

Commissioners of Bel Air  
Agenda  
May 20, 2024

Resolution No. 1229-24  
Final Budget  
Fiscal Year 2025

**RECOMMENDED MOTION:** "...that proposed Resolution No. 1229-24, providing for the adoption of a Final Budget for the Town of Bel Air for fiscal year 2025, be adopted by the Board of Town Commissioners with the following amendments:"

GENERAL FUND

1. Increased "Real Property Taxes" by a net \$37,818: 1. Increase \$40,000 to utilize a reduction in the Town Administrator's Budget to pay for two capital projects and 2. Decrease \$2,182 to balance the budget.
2. Decreased "American Rescue Plan (ARPA)" by \$1,774,500
3. Increased "Transfer from Capital Reserve" by \$914,500
4. Increased "Salaries/Benefits" in the various departments for monies "stored" in the "Other" account within the Miscellaneous Department for the 3.5% COLA for a total of \$341,249.
5. Note that the project for the Dimmable Lights in the Auditorium (\$15,000) under "Capital Improvements" in the Armory Department will NOT be paid from the Capital Reserve.
6. Decreased "Municipal League Dues" in the Administrator Department by \$4,279.
7. Increased "Capital Improvements" in the Town Buildings Department by \$175,000 for the Ma & Pa Comfort Station to be paid from Capital Reserve.
8. Decreased "Capital Projects" in the Planning Department by \$995,000 which removed the following: 1. \$300,000 for the Plumtree Park play surface, 2. \$585,000 for the Burns Alley project, and 3. \$110,000 for Phase II of the Thomas/George Street project.
9. Note that the project for the Improvements to Homestead Park (\$80,000 playground equipment and \$200,000 play surface) under "Capital Improvements" in the Planning Department will NOT be paid from salary/benefit savings which ARPA funded but rather funded from the Capital Reserve.
10. Note that the Wayfinding Signage project (\$25,000) under "Capital Improvements" in the Planning Department will NOT be paid from the Capital Reserve.
11. Decreased "Salaries/Benefits" in the Technology Department by \$2,780. This is due to restructuring the personnel positions by combining the part-time IT Assistant and the full-time Desktop/Computer User Support Specialist to a full-time Computer Network Support Specialist.

12. Increased “Miscellaneous Expenses” in the Miscellaneous Department by \$1,000 to fund a contribution to the Harford County Education Fund.
13. Decreased “Other” in the Miscellaneous Department by \$341,249 to transfer the monies for the 3.5% COLA to the applicable salary and benefit accounts in the various departments.
14. Increased “Volunteer Fire Co. Contribution” in the Public Safety by \$5,000.
15. Note that the vehicles (\$169,500) under Police Vehicles, Capital in the Police Department would NOT be paid from salary/benefit savings which ARPA funded but rather funded from the Capital Reserve.
16. Note that the vehicles (\$330,000) under Vehicle/Equipment, Capital in the Public Works Streets & Highways Department will NOT be paid from salary/benefit savings which ARPA funded but rather funded from the Capital Reserve.
17. 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, \$890,000, which will then enable the Town to use those monies to pay for the Thomas/George Street project.

#### SEWER FUND

1. Increased “Salaries/Benefits” for the monies “stored” in the “Other” account for the 3.5% COLA for a total of \$8,050.
2. Decreased “Town Operation Expenses” for the monies “stored in the “Other” account by \$8,050 to transfer the monies for the 3.5% 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, \$3,445,000, which will then enable the Town to use those monies to pay for the various projects as outlined on page 17 in the FY25 budget.

The amendments to the tentative budget were previously discussed at the May 14, 2024 budget session and are reflected in the seven-page Final Budget.

**RESOLUTION NO. 1229-24**

**A RESOLUTION PROVIDING FOR THE ANNUAL  
BUDGET OF THE TOWN OF BEL AIR FOR THE  
FISCAL YEAR BEGINNING ON JULY 1, 2024  
AND ENDING JUNE 30, 2025**

**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 1.56% of the amount of tax due at the second installment which shall increase monthly if not paid by December 31, 2024; and the budget for the period beginning July 1, 2024 and ending June 30, 2025, shall be as shown on Exhibit A.

