

COMMISSIONERS OF OXFORD

ORDINANCE NUMBER: 2203
INTRODUCED BY: _____
DATE OF INTRODUCTION: _____

AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 2108 FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022 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 2108 effective June 22, 2021, titled “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”; 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 2022 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, 2021 and ending June 30, 2022, 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, 2021 and ending June 30, 2022 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 _____, 2022

COMMISSIONERS OF OXFORD:

Gordon Fronk

James Jaramillo

Brian Wells

I hereby certify that the foregoing Ordinance 2203 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 AMENDED
July 2021 through June 2022

| | Budget |
|---|---------------------|
| Ordinary Income/Expense | |
| Income | |
| 41000 · Real Property Tax | |
| 41100 · Real Estate | 1,041,357.00 |
| 41101 · Real Estate - SMSP Dedicated | -133,500.00 |
| 41150 · Tax Discount | -7,000.00 |
| 41200 · Interest Paid | 3,000.00 |
| Total 41000 · Real Property Tax | 903,857.00 |
| 42000 · Intergovernmental Revenues | |
| 42100 · Accomodations Tax | 62,000.00 |
| 42200 · Amusement Tax | 0.00 |
| 42300 · Local Income Tax | 180,000.00 |
| 42400 · Highway User Revenue | 58,400.00 |
| 42500 · Traders Licenses | 3,000.00 |
| 42600 · Tax Revenues - Other | 439.00 |
| Total 42000 · Intergovernmental Revenues | 303,839.00 |
| 43000 · Licenses and Permits | |
| 43100 · Animal Registration | 0.00 |
| 43300 · Building Permits | 15,000.00 |
| 43400 · Cable Franchise | 4,606.00 |
| 43450 · Port Warden Permits | 2,000.00 |
| 43455 · Long Term Rental Inspections | 0.00 |
| 43460 · Short Term Rental | 1,500.00 |
| Total 43000 · Licenses and Permits | 23,106.00 |
| 44000 · Revenues from Other Agencies | |
| 44100 · Grant - Critical Areas | 1,000.00 |
| 44200 · Grant - SAPPF Police | 10,983.00 |
| 44202 · Grant - MEWS | 0.00 |
| 44300 · Grant - DNR - Public Access | 2,600.00 |
| 44400 · Grant - Misc | 42,600.00 |
| Total 44000 · Revenues from Other Agencies | 57,183.00 |
| 45000 · Revenues from Properties | |
| 45100 · Dock Rentals | 23,900.00 |
| 45200 · Parking Permits | 1,500.00 |
| 45300 · Land/Property Leases | 87,000.00 |
| 45400 · Town House Rental | 3,646.00 |
| Total 45000 · Revenues from Properties | 116,046.00 |
| 46000 · Miscellaneous Revenues | |
| 46200 · Hanks Christmas Tree Fund | 0.00 |
| 46225 · Play Ball Dog Park | 0.00 |
| 46250 · Artist Group | 0.00 |
| 46350 · R Gordon Graves Scholarship | 3,000.00 |
| 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 | 1,000.00 |
| 46950 · Interest Income | 3,500.00 |
| 46000 · Miscellaneous Revenues - Other | 0.00 |
| Total 46000 · Miscellaneous Revenues | 9,000.00 |
| 47000 · Enterprise Services | |
| 47100 · Water Service | |
| 47110 · Water Service Charge | 339,990.00 |
| 47130 · Connection Fees | 4,000.00 |
| Total 47100 · Water Service | 343,990.00 |
| 47500 · Wastewater Services | |
| 47510 · Wastewater Service Charge | 494,400.00 |
| Total 47500 · Wastewater Services | 494,400.00 |
| 47700 · Stormwater/Shoreline SMSP | |
| 47710 · Real Property Tax SMSP | 133,500.00 |
| 47720 · Stormwater General Contribution | 0.00 |
| Total 47700 · Stormwater/Shoreline SMSP | 133,500.00 |
| 47900 · Enterprise Services Other | |
| 47910 · Interest - Water | 100.00 |
| 47920 · Interest - Sewer | 50.00 |
| 47930 · Plumbing Permits | 1,100.00 |
| 47940 · Tower Rental | 0.00 |
| Total 47900 · Enterprise Services Other | 1,250.00 |
| Total 47000 · Enterprise Services | 973,140.00 |
| 48000 · Bay Restoration Fund | 35,500.00 |
| Total Income | 2,421,671.00 |
| Gross Profit | 2,421,671.00 |
| Expense | |
| 50000 · Legislation | |
| 50100 · Commissioners Salary | 6,000.00 |
| 50200 · Commissioners Training/Expenses | 4,500.00 |
| 50300 · Election Advertising Expenses | 2,000.00 |
| 50400 · Election Salaries | 500.00 |
| Total 50000 · Legislation | 13,000.00 |
| 51000 · Financial Administration | |
| 51050 · Accounting & Auditing | 13,550.00 |
| 51100 · Administrative Salaries | 150,000.00 |
| 51101 · Advertising | |
| 51150 · General Advertising | 1,500.00 |
| 51151 · Appeals Board | 1,000.00 |
| 51152 · Planning Commission | 0.00 |
| 51154 · Port Wardens | 2,200.00 |
| Total 51101 · Advertising | 4,700.00 |
| 51200 · Computer Main & Repair | 3,000.00 |
| 51220 · Communications | 0.00 |
| 51250 · Copier Services Main & Supplies | 3,600.00 |
| 51300 · Education and Training | 2,500.00 |
| 51350 · Electricity | 13,000.00 |
| 51450 · Legal Fees | 30,000.00 |
| 51451 · Telephone | 7,500.00 |
| 51452 · Internet | 1,000.00 |
| 51453 · Website | 0.00 |
| 51500 · Memberships & Dues | 5,000.00 |
| 51550 · Office Supplies & Expenses | 7,000.00 |
| 51600 · Postage | 3,200.00 |
| 51650 · Planning & Zoning Admin | 10,000.00 |
| 51700 · Miscellaneous - Financial Admin | 300.00 |
| 86000 · Administration Capital | 1,800.00 |
| Total 51000 · Financial Administration | 256,150.00 |
| 52000 · Government Properties | |

