

Commissioners of Bel Air  
Agenda  
June 21, 2021

Resolution No. 1169-21  
Budgetary Amendment – Fiscal Year 2021

**RECOMMENDED MOTION:** “that Resolution No. 1169-21, amending the budget for fiscal year 2021 for additional appropriations, monetary adjustments, and transfers between departments, be received by the Board of Town Commissioners.”

1. **BACKGROUND**

There are several additional revenues/appropriations, transfers, and monetary adjustments that need to be addressed in the fiscal year 2021 budget.

2. **PRIMARY ISSUES**

The total of the recommended adjustments in this year’s final budget amendment increases the fiscal year 2021 general fund budget by \$1,018,367 from \$14,271,080 to \$15,289,447.

Some of the more significant changes to the revenue accounts are as follows:

- Public Utility Taxes – \$74,000 decrease based on an assessment correction to MAWC
- Income Taxes - \$814,277 increase mainly due to a Town taxpayer’s 2019 taxable income
- Red Light Camera - \$25,000 increase due to increased projection based on to-date information
- Transfer from Capital Reserve - \$220,180 net increase due to new contracts for topo survey, Geotech, structural engineering, and construction documents on the PD/TH building (\$270,180) and postponing the Rockfield playground capital work until FY22 (-\$50,000)

The net effect of these changes is an overall increase of \$1,018,367 in Total Revenues.

Some of the more significant changes to the expenditure accounts are as follows:

- Town Buildings - \$229,909 net increase: \$270,180 PD/TH topo survey, Geotech, structural engineering, and construction documents contracts and removing \$50,000 due to postponing the Rockfield playground contract
- Commissioners - \$20,600 decrease: \$13,800 reduction in travel/training/memberships and community events due to covid and removing the \$6,800 budget for the quarterly newsletter since it is no longer published

- Miscellaneous - \$766,411 net increase: mainly due to the \$772,708 monies received from income taxes which is being transferred to capital reserve for potential funding toward the PD/TH building
- Police Department - \$64,560 net increase: mainly due to requesting the purchase of a replacement vehicle, including accessories, for the totaled vehicle and additional monies needed for unexpected major vehicle repairs
- DPW Shop - \$15,260 increase: due to unexpected major vehicle repairs
- DPW Streets – (\$27,857) net decrease: \$40,000 decrease due to salary/benefit vacancies and \$12,143 to replace a badly rusted truck body
- DPW Refuse - \$27,500 increase: due mainly to correcting the reduction in the last budget amendment for the overbilling error found by our condo trash vendor

The net effect of these changes is an overall increase of \$1,018,367 in Total Expenditures.

The Special Revenue Fund also has one recommended change which would decrease the fund by \$61,802. This adjustment is to remove the budget related to the CDBG Project. These funds had to be redirected from the original use and will fund paving on Old Orchard Road and Hall Street in fiscal year 2022.

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 receive Resolution No. 1169-21, amending the budget for fiscal year 2021. A public hearing will be held on Monday, July 19, 2021 at 7:30pm.

**RESOLUTION NO. 1169-21**  
**A RESOLUTION AMENDING THE BUDGET FOR FISCAL YEAR 2021**

**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, 2021.

INTRODUCTION:

PUBLIC HEARING:

ENACTMENT:

EFFECTIVE:

AYES:

NAYES:

ABSENT:

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Amy Chmielewski, Chairman  
Board of Town Commissioners

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Michael L. Krantz  
Town Clerk

