

COMMISSIONERS OF OXFORD

ORDINANCE NUMBER: 2107
INTRODUCED BY: Gordon Fronk
DATE OF INTRODUCTION: May 25, 2021

AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 2014 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 2014 effective December 28, 2020, titled “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”; and

WHEREAS, the Commissioners of Oxford acknowledged that financial hardships were anticipated in Fiscal Year 2021 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 December of 2020 it was appropriate to amend the FY 2021 General and Enterprise Budget with a better understanding of the projected impacts and 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 _____, 2021

COMMISSIONERS OF OXFORD:

John Pepe

Gordon Fronk

James Jaramillo

I hereby certify that the foregoing Ordinance 2107 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 Amended
July 2020 through June 2021

	FY 2021 Amended
	Budget
Ordinary Income/Expense	
Income	
41000 · Real Property Tax	
41100 · Real Estate	1,038,877.60
41101 · Real Estate - SMSP Dedicated	-130,000.00
41150 · Tax Discount	-7,276.40
41200 · Interest Paid	3,639.41
Total 41000 · Real Property Tax	905,240.61
42000 · Intergovernmental Revenues	
42100 · Accomodations Tax	41,250.00
42200 · Amusement Tax	0.00
42300 · Local Income Tax	150,000.00
42400 · Highway User Revenue	50,000.00
42500 · Traders Licenses	1,600.00
42600 · Tax Revenues - Other	439.00
Total 42000 · Intergovernmental Revenues	243,289.00
43000 · Licenses and Permits	
43100 · Animal Registration	0.00
43300 · Building Permits	12,000.00
43400 · Cable Franchise	4,640.00
43450 · Port Warden Permits	1,400.00
43455 · Long Term Rental Inspections	0.00
43460 · Short Term Rental	1,200.00
Total 43000 · Licenses and Permits	19,240.00
44000 · Revenues from Other Agencies	
44100 · Grant - Critical Areas	1,000.00
44200 · Grant - SAPPF Police	10,369.00
44202 · Grant - MEWS	0.00
44300 · Grant - DNR - Public Access	0.00
44400 · Grant - Misc	5,515.00
Total 44000 · Revenues from Other Agencies	16,884.00
45000 · Revenues from Properties	
45100 · Dock Rentals	22,000.00
45200 · Parking Permits	1,500.00
45300 · Land/Property Leases	32,600.00
45400 · Town House Rental	2,100.00
Total 45000 · Revenues from Properties	58,200.00
46000 · Miscellaneous Revenues	
46200 · Hanks Christmas Tree Fund	250.00
46250 · Artist Group	0.00
46300 · Parks & Recreation	0.00
46350 · R Gordon Graves Scholarship	7,100.00
46400 · Police Fines and Tickets	1,500.00
46450 · Police Donations	1,000.00
46500 · Reimbursed Appeals Expense	0.00
46700 · Reimbursed Expenses - Other	1,500.00
46900 · Misc Revenues - Other	0.00
46950 · Interest Income	1,000.00
Total 46000 · Miscellaneous Revenues	12,050.00
47000 · Enterprise Services	
47100 · Water Service	
47110 · Water Service Charge	330,000.00
47130 · Connection Fees	4,000.00
Total 47100 · Water Service	334,000.00
47500 · Wastewater Services	
47510 · Wastewater Service Charge	480,000.00
47530 · Connection Fees	0.00
Total 47500 · Wastewater Services	480,000.00
47700 · Stormwater/Shoreline SMSP	
47710 · Real Property Tax SMSP	130,000.00
47720 · Stormwater General Contribution	0.00
Total 47700 · Stormwater/Shoreline SMSP	130,000.00
47900 · Enterprise Services Other	
47910 · Interest - Water	100.00
47920 · Interest - Sewer	50.00
47930 · Plumbing Permits	1,100.00
47940 · Tower Rental	51,250.00
Total 47900 · Enterprise Services Other	52,500.00
Total 47000 · Enterprise Services	996,500.00
48000 · Bay Restoration Fund	35,500.00
Total Income	2,286,903.61

