

COMMISSIONERS OF OXFORD

ORDINANCE NUMBER: 2302
INTRODUCED BY: Brian Wells
DATE OF INTRODUCTION: April 25, 2023

AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 2214 FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 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 2214, titled “AN ORDINANCE OF THE TOWN OF OXFORD AMENDING GENERAL AND ENTERPRISE BUDGET ADOPTED BY ORDINANCE 2204 FOR THE FISCAL YEAR BEGINNING JULY 1, 2022 AND ENDING JUNE 30, 2023 TO ADJUST CERTAIN LINE ITEMS AND TO RE-APPROPRIATE CERTAIN FUNDS”; and

WHEREAS, since the Commissioners have adopted the amended 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 2023 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, 2022 and ending June 30, 2023, 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, 2022 and ending June 30, 2023 as established in Ordinance 2204 will remain the same.

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

ENACTED THIS ____ DAY OF _____, 2023

COMMISSIONERS OF OXFORD:

James Jaramillo, President

Brian Wells, Commissioner

Tom Costigan, Commissioner

I hereby certify that the foregoing Ordinance 2302 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
General / Enterprise Budget Amended
July 2022 through June 2023

	FY 2023 AMENDED	FY 2023
	Budget	Budget
Ordinary Income/Expense		
Income		
41000 - Real Property Tax		
41100 - Real Estate	1,053,725.00	1,051,578.00
41101 - Real Estate - SMSP Dedicated	-110,000.00	-110,000.00
41150 - Tax Discount	-7,500.00	-7,000.00
41200 - Interest Paid	3,250.00	3,011.00
Total 41000 - Real Property Tax	939,475.00	937,589.00
42000 - Intergovernmental Revenues		
42100 - Accomodations Tax	65,000.00	65,000.00
42200 - Amusement Tax	0.00	0.00
42300 - Local Income Tax	240,000.00	190,000.00
42400 - Highway User Revenue	59,165.00	60,622.00
42500 - Traders Licenses	2,000.00	4,000.00
42600 - Tax Revenues - Other	695.00	439.00
Total 42000 - Intergovernmental Revenues	366,860.00	320,061.00
43000 - Licenses and Permits		
43100 - Animal Registration	0.00	0.00
43300 - Building Permits	15,000.00	15,000.00
43400 - Cable Franchise	4,770.00	4,600.00
43450 - Port Warden Permits	2,000.00	2,000.00
43455 - Long Term Rental Inspections	0.00	1,000.00
43460 - Short Term Rental	2,500.00	1,500.00
Total 43000 - Licenses and Permits	24,270.00	24,100.00
44000 - Revenues from Other Agencies		
44100 - Grant - Critical Areas	1,000.00	1,000.00
44200 - Grant - SAPPF Police	11,000.00	11,000.00
44300 - Grant - DNR - Public Access	2,600.00	2,600.00
44400 - Grant - Misc	117,600.00	197,000.00
Total 44000 - Revenues from Other Agencies	132,200.00	211,600.00
45000 - Revenues from Properties		
45100 - Dock Rentals	24,270.00	23,900.00
45200 - Parking Permits	1,500.00	1,500.00
45300 - Land/Property Leases	72,000.00	66,000.00
45400 - Town House Rental	5,250.00	5,000.00
Total 45000 - Revenues from Properties	103,020.00	96,400.00
46000 - Miscellaneous Revenues		
46200 - Hanks Christmas Tree Fund	1,250.00	0.00
46250 - Artist Group	0.00	0.00
46300 - Parks & Recreation	0.00	0.00
46350 - R Gordon Graves Scholarship	1,500.00	1,000.00
46400 - Police Fines and Tickets	2,500.00	1,500.00
46450 - Police Donations	0.00	0.00
46500 - Reimbursed Appeals Expense	3,000.00	0.00
46700 - Reimbursed Expenses - Other	500.00	0.00
46900 - Misc Revenues - Other	5,000.00	3,500.00
46950 - Interest Income	9,000.00	2,500.00
Total 46000 - Miscellaneous Revenues	22,750.00	8,500.00
47000 - Enterprise Services		
47100 - Water Service		
47110 - Water Service Charge	345,000.00	350,000.00
47130 - Connection Fees	1,500.00	2,000.00
Total 47100 - Water Service	346,500.00	352,000.00
47500 - Wastewater Services		
47510 - Wastewater Service Charge	509,000.00	509,000.00
47530 - Connection Fees	1,500.00	0.00
47550 - BRF O&M Grant	25,000.00	0.00
Total 47500 - Wastewater Services	535,500.00	509,000.00
47700 - Stormwater/Shoreline SMSP		
47710 - Real Property Tax SMSP	110,000.00	110,000.00
47720 - Stormwater General Contribution	0.00	0.00
Total 47700 - Stormwater/Shoreline SMSP	110,000.00	110,000.00
47900 - Enterprise Services Other		
47910 - Interest - Water	55.00	100.00
47920 - Interest - Sewer	0.00	50.00
47930 - Plumbing Permits	1,100.00	1,100.00
47940 - Tower Rental	0.00	0.00
Total 47900 - Enterprise Services Other	1,155.00	1,250.00
Total 47000 - Enterprise Services	993,155.00	972,250.00
48000 - Bay Restoration Fund	35,500.00	35,500.00
73100 - Facade Program	0.00	0.00
74000 - Grant Funds - W/WW/S Upgrades	0.00	0.00
74200 - DNR - Coastal	0.00	0.00
Total Income	2,617,230.00	2,606,000.00
Gross Profit	2,617,230.00	2,606,000.00
Expense		
50000 - Legislation		
50100 - Commissioners Salary	7,000.00	7,000.00
50200 - Commissioners Training/Expenses	6,000.00	6,000.00
50300 - Election Advertising Expenses	2,000.00	2,000.00
50400 - Election Salaries	500.00	500.00
Total 50000 - Legislation	15,500.00	15,500.00

