

**COMMISSIONERS OF OXFORD**

ORDINANCE NUMBER: 2203  
INTRODUCED BY: Gordon Fronk  
DATE OF INTRODUCTION: April 26, 2022

**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

	<b>Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>41000 · Real Property Tax</b>	
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
<b>Total 41000 · Real Property Tax</b>	<b>903,857.00</b>
<b>42000 · Intergovernmental Revenues</b>	
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
<b>Total 42000 · Intergovernmental Revenues</b>	<b>303,839.00</b>
<b>43000 · Licenses and Permits</b>	
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
<b>Total 43000 · Licenses and Permits</b>	<b>23,106.00</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	2,600.00
44400 · Grant - Misc	42,600.00
<b>Total 44000 · Revenues from Other Agencies</b>	<b>57,183.00</b>
<b>45000 · Revenues from Properties</b>	
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
<b>Total 45000 · Revenues from Properties</b>	<b>116,046.00</b>
<b>46000 · Miscellaneous Revenues</b>	
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
<b>Total 46000 · Miscellaneous Revenues</b>	<b>9,000.00</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
<b>Total 47500 · Wastewater Services</b>	<b>494,400.00</b>
<b>47700 · Stormwater/Shoreline SMSP</b>	
47710 · Real Property Tax SMSP	133,500.00
47720 · Stormwater General Contribution	0.00
<b>Total 47700 · Stormwater/Shoreline SMSP</b>	<b>133,500.00</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	0.00
<b>Total 47900 · Enterprise Services Other</b>	<b>1,250.00</b>
<b>Total 47000 · Enterprise Services</b>	<b>973,140.00</b>
<b>48000 · Bay Restoration Fund</b>	35,500.00
<b>Total Income</b>	<b>2,421,671.00</b>
<b>Gross Profit</b>	<b>2,421,671.00</b>
<b>Expense</b>	
<b>50000 · Legislation</b>	
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
<b>Total 50000 · Legislation</b>	<b>13,000.00</b>
<b>51000 · Financial Administration</b>	
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
<b>Total 51101 · Advertising</b>	<b>4,700.00</b>
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
<b>Total 51000 · Financial Administration</b>	<b>256,150.00</b>
<b>52000 · Government Properties</b>	

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

	<b>Budget</b>
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
<b>Total 52100 · Municipal Bldg Main and Repair</b>	<b>19,500.00</b>
52200 · Town Houses Main and Repair	
52220 · Town House Electric #B	500.00
52200 · Town Houses Main and Repair - Other	5,000.00
<b>Total 52200 · Town Houses Main and Repair</b>	<b>5,500.00</b>
52300 · Customs House Main & Repair	1,000.00
52400 · MEWS	2,500.00
83000 · Municipal Building Capital	5,000.00
<b>Total 52000 · Government Properties</b>	<b>33,500.00</b>
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
<b>Total 52560 · Contributions</b>	<b>32,700.00</b>
52570 · Oxford Business Association	18,600.00
<b>Total 52500 · General Government Other</b>	<b>71,800.00</b>
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
<b>Total 52655 · Employee Benefits</b>	<b>240,000.00</b>
52660 · Payroll Expenses	65,700.00
<b>Total 52600 · Government Shared Expenses</b>	<b>366,300.00</b>
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
<b>Total 53100 · Police Department</b>	<b>253,000.00</b>
53700 · Fire Department	
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>283,000.00</b>
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
<b>Total 54100 · Operational Cost</b>	<b>212,000.00</b>
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
<b>Total 54200 · Roads Department</b>	<b>292,400.00</b>
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
<b>Total 54300 · Trash Collection</b>	<b>105,000.00</b>
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
<b>Total 54400 · Miscellaneous Public Works</b>	<b>1,700.00</b>
<b>Total 54000 · Public Works</b>	<b>611,100.00</b>
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
<b>Total 55000 · Parks and Recreation</b>	<b>101,150.00</b>
57000 · Enterprise Fund Expenditiures	

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

	<b>Budget</b>
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
<b>Total 57100 · Water System Admin Cost</b>	<b>137,000.00</b>
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
<b>Total 57200 · Water System Operations</b>	<b>128,000.00</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
57500 · Wastewater System Admin Cost - Other	0.00
<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	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	40,000.00
82003 · Wastewater Capital	18,000.00
<b>Total 57600 · Wastewater System Operations</b>	<b>281,700.00</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	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	20,000.00
<b>Total 57700 · Stormwater/Shoreline SMSP</b>	<b>120,500.00</b>
<b>Total 57000 · Enterprise Fund Expenditures</b>	<b>797,200.00</b>
58000 · Bay Restoration	
58100 · Bay Restoration Payment	34,800.00
<b>Total 58000 · Bay Restoration</b>	<b>34,800.00</b>
59000 · Bad Debt	0.00
66900 · Reconciliation Discrepancies	0.00
<b>Total Expense</b>	<b>2,568,000.00</b>
<b>Net Ordinary Income</b>	<b>-146,329.00</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
90000 · Other Expenses	
90200 · Adjusting Entry	0.00
<b>Total 90000 · Other Expenses</b>	<b>0.00</b>
<b>Total Other Expense</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>
<b>Net Income</b>	<b>-186,329.00</b>

<b>Capital Improvements funded above to be completed in 2022</b>		<b>200,000.00</b>
Street Paving (included in budget above)		
Truck Match (included in budget above)		<b>72,400.00</b>
Truck Grants (included above)		<b>32,600.00</b>
Stormwater/WWTP		<b>40,000.00</b>

<b>Capital Improvements in Progress to be completed 2022</b>		<b>1,547,400.00</b>
WWTP Final Construction in Progress		
WTR Final Construction in Progress		<b>1,497,616.00</b>