TOWN OF OXFORD
FY 2021 Budget Amended
July 2020 through June 2021

	FY 2021 Amended
	Budget
Gross Profit	2,286,903.61
Expense	
50000 · Legislation	
50100 · Commissioners Salary	6,000.00
50200 · Commissioners Training/Expenses	4,000.00
50300 · Election Advertising Expenses	2,000.00
50400 · Election Salaries	500.00
Total 50000 · Legislation	12,500.00
51000 · Financial Administration	
51050 · Accounting & Auditing	17,500.00
51100 · Administrative Salaries	110,000.00
51101 · Advertising	
51150 · General Advertising	1,500.00
51151 · Appeals Board	300.00
51152 · Planning Commission	0.00
51154 · Port Wardens	1,500.00
Total 51101 · Advertising	3,300.00
51200 · Computer Main & Repair	1,000.00
51250 · Copier Services Main & Supplies	3,600.00
51300 · Education and Training	500.00
51350 · Electricity	7,200.00
51450 · Legal Fees	40,000.00
51451 · Telephone	7,500.00
51452 · Internet	1,000.00
51453 · Website	1,000.00
51500 · Memberships & Dues	5,000.00
51550 · Office Supplies & Expenses	3,000.00
51600 · Postage	3,200.00
51650 · Planning & Zoning Admin	10,000.00
51700 · Miscellaneous - Financial Admin	1,000.00
86000 · Administration Capital	5,000.00
Total 51000 · Financial Administration	219,800.00
52000 · Government Properties	
52100 · Municipal Bldg Main and Repair	
52110 · Bldg Main and Repair Salaries	1,000.00
52100 · Municipal Bldg Main and Repair - Other	15,000.00
Total 52100 · Municipal Bldg Main and Repair	16,000.00
52200 · Town Houses Main and Repair	
52220 · Town House Electric #B	2,500.00
52200 · Town Houses Main and Repair - Other	45,000.00 + HVAC
Total 52200 · Town Houses Main and Repair	47,500.00
52300 · Customs House Main & Repair	1,000.00
52400 · MEWS	37,000.00
83000 · Municipal Building Capital	0.00
Total 52000 · Government Properties	101,500.00
52500 · General Government Other	
52510 · Historic Distric Commission	75.00
52520 · Planning Commission	0.00
52530 · Port Wardens	2,000.00
52540 · Appeals Board	1,000.00
52555 · Community Center In Kind	0.00
52556 · DHCD Mini/Facade	25,000.00
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	0.00
52565 · Oxford Museum	3,000.00
52566 · Oxford Library	500.00
52567 · R Gordon Graves Scholarship	0.00
52569 · Miscellaneous Contributions	3,000.00
55520 · Fireworks	10,000.00
Total 52560 · Contributions	29,000.00
52570 · Oxford Business Association	12,000.00
Total 52500 · General Government Other	69,075.00
52600 · Government Shared Expenses	
52610 · Insurance - General	25,700.00
52620 · Insurance - Property/Flood	4,400.00
52630 · Workmens Comp	25,000.00
52640 · Unemployment	200.00
52655 · Employee Benefits	

TOWN OF OXFORD
FY 2021 Budget Amended
July 2020 through June 2021

	FY 2021 Amended
	Budget
52656 · Employee Billing Assistance	0.00
52655 · Employee Benefits - Other	220,000.00
Total 52655 · Employee Benefits	220,000.00
52660 · Payroll Expenses	63,000.00
Total 52600 · Government Shared Expenses	338,300.00
53000 · Public Safety	
53100 · Police Department	
53150 · Police Salaries	205,000.00
53175 · Park Patrol	0.00
53200 · Uniforms & Equipment	5,000.00
53225 · Legal Fees	0.00
53300 · Vehicle Expenses	7,000.00
53400 · Education and Training	3,000.00
53500 · Telephone and Internet	3,000.00
53600 · Office Supplies	2,600.00
84000 · Police Capital	0.00
Total 53100 · Police Department	225,600.00
53700 · Fire Department	
53800 · Grant to Oxford Fire Department	20,000.00
53900 · Workmens Comp Oxford Fire Dept	10,000.00
Total 53700 · Fire Department	30,000.00
53000 · Public Safety - Other	0.00
Total 53000 · Public Safety	255,600.00
54000 · Public Works	
54100 · Operational Cost	
54110 · Shop - Salaries	65,000.00
54130 · Shop - Telephone and Internet	10,200.00
54140 · Shop - Uniforms	18,000.00
54150 · Shop - Utilities	0.00
54160 · Shop - Main and Repair	5,000.00
54165 · Shop - Miscellaneous	2,700.00
54170 · Education and Training	1,000.00
54180 · Vehicle Operations	20,000.00
54190 · Vehicle Main and Repairs	22,000.00
85000 · Public Works Capital	55,000.00
Total 54100 · Operational Cost	198,900.00
54200 · Roads Department	
54210 · Streets - Salaries	40,000.00
54220 · Streets - Main/Repairs	13,000.00
54230 · Streets - Lighting	40,000.00
54240 · Streets - Repaving	0.00
54250 · Snow Removal	1,400.00
Total 54200 · Roads Department	94,400.00
54300 · Trash Collection	
54310 · Trash Collection Salaries	30,000.00
54320 · Trash Collection Other Expenses	0.00
54330 · Trash Pick up - Contractors	72,000.00
Total 54300 · Trash Collection	102,000.00
54400 · Miscellaneous Public Works	
54410 · Mosquito Control	1,200.00
54420 · Weed and Pest Control	500.00
54430 · Sidewalk Repair	6,000.00
86500 · From Sidewalk Fund Capital	0.00
Total 54400 · Miscellaneous Public Works	7,700.00
Total 54000 · Public Works	403,000.00
55000 · Parks and Recreation	
55100 · Parks/Mowing - Salaries	80,000.00
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	33,000.00
55600 · Parks and Recreation Committee	150.00
87000 · Parks Capital	0.00
89000 · Docks Capital	0.00
55000 · Parks and Recreation - Other	0.00
Total 55000 · Parks and Recreation	124,350.00
57000 · Enterprise Fund Expenditures	
57100 · Water System Admin Cost	
57110 · Administrative Salaries	35,000.00
57120 · Administrative Expenses	5,000.00
57140 · Depreciation	0.00