**TOWN OF BEL AIR  
BUDGET AMENDMENT PROPOSAL  
REVENUES  
FY 2021**

<b>I. GENERAL FUND</b>	<b>Approved FY21 Budget</b>	<b>Proposed Changes Inc (Dec)</b>	<b>Amended FY21 Budget</b>
<b><u>Operating Revenues</u></b>			
Real Property Taxes	\$7,323,482		\$7,323,482
Half-year Taxes	30,640		30,640
Personal Property Taxes - Unincorporated	10,000		10,000
Public Utilities Corporation	559,000	(74,000)	485,000
Ordinary Business Corporations - Incorporated	490,000		490,000
Penalties & Interest	35,000		35,000
Income Taxes	1,500,306	814,277	2,314,583
Admission & Amusement Taxes	32,000		32,000
Motor Vehicles (SHA)	427,992		427,992
Police Protection Grant	230,954		230,954
Business Licenses	63,000		63,000
Public Works Fees	35,000		35,000
Planning & Zoning Fees	9,000		9,000
Cable TV Franchise	145,000		145,000
Liquor Licenses	0		0
Bulletproof Vest Grant	1,730		1,730
Governor's Office Crime Prevention Grant	10,000	10,500	20,500
Miscellaneous Grant, Federal	49,037		49,037
Miscellaneous Grants, MD	0		0
Financial Corps. - County Grant	8,458		8,458
Harford County Tax Rebate	1,284,830		1,284,830
Traffic Grants	8,000		8,000
Stormwater Management Harford County	155,871		155,871
Miscellaneous Grants	13,100		13,100
Bel Air Armory Fees	50,000	10,000	60,000
Police & PW Overtime Reimbursement	10,000		10,000
Police Security (Overtime) Schools	25,000	(10,000)	15,000
Police Reports	1,500		1,500
False Alarm Fees	13,000		13,000
Red Light Camera	465,000	25,000	490,000
Miscellaneous Income	19,904	16,010	35,914
Finance Fees	9,900		9,900
Administration Fees	200		200
MAWC Well Fees	7,000		7,000
Interest on Investments	38,000		38,000
MD Homebuilder Guaranty Fund	800		800
Seized Property	4,000		4,000
Rental Income-Armory Marketplace	30,000		30,000
Alliance Contribution	31,860		31,860
Rockfield Foundation Contribution	600		600
Vehicle/Equipment Sale Proceeds	20,000		20,000
Real Estate Sale Proceeds	30,000		30,000
Vehicle/Equipment Proceeds	449,418		449,418
<b><u>Total Operating Revenues</u></b>	<b>\$13,628,582</b>	<b>\$791,787</b>	<b>\$14,420,369</b>
Transfer from Capital Reserve	67,500	220,180	287,680
Transfer from (to) Seized Property Reserve	(2,000)	6,400	4,400
Transfer from Sewer Fund	326,371		326,371
Transfer from Parking Fund	250,627		250,627
<b><u>GENERAL FUND TOTAL REVENUES</u></b>	<b>\$14,271,080</b>	<b>\$1,018,367</b>	<b>\$15,289,447</b>

**TOWN OF BEL AIR  
BUDGET AMENDMENT PROPOSAL  
REVENUES  
FY 2021**

<b><u>II. SEWER FUND</u></b>	<b>Approved FY21 Budget</b>	<b>Proposed Changes Inc (Dec)</b>	<b>Amended FY21 Budget</b>
<b>Revenues</b>			
Sewer User Charges	\$2,439,000		\$2,439,000
Bay Restoration Fee Interest	3,000		3,000
Other Revenue	15,050		15,050
Miss Utility Fees	19,000		19,000
Interest Income	0		0
User Benefit Fees	36,645		36,645
Connection Fees	<u>50,000</u>		<u>50,000</u>
<b><u>SEWER FUND TOTAL REVENUES</u></b>	<b>\$2,562,695</b>	<b>\$0</b>	<b>\$2,562,695</b>
<b><u>III. PARKING FUND</u></b>			
<b>Revenues</b>			
Meter Collections	\$182,000		\$182,000
Parking Fines	135,000		135,000
Lease Fees	67,763		67,763
County Share Operating Expenses	107,703		107,703
County Share Capital Expenses	53,760		53,760
Transfer from Retained Earnings	<u>87,175</u>		<u>87,175</u>
<b><u>PARKING FUND TOTAL REVENUES</u></b>	<b>\$633,401</b>	<b>\$0</b>	<b>\$633,401</b>
<b><u>IV. SPECIAL REVENUE FUND</u></b>			
<b>Revenues</b>			
Stormwater Management Fee In Lieu	\$5,000		\$5,000
Open Space Fee in Lieu	2,000		2,000
Tree Planting - Forest Conservation	1,000		1,000
Tree Planting - Fee In Lieu	1,000		1,000
Memorials	200		200
Historic Preservation Funds	500		500
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
Cultural Arts Commission	17,400		17,400
CDBG Project	61,802	(61,802)	0
Revolving Loan Fund	<u>1,500</u>		<u>1,500</u>
<b><u>SPECIAL REVENUE TOTAL REVENUES</u></b>	<b>\$115,402</b>	<b>(\$61,802)</b>	<b>\$53,600</b>
<b><u>TOTAL REVENUES ALL FUNDS</u></b>	<b>\$17,582,578</b>	<b>\$956,565</b>	<b>\$18,539,143</b>

