300 · Grant - DNR - Public Access		25,000.00	<b>Beach/Porta</b>
44400 · Grant - Misc		122,400.00	<b>Central Park</b>
<b>Total 44000 · Revenues from Other Agencies</b>		<b>358,769.00</b>	
<b>45000 · Revenues from Properties</b>			
45100 · Dock Rentals		22,000.00	
45200 · Parking Permits		1,500.00	
45300 · Land/Property Leases		30,000.00	
45400 · Town House Rental		2,000.00	
<b>Total 45000 · Revenues from Properties</b>		<b>55,500.00</b>	
<b>46000 · Miscellaneous Revenues</b>			
46200 · Hanks Christmas Tree Fund		0.00	
46250 · Artist Group		0.00	
46300 · Parks & Recreation		0.00	
46400 · Police Fines and Tickets		1,500.00	
46450 · Police Donations		0.00	
46500 · Reimbursed Appeals Expense		0.00	
46700 · Reimbursed Expenses - Other		0.00	
46900 · Misc Revenues - Other		2,000.00	
46950 · Interest Income		1,000.00	
46000 · Miscellaneous Revenues - Other		0.00	
<b>Total 46000 · Miscellaneous Revenues</b>		<b>4,500.00</b>	
<b>47000 · Enterprise Services</b>			
<b>47100 · Water Service</b>			
47110 · Water Service Charge		347,000.00	

**TOWN OF OXFORD**  
**FY 2021 Budget Revised**  
 July 2020 through June 2021

	<b>FY 2021 Budget Revised</b>
47130 · Connection Fees	3,000.00
<b>Total 47100 · Water Service</b>	<b>350,000.00</b>
<b>47500 · Wastewater Services</b>	
47510 · Wastewater Service Charge	500,000.00
47530 · Connection Fees	0.00
<b>Total 47500 · Wastewater Services</b>	<b>500,000.00</b>
<b>47700 · Stormwater/Shoreline SMSP</b>	
47710 · Real Property Tax SMSP	100,000.00
47720 · Stormwater General Contribution	100,000.00
<b>Total 47700 · Stormwater/Shoreline SMSP</b>	<b>200,000.00</b>
<b>47900 · Enterprise Services Other</b>	
47910 · Interest - Water	2,000.00
47920 · Interest - Sewer	50.00
47930 · Plumbing Permits	1,000.00
47940 · Tower Rental	51,250.00
<b>Total 47900 · Enterprise Services Other</b>	<b>54,300.00</b>
<b>Total 47000 · Enterprise Services</b>	<b>1,104,300.00</b>
<b>48000 · Bay Restoration Fund</b>	<b>35,500.00</b>
<b>Total Income</b>	<b>2,656,409.00</b>
<b>Gross Profit</b>	<b>2,656,409.00</b>
<b>Expense</b>	
<b>50000 · Legislation</b>	
50100 · Commissioners Salary	6,000.00
50200 · Commissioners Training/Expenses	8,000.00
50300 · Election Advertising Expenses	850.00
50400 · Election Salaries	250.00
<b>Total 50000 · Legislation</b>	<b>15,100.00</b>
<b>51000 · Financial Administration</b>	
51050 · Accounting & Auditing	18,500.00
51100 · Administrative Salaries	120,000.00
51101 · Advertising	
51150 · General Advertising	1,500.00
51151 · Appeals Board	1,000.00
51152 · Planning Commission	1,000.00
51154 · Port Wardens	1,000.00
<b>Total 51101 · Advertising</b>	<b>4,500.00</b>
51200 · Computer Main & Repair	5,000.00
51250 · Copier Services Main & Supplies	3,500.00
51300 · Education and Training	2,000.00
51350 · Electricity	7,000.00
51450 · Legal Fees	40,000.00
51451 · Telephone	8,500.00
51452 · Internet	1,200.00
51453 · Website	1,000.00
51500 · Memberships & Dues	5,000.00
51550 · Office Supplies & Expenses	5,000.00
51600 · Postage	4,200.00
51650 · Planning & Zoning Admin	8,000.00
51700 · Miscellaneous - Financial Admin	4,137.50
86000 · Administration Capital	0.00
<b>Total 51000 · Financial Administration</b>	<b>236,537.50</b>
<b>52000 · Government Properties</b>	