**AND BE IT FURTHER ENACTED AND ORDAINED** that this Resolution shall take effect on the 20th day of May 2024.

PASSED AND APPROVED:

AYES:

NAYES:

ABSENT:

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Paula Etting, Chair  
Board of Town Commissioners

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Michael L. Krantz, Town Clerk

**TOWN OF BEL AIR  
FINAL BUDGET  
REVENUES FY 2025**

	<b>Budget</b>		<b>Estimated</b>	
	<b>FY2024 @ \$.54 Real Prop</b>		<b>FY2025 @ \$.54 Real Prop</b>	
<b>I. GENERAL FUND</b>	<b>FY2024 @ \$1.20 Pers Prop</b>		<b>FY2025 @ \$1.20 Pers Prop</b>	
<b>Operating Revenues</b>				
Real Property Taxes		\$8,353,051		\$8,641,172
Half-year Taxes		21,600		2,160
Personal Property Taxes - Unincorporated		10,000		8,000
Public Utilities Corporation		510,000		500,000
Ordinary Business Corporations - Incorporated		520,000		420,000
Penalties & Interest		50,000		58,000
				9,629,332
Income Taxes		1,800,000		2,198,000
Admission & Amusement Taxes		65,000		70,000
Highway User		614,666		720,478
Police Protection Grant		234,564		271,389
				3,259,867
Business Licenses		55,000		55,000
Public Works Fees		50,000		47,500
Planning & Zoning Fees		16,000		20,000
Cable TV Franchise		140,000		130,000
Liquor Licenses		0		0
				252,500
Bulletproof Vest Grant		0		3,090
American Rescue Plan (ARPA)		2,315,000		890,000
Governor's Office Crime Prevention Grant		57,124		35,134
Financial Corps. - County Grant		8,458		8,458
Harford County Tax Rebate		1,225,802		1,231,281
Traffic Grants		6,000		8,000
Stormwater Management Harford County		175,000		140,000
Miscellaneous Grant-MD		0		25,441
Miscellaneous Grants		8,935		12,000
				2,353,404
Bel Air Armory Fees		95,000		97,000
Police & PW Overtime Reimbursement		20,000		28,375
Police Security (Overtime) Schools		30,000		29,400
Police Reports		1,800		1,800
False Alarm Fees		18,000		8,000
Red Light Camera		581,250		581,250
Miscellaneous Income		5,000		5,000
Finance Fees		9,900		10,200
Administration Fees		300		300
MAWC Well Fees		9,000		6,000
Interest on Investments		250,000		500,000
MD Homebuilder Guaranty Fund		300		300
Seized Property		3,000		3,000
Rental Income-Armory Marketplace		28,500		32,155
Alliance Contribution		13,200		2,261
Rockfield Foundation Contribution		900		1,100
Vehicle/Equipment Sale Proceeds		44,000		31,000
				1,337,141
Transfer from Unassigned		35,000		0
Transfer from Capital Reserve		432,000		1,089,500
Transfer from Worker's Comp Reserve		0		0
Transfer to Seized Property Reserve		(2,000)		(2,000)
Transfer from Sewer Fund		391,620		416,087
Transfer from Parking Fund		278,045		287,115
				1,790,702
<b>GENERAL FUND TOTAL REVENUES</b>		<b>\$18,481,015</b>		<b>\$18,622,946</b>

**TOWN OF BEL AIR  
FINAL BUDGET  
REVENUES FY 2025**

	<b>Budget FY2024</b>	<b>Estimated FY2025</b>
<b>II. SEWER FUND</b>		
<b>Revenues</b>		
Sewer User Charges	\$2,675,000	\$2,850,000
Bay Restoration Fee Interest	2,850	3,210
Other Revenue	21,400	24,800
Utility Locator Fees	22,450	23,255
User Benefit Fees	35,770	30,065
American Rescue Plan (ARPA)	1,100,000	3,445,000
Equip/Veh Sale Proceeds	0	4,000
Connection Fees	<u>50,000</u>	<u>385,000</u>
<b><u>SEWER FUND TOTAL REVENUES</u></b>	<b><u>\$3,907,470</u></b>	<b><u>\$6,765,330</u></b>
<b>III. PARKING FUND</b>		
<b>Revenues</b>		
Meter Collections	\$125,500	\$134,800
Parking Fines	92,100	76,000
Lease Fees	63,134	60,962
County Share Operating Expenses	118,799	152,613
County Share Capital Expenses	51,744	10,080
Transfer from Retained Earnings	<u>143,586</u>	<u>154,857</u>
<b><u>PARKING FUND TOTAL REVENUES</u></b>	<b><u>\$594,863</u></b>	<b><u>\$589,312</u></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	22,725	22,725
Transfer from GF Seized Property	2,000	700
Seized Property - Federal Treasury	9,500	19,000
Seized Property - Federal DOJ	0	30,392
Cultural Arts Commission	16,520	16,560
CDBG Project	136,027	56,517
Community Legacy Grant	100,000	0
Community Parks & Playground Grant	115,000	110,100
Safe Streets for All	<u>46,667</u>	<u>0</u>
<b><u>SPECIAL REVENUE FUND TOTAL REVENUES</u></b>	<b><u>\$459,639</u></b>	<b><u>\$267,194</u></b>
<b><u>TOTAL REVENUES ALL FUNDS</u></b>	<b><u>\$23,442,987</u></b>	<b><u>\$26,244,782</u></b>
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**TOWN OF BEL AIR  
FINAL BUDGET  
EXPENDITURES FY 2025**

