

Commissioners of Bel Air  
Agenda  
July 18, 2022

Resolution No. 1189-22  
Budgetary Amendment – Fiscal Year 2022

1. **BACKGROUND**

There are several additional revenues/appropriations, transfers, and monetary adjustments that need to be addressed in the fiscal year 2022 budget.

2. **PRIMARY ISSUES**

The total of the recommended adjustments in this year's proposed budget amendment increases the fiscal year 2022 general fund budget by \$4,210,359 from \$15,409,112 to \$19,625,471.

While most of our revenue projections are still reasonable, several require adjustment. Some of the more significant changes are as follows:

- Income Taxes - \$43,655 increase: based on distributions received and updated projections
- Admission/Amusement Taxes - \$17,000 increase: based on 3 quarter payments and updated projection for the final quarter
- Public Works Fees - \$18,000 increase: based on various permits/fees to date
- American Rescue Plan (ARPA) Grants, Federal - \$40,717 decrease: HMAN fiber optics and ARPA consultant will be FY23 expenses
- Stormwater Management - \$32,541 increase: additional monies from Harford County FY21 true-up calculation
- Miscellaneous Grants - \$20,000 increase: LGIT grant body camera and PD overtime grant
- Bel Air Armory - \$15,000 increase: reflects additional rentals
- Equipment/Vehicle Sale Proceeds - \$30,595 increase: reflects proceeds to date
- Bond Proceeds, DHCD - \$4,021,431 new account: reflects drawdown of monies from DHCD related to the building construction project
- Transfer from Capital Reserve - \$16,925 increase: mainly DFI contract for construction advisory and reflects spent to date
- Transfer from Leave Payout Reserve - \$33,929 increase: requirement to fund leave payouts greater than \$2,500 per employee

The net effect of these changes is an overall increase of \$4,216,359 in Total Revenues.

Several adjustments to our expenditures are proposed as well. Some of the more significant changes are as follows:

- A retention bonus is included for those employees who are employed with the Town as of June 13, 2022; however, it shall not include any employee who provided notice as of that same date that he/she will separate from the Town's employment in the immediate future. This bonus will be paid to applicable employees on June 24, 2022 and will equate to \$2,000 for full-time and \$1,000 for part-time employees. Funding from additional revenues as well as expenditure savings affords the Town the opportunity to provide this bonus.
- Town Buildings - \$4,048,164 increase: \$4,038,356 for various expenses, mainly Whiting Turner, related to the PD/TH construction project incurred this fiscal year
- Legal - \$20,000 increase: additional services for various projects
- Technology: \$22,217 decrease: \$16,217 due to HMAN fiber optic project related to the expansion to be shifted to FY23
- DPW Administration - \$57,912 increase: \$32,541 additional monies from Harford County FY21 true-up calculation
- DPW Shop - \$23,100 increase: \$6,000 and \$11,100 due to an increase in gas and diesel fuel costs as well as making a purchase at the end of the fiscal year
- DPW Streets - \$27,700 decrease: salary vacancies and \$14,700 savings in snow and ice removal

The net effect of these changes is an overall increase of \$4,216,359 in Total Expenditures.

3. **DISCUSSION**

The attached 7-page budget reflects all the adjustments to revenues and expenditures as proposed by the staff.

4. **RECOMMENDATION**

The staff recommends that the Board of Town Commissioners approve Resolution No. 1189-22, amending the budget for fiscal year 2022.

**RESOLUTION NO. 1189-22**  
**A RESOLUTION AMENDING THE BUDGET FOR FISCAL YEAR 2022**

**WHEREAS**, Section 703 of Article VII of the Charter of the Town of Bel Air provides that no public money be expended without having been appropriated by the Board of Town Commissioners; and

**WHEREAS**, Section 704 of Article VII of the Charter of the Town of Bel Air provides that any transfer of funds between appropriations for different purposes shall be approved by a majority of the Board of Town Commissioners; and

**WHEREAS**, the Town will be receiving and expending additional funds; it is therefore necessary to account for such receipts and appropriate these funds as expenditures in the corresponding accounts; and

**WHEREAS**, the Town will be transferring funds from various departments to fund overages in other departments; and

**WHEREAS**, there are a number of monetary adjustments which are deemed necessary and it is considered advisable to adjust some estimated revenues and expenditures; and

**WHEREAS**, this Resolution provides that by adopting this Amended Budget, the Board of Town Commissioners has properly appropriated additional funds to be spent in the areas on the Amended Budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Town Commissioners, that the Amended Budget be approved;