TOWN OF OXFORD
General / Enterprise Budget Amended
July 2022 through June 2023

	FY 2023 AMENDED	FY 2023
	Budget	Budget
51000 - Financial Administration		
51050 - Accounting & Auditing	27,000.00	16,000.00
51100 - Administrative Salaries	180,000.00	180,000.00
51101 - Advertising		
51150 - General Advertising	1,500.00	1,500.00
51151 - Appeals Board	1,000.00	1,000.00
51152 - Planning Commission	500.00	500.00
51154 - Port Wardens	1,000.00	1,000.00
Total 51101 - Advertising	4,000.00	4,000.00
51200 - Computer Main & Repair	2,000.00	2,000.00
51220 - Communications	2,000.00	0.00
51250 - Copier Services Main & Supplies	3,600.00	3,600.00
51300 - Education and Training	3,000.00	4,000.00
51350 - Electricity	8,500.00	13,000.00
51450 - Legal Fees	42,000.00	30,000.00
51451 - Telephone	7,500.00	7,500.00
51452 - Internet	1,100.00	1,000.00
51453 - Website	0.00	1,000.00
51500 - Memberships & Dues	5,000.00	5,000.00
51550 - Office Supplies & Expenses	6,000.00	7,000.00
51600 - Postage	3,200.00	3,200.00
51650 - Planning & Zoning Admin	10,000.00	10,000.00
51700 - Miscellaneous - Financial Admin	2,500.00	1,000.00
86000 - Administration Capital	5,000.00	5,000.00
Total 51000 - Financial Administration	312,400.00	293,300.00
52000 - Government Properties		
52100 - Municipal Bldg Main and Repair		
52110 - Bldg Main and Repair Salaries	4,000.00	2,000.00
52100 - Municipal Bldg Main and Repair - Other	18,000.00	18,000.00
Total 52100 - Municipal Bldg Main and Repair	22,000.00	20,000.00
52200 - Town Houses Main and Repair		
52220 - Town House Electric #A	1,000.00	0.00
52200 - Town Houses Main and Repair - Other	7,000.00	5,000.00
Total 52200 - Town Houses Main and Repair	8,000.00	5,000.00
52300 - Customs House Main & Repair	1,500.00	1,000.00
52400 - MEWS	0.00	0.00
83000 - Municipal Building Capital	30,000.00	30,000.00
Total 52000 - Government Properties	61,500.00	56,000.00
52500 - General Government Other		
52510 - Historic Distric Commission	100.00	500.00
52520 - Planning Commission	3,000.00	500.00
52530 - Port Wardens	1,000.00	3,000.00
52540 - Appeals Board	3,000.00	1,000.00
52555 - Community Center In Kind	0.00	0.00
52556 - DHCD Mini/Facade	5,000.00	25,000.00
52560 - Contributions		
52561 - Community Center	10,000.00	10,000.00
52562 - Hanks Christmas Trees	4,000.00	1,000.00
52563 - Talbot County Arts Council	1,000.00	1,000.00
52564 - Oxford Day	1,000.00	1,000.00
52565 - Oxford Museum	3,000.00	3,000.00
52566 - Oxford Library	500.00	500.00
52567 - R Gordon Graves	2,500.00	1,500.00
52569 - Miscellaneous Contributions	5,000.00	5,000.00
55520 - Fireworks	15,000.00 *	10,000.00
Total 52560 - Contributions	42,000.00	33,000.00
52570 - Oxford Business Association	18,600.00	18,600.00
Total 52500 - General Government Other	72,700.00	81,600.00
52600 - Government Shared Expenses		
52610 - Insurance - General	33,650.00	32,000.00
52620 - Insurance - Property/Flood	3,500.00	6,800.00
52630 - Workmens Comp	21,000.00	24,000.00
52640 - Unemployment	200.00	200.00
52655 - Employee Benefits		
52656 - Employee Billing Assistance	0.00	0.00
52655 - Employee Benefits - Other	255,000.00	255,000.00
Total 52655 - Employee Benefits	255,000.00	255,000.00
52660 - Payroll Expenses	69,000.00	65,000.00
Total 52600 - Government Shared Expenses	382,350.00	383,000.00
53000 - Public Safety		
53100 - Police Department		
53150 - Police Salaries	230,000.00	230,000.00
53200 - Uniforms & Equipment	12,000.00	5,000.00
53300 - Vehicle Expenses	12,000.00	60,000.00
53400 - Education and Training	3,000.00	3,000.00
53500 - Telephone and Internet	3,000.00	3,000.00
53600 - Office Supplies	2,000.00	2,000.00
84000 - Police Capital	86,000.00	0.00
Total 53100 - Police Department	348,000.00	303,000.00
53700 - Fire Department		
53800 - Grant to Oxford Fire Department	20,000.00	20,000.00
53850 - Fire Services	525.00	0.00

