

Commissioners of Bel Air
Agenda
May 18, 2020

Resolution No. 1151-20
Final Budget
Fiscal Year 2021

RECOMMENDED MOTION: "...that proposed Resolution No. 1151-20, providing for the adoption of a Final Budget for the Town of Bel Air for fiscal year 2021, be adopted by the Board of Town Commissioners with the following amendments:"

GENERAL FUND

1. Decreased the Real Property Taxes account by a net \$16,665 to account for an increase in the Bel Air Volunteer Fire Company member tax credit (\$17,000) and to balance the budget (\$335).
2. Increased the various departmental Salary/Benefit accounts for the 2% COLA for a total of \$152,640.
3. Increased the Recording Secretary account in the various departments to reflect a 2% rate increase as follows: Human Resources - \$87; Planning/Zoning - \$22; Economic Development - \$27
4. Decreased the Quarterly Newsletter account by \$15,100 under the Commissioners department. The decision was made to no longer print and mail the Town's Bond newsletter, so this reflects a savings in mailing and printing costs. The town will utilize its newly designed website for this communication.
5. Decreased the Other account under the Miscellaneous department by \$156,341 to transfer the 2% COLA to the applicable salary and benefit accounts in the various departments.
6. Increased the Equipment-Firearms account under the Police department by \$2,000 due to an error in the original budget.

SEWER FUND

1. Increased the applicable salary/benefit accounts for the 2% COLA by \$3,914.
2. Decreased the Other account by \$3,914 to transfer the 2% COLA to the salary/benefit accounts.

The amendments to the tentative budget were previously discussed at the May 12, 2020 budget session and are reflected in the seven-page Final Budget.

RESOLUTION NO. 1151-20

**A RESOLUTION PROVIDING FOR THE ANNUAL
BUDGET OF THE TOWN OF BEL AIR FOR THE
FISCAL YEAR BEGINNING ON JULY 1, 2020
AND ENDING JUNE 30, 2021**

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 \$.50 and \$1.16 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 .64% of the amount of tax due at the second installment which shall increase monthly if not paid by December 31, 2020; and the budget for the period beginning July 1, 2020 and ending June 30, 2021, shall be as shown on Exhibit A.

AND BE IT FURTHER ENACTED AND ORDAINED that this Resolution shall take effect on the 18th day of May 2020.

PASSED AND APPROVED:

AYES:

NAYES:

ABSENT:

Amy Chmielewski, Chairman
Board of Town Commissioners

Michael L. Krantz, Town Clerk

**TOWN OF BEL AIR
FINAL BUDGET
REVENUES FY 2021**

| | Budget | Estimated | |
|---|----------------------------------|----------------------------------|-----------|
| | FY2020 @ \$.50 Real Prop | FY2021 @ \$.50 Real Prop | |
| | FY2020 @ \$1.16 Pers Prop | FY2021 @ \$1.16 Pers Prop | |
| I. GENERAL FUND | | | |
| <u>Operating Revenues</u> | | | |
| Real Property Taxes | \$7,265,698 | \$7,251,242 | |
| Half-year Taxes | 22,127 | 5,000 | |
| Personal Property Taxes - Unincorporated | 8,000 | 10,000 | |
| Public Utilities Corporation | 408,000 | 404,000 | |
| Ordinary Business Corporations - Incorporated | 500,000 | 490,000 | |
| Penalties & Interest | 35,000 | 35,000 | 8,195,242 |
| Income Taxes | 1,250,000 | 1,277,306 | |
| Admission & Amusement Taxes | 43,000 | 55,000 | |
| Highway User | 470,194 | 479,871 | |
| Police Protection Grant | 248,753 | 230,954 | 2,043,131 |
| Business Licenses | 65,000 | 63,000 | |
| Public Works Fees | 55,000 | 35,000 | |
| Planning & Zoning Fees | 10,000 | 17,000 | |
| Cable TV Franchise | 146,000 | 145,000 | |
| Liquor Licenses | 0 | 0