

COMMISSIONERS OF OXFORD

ORDINANCE NUMBER: 2108
INTRODUCED BY: Gordon Fronk
DATE OF INTRODUCTION: May 25, 2021

AN ORDINANCE OF THE TOWN OF OXFORD ADOPTING A GENERAL/ENTERPRISE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022, AND ESTABLISHING A TAX RATE OF \$ .3187 PER \$100 OF ASSESSED REAL PROPERTY VALUE

WHEREAS, Section C6-4 of the Oxford Town Charter requires the Town to operate on an annual budget; 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 of Oxford acknowledge that, although the situation is improving, financial hardships continue 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 have found the Revenues anticipated in each Department Line Item as Summarized do fairly represent the anticipated Revenues for Fiscal Year 2022 under the current circumstances; and

WHEREAS, the Commissioners of Oxford have found the Expenditures anticipated in each Department Line Item as Summarized do fairly represent the Expenditures for Fiscal Year 2022.

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

Section 1. That the Commissioners of Oxford hereby adopt the attached General/Enterprise Budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022, which is attached hereto as Exhibit A and incorporated herein.

Section 2. The Commissioners of Oxford hereby adopt the tax rate of \$ .3187 per \$100 of assessed real property, the constant yield tax rate, for the fiscal year commencing on July 1, 2021 and ending on June 30, 2022.

Section 3. The Commissioners as part of this budget, allocate \$100,000 of real property tax revenues collected to be deposited into the Stormwater Management Shoreline Protection Fund (SMSP) Enterprise Account as demonstrated on Line 41101 in the attached Exhibit A, and which if not utilized in the current year may remain as a contribution to the SMSP Enterprise account for future use.

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 2108 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 2022 General/Enterprise Budget**  
July 2021 through June 2022

	<b>Proposed FY 2022</b>
	<b>Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>41000 · Real Property Tax</b>	
41100 · Real Estate	1,038,617.00
41101 · Real Estate - SMSP Dedicated	-100,000.00
41150 · Tax Discount	-7,000.00
41200 · Interest Paid	3,000.00
<b>Total 41000 · Real Property Tax</b>	<b>934,617.00</b>
<b>42000 · Intergovernmental Revenues</b>	
42100 · Accomodations Tax	45,000.00
42200 · Amusement Tax	0.00
42300 · Local Income Tax	150,000.00
42400 · Highway User Revenue	53,950.00
42500 · Traders Licenses	1,600.00
42600 · Tax Revenues - Other	439.00
<b>Total 42000 · Intergovernmental Revenues</b>	<b>250,989.00</b>
<b>43000 · Licenses and Permits</b>	
43100 · Animal Registration	25.00
43300 · Building Permits	15,000.00
43400 · Cable Franchise	4,606.00
43450 · Port Warden Permits	1,400.00
43455 · Long Term Rental Inspections	2,000.00
43460 · Short Term Rental	1,200.00
<b>Total 43000 · Licenses and Permits</b>	<b>24,231.00</b>
<b>44000 · Revenues from Other Agencies</b>	
44100 · Grant - Critical Areas	1,000.00
44200 · Grant - SAPPF Police	10,983.00
44202 · Grant - MEWS	0.00
44300 · Grant - DNR - Public Access	50,000.00
44400 · Grant - Misc	692,400.00
<b>Total 44000 · Revenues from Other Agencies</b>	<b>754,383.00</b>
<b>45000 · Revenues from Properties</b>	
45100 · Dock Rentals	22,000.00
45200 · Parking Permits	1,500.00
45300 · Land/Property Leases	32,600.00
45400 · Town House Rental	5,720.00
<b>Total 45000 · Revenues from Properties</b>	<b>61,820.00</b>
<b>46000 · Miscellaneous Revenues</b>	
46200 · Hanks Christmas Tree Fund	0.00
46250 · Artist Group	0.00
46300 · Parks & Recreation	0.00
46350 · R Gordon Graves Scholarship	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	0.00
46950 · Interest Income	1,000.00
<b>Total 46000 · Miscellaneous Revenues</b>	<b>4,000.00</b>
<b>47000 · Enterprise Services</b>	
<b>47100 · Water Service</b>	
47110 · Water Service Charge	339,990.00
47130 · Connection Fees	4,000.00
<b>Total 47100 · Water Service</b>	<b>343,990.00</b>
<b>47500 · Wastewater Services</b>	
47510 · Wastewater Service Charge	494,400.00
47530 · Connection Fees	0.00
<b>Total 47500 · Wastewater Services</b>	<b>494,400.00</b>
<b>47700 · Stormwater/Shoreline SMSP</b>	
47710 · Real Property Tax SMSP	100,000.00
47720 · Stormwater General Contribution	0.00
<b>Total 47700 · Stormwater/Shoreline SMSP</b>	<b>100,000.00</b>
<b>47900 · Enterprise Services Other</b>	
47910 · Interest - Water	100.00
47920 · Interest - Sewer	50.00
47930 · Plumbing Permits	1,100.00
47940 · Tower Rental	51,250.00
<b>Total 47900 · Enterprise Services Other</b>	<b>52,500.00</b>
<b>Total 47000 · Enterprise Services</b>	<b>990,890.00</b>
<b>48000 · Bay Restoration Fund</b>	35,500.00
<b>Total Income</b>	<b>3,056,430.00</b>
<b>Gross Profit</b>	<b>3,056,430.00</b>
<b>Expense</b>	
<b>50000 · Legislation</b>	
50100 · Commissioners Salary	6,000.00
50200 · Commissioners Training/Expenses	4,500.00