TOWN OF OXFORD
General / Enterprise Budget Amended
July 2022 through June 2023

	FY 2023 AMENDED	FY 2023
	Budget	Budget
53900 · Workmens Comp Oxford Fire Dept	10,000.00	10,000.00
Total 53700 · Fire Department	30,525.00	30,000.00
Total 53000 · Public Safety	378,525.00	333,000.00
54000 · Public Works		
54100 · Operational Cost		
54110 · Shop - Salaries	65,000.00	65,000.00
54130 · Shop - Telephone and Internet	10,000.00	11,300.00
54140 · Shop - Uniforms	20,650.00	19,000.00
54160 · Shop - Main and Repair	4,000.00	5,000.00
54165 · Shop - Miscellaneous	4,000.00	3,000.00
54170 · Education and Training	1,000.00	1,000.00
54180 · Vehicle Operations	23,000.00	19,000.00
54190 · Vehicle Main and Repairs	18,000.00	23,000.00
85000 · Public Works Capital	0.00	0.00
Total 54100 · Operational Cost	145,650.00	146,300.00
54200 · Roads Department		
54210 · Streets - Salaries	30,000.00	30,000.00
54220 · Streets - Main/Repairs	16,000.00	16,000.00
54230 · Streets - Lighting	45,000.00	45,000.00
54240 · Streets - Repaving	27,000.00	300,000.00
54250 · Snow Removal	1,000.00	1,000.00
54200 · Roads Department - Other	0.00	0.00
Total 54200 · Roads Department	119,000.00	392,000.00
54300 · Trash Collection		
54310 · Trash Collection Salaries	30,000.00	40,000.00
54320 · Trash Collection Other Expenses	0.00	0.00
54330 · Trash Pick up - Contractors	80,000.00	80,000.00
Total 54300 · Trash Collection	110,000.00	120,000.00
54400 · Miscellaneous Public Works		
54410 · Mosquito Control	2,000.00	1,200.00
54420 · Weed and Pest Control	500.00	500.00
54430 · Sidewalk Repair	10,000.00	40,000.00
Total 54400 · Miscellaneous Public Works	12,500.00	41,700.00
Total 54000 · Public Works	387,150.00	700,000.00
55000 · Parks and Recreation		
55100 · Parks/Mowing - Salaries	60,000.00	60,000.00
55200 · Parks/Mowing - Main & Repair	5,000.00	5,000.00
55300 · Parks and Recreation Electric	3,000.00	3,000.00
55400 · Docks/Shoreline - Main & Repair	3,000.00	3,000.00
55500 · Parks & Recreation Expenses	32,000.00	32,500.00
55600 · Parks and Recreation Committee	500.00	150.00
87000 · Parks Capital	20,000.00	162,000.00
55000 · Parks and Recreation - Other	0.00	0.00
Total 55000 · Parks and Recreation	123,500.00	265,650.00
57000 · Enterprise Fund Expenditures		
57100 · Water System Admin Cost		
57110 · Administrative Salaries	45,000.00	45,000.00
57120 · Administrative Expenses	5,000.00	5,000.00
57140 · Depreciation	133,000.00	0.00
57160 · Interest on Debt	6,000.00	97,000.00
57100 · Water System Admin Cost - Other	0.00	0.00
Total 57100 · Water System Admin Cost	189,000.00	147,000.00
57200 · Water System Operations		
57201 · Water - Salaries	50,000.00	50,000.00
57210 · Electricity	25,000.00	30,000.00
57220 · Utilities	500.00	1,000.00
57225 · Chemicals	3,000.00	3,000.00
57230 · Lab Expenses	3,000.00	1,000.00
57240 · Maintenance Contracts	0.00	5,000.00
57250 · Materials, Tools and Equipment	8,000.00	10,000.00
57260 · Testing Expenses	750.00	2,000.00
57270 · Education and Training	1,500.00	1,000.00
57280 · Maintenance & Repairs	7,500.00	20,000.00
82001 · Water Capital	0.00	0.00
Total 57200 · Water System Operations	99,250.00	123,000.00
57500 · Wastewater System Admin Cost		
57510 · Administrative Salaries	50,000.00	45,000.00
57520 · Administrative Expenses	5,000.00	25,000.00
57535 · Consulting/Legal Fees	500.00	0.00
57540 · Depreciation	145,000.00	0.00
57560 · Interest on Debt	52,000.00	93,000.00
57500 · Wastewater System Admin Cost - Other	0.00	0.00
Total 57500 · Wastewater System Admin Cost	252,500.00	163,000.00
57600 · Wastewater System Operations		
57601 · Wastewater Salaries	50,000.00	65,000.00
57610 · Electricity	80,000.00	90,000.00
57620 · Utilities	5,000.00	300.00
57625 · Chemicals	30,000.00	30,000.00
57630 · Lab Expenses	10,000.00	12,000.00
57635 · Materials, Tools and Equipment	4,000.00	3,000.00
57640 · Maintenance Contracts	8,200.00	7,000.00
57670 · Education and Training	2,000.00	1,500.00

