

Commissioners of Bel Air  
Agenda  
May 15, 2023

Resolution No. 1202-23  
Final Budget  
Fiscal Year 2024

**RECOMMENDED MOTION:** "...that proposed Resolution No. 1202-23, providing for the adoption of a Final Budget for the Town of Bel Air for fiscal year 2024, be adopted by the Board of Town Commissioners with the following amendments:"

GENERAL FUND

1. Decreased "Real Property Taxes" by \$4,000 to balance the budget.
2. Increased "Salaries/Benefits" in the various departments for monies "stored" in the "Other" account within the Miscellaneous Department for the 5% COLA for a total of \$463,959.
3. Increased "Expenses" in the Planning Department by \$8,000 for street tree plantings.
4. Decreased "Capital Projects" in the Planning Department by \$20,000 for the M&T parking lot project.
5. Decreased "Miscellaneous Expenses" in the Miscellaneous Department by \$1,000. The \$1,000 contribution to the NAACP Harford County Branch was removed.
6. Decreased "Other" in the Miscellaneous Department by \$463,959 to transfer the monies for the 5% COLA to the applicable salary and benefit accounts in the various departments.
7. Increased "Salaries/Benefits" in the Police Department by \$4,000 for additional monies needed in the shift differential account.
8. Increased "Parks & Recreation" in the Committees Department by \$5,000 to increase their contribution.
9. It is the intention of the Board to utilize ARPA monies to pay for Town General Fund operational expenses (salaries/benefits) in the amount shown in the budget, \$2,315,000, which will then enable the Town to use those monies to pay for the various projects as outlined on page 17 in the FY24 budget.

SEWER FUND

1. Increased "Salaries/Benefits" for the monies "stored" in the "Other" account for the 5% COLA for a total of \$11,521.
2. Decreased "Town Operation Expenses" for the monies "stored in the "Other" account by \$11,521 to transfer the monies for the 5% COLA to the applicable salary and benefits accounts.

3. It is the intention of the Board to utilize ARPA monies to pay for Town Sewer Fund operational expenses (Harford County charges for sewage treatment) in the amount shown in the budget, \$1,100,000, which will then enable the Town to use those monies to pay for the various projects as outlined on page 17 in the FY24 budget.

The amendments to the tentative budget were previously discussed at the May 9, 2023 budget session and are reflected in the seven-page Final Budget.

**RESOLUTION NO. 1202-23**

**A RESOLUTION PROVIDING FOR THE ANNUAL  
BUDGET OF THE TOWN OF BEL AIR FOR THE  
FISCAL YEAR BEGINNING ON JULY 1, 2023  
AND ENDING JUNE 30, 2024**

**WHEREAS**, Section 701 of Article VII of the Charter of the Town of Bel Air provides that the Town of Bel Air shall operate on an annual budget beginning the first day of July each year; and

**WHEREAS**, the provisions of Section 702 of said Article VII, governing the submission of the Town Administrator's Budget, the adoption of a Tentative Budget and the Public Hearings on the Tentative Budget have been complied with; and

**WHEREAS**, Section 10-204.3 of the Tax-Property Article establishes a semi-annual property tax payment system for residential property owners who own and occupy their property; and

**WHEREAS**, Section 10-204.3 of the Tax-Property Article permits the taxing authority to levy a service charge, consisting of anticipated lost interest income and administrative expenses, for electing the semi-annual payment method;

**NOW, THEREFORE, BE IT ENACTED** by the Board of Town Commissioners of Bel Air, that the tax rate for the Town of Bel Air shall be established at \$.54 and \$1.20 per one hundred dollars of assessed valuation of real and personal property, respectively; the service charge authorized by Section 10-204.3 of the Tax-Property Article, applying only to semi-annual property tax payments shall be set at a base rate of .73% of the amount of tax due at the second installment which shall increase monthly if not paid by December 31, 2023; and the budget for the period beginning July 1, 2023 and ending June 30, 2024, shall be as shown on Exhibit A.