**AND BE IT FURTHER RESOLVED** that this Resolution shall take effect on the \_\_\_\_ day of July, 2022.

INTRODUCTION:

PUBLIC HEARING:

ENACTMENT:

EFFECTIVE:

AYES:

NAYES:

ABSENT:

---

Kevin M. Bianca, Chair  
Board of Town Commissioners

---

Michael L. Krantz  
Town Clerk

**TOWN OF BEL AIR  
BUDGET AMENDMENT PROPOSAL**

**REVENUES  
FY 2022**

	Approved FY22 Budget	Proposed Changes Inc (Dec)	Amended FY22 Budget
<b>I. GENERAL FUND</b>			
<b><u>Operating Revenues</u></b>			
Real Property Taxes	\$8,021,079		\$8,021,079
Half-year Taxes	0		0
Personal Property Taxes - Unincorporated	12,500		12,500
Public Utilities Corporation	503,000		503,000
Ordinary Business Corporations - Incorporated	497,000		497,000
Penalties & Interest	50,000		50,000
Income Taxes	1,645,000	43,655	1,688,655
Admission & Amusement Taxes	50,000	17,000	67,000
Motor Vehicles (SHA)	486,614		486,614
Police Protection Grant	229,564		229,564
Business Licenses	55,000		55,000
Public Works Fees	55,000	18,000	73,000
Planning & Zoning Fees	16,000	8,000	24,000
Cable TV Franchise	145,000		145,000
Bulletproof Vest Grant	0		0
Governor's Office Crime Prevention Grant	22,435		22,435
American Rescue Plan (ARPA)	190,217	(40,717)	149,500
Miscellaneous Grants, MD	23,348		23,348
Financial Corps. - County Grant	8,458		8,458
Harford County Tax Rebate	1,230,227		1,230,227
Traffic Grants	8,000		8,000
Stormwater Management Harford County	145,000	32,541	177,541
Miscellaneous Grants - Harford County	20,000		20,000
Miscellaneous Grants	18,259	20,000	38,259
Bel Air Armory Fees	75,000	15,000	90,000
Police & PW Overtime Reimbursement	20,000		20,000
Police Security (Overtime) Schools	25,000		25,000
Police Reports	1,800		1,800
False Alarm Fees	25,000		25,000
Red Light Camera	597,000		597,000
Miscellaneous Income	5,000		5,000
Finance Fees	9,900		9,900
Administration Fees	1,500		1,500
MAWC Well Fees	7,000		7,000
Interest on Investments	20,000		20,000
MD Homebuilder Guaranty Fund	800		800
Seized Property	4,000		4,000
Rental Income-Armory Marketplace	30,000		30,000
Alliance Contribution	5,000		5,000
Rockfield Foundation Contribution	7,950		7,950
Vehicle/Equipment Sale Proceeds	64,000	30,595	94,595
Bond Proceeds, DHCD	0	4,021,431	4,021,431
<b><u>Total Operating Revenues</u></b>	<b>\$14,330,651</b>	<b>\$4,165,505</b>	<b>\$18,496,156</b>
Transfer from Unassigned	359,038		359,038
Transfer from Capital Reserve	22,517	16,925	39,442
Transfer to Seized Property Reserve	(2,000)		(2,000)
Transfer from Leave Payout Reserve	90,633	33,929	124,562
Transfer from Sewer Fund	355,733		355,733
Transfer from Parking Fund	252,540		252,540
<b><u>GENERAL FUND TOTAL REVENUES</u></b>	<b>\$15,409,112</b>	<b>\$4,216,359</b>	<b>\$19,625,471</b>