TOWN OF OXFORD
General / Enterprise Budget Amended
July 2022 through June 2023

	FY 2023 AMENDED	FY 2023
	Budget	Budget
57680 · Maintenance & Repairs	15,000.00	20,000.00
57690 · Wastewater Expenses - Other	0.00	0.00
82003 · Wastewater Capital	0.00	25,000.00
Total 57600 · Wastewater System Operations	204,200.00	253,800.00
57700 · Stormwater/Shoreline SMSP		
57710 · Stormwater Salaries	55,000.00	50,000.00
57720 · Administrative Salaries	45,000.00	45,000.00
57725 · Training and Education	500.00	500.00
57730 · Stormwater Main & Repair	20,000.00	2,100.00
57740 · Stormwater Depreciation	40,000.00	0.00
57770 · Stormwater/Shoreline Trash	20,000.00	20,000.00
81500 · SMSP Improvement Capital	102,500.00	200,000.00
Total 57700 · Stormwater/Shoreline SMSP	283,000.00	317,600.00
Total 57000 · Enterprise Fund Expenditures	1,027,950.00	1,004,400.00
58000 · Bay Restoration		
58100 · Bay Restoration Payment	34,800.00	34,800.00
Total 58000 · Bay Restoration	34,800.00	34,800.00
59000 · Bad Debt	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00
Total Expense	2,796,375.00	3,167,250.00
Net Ordinary Income	-179,145.00	-561,250.00
Prior Year Reserves	179,145.00	
Net Income	0.00	-561,250.00

32,600.00	USDA Truck Oxford 2100	
45,000.00	Engineering Grant	45,000.00
20,000.00	Park Grant	122,000.00
15,000.00	ARPA received stormwater *2021	298,533.00
	ARPA received stormwater *2022	298,533.00
	Strand Living Shoreline Grant	3,000,000.00
	DNR Waterway Improvements Grant	50,000.00
	WTR System Rehab Loan	2,572,000.00
	WTR System Rehab Grant	2,102,000.00