**TOWN OF OXFORD**  
**FY 2022 General/Enterprise Budget**  
July 2021 through June 2022

	<b>Proposed FY 2022</b>
	<b>Budget</b>
50300 · Election Advertising Expenses	2,000.00
50400 · Election Salaries	500.00
<b>Total 50000 · Legislation</b>	<b>13,000.00</b>
<b>51000 · Financial Administration</b>	
51050 · Accounting & Auditing	17,500.00
51100 · Administrative Salaries	150,000.00
51101 · Advertising	
51150 · General Advertising	1,500.00
51151 · Appeals Board	1,000.00
51152 · Planning Commission	1,000.00
51154 · Port Wardens	1,500.00
<b>Total 51101 · Advertising</b>	<b>5,000.00</b>
51200 · Computer Main & Repair	3,000.00
51250 · Copier Services Main & Supplies	3,600.00
51300 · Education and Training	4,000.00
51350 · Electricity	7,500.00
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
<b>Total 51000 · Financial Administration</b>	<b>267,300.00</b>
<b>52000 · Government Properties</b>	
52100 · Municipal Bldg Main and Repair	
52110 · Bldg Main and Repair Salaries	2,000.00
52100 · Municipal Bldg Main and Repair - Other	25,000.00
<b>Total 52100 · Municipal Bldg Main and Repair</b>	<b>27,000.00</b>
52200 · Town Houses Main and Repair	
52220 · Town House Electric #B	0.00
52200 · Town Houses Main and Repair - Other	5,000.00
<b>Total 52200 · Town Houses Main and Repair</b>	<b>5,000.00</b>
52300 · Customs House Main & Repair	1,000.00
52400 · MEWS	2,500.00
83000 · Municipal Building Capital	30,000.00
<b>Total 52000 · Government Properties</b>	<b>65,500.00</b>
<b>52500 · General Government Other</b>	
52510 · Historic Distric Commission	500.00
52520 · Planning Commission	500.00
52530 · Port Wardens	1,000.00
52540 · Appeals Board	1,000.00
52555 · Community Center In Kind	0.00
52556 · DHCD Mini/Facade	20,000.00
52560 · Contributions	
52561 · Community Center	10,000.00
52562 · Hanks Christmas Trees	1,000.00
52563 · Talbot County Arts Council	1,000.00
52564 · Oxford Day	1,000.00
52565 · Oxford Museum	3,000.00
52566 · Oxford Library	500.00
52567 · R Gordon Graves Scholarship	1,500.00
52569 · Miscellaneous Contributions	5,000.00
55520 · Fireworks	10,000.00
<b>Total 52560 · Contributions</b>	<b>33,000.00</b>
52570 · Oxford Business Association	12,000.00
<b>Total 52500 · General Government Other</b>	<b>68,000.00</b>
<b>52600 · Government Shared Expenses</b>	
52610 · Insurance - General	26,000.00
52620 · Insurance - Property/Flood	4,400.00
52630 · Workmens Comp	25,000.00
52640 · Unemployment	200.00
52655 · Employee Benefits	
52656 · Employee Billing Assistance	0.00
52655 · Employee Benefits - Other	240,000.00
<b>Total 52655 · Employee Benefits</b>	<b>240,000.00</b>
52660 · Payroll Expenses	62,424.00
<b>Total 52600 · Government Shared Expenses</b>	<b>358,024.00</b>
<b>53000 · Public Safety</b>	
53100 · Police Department	
53150 · Police Salaries	205,000.00
53175 · Park Patrol	0.00
53200 · Uniforms & Equipment	5,000.00