**AND BE IT FURTHER ENACTED AND ORDAINED** that this Resolution shall take effect on the 15th day of May 2023.

**PASSED AND APPROVED:**

AYES:

NAYES:

ABSENT:

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Kevin M. Bianca, Chair  
Board of Town Commissioners

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Michael L. Krantz, Town Clerk

**TOWN OF BEL AIR  
FINAL BUDGET  
REVENUES FY 2024**

	Budget		Estimated	
	FY2023 @ \$.54 Real Prop		FY2024 @ \$.54 Real Prop	
	FY2023 @ \$1.20 Pers Prop		FY2024 @ \$1.20 Pers Prop	
<b>I. GENERAL FUND</b>				
<b>Operating Revenues</b>				
Real Property Taxes		\$8,004,915		\$8,353,051
Half-year Taxes		0		21,600
Personal Property Taxes - Unincorporated		12,500		10,000
Public Utilities Corporation		500,000		510,000
Ordinary Business Corporations - Incorporated		500,000		520,000
Penalties & Interest		50,000		50,000
				9,464,651
Income Taxes		1,677,900		1,800,000
Admission & Amusement Taxes		60,000		65,000
Highway User		505,175		614,666
Police Protection Grant		234,564		234,564
				2,714,230
Business Licenses		55,000		55,000
Public Works Fees		35,000		50,000
Planning & Zoning Fees		13,000		16,000
Cable TV Franchise		145,000		140,000
Liquor Licenses		0		0
				261,000
Bulletproof Vest Grant		0		0
American Rescue Plan (ARPA)		1,613,195		2,315,000
Governor's Office Crime Prevention Grant		38,103		57,124
Financial Corps. - County Grant		8,458		8,458
Harford County Tax Rebate		1,216,111		1,225,802
Traffic Grants		8,000		6,000
Stormwater Management Harford County		145,000		175,000
Miscellaneous Grants		0		8,935
				3,796,319
Bel Air Armory Fees		90,000		95,000
Police & PW Overtime Reimbursement		20,000		20,000
Police Security (Overtime) Schools		30,000		30,000
Police Reports		1,800		1,800
False Alarm Fees		18,000		18,000
Red Light Camera		570,000		581,250
Miscellaneous Income		5,000		5,000
Finance Fees		9,900		9,900
Administration Fees		1,000		300
MAWC Well Fees		9,000		9,000
Interest on Investments		25,000		250,000
MD Homebuilder Guaranty Fund		800		300
Seized Property		4,000		3,000
Rental Income-Armory Marketplace		35,000		28,500
Alliance Contribution		2,500		13,200
Rockfield Foundation Contribution		700		900
Vehicle/Equipment Sale Proceeds		47,000		44,000
				1,110,150
Transfer from Unassigned		41,273		35,000
Transfer from Capital Reserve		56,600		432,000
Transfer from Worker's Comp Reserve		44,829		0
Transfer to Seized Property Reserve		(2,000)		(2,000)
Transfer from Sewer Fund		382,580		391,620
Transfer from Parking Fund		271,714		278,045
				1,134,665
<b>GENERAL FUND TOTAL REVENUES</b>		<b>\$16,486,617</b>		<b>\$18,481,015</b>