TOWN OF OXFORD
FY 2022 GENERAL / ENTERPRISE BUDGET AMENDED
July 2021 through June 2022

| | Budget |
|---|-------------------|
| 52100 · Municipal Bldg Main and Repair | |
| 52110 · Bldg Main and Repair Salaries | 3,500.00 |
| 52100 · Municipal Bldg Main and Repair - Other | 16,000.00 |
| Total 52100 · Municipal Bldg Main and Repair | 19,500.00 |
| 52200 · Town Houses Main and Repair | |
| 52220 · Town House Electric #B | 500.00 |
| 52200 · Town Houses Main and Repair - Other | 5,000.00 |
| Total 52200 · Town Houses Main and Repair | 5,500.00 |
| 52300 · Customs House Main & Repair | 1,000.00 |
| 52400 · MEWS | 2,500.00 |
| 83000 · Municipal Building Capital | 5,000.00 |
| Total 52000 · Government Properties | 33,500.00 |
| 52500 · General Government Other | |
| 52510 · Historic Distric Commission | 0.00 |
| 52520 · Planning Commission | 0.00 |
| 52530 · Port Wardens | 10,000.00 |
| 52540 · Appeals Board | 500.00 |
| 52555 · Community Center In Kind | 0.00 |
| 52556 · DHCD Mini/Facade | 10,000.00 |
| 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 | 1,200.00 |
| 52569 · Miscellaneous Contributions | 5,000.00 |
| 55520 · Fireworks | 10,000.00 |
| Total 52560 · Contributions | 32,700.00 |
| 52570 · Oxford Business Association | 18,600.00 |
| Total 52500 · General Government Other | 71,800.00 |
| 52600 · Government Shared Expenses | |
| 52610 · Insurance - General | 32,000.00 |
| 52620 · Insurance - Property/Flood | 4,400.00 |
| 52630 · Workmens Comp | 24,000.00 |
| 52640 · Unemployment | 200.00 |
| 52655 · Employee Benefits | |
| 52656 · Employee Billing Assistance | 0.00 |
| 52655 · Employee Benefits - Other | 240,000.00 |
| Total 52655 · Employee Benefits | 240,000.00 |
| 52660 · Payroll Expenses | 65,700.00 |
| Total 52600 · Government Shared Expenses | 366,300.00 |
| 53000 · Public Safety | |
| 53100 · Police Department | |
| 53150 · Police Salaries | 176,000.00 |
| 53175 · Park Patrol | 0.00 |
| 53200 · Uniforms & Equipment | 5,000.00 |
| 53225 · Legal Fees | 0.00 |
| 53300 · Vehicle Expenses | 10,000.00 |
| 53400 · Education and Training | 3,000.00 |
| 53500 · Telephone and Internet | 3,000.00 |
| 53600 · Office Supplies | 2,000.00 |
| 84000 · Police Capital | 54,000.00 |
| Total 53100 · Police Department | 253,000.00 |
| 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 | 283,000.00 |
| 54000 · Public Works | |
| 54100 · Operational Cost | |
| 54110 · Shop - Salaries | 65,000.00 |
| 54130 · Shop - Telephone and Internet | 11,300.00 |
| 54140 · Shop - Uniforms | 19,000.00 |
| 54150 · Shop - Utilities | 0.00 |
| 54160 · Shop - Main and Repair | 5,000.00 |
| 54165 · Shop - Miscellaneous | 2,700.00 |
| 54170 · Education and Training | 2,000.00 |
| 54180 · Vehicle Operations | 19,000.00 |
| 54190 · Vehicle Main and Repairs | 23,000.00 |
| 85000 · Public Works Capital | 65,000.00 |
| Total 54100 · Operational Cost | 212,000.00 |
| 54200 · Roads Department | |
| 54210 · Streets - Salaries | 35,000.00 |
| 54220 · Streets - Main/Repairs | 16,000.00 |
| 54230 · Streets - Lighting | 40,000.00 |
| 54240 · Streets - Repaving | 200,000.00 |
| 54250 · Snow Removal | 1,400.00 |
| Total 54200 · Roads Department | 292,400.00 |
| 54300 · Trash Collection | |
| 54310 · Trash Collection Salaries | 30,000.00 |
| 54320 · Trash Collection Other Expenses | 0.00 |
| 54330 · Trash Pick up - Contractors | 75,000.00 |
| Total 54300 · Trash Collection | 105,000.00 |
| 54400 · Miscellaneous Public Works | |
| 54410 · Mosquito Control | 1,200.00 |
| 54420 · Weed and Pest Control | 500.00 |
| 54430 · Sidewalk Repair | 0.00 |
| 86500 · From Sidewalk Fund Capital | 0.00 |
| Total 54400 · Miscellaneous Public Works | 1,700.00 |
| Total 54000 · Public Works | 611,100.00 |
| 55000 · Parks and Recreation | |
| 55100 · Parks/Mowing - Salaries | 55,000.00 |
| 55200 · Parks/Mowing - Main & Repair | 5,000.00 |
| 55300 · Parks and Recreation Electric | 3,000.00 |
| 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 | 101,150.00 |
| 57000 · Enterprise Fund Expenditiures | |