**TOWN OF BEL AIR  
BUDGET AMENDMENT PROPOSAL**

**REVENUES  
FY 2022**

	Approved FY22 Budget	Proposed Changes Inc (Dec)	Amended FY22 Budget
<b>II. SEWER FUND</b>			
<b>Revenues</b>			
Sewer User Charges	\$2,350,000		\$2,350,000
Bay Restoration Fee Interest	2,500		2,500
Other Revenue	15,050		15,050
Miss Utility Fees	19,000		19,000
Interest Income	0		0
User Benefit Fees	36,260		36,260
Connection Fees	<u>50,000</u>		50,000
<b>SEWER FUND TOTAL REVENUES</b>	<b>\$2,472,810</b>	<b>\$0</b>	<b>\$2,472,810</b>
<b>III. PARKING FUND</b>			
<b>Revenues</b>			
Meter Collections	\$182,000		\$182,000
Parking Fines	125,000		125,000
Lease Fees	70,064		70,064
County Share Operating Expenses	104,582		104,582
County Share Capital Expenses	10,080		10,080
Transfer from Retained Earnings	9,850		9,850
<b>PARKING FUND TOTAL REVENUES</b>	<b>\$501,576</b>	<b>\$0</b>	<b>\$501,576</b>
<b>IV. SPECIAL REVENUE FUND</b>			
<b>Revenues</b>			
Stormwater Management Fee In Lieu	\$3,000		\$3,000
Open Space Fee in Lieu	5,000		5,000
Tree Planting - Forest Conservation	2,000		2,000
Tree Planting - Fee In Lieu	5,000		5,000
Memorials	200		200
Public Amenity	2,000		2,000
Explorer Scouts	9,000		9,000
Auxiliary Police	2,500		2,500
Transfer from GF Seized Property	11,500		11,500
Seized Property - Federal Treasury	9,500		9,500
Cultural Arts Commission	17,855		17,855
CDBG Project	51,580		51,580
Community Parks & Playground Grant	175,464		175,464
Rockfield Playground Grant	100,000		100,000
Chesapeake Bay Trust Grant	14,850		14,850
Revolving Loan Fund	<u>1,000</u>		1,000
<b>SPECIAL REVENUE TOTAL REVENUES</b>	<b>\$410,449</b>	<b>\$0</b>	<b>\$410,449</b>
<b>TOTAL REVENUES ALL FUNDS</b>	<b>\$18,793,947</b>	<b>\$4,216,359</b>	<b>\$23,010,306</b>
	-2-		

**TOWN OF BEL AIR**  
**BUDGET AMENDMENT PROPOSAL**  
**EXPENDITURES**  
**FY 2022**

**I. GENERAL FUND**

	<b>Approved FY22 Budget</b>	<b>Proposed Changes Inc (Dec)</b>	<b>Amended FY22 Budget</b>
<b><u>GENERAL GOVERNMENT</u></b>			
<b><u>Bel Air Reckord Armory</u></b>			
Salaries/Benefits	\$118,140	\$4,400	\$122,540
Expenses	137,613		137,613
<b><u>Administrator</u></b>			
Salaries/Benefits	171,434		171,434
Expenses	1,254		1,254
Municipal League Dues	18,211		18,211
<b><u>Town Buildings</u></b>			
Salaries/Benefits	63,939	9,808	73,747
Expenses	196,482		196,482
Capital Improvements	214,739	4,038,356	4,253,095
<b><u>Human Resources</u></b>			
Salaries/Benefits	246,281	7,100	253,381
Expenses	75,898		75,898
<b><u>Election</u></b>			
Expenses	3,700		3,700
<b><u>Finance</u></b>			
Salaries/Benefits	559,883	15,350	575,233
Audit	17,750		17,750
Expenses	48,998	(19,950)	29,048
OPEB Actuarial Valuation/GASB Pension Review	11,200		11,200
<b><u>Legal Services</u></b>			
Expenses	53,800	20,000	73,800
<b><u>Planning &amp; Zoning</u></b>			
Salaries/Benefits	510,417	8,000	518,417
Expenses	77,708		77,708
Capital Improvements	55,776		55,776
<b><u>Economic Development</u></b>			
Salaries/Benefits	368,966	10,200	379,166
Expenses	84,635		84,635
<b><u>Commissioners</u></b>			
Salaries/Benefits	27,351		27,351
Expenses	28,550		28,550
<b><u>Technology</u></b>			
Salaries/Benefits	225,121	(6,000)	219,121
Expenses	249,349	(16,217)	233,132
Software/hardware non-capital	25,200		25,200
Software/hardware capital	39,000		39,000
<b><u>Public Relations</u></b>			
Salaries/Benefits	96,917		96,917
Expenses	7,326		7,326
<b><u>TOTAL GENERAL GOVERNMENT</u></b>	<b>\$3,735,638</b>	<b>\$4,071,047</b>	<b>\$7,806,685</b>