**TOWN OF BEL AIR  
FINAL BUDGET  
REVENUES FY 2024**

	<b>Budget FY2023</b>	<b>Estimated FY2024</b>
<b>II. SEWER FUND</b>		
<b>Revenues</b>		
Sewer User Charges	\$2,450,000	\$2,675,000
Bay Restoration Fee Interest	2,000	2,850
Other Revenue	13,300	21,400
Utility Locator Fees	19,000	22,450
User Benefit Fees	37,030	35,770
American Rescue Plan (ARPA)	890,000	1,100,000
Connection Fees	<u>50,000</u>	<u>50,000</u>
<b><u>SEWER FUND TOTAL REVENUES</u></b>	<b>\$3,461,330</b>	<b>\$3,907,470</b>
<b>III. PARKING FUND</b>		
<b>Revenues</b>		
Meter Collections	\$125,000	\$125,500
Parking Fines	115,000	92,100
Lease Fees	71,411	63,134
County Share Operating Expenses	117,582	118,799
County Share Capital Expenses	10,080	51,744
Transfer from Retained Earnings	<u>85,401</u>	<u>143,586</u>
<b><u>PARKING FUND TOTAL REVENUES</u></b>	<b>\$524,474</b>	<b>\$594,863</b>
<b>IV. SPECIAL REVENUE FUND</b>		
<b>Revenues</b>		
Stormwater Management Fee In Lieu	\$3,000	\$3,000
Open Space Fee in Lieu	2,000	2,000
Tree Planting - Forest Conservation	2,000	2,000
Tree Planting - Fee In Lieu	2,000	2,000
Memorials	200	200
Public Amenity	2,000	2,000
Explorer Scouts	9,000	22,725
Auxiliary Police	2,500	0
Transfer from GF Seized Property	2,000	2,000
Seized Property - Federal Treasury	9,500	9,500
Cultural Arts Commission	16,440	16,520
CDBG Project	80,357	136,027
Community Legacy Grant	100,000	100,000
Community Parks & Playground Grant	115,000	115,000
Safe Streets for All	0	46,667
Revolving Loan Fund	<u>500</u>	<u>0</u>
<b><u>SPECIAL REVENUE FUND TOTAL REVENUES</u></b>	<b>\$346,497</b>	<b>\$459,639</b>
<b><u>TOTAL REVENUES ALL FUNDS</u></b>	<b>\$20,818,918</b>	<b>\$23,442,987</b>
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**TOWN OF BEL AIR  
FINAL BUDGET  
EXPENDITURES FY 2024**

**I. GENERAL FUND**

	Budget FY 2023	Proposed 2024	
<b><u>GENERAL GOVERNMENT</u></b>			
<b><u>Bel Air Reckord Armory</u></b>			
Salaries/Benefits	\$128,640	\$136,357	
Expenses	100,796	140,356	
Capital Improvements	25,000	130,000	406,713
<b><u>Administrator</u></b>			
Salaries/Benefits	173,544	177,892	
Expenses	904	3,699	
Municipal League Dues	18,543	19,099	200,690
<b><u>Town Buildings</u></b>			
Salaries/Benefits	66,371	71,349	
Expenses	200,912	291,744	
Capital Improvements	200,000	377,000	740,093
<b><u>Human Resources</u></b>			
Salaries/Benefits	257,254	276,241	
Expenses	38,844	41,408	317,649
<b><u>Election</u></b>			
Expenses	0	4,020	
<b><u>Finance</u></b>			
Salaries/Benefits	577,432	615,633	
Audit	19,525	21,630	
Expenses	24,740	25,404	
OPEB Actuarial Valuation/GASB Pension Review	11,200	11,200	673,867
<b><u>Legal Services</u></b>			
Expenses	54,800	78,100	
<b><u>Planning &amp; Zoning</u></b>			
Salaries/Benefits	518,176	552,831	
Expenses	130,002	76,702	
Capital Projects	475,000	1,808,167	2,437,700
<b><u>Economic Development</u></b>			
Salaries/Benefits	386,521	414,449	
Expenses	137,232	80,732	495,181
<b><u>Commissioners</u></b>			
Salaries/Benefits	27,493	27,360	
Expenses	32,275	30,250	57,610
<b><u>Technology</u></b>			
Salaries/Benefits	261,299	277,239	
Expenses	256,826	260,447	
Software/Hardware (non-capital)	13,530	39,770	
Software/Hardware (capital)	60,800	0	577,456
<b><u>Public Relations</u></b>			
Salaries/Benefits	102,102	89,087	
Expenses	6,254	24,254	113,341
<b><u>TOTAL GENERAL GOVERNMENT</u></b>	<b>\$4,306,015</b>	<b>\$6,102,420</b>	