TOWN OF OXFORD
FY 2022 GENERAL / ENTERPRISE BUDGET AMENDED
July 2021 through June 2022

| | Budget |
|---|---------------------|
| 57100 · Water System Admin Cost | |
| 57110 · Administrative Salaries | 35,000.00 |
| 57120 · Administrative Expenses | 5,000.00 |
| 57140 · Depreciation | 0.00 |
| 57160 · Interest on Debt | 97,000.00 |
| 57100 · Water System Admin Cost - Other | 0.00 |
| Total 57100 · Water System Admin Cost | 137,000.00 |
| 57200 · Water System Operations | |
| 57201 · Water - Salaries | 40,000.00 |
| 57210 · Electricity | 30,000.00 |
| 57220 · Utilities | 1,000.00 |
| 57225 · Chemicals | 3,000.00 |
| 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 |
| 82001 · Water Capital | 15,000.00 |
| Total 57200 · Water System Operations | 128,000.00 |
| 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 |
| 57500 · Wastewater System Admin Cost - Other | 0.00 |
| Total 57500 · Wastewater System Admin Cost | 130,000.00 |
| 57600 · Wastewater System Operations | |
| 57601 · Wastewater Salaries | 80,000.00 |
| 57610 · Electricity | 90,000.00 |
| 57620 · Utilities | 200.00 |
| 57625 · Chemicals | 30,000.00 |
| 57630 · Lab Expenses | 12,000.00 |
| 57635 · Materials, Tools and Equipment | 3,000.00 |
| 57640 · Maintenance Contracts | 7,000.00 |
| 57670 · Education and Training | 1,500.00 |
| 57680 · Maintenance & Repairs | 20,000.00 |
| 82002 · WWTP Upgrade Capital | 20,000.00 |
| 82003 · Wastewater Capital | 18,000.00 |
| Total 57600 · Wastewater System Operations | 281,700.00 |
| 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 | 15,000.00 |
| 57740 · Stormwater Improvements | 0.00 |
| 57750 · Shoreline Main & Repair | 0.00 |
| 57770 · Stormwater/Shoreline Trash | 20,000.00 |
| 81500 · SMSP Improvement Capital | 0.00 |
| Total 57700 · Stormwater/Shoreline SMSP | 120,500.00 |
| Total 57000 · Enterprise Fund Expenditures | 797,200.00 |
| 58000 · Bay Restoration | |
| 58100 · Bay Restoration Payment | 34,800.00 |
| Total 58000 · Bay Restoration | 34,800.00 |
| 59000 · Bad Debt | 0.00 |
| 66900 · Reconciliation Discrepancies | 0.00 |
| Total Expense | 2,568,000.00 |
| Net Ordinary Income | -146,329.00 |
| Other Income/Expense | |
| Other Expense | |
| 90000 · Other Expenses | |
| 90200 · Adjusting Entry | 0.00 |
| Total 90000 · Other Expenses | 0.00 |
| Total Other Expense | 0.00 |
| Net Other Income | 0.00 |
| Net Income | -146,329.00 |

| | | |
|--|--|---------------------|
| Capital Improvements funded above to be completed in 2022 | | 200,000.00 |
| Street Paving (included in budget above) | | |
| Truck Match (included in budget above) | | 72,400.00 |
| Truck Grants (included above) | | 32,600.00 |
| Capital Improvements in Progress to be completed 2022 | | |
| WWTP Final Construction in Progress | | 1,547,400.00 |
| WTR Final Construction in Progress | | 1,497,616.00 |