**TOWN OF OXFORD**  
**FY 2021 Budget Revised**  
 July 2020 through June 2021

	<b>FY 2021 Budget Revised</b>	
<b>52100 · Municipal Bldg Main and Repair</b>		
52110 · Bldg Main and Repair Salaries	1,000.00	
52100 · Municipal Bldg Main and Repair - Other	30,000.00	
<b>Total 52100 · Municipal Bldg Main and Repair</b>	<b>31,000.00</b>	
<b>52200 · Town Houses Main and Repair</b>		
52220 · Town House Electric #B	2,500.00	
52200 · Town Houses Main and Repair - Other	20,000.00	
<b>Total 52200 · Town Houses Main and Repair</b>	<b>22,500.00</b>	
<b>52300 · Customs House Main &amp; Repair</b>	1,500.00	
<b>52400 · MEWS</b>	<b>200,000.00</b>	<b>Grant / Construction</b>
<b>83000 · Municipal Building Capital</b>	<b>33,000.00</b>	<b>Painting</b>
<b>Total 52000 · Government Properties</b>	<b>288,000.00</b>	
<b>52500 · General Government Other</b>		
52510 · Historic Distric Commission	1,000.00	
52520 · Planning Commission	3,000.00	
52530 · Port Wardens	3,000.00	
52540 · Appeals Board	3,000.00	
52555 · Community Center In Kind	0.00	
52556 · DHCD Mini/Facade	26,000.00	
52560 · Contributions		
52561 · Community Center	10,000.00	
52562 · Hanks Christmas Trees	0.00	
52563 · Talbot County Arts Council	1,000.00	
52564 · Oxford Day	1,000.00	
52565 · Oxford Museum	3,000.00	
52566 · Oxford Library	1,000.00	
52569 · Miscellaneous Contributions	14,000.00	
55520 · Fireworks	10,000.00	
<b>Total 52560 · Contributions</b>	<b>40,000.00</b>	
52570 · Oxford Business Association	12,000.00	
<b>Total 52500 · General Government Other</b>	<b>88,000.00</b>	
<b>52600 · Government Shared Expenses</b>		
52610 · Insurance - General	27,000.00	
52620 · Insurance - Property/Flood	5,400.00	
52630 · Workmens Comp	25,000.00	
52640 · Unemployment	200.00	
52655 · Employee Benefits		
52656 · Employee Billing Assistance	0.00	
52655 · Employee Benefits - Other	220,000.00	
<b>Total 52655 · Employee Benefits</b>	<b>220,000.00</b>	
52660 · Payroll Expenses	62,424.00	
<b>Total 52600 · Government Shared Expenses</b>	<b>340,024.00</b>	
<b>53000 · Public Safety</b>		
53100 · Police Department		
53150 · Police Salaries	205,000.00	
53175 · Park Patrol	0.00	
53200 · Uniforms & Equipment	8,000.00	
53225 · Legal Fees	2,000.00	
53300 · Vehicle Expenses	12,000.00	
53400 · Education and Training	2,000.00	
53500 · Telephone and Internet	4,000.00	
53600 · Office Supplies	2,000.00	

**TOWN OF OXFORD**  
**FY 2021 Budget Revised**  
**July 2020 through June 2021**

	<b>FY 2021 Budget Revised</b>	
84000 · Police Capital	0.00	
<b>Total 53100 · Police Department</b>	<b>235,000.00</b>	
<b>53700 · Fire Department</b>		
53800 · Grant to Oxford Fire Department	20,000.00	
53900 · Workmens Comp Oxford Fire Dept	13,000.00	
<b>Total 53700 · Fire Department</b>	<b>33,000.00</b>	
53000 · Public Safety - Other	0.00	
<b>Total 53000 · Public Safety</b>	<b>268,000.00</b>	
<b>54000 · Public Works</b>		
<b>54100 · Operational Cost</b>		
54110 · Shop - Salaries	65,000.00	
54130 · Shop - Telephone	10,000.00	
54140 · Shop - Uniforms	22,000.00	
54150 · Shop - Utilities	0.00	
54160 · Shop - Main and Repair	2,000.00	
54165 · Shop - Miscellaneous	2,000.00	
54170 · Education and Training	5,000.00	
54180 · Vehicle Operations	18,000.00	
54190 · Vehicle Main and Repairs	18,000.00	
85000 · Public Works Capital	45,000.00	HVAC/Trailer/Compressor/Paint
<b>Total 54100 · Operational Cost</b>	<b>187,000.00</b>	
<b>54200 · Roads Department</b>		
54210 · Streets - Salaries	40,000.00	
54220 · Streets - Main/Repairs	5,000.00	
54230 · Streets - Lighting	40,000.00	
54240 · Streets - Repaving	110,000.00	Patching / JL Thompson
54250 · Snow Removal	2,000.00	
<b>Total 54200 · Roads Department</b>	<b>197,000.00</b>	
<b>54300 · Trash Collection</b>		
54310 · Trash Collection Salaries	30,000.00	
54320 · Trash Collection Other Expenses	0.00	
54330 · Trash Pick up - Contractors	72,000.00	
<b>Total 54300 · Trash Collection</b>	<b>102,000.00</b>	
<b>54400 · Miscellaneous Public Works</b>		
54410 · Mosquito Control	1,200.00	
54420 · Weed and Pest Control	500.00	
54430 · Sidewalk Repair	10,000.00	
86500 · From Sidewalk Fund Capital	0.00	
<b>Total 54400 · Miscellaneous Public Works</b>	<b>11,700.00</b>	
<b>Total 54000 · Public Works</b>	<b>497,700.00</b>	
<b>55000 · Parks and Recreation</b>		
55100 · Parks/Mowing - Salaries	70,000.00	
55200 · Parks/Mowing - Main & Repair	5,000.00	
55300 · Parks and Recreation Electric	1,200.00	
55400 · Docks/Shoreline - Main & Repair	5,000.00	
55500 · Parks & Recreation Expenses	45,000.00	
55600 · Parks and Recreation Committee	450.00	
87000 · Parks Capital	150,000.00	Central Park
89000 · Docks Capital	0.00	
55000 · Parks and Recreation - Other	0.00	
<b>Total 55000 · Parks and Recreation</b>	<b>276,650.00</b>	