**TOWN OF BEL AIR  
BUDGET AMENDMENT PROPOSAL  
EXPENDITURES  
FY 2021**

**I. GENERAL FUND**

<b><u>GENERAL GOVERNMENT</u></b>	<b>Approved FY21 <u>Budget</u></b>	<b>Proposed Changes <u>Inc (Dec)</u></b>	<b>Amended FY21 <u>Budget</u></b>
<b><u>Bel Air Reckord Armory</u></b>			
Salaries/Benefits	\$104,731		\$104,731
Expenses	110,477	(5,500)	104,977
Capital Improvements	23,000	1,200	24,200
<b><u>Administrator</u></b>			
Salaries/Benefits	160,632		160,632
Expenses	2,900		2,900
Municipal League Dues	18,802		18,802
<b><u>Town Buildings</u></b>			
Salaries/Benefits	54,216	(8,254)	45,962
Expenses	523,158	288,163	811,321
Capital Improvements	60,000	(50,000)	10,000
JCI Energy Project	7,868		7,868
<b><u>Human Resources</u></b>			
Salaries/Benefits	227,723	(1,911)	225,812
Expenses	40,613	1,000	41,613
<b><u>Election</u></b>			
Expenses	0		0
<b><u>Finance</u></b>			
Salaries/Benefits	535,667	2,100	537,767
Audit	17,250		17,250
Expenses	27,545	(4,000)	23,545
OPEB Actuarial Valuation/GASB Pension Review	11,200		11,200
<b><u>Legal Services</u></b>			
Expenses	44,500	(4,000)	40,500
<b><u>Planning &amp; Zoning</u></b>			
Salaries/Benefits	466,471	3,800	470,271
Expenses	104,991	(1,500)	103,491
Capital Improvements	95,000	(15,000)	80,000
<b><u>Economic Development</u></b>			
Salaries/Benefits	330,191	(1,800)	328,391
Expenses	62,953	(4,000)	58,953
<b><u>Commissioners</u></b>			
Salaries/Benefits	27,259		27,259
Expenses	36,850	(20,600)	16,250
<b><u>Technology</u></b>			
Salaries/Benefits	168,402	1,500	169,902
Expenses	227,981	2,195	230,176
Hardware	57,773		57,773
Software	55,000		55,000
<b><u>Public Relations</u></b>			
Salaries/Benefits	86,951		86,951
Expenses	12,326	(2,500)	9,826
<b><u>TOTAL GENERAL GOVERNMENT</u></b>	<b>\$3,702,430</b>	<b>\$180,893</b>	<b>\$3,883,323</b>

**TOWN OF BEL AIR  
BUDGET AMENDMENT PROPOSAL  
EXPENDITURES  
FY 2021**

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

	<b>Approved FY21 Budget</b>	<b>Proposed Changes Inc (Dec)</b>	<b>Amended FY21 Budget</b>
<b><u>BENEFITS</u></b>			
Insurances	\$22,322	(\$12,000)	\$10,322
OPEB (Other Postemployment Benefits)	55,000		55,000
Transfer to Leave Payout Reserve	0		0
<b><u>TOTAL BENEFITS</u></b>	<b>\$77,322</b>	<b>(\$12,000)</b>	<b>\$65,322</b>
<b><u>MISCELLANEOUS</u></b>			
General Insurance	\$117,000		\$117,000
Miscellaneous Expenses	45,620	2,700	48,320
Contingency	14,010	(8,997)	5,013
Transfer to Capital Reserve	50,000	772,708	822,708
<b><u>TOTAL MISCELLANEOUS</u></b>	<b>\$226,630</b>	<b>\$766,411</b>	<b>\$993,041</b>
<b><u>DEBT SERVICE</u></b>			
Debt Service - Equipment/Vehicles	\$285,373		\$285,373
Debt Service - JCI Energy Project	71,769		\$71,769
Liquor Board Retirement	1,529		1,529
<b><u>TOTAL DEBT SERVICE</u></b>	<b>\$358,671</b>	<b>\$0</b>	<b>\$358,671</b>
<b><u>PUBLIC SAFETY</u></b>			
Hydrant Rental	\$59,690		\$59,690
Red Light Camera Program	216,884		216,884
Volunteer Fire Co. Contribution	159,589		159,589
<b><u>TOTAL PUBLIC SAFETY</u></b>	<b>\$436,163</b>	<b>\$0</b>	<b>\$436,163</b>
<b><u>POLICE DEPARTMENT</u></b>			
Salaries/Benefits	\$4,690,232	(\$9,500)	\$4,680,732
Expenses	303,064	34,010	337,074
Police Vehicles, Capital	142,612	40,050	182,662
<b><u>TOTAL POLICE DEPARTMENT</u></b>	<b>\$5,135,908</b>	<b>\$64,560</b>	<b>\$5,200,468</b>