Paving in fall

Park to FY 22

TOWN OF OXFORD
FY 2021 Budget Amended
July 2020 through June 2021

	FY 2021 Amended	
	Budget	
57160 · Interest on Debt	20,000.00	P&I
57100 · Water System Admin Cost - Other	0.00	
Total 57100 · Water System Admin Cost	60,000.00	
57200 · Water System Operations		
57201 · Water - Salaries	55,000.00	
57210 · Electricity	18,500.00	
57220 · Utilities	1,000.00	
57225 · Chemicals	6,000.00	
57230 · Lab Expenses	1,000.00	
57240 · Maintenance Contracts	5,000.00	
57250 · Materials, Tools and Equipment	10,000.00	
57255 · Arsenic Reduction Media	0.00	
57260 · Testing Expenses	2,000.00	
57270 · Education and Training	1,000.00	
57280 · Maintenance & Repairs	20,000.00	
57290 · Water Expenses - Other	0.00	
82001 · Water Capital	25,000.00	
Total 57200 · Water System Operations	144,500.00	
57500 · Wastewater System Admin Cost		
57510 · Administrative Salaries	35,000.00	
57520 · Administrative Expenses	2,000.00	
57535 · Consulting/Legal Fees	0.00	
57560 · Interest on Debt	93,000.00	P&I
Total 57500 · Wastewater System Admin Cost	130,000.00	
57600 · Wastewater System Operations		
57601 · Wastewater Salaries	80,000.00	
57610 · Electricity	75,000.00	
57620 · Utilities	200.00	
57625 · Chemicals	26,000.00	
57630 · Lab Expenses	9,000.00	
57635 · Materials, Tools and Equipment	7,000.00	
57640 · Maintenance Contracts	7,000.00	
57670 · Education and Training	1,500.00	
57680 · Maintenance & Repairs	20,000.00	
82003 · Wastewater Capital	17,500.00	
Total 57600 · Wastewater System Operations	243,200.00	
57700 · Stormwater/Shoreline SMSP		
57710 · Stormwater Salaries	50,000.00	
57720 · Administrative Salaries	30,000.00	
57725 · Training and Education	500.00	
57730 · Stormwater Main & Repair	20,000.00	
57740 · Stormwater Improvements	3,000.00	
57750 · Shoreline Main & Repair	0.00	
57760 · Shoreline Improvements	0.00	
57770 · Stormwater/Shoreline Trash	20,000.00	
81500 · SMSP Improvement Capital	14,000.00	
81510 · SMSP Retention Capital	10,000.00	
57700 · Stormwater/Shoreline SMSP - Other	0.00	
Total 57700 · Stormwater/Shoreline SMSP	147,500.00	
Total 57000 · Enterprise Fund Expenditures	725,200.00	
58000 · Bay Restoration		
58100 · Bay Restoration Payment	34,800.00	
Total 58000 · Bay Restoration	34,800.00	
66900 · Reconciliation Discrepancies	0.00	
Total Expense	2,284,125.00	
Net Ordinary Income	2,778.61	
Net Income	2,778.61	

FY 2021 Capital Improvement Projects
1,200,000
1,150,000
70,000