**TOWN OF OXFORD**  
**FY 2021 Budget Revised**  
 July 2020 through June 2021

	<b>FY 2021 Budget Revised</b>	
<b>57000 · Enterprise Fund Expenditures</b>		
<b>57100 · Water System Admin Cost</b>		
57110 · Administrative Salaries	35,000.00	
57120 · Administrative Expenses	10,000.00	
57140 · Depreciation	0.00	
57160 · Interest on Debt	60,000.00	<b>** includes princ</b>
57100 · Water System Admin Cost - Other	0.00	
<b>Total 57100 · Water System Admin Cost</b>	105,000.00	
<b>57200 · Water System Operations</b>		
57201 · Water - Salaries	55,500.00	
57210 · Electricity	19,000.00	
57220 · Utilities	12,000.00	
57225 · Chemicals	14,000.00	
57230 · Lab Expenses	1,000.00	
57240 · Maintenance Contracts	5,000.00	
57250 · Materials, Tools and Equipment	10,000.00	
57255 · Arsenic Reduction Media	50,000.00	
57260 · Testing Expenses	4,000.00	
57270 · Education and Training	965.00	
57280 · Maintenance & Repairs	30,000.00	
82001 · Water Capital	50,000.00	<b>Morris Construction Misc</b>
<b>Total 57200 · Water System Operations</b>	251,465.00	
<b>57500 · Wastewater System Admin Cost</b>		
57510 · Administrative Salaries	35,000.00	
57520 · Administrative Expenses	0.00	
57535 · Consulting/Legal Fees	1,000.00	
57540 · Depreciation	0.00	
57560 · Interest on Debt	100,000.00	<b>** includes princ</b>
<b>Total 57500 · Wastewater System Admin Cost</b>	136,000.00	
<b>57600 · Wastewater System Operations</b>		
57601 · Wastewater Salaries	65,000.00	
57610 · Electricity	65,000.00	
57620 · Utilities	700.00	
57625 · Chemicals	50,000.00	
57630 · Lab Expenses	10,000.00	
57635 · Materials, Tools and Equipment	9,352.50	
57640 · Maintenance Contracts	0.00	
57670 · Education and Training	1,500.00	
57680 · Maintenance & Repairs	50,000.00	
82003 · Wastewater Capital	0.00	
<b>Total 57600 · Wastewater System Operations</b>	251,552.50	
<b>57700 · Stormwater/Shoreline SMSP</b>		
57710 · Stormwater Salaries	50,000.00	
57720 · Administrative Salaries	30,000.00	
57725 · Training and Education	0.00	
57730 · Stormwater Main & Repair	500.00	
57740 · Stormwater Improvements	4,000.00	
57750 · Shoreline Main & Repair	880.00	
57760 · Shoreline Improvements	0.00	
57770 · Stormwater/Shoreline Trash	18,000.00	
81500 · SMSP Improvement Capital	50,000.00	
81510 · SMSP Retention Capital	50,000.00	

**TOWN OF OXFORD**  
**FY 2021 Budget Revised**  
 July 2020 through June 2021

	<u>FY 2021 Budget Revised</u>	
57700 · Stormwater/Shoreline SMSP - Other	0.00	
<b>Total 57700 · Stormwater/Shoreline SMSP</b>	<u>203,380.00</u>	
<b>Total 57000 · Enterprise Fund Expenditures</b>	<u>947,397.50</u>	
58000 · Bay Restoration		
58100 · Bay Restoration Payment	34,000.00	
<b>Total 58000 · Bay Restoration</b>	<u>34,000.00</u>	
66900 · Reconciliation Discrepancies	0.00	
<b>Total Expense</b>	<u>2,991,409.00</u>	
<b>Net Ordinary Income</b>	<u>-335,000.00</u>	
	<u><b>-335,000.00</b></u>	
Budgeted Capital Improvements not listed above	530,000.00	MEWS Mortgage
	700,000.00	WWTP Construction
	300,000.00	WWTP Town Construction
	<b>1,700,000.00</b>	Morris St Construction
Estimated Depreciation Expenses not listed above	200,000.00	