**TOWN OF BEL AIR  
BUDGET AMENDMENT PROPOSAL  
EXPENDITURES  
FY 2022**

**I. GENERAL FUND (Cont'd)**

	<b>Approved FY22 Budget</b>	<b>Proposed Changes Inc (Dec)</b>	<b>Amended FY22 Budget</b>
<b><u>BENEFITS</u></b>			
Insurances	\$7,090		\$7,090
OPEB (Other Postemployment Benefits)	45,000		45,000
Transfer to Leave Payout Reserve	0		0
<b><u>TOTAL BENEFITS</u></b>	<b>\$52,090</b>	<b>\$0</b>	<b>\$52,090</b>
<b><u>MISCELLANEOUS</u></b>			
General Insurance	\$125,200		\$125,200
Miscellaneous Expenses	44,050		44,050
Contingency	12,700		12,700
Transfer to Capital Reserve	20,000		20,000
<b><u>TOTAL MISCELLANEOUS</u></b>	<b>\$201,950</b>	<b>\$0</b>	<b>\$201,950</b>
<b><u>DEBT SERVICE</u></b>			
Debt Service - Equipment/Vehicles	\$625,155		\$625,155
Debt Service - JCI Energy Project	75,927		\$75,927
Debt Service - PD/TH Renovation	204,022		\$204,022
Liquor Board Retirement	0		0
<b><u>TOTAL DEBT SERVICE</u></b>	<b>\$905,104</b>	<b>\$0</b>	<b>\$905,104</b>
<b><u>PUBLIC SAFETY</u></b>			
Hydrant Rental	\$51,338		\$51,338
Red Light Camera Program	227,020		227,020
Volunteer Fire Co. Contribution	159,589		159,589
<b><u>TOTAL PUBLIC SAFETY</u></b>	<b>\$437,947</b>	<b>\$0</b>	<b>\$437,947</b>
<b><u>POLICE DEPARTMENT</u></b>			
Salaries/Benefits	\$5,200,502	\$86,000	\$5,286,502
Expenses	307,392		307,392
Police Vehicles, Capital	106,719		106,719
<b><u>TOTAL POLICE DEPARTMENT</u></b>	<b>\$5,614,613</b>	<b>\$86,000</b>	<b>\$5,700,613</b>

**TOWN OF BEL AIR  
BUDGET AMENDMENT PROPOSAL  
EXPENDITURES  
FY 2022**

**I. GENERAL FUND (Cont'd)**

	<b>Approved FY22 Budget</b>	<b>Proposed Changes Inc (Dec)</b>	<b>Amended FY22 Budget</b>
<b><u>PUBLIC WORKS</u></b>			
<b><u>General Administration</u></b>			
Salaries/Benefits	\$1,000,818	\$20,071	\$1,020,889
Expenses	98,057	5,300	103,357
MS4 SWM Program	145,000	32,541	177,541
<b><u>Town Shop</u></b>			
Salaries/Benefits	234,603	6,000	240,603
Expenses	182,120	17,100	199,220
Equipment, Capital	0		0
<b><u>Streets &amp; Highways</u></b>			
Salaries/Benefits	694,904	(13,000)	681,904
Expenses	383,810	(14,700)	369,110
Capital, Construction	355,000		355,000
Vehicle/Equipment, Capital	109,049		109,049
<b><u>Refuse Collection</u></b>			
Salaries/Benefits	699,086	6,000	705,086
Expenses	171,907		171,907
Vehicle/Equipment, Capital	227,866		227,866
<b><u>TOTAL PUBLIC WORKS</u></b>	<b>\$4,302,220</b>	<b>\$59,312</b>	<b>\$4,361,532</b>
<b><u>COMMITTEES</u></b>			
<b>Parks &amp; Recreation</b>	\$86,700		\$86,700
<b>Independence Day</b>	15,200		15,200
<b>Boys &amp; Girls Club</b>	10,000		10,000
<b>Christmas Parade</b>	0		0
<b>Appearance &amp; Beautification</b>	39,300		39,300
<b>Elderly &amp; Needy</b>	0		0
<b>Cultural Arts</b>	8,350		8,350
<b><u>TOTAL COMMITTEES</u></b>	<b>\$159,550</b>	<b>\$0</b>	<b>\$159,550</b>
<b><u>TOTAL GENERAL FUND EXPENDITURES</u></b>	<b>\$15,409,112</b>	<b>\$4,216,359</b>	<b>\$19,625,471</b>