**I. GENERAL FUND**

	<b>Budget FY 2024</b>	<b>Proposed 2025</b>	
<b><u>GENERAL GOVERNMENT</u></b>			
<b><u>Bel Air Reckord Armory</u></b>			
Salaries/Benefits	\$136,357	\$141,372	
Expenses	140,356	98,700	
Capital Improvements	130,000	50,000	290,072
<b><u>Administrator</u></b>			
Salaries/Benefits	177,892	194,742	
Expenses	3,699	6,245	
Municipal League Dues	19,099	15,000	215,987
<b><u>Town Buildings</u></b>			
Salaries/Benefits	71,349	137,661	
Expenses	291,744	223,400	
Capital Improvements	377,000	275,000	636,061
<b><u>Human Resources</u></b>			
Salaries/Benefits	276,241	311,482	
Expenses	41,408	38,450	349,932
<b><u>Election</u></b>			
Expenses	4,020	0	
<b><u>Finance</u></b>			
Salaries/Benefits	615,633	634,935	
Audit	21,630	22,234	
Expenses	25,404	23,550	
OPEB Actuarial Valuation/GASB Pension Review	11,200	11,200	691,919
<b><u>Legal Services</u></b>			
Expenses	78,100	139,955	
<b><u>Planning &amp; Zoning</u></b>			
Salaries/Benefits	552,831	569,091	
Expenses	76,702	66,702	
Capital Projects	1,808,167	1,272,000	1,907,793
<b><u>Economic Development</u></b>			
Salaries/Benefits	414,449	395,895	
Expenses	80,732	83,182	479,077
<b><u>Commissioners</u></b>			
Salaries/Benefits	27,360	27,298	
Expenses	30,250	20,274	47,572
<b><u>Technology</u></b>			
Salaries/Benefits	277,239	282,551	
Expenses	260,447	349,012	
Software/Hardware (non-capital)	39,770	0	
Software/Hardware (capital)	0	46,600	678,163
<b><u>Public Relations</u></b>			
Salaries/Benefits	89,087	91,408	
Expenses	24,254	8,741	100,149
<b><u>TOTAL GENERAL GOVERNMENT</u></b>	<b>\$6,102,420</b>	<b>\$5,536,680</b>	

**TOWN OF BEL AIR  
FINAL BUDGET  
EXPENDITURES FY 2025**

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

	<b>Budget FY 2024</b>	<b>Proposed FY 2025</b>
<b><u>BENEFITS</u></b>		
Insurances	\$14,703	\$12,760
OPEB (Other Postemployment Benefits)	60,466	60,466
Transfer to Leave Payout Reserve	<u>10,000</u>	<u>10,000</u>
<b><u>TOTAL BENEFITS</u></b>	<b>\$85,169</b>	<b>\$83,226</b>
<b><u>MISCELLANEOUS</u></b>		
General Insurance	\$162,000	\$195,739
Miscellaneous Expenses	46,035	56,065
Other	2,500	2,500
Transfer to Capital Reserve	<u>20,000</u>	<u>20,000</u>
<b><u>TOTAL MISCELLANEOUS</u></b>	<b>\$230,535</b>	<b>\$274,304</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>404,779</u>	<u>407,422</u>
<b><u>TOTAL DEBT SERVICE</u></b>	<b>\$614,886</b>	<b>\$617,529</b>
<b><u>PUBLIC SAFETY</u></b>		
Volunteer Fire Co. Contribution	\$164,589	\$174,889
Red Light Camera Program	231,975	201,987
Hydrant Rental	<u>55,584</u>	<u>55,584</u>
<b><u>TOTAL PUBLIC SAFETY</u></b>	<b>\$452,148</b>	<b>\$432,460</b>
<b><u>POLICE DEPARTMENT</u></b>		
Salaries/Benefits	\$5,705,239	\$5,958,263
Expenses	365,981	469,977
Equipment, Capital	0	35,000
Police Vehicles, Capital	<u>150,000</u>	<u>169,500</u>
<b><u>TOTAL POLICE DEPARTMENT</u></b>	<b>\$6,221,220</b>	<b>\$6,632,740</b>