**TOWN OF BEL AIR  
FINAL BUDGET  
EXPENDITURES FY 2024**

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

	<b>Budget FY 2023</b>	<b>Proposed FY 2024</b>
<b><u>BENEFITS</u></b>		
Insurances	\$8,405	\$14,703
OPEB (Other Postemployment Benefits)	45,000	60,466
Transfer to Leave Payout Reserve	<u>10,000</u>	<u>10,000</u>
<b><u>TOTAL BENEFITS</u></b>	<b>\$63,405</b>	<b>\$85,169</b>
<b><u>MISCELLANEOUS</u></b>		
General Insurance	\$133,000	\$162,000
Miscellaneous Expenses	42,180	46,035
Other	2,500	2,500
Transfer to Capital Reserve	<u>20,000</u>	<u>20,000</u>
<b><u>TOTAL MISCELLANEOUS</u></b>	<b>\$197,680</b>	<b>\$230,535</b>
<b><u>DEBT SERVICE</u></b>		
Debt Service - Equipment/Vehicles	\$134,180	\$134,180
Debt Service - JCI Energy Project	75,927	75,927
Debt Service - PD/TH Renovation	<u>401,629</u>	<u>404,779</u>
<b><u>TOTAL DEBT SERVICE</u></b>	<b>\$611,736</b>	<b>\$614,886</b>
<b><u>PUBLIC SAFETY</u></b>		
Volunteer Fire Co. Contribution	\$167,568	\$164,589
Red Light Camera Program	231,975	231,975
Hydrant Rental	<u>55,584</u>	<u>55,584</u>
<b><u>TOTAL PUBLIC SAFETY</u></b>	<b>\$455,127</b>	<b>\$452,148</b>
<b><u>POLICE DEPARTMENT</u></b>		
Salaries/Benefits	\$5,411,870	\$5,705,239
Expenses	363,012	365,981
Police Vehicles, Capital	<u>120,000</u>	<u>150,000</u>
<b><u>TOTAL POLICE DEPARTMENT</u></b>	<b>\$5,894,882</b>	<b>\$6,221,220</b>

**TOWN OF BEL AIR  
FINAL BUDGET  
EXPENDITURES FY 2024**

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

	<b>Budget FY 2023</b>	<b>Proposed FY 2024</b>	
<b><u>PUBLIC WORKS</u></b>			
<b><u>General Administration</u></b>			
Salaries/Benefits	\$1,009,759	\$1,061,718	
Expenses	94,630	105,459	
MS4 SWM Program	145,000	130,000	
Vehicle, Capital	50,000	0	1,297,177
<b><u>Town Shop</u></b>			
Salaries/Benefits	245,970	270,732	
Expenses	202,240	186,444	457,176
<b><u>Streets &amp; Highways</u></b>			
Salaries/Benefits	783,010	851,957	
Expenses	378,810	369,020	
Construction, Capital	530,261	385,000	
Vehicle/Equipment, Capital	271,579	305,000	1,910,977
<b><u>Refuse Collection</u></b>			
Salaries/Benefits	760,110	740,334	
Expenses	183,258	191,923	
Vehicle/Equipment, Capital	121,000	0	932,257
<b><u>TOTAL PUBLIC WORKS</u></b>	<b>\$4,775,627</b>	<b>\$4,597,587</b>	
<b><u>COMMITTEES</u></b>			
<b>Parks &amp; Recreation</b>	\$104,295	\$96,700	
<b>Christmas Parade</b>	5,000	5,000	
<b>Independence Day</b>	15,200	15,200	
<b>Boys &amp; Girls Club</b>	10,000	12,500	
<b>Appearance &amp; Beautification</b>	39,300	39,300	
<b>Cultural Arts</b>	8,350	8,350	
<b><u>TOTAL COMMITTEES</u></b>	<b>\$182,145</b>	<b>\$177,050</b>	
<b><u>TOTAL GENERAL FUND EXPENDITURES</u></b>	<b>\$16,486,617</b>	<b>\$18,481,015</b>	