**TOWN OF BEL AIR**  
**BUDGET AMENDMENT PROPOSAL**  
**EXPENDITURES**  
**FY 2022**

**II. SEWER FUND**

	<b>Approved FY22 Budget</b>	<b>Proposed Changes Inc (Dec)</b>	<b>Amended FY22 Budget</b>
Harford County Charges	\$1,507,351		\$1,507,351
Salaries/Benefits	\$242,083		\$242,083
Town Operation Expenses	122,577		122,577
Depreciation	82,077		82,077
Amortization Expense - Sewer Agreement	24,248		24,248
Transfer to SSCI	0		0
Transfer to General Fund	355,733		355,733
Root Control Maintenance	35,000		35,000
Pump Station Engineering	0		0
Pipe Bursting	0		0
Connection Payments	50,000		50,000
User Benefit Fees	36,260		36,260
Equipment, Capital	0		0
Pump Station Repairs/Replacements, Capital	0		0
Debt Service - Inflow and Infiltration	10,421		10,421
Debt Service - Sewer System CIP	1,322		1,322
Debt Service - DHCD Refinance II	4,467		4,467
Debt Service - JC Sewer Main	1,271		1,271
Debt Service - Maintenance Van & Truck, Capital	0		0
<b>TOTAL SEWER FUND EXPENSES</b>	<b>\$2,472,810</b>	<b>\$0</b>	<b>\$2,472,810</b>

**III. PARKING FUND**

<b>Parking Lots</b>			
Operating Expenses	\$6,445		\$6,445
Maintenance	3,000		3,000
Resurface Lot	0		0
Transfer to General Fund	156,150		156,150
<b>Parking Garage</b>			
Operating Expenses	31,525		31,525
Elevator Contract/Maintenance	7,050		7,050
Transfer to General Fund	96,389		96,389
Insurance	20,804		20,804
Capital Repairs	15,000		15,000
Buildings, Capital	0		0
Debt Service - Parking Garage Sweeper	605		605
Debt Service - Parking Garage Main/Rep	751		751
Debt Service - Parking Garage JCI	1,559		1,559
<b>Other</b>			
Parking Fine Charges	25,000		25,000
Miscellaneous	1,846		1,846
Postage	1,790		1,790
Depreciation	132,960		132,960
Debt Service-Parking Jeep	702		702
<b>TOTAL PARKING FUND EXPENSES</b>	<b>\$501,576</b>	<b>\$0</b>	<b>\$501,576</b>

**TOWN OF BEL AIR**  
**BUDGET AMENDMENT PROPOSAL**  
**EXPENDITURES**  
**FY 2022**

**IV. SPECIAL REVENUE FUND**

	<b>Approved FY22 <u>Budget</u></b>	<b>Proposed Changes <u>Inc (Dec)</u></b>	<b>Amended FY22 <u>Budget</u></b>
Stormwater Management Fee In Lieu	\$3,000		\$3,000
Open Space Fee In Lieu	5,000		5,000
Tree Planting - Forest Conservation	2,000		2,000
Tree Planting - Fee In Lieu	5,000		5,000
Memorials	200		200
Historic Preservation Funds	0		0
Public Amenity	2,000		2,000
Explorer Scouts	9,000		9,000
Auxiliary Police	2,500		2,500
Seized Property	11,500		11,500
Seized Property - Federal Treasury	9,500		9,500
Cultural Arts Commission	17,855		17,855
CDBG Project	51,580		51,580
Community Parks & Playground Grant	175,464		175,464
Rockfield Playground Grant	100,000		100,000
Chesapeake Bay Trust Grant	14,850		14,850
Revolving Loan Grant	1,000		1,000
<b><u>TOTAL SPECIAL REVENUE EXPENDITURES</u></b>	<b>\$410,449</b>	<b>\$0</b>	<b>\$410,449</b>
<b><u>TOTAL EXPENDITURES ALL FUNDS</u></b>	<b>\$18,793,947</b>	<b>\$4,216,359</b>	<b>\$23,010,306</b>

Commissioners of Bel Air  
Agenda  
July 18, 2022

Resolution No. 1189-22  
Budgetary Amendment – Fiscal Year 2022

**RECOMMENDED MOTION:** “that Resolution No. 1189-22, amending the budget for fiscal year 2022 for additional appropriations, monetary adjustments, and transfers between departments, be approved by the Board of Town Commissioners with the following amendments:”

1. Added \$13,550 to Income Taxes to balance the adjustments below (#3-\$5)
2. Added \$798,209 to Bond Proceeds, DHCD (revenue) and Capital Improvements under Town Buildings (expenditures) for the final fiscal year 2022 Whiting Turner invoice
3. Reduced \$2,450 in Expenses under Finance to reflect the final fiscal year 2022 ARPA consultant costs
4. Added \$10,000 to Legal to reflect anticipated legal fees for the month of June
5. Added \$6,000 in Expenses under Department of Public Works Shop to reflect an additional diesel fuel invoice