**TOWN OF BEL AIR  
FINAL BUDGET  
EXPENDITURES FY 2025**

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

	<b>Budget FY 2024</b>	<b>Proposed FY 2025</b>	
<b><u>PUBLIC WORKS</u></b>			
<b><u>General Administration</u></b>			
Salaries/Benefits	\$1,061,718	\$1,103,244	
Expenses	105,459	110,851	
MS4 SWM Program	130,000	140,000	1,354,095
<b><u>Town Shop</u></b>			
Salaries/Benefits	270,732	284,294	
Expenses	186,444	191,828	476,122
<b><u>Streets &amp; Highways</u></b>			
Salaries/Benefits	851,957	920,106	
Expenses	369,020	423,110	
Construction, Capital	385,000	345,000	
Vehicle/Equipment, Capital	305,000	335,000	2,023,216
<b><u>Refuse Collection</u></b>			
Salaries/Benefits	740,334	768,289	
Expenses	191,923	240,685	1,008,974
<b><u>TOTAL PUBLIC WORKS</u></b>	<b>\$4,597,587</b>	<b>\$4,862,407</b>	
<b><u>COMMITTEES</u></b>			
<b>Parks &amp; Recreation</b>	\$96,700	\$102,000	
<b>Christmas Parade</b>	5,000	5,000	
<b>Independence Day</b>	15,200	15,200	
<b>Boys &amp; Girls Club</b>	12,500	13,750	
<b>Appearance &amp; Beautification</b>	39,300	39,300	
<b>Cultural Arts</b>	8,350	8,350	
<b><u>TOTAL COMMITTEES</u></b>	<b>\$177,050</b>	<b>\$183,600</b>	
<b><u>TOTAL GENERAL FUND EXPENDITURES</u></b>	<b>\$18,481,015</b>	<b>\$18,622,946</b>	

**TOWN OF BEL AIR  
FINAL BUDGET  
EXPENDITURES FY 2025**

**II. SEWER FUND**

	<b>Budget FY 2024</b>	<b>Proposed FY 2025</b>
Harford County Charges	\$1,778,938	\$1,986,255
Salaries/Benefits	264,738	272,304
Town Operation Expenses	134,523	117,290
Depreciation	76,780	75,000
Amortization Expense - Sewer Agreement	24,248	0
Transfer to General Fund	391,620	416,087
Root Control Maintenance	35,000	35,000
Pump Station Engineering	250,000	380,000
Connection Payments	50,000	385,000
User Benefit Fees	35,770	30,065
Pump Station Repairs/Replacements, Capital	850,000	3,000,000
Equipment, Capital	8,000	0
Vehicles, Capital	0	65,000
Debt Service - Inflow and Infiltration	5,484	3,095
Debt Service - Sewer System CIP	567	179
Debt Service - DHCD Refinance II	1,368	0
Debt Service - JC Sewer Main	<u>434</u>	<u>55</u>
<b><u>TOTAL SEWER FUND EXPENSES</u></b>	<b>\$3,907,470</b>	<b>\$6,765,330</b>

**III. PARKING FUND**

**Parking Lots**

Operating Expenses	\$6,410	\$4,475
Maintenance	3,000	5,000
Transfer to General Fund	183,111	191,927

**Parking Garage**

Operating Expenses	37,135	66,275
Elevator Contract/Maintenance	8,050	8,600
Transfer to General Fund	94,934	95,188
Insurance	29,757	50,130
Capital Repairs	15,000	15,000
Building, Capital	62,000	0
Debt Service - Parking Garage Sweeper	364	239
Debt Service - Parking Garage JCI	1,297	1,161

**Other**

Parking Fine Charges	17,499	14,440
Miscellaneous	1,163	1,090
Postage	1,584	680
Depreciation	133,418	135,000
Debt Service - Parking Enforcement Vehicle	<u>141</u>	<u>107</u>

<b><u>TOTAL PARKING FUND EXPENSES</u></b>	<b>\$594,863</b>	<b>\$589,312</b>
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**TOWN OF BEL AIR  
FINAL BUDGET  
EXPENDITURES FY 2025**

**IV. SPECIAL REVENUE FUND**

	<b>Budget FY 2024</b>	<b>Proposed FY 2025</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	22,725	22,725
Seized Property	2,000	700
Seized Property - Federal Treasury	9,500	19,000
Seized Property - Federal DOJ	0	30,392
Cultural Arts Commission	16,520	16,560
CDBG Project	136,027	56,517
Community Legacy Grant	100,000	0
Community Parks & Playground Grant	115,000	110,100
Safe Streets for All	<u>46,667</u>	<u>0</u>
<b><u>TOTAL SPECIAL REVENUE FUND EXPENDITURES</u></b>	<b><u>\$459,639</u></b>	<b><u>\$267,194</u></b>
<b><u>TOTAL EXPENDITURES ALL FUNDS</u></b>	<b><u>\$23,442,987</u></b>	<b><u>\$26,244,782</u></b>