**TOWN OF BEL AIR  
FINAL BUDGET  
EXPENDITURES FY 2024**

**II. SEWER FUND**

	<b>Budget FY 2023</b>	<b>Proposed FY 2024</b>
Harford County Charges	\$1,572,552	\$1,778,938
Salaries/Benefits	256,734	276,258
Town Operation Expenses	117,531	123,003
Depreciation	82,077	76,780
Amortization Expense - Sewer Agreement	24,248	24,248
Transfer to General Fund	382,580	391,620
Root Control Maintenance	35,000	35,000
Pump Station Engineering	40,000	250,000
Connection Payments	50,000	50,000
User Benefit Fees	37,030	35,770
Pump Station Repairs/Replacements, Capital Equipment, Capital	850,000 0	850,000 8,000
Debt Service - Inflow and Infiltration	7,966	5,484
Debt Service - Sewer System CIP	948	567
Debt Service - DHCD Refinance II	3,807	1,368
Debt Service - JC Sewer Main	<u>857</u>	<u>434</u>
<b><u>TOTAL SEWER FUND EXPENSES</u></b>	<b>\$3,461,330</b>	<b>\$3,907,470</b>

**III. PARKING FUND**

<b><u>Parking Lots</u></b>		
Operating Expenses	\$6,460	\$6,410
Maintenance	3,000	3,000
Transfer to General Fund	171,648	183,111
<b><u>Parking Garage</u></b>		
Operating Expenses	37,000	37,135
Elevator Contract/Maintenance	7,050	8,050
Transfer to General Fund	100,066	94,934
Insurance	23,992	29,757
Capital Repairs	15,000	15,000
Building, Capital	0	62,000
Debt Service - Parking Garage Sweeper	486	364
Debt Service - Parking Garage Main/Rep	207	0
Debt Service - Parking Garage JCI	1,430	1,297
<b><u>Other</u></b>		
Parking Fine Charges	21,850	17,499
Miscellaneous	1,246	1,163
Postage	1,900	1,584
Depreciation	132,960	133,418
Debt Service - Parking Enforcement Vehicle	<u>179</u>	<u>141</u>
<b><u>TOTAL PARKING FUND EXPENSES</u></b>	<b>\$524,474</b>	<b>\$594,863</b>

**TOWN OF BEL AIR  
FINAL BUDGET  
EXPENDITURES FY 2024**

**IV. SPECIAL REVENUE FUND**

	<b>Budget FY 2023</b>	<b>Proposed FY 2024</b>
Stormwater Management Fee In Lieu	\$3,000	\$3,000
Open Space Fee In Lieu	2,000	2,000
Tree Planting - Forest Conservation	2,000	2,000
Tree Planting - Fee In Lieu	2,000	2,000
Memorials	200	200
Public Amenity	2,000	2,000
Explorer Scouts	9,000	22,725
Auxiliary Police	2,500	0
Seized Property	2,000	2,000
Seized Property - Federal Treasury	9,500	9,500
Cultural Arts Commission	16,440	16,520
CDBG Project	80,357	136,027
Community Legacy Grant	100,000	100,000
Community Parks & Playground Grant	115,000	115,000
Safe Streets for All	0	46,667
Revolving Loan Fund	500	0
<b><u>TOTAL SPECIAL REVENUE FUND EXPENDITURES</u></b>	<b><u>\$346,497</u></b>	<b><u>\$459,639</u></b>
<b><u>TOTAL EXPENDITURES ALL FUNDS</u></b>	<b><u>\$20,818,918</u></b>	<b><u>\$23,442,987</u></b>