**TOWN OF OXFORD**  
**FY 2022 General/Enterprise Budget**  
July 2021 through June 2022

	<b>Proposed FY 2022</b>
	<b>Budget</b>
53225 · Legal Fees	0.00
53300 · Vehicle Expenses	12,000.00
53400 · Education and Training	3,000.00
53500 · Telephone and Internet	3,000.00
53600 · Office Supplies	3,000.00
84000 · Police Capital	2,000.00
<b>Total 53100 · Police Department</b>	<b>233,000.00</b>
<b>53700 · Fire Department</b>	
53800 · Grant to Oxford Fire Department	20,000.00
53900 · Workmens Comp Oxford Fire Dept	10,000.00
<b>Total 53700 · Fire Department</b>	<b>30,000.00</b>
53000 · Public Safety - Other	0.00
<b>Total 53000 · Public Safety</b>	<b>263,000.00</b>
<b>54000 · Public Works</b>	
<b>54100 · Operational Cost</b>	
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	19,000.00
54190 · Vehicle Main and Repairs	19,000.00
85000 · Public Works Capital	15,000.00
<b>Total 54100 · Operational Cost</b>	<b>154,900.00</b>
<b>54200 · Roads Department</b>	
54210 · Streets - Salaries	30,000.00
54220 · Streets - Main/Repairs	13,000.00
54230 · Streets - Lighting	40,000.00
54240 · Streets - Repaving	100,000.00
54250 · Snow Removal	1,400.00
<b>Total 54200 · Roads Department</b>	<b>184,400.00</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	75,000.00
<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	15,000.00
86500 · From Sidewalk Fund Capital	0.00
<b>Total 54400 · Miscellaneous Public Works</b>	<b>16,700.00</b>
<b>Total 54000 · Public Works</b>	<b>458,000.00</b>
<b>55000 · Parks and Recreation</b>	
55100 · Parks/Mowing - Salaries	55,000.00
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	122,400.00
89000 · Docks Capital	50,000.00
55000 · Parks and Recreation - Other	0.00
<b>Total 55000 · Parks and Recreation</b>	<b>271,750.00</b>
<b>57000 · Enterprise Fund Expenditures</b>	
<b>57100 · Water System Admin Cost</b>	
57110 · Administrative Salaries	35,000.00
57120 · Administrative Expenses	5,000.00
57140 · Depreciation	0.00
57160 · Interest on Debt	84,000.00
57100 · Water System Admin Cost - Other	0.00
<b>Total 57100 · Water System Admin Cost</b>	<b>124,000.00</b>
<b>57200 · Water System Operations</b>	
57201 · Water - Salaries	40,000.00
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	50,000.00
57260 · Testing Expenses	2,000.00
57270 · Education and Training	1,000.00
57280 · Maintenance & Repairs	20,000.00

**TOWN OF OXFORD**  
**FY 2022 General/Enterprise Budget**  
July 2021 through June 2022

	<b>Proposed FY 2022</b>
	<b>Budget</b>
57290 · Water Expenses - Other	0.00
82001 · Water Capital	500,000.00
<b>Total 57200 · Water System Operations</b>	<b>654,500.00</b>
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
<b>Total 57500 · Wastewater System Admin Cost</b>	<b>130,000.00</b>
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	300,000.00
<b>Total 57600 · Wastewater System Operations</b>	<b>525,700.00</b>
57700 · Stormwater/Shoreline SMSP	
57710 · Stormwater Salaries	50,000.00
57720 · Administrative Salaries	35,000.00
57725 · Training and Education	500.00
57730 · Stormwater Main & Repair	20,000.00
57740 · Stormwater Improvements	20,000.00
57750 · Shoreline Main & Repair	0.00
57760 · Shoreline Improvements	0.00
57770 · Stormwater/Shoreline Trash	20,000.00
81500 · SMSP Improvement Capital	0.00
81510 · SMSP Retention Capital	0.00
57700 · Stormwater/Shoreline SMSP - Other	0.00
<b>Total 57700 · Stormwater/Shoreline SMSP</b>	<b>145,500.00</b>
<b>Total 57000 · Enterprise Fund Expenditures</b>	<b>1,579,700.00</b>
58000 · Bay Restoration	
58100 · Bay Restoration Payment	34,800.00
<b>Total 58000 · Bay Restoration</b>	<b>34,800.00</b>
66900 · Reconciliation Discrepancies	0.00
<b>Total Expense</b>	<b>3,379,074.00</b>
<b>Net Ordinary Income</b>	<b>-322,644.00</b>
<b>Net Income</b>	<b>-322,644.00</b>

**FY 2022 Capital Improvements within budget**  
20,000 town building  
25,000 townhouse  
100,000 paving  
300,000 wwtp final

**FY 2022 Grant Funded projects w/in budget**  
122,400 park grant  
20,000 mini grant  
50,000 dnr grant  
500,000 recovery grant\*  
\* Water Metering/Billing  
\* WW Replacement Pumps  
\* WW I&I

**FY 2022 Grant/Loan Capital Improvement Projects**  
1,000,000 WWTP  
350,000 Waterline  
2,000,000 Shoreline