**TOWN OF BEL AIR  
BUDGET AMENDMENT PROPOSAL  
EXPENDITURES  
FY 2021**

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

	<b>Approved FY21 Budget</b>	<b>Proposed Changes Inc (Dec)</b>	<b>Amended FY21 Budget</b>
<b><u>PUBLIC WORKS</u></b>			
<b><u>General Administration</u></b>			
Salaries/Benefits	\$874,091	\$3,600	\$877,691
Expenses	104,962		104,962
MS4 SWM Program	155,871		155,871
<b><u>Town Shop</u></b>			
Salaries/Benefits	208,400		208,400
Expenses	156,920	15,260	172,180
Equipment, Capital	5,928		5,928
<b><u>Streets &amp; Highways</u></b>			
Salaries/Benefits	673,660	(40,000)	633,660
Expenses	440,770		440,770
Capital, Construction	373,000		373,000
Vehicle/Equipment, Capital	446,565	12,143	458,708
<b><u>Refuse Collection</u></b>			
Salaries/Benefits	613,082	6,000	619,082
Expenses	121,157	21,500	142,657
<b><u>TOTAL PUBLIC WORKS</u></b>	<b><u>\$4,174,406</u></b>	<b><u>\$18,503</u></b>	<b><u>\$4,192,909</u></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><u>\$159,550</u></b>	<b><u>\$0</u></b>	<b><u>\$159,550</u></b>
<b><u>TOTAL GENERAL FUND EXPENDITURES</u></b>	<b><u>\$14,271,080</u></b>	<b><u>\$1,018,367</u></b>	<b><u>\$15,289,447</u></b>

**TOWN OF BEL AIR  
BUDGET AMENDMENT PROPOSAL  
EXPENDITURES  
FY 2021**

**II. SEWER FUND**

	<b>Approved FY21 <u>Budget</u></b>	<b>Proposed Changes <u>Inc (Dec)</u></b>	<b>Amended FY21 <u>Budget</u></b>
Harford County Charges	\$1,434,516		\$1,434,516
Salaries/Benefits	\$225,540		\$225,540
Town Operation Expenses	122,754		122,754
Depreciation	85,500		85,500
Amortization Expense - Sewer Agreement	24,248		24,248
Transfer to SSCI	0		0
Transfer to General Fund	326,371		326,371
Root Control Maintenance	35,000		35,000
Pump Station Engineering	25,000		25,000
Pipe Bursting	0		0
Connection Payments	50,000		50,000
User Benefit Fees	36,645		36,645
Equipment, Capital	25,000		25,000
Pump Station Repairs/Replacements, Capital	150,000		150,000
Debt Service - Inflow and Infiltration	12,846		12,846
Debt Service - Sewer System CIP	1,691		1,691
Debt Service - DHCD Refinance II	5,880		5,880
Debt Service - JC Sewer Main	1,676		1,676
Debt Service - Maintenance Van & Truck, Capital	28		28
<b><u>TOTAL SEWER FUND EXPENSES</u></b>	<b><u>\$2,562,695</u></b>	<b><u>\$0</u></b>	<b><u>\$2,562,695</u></b>

**III. PARKING FUND****Parking Lots**

Operating Expenses	\$6,512		\$6,512
Maintenance	3,000		3,000
Resurface Lot	62,000		62,000
Transfer to General Fund	157,288		157,288

**Parking Garage**

Operating Expenses	31,700		31,700
Elevator Contract/Maintenance	6,850		6,850
Transfer to General Fund	93,339		93,339
Insurance	21,687		21,687
Capital Repairs	15,000		15,000
Buildings, Capital	65,000		65,000
Debt Service - Parking Garage Sweeper	701		701
Debt Service - Parking Garage Main/Rep	1,286		1,286
Debt Service - Parking Garage JCI	1,682		1,682

**Other**

Parking Fine Charges	27,000		27,000
Miscellaneous	2,485		2,485
Postage	1,790		1,790
Depreciation	136,016		136,016
Debt Service-Parking Jeep	65		65

**TOTAL PARKING FUND EXPENSES****\$633,401****\$0****\$633,401**

**TOWN OF BEL AIR  
BUDGET AMENDMENT PROPOSAL  
EXPENDITURES  
FY 2021**

**IV. SPECIAL REVENUE FUND**

	<b>Approved FY21 <u>Budget</u></b>	<b>Proposed Changes <u>Inc (Dec)</u></b>	<b>Amended FY21 <u>Budget</u></b>
Stormwater Management Fee In Lieu	\$5,000		\$5,000
Open Space Fee In Lieu	2,000		2,000
Tree Planting - Forest Conservation	1,000		1,000
Tree Planting - Fee In Lieu	1,000		1,000
Memorials	200		200
Historic Preservation Funds	500		500
Public Amenity	2,000		2,000
Explorer Scouts	9,000		9,000
Auxiliary Police	2,500		2,500
Seized Property	11,500		11,500
Cultural Arts Commission	17,400		17,400
CDBG Project	61,802	(61,802)	0
Revolving Loan Grant	1,500		1,500
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<b><u>TOTAL SPECIAL REVENUE EXPENDITURES</u></b>	<b>\$115,402</b>	<b>(\$61,802)</b>	<b>\$53,600</b>
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<b><u>TOTAL EXPENDITURES ALL FUNDS</u></b>	<b>\$17,582,578</b>	<b>\$956,565</b>	<b>\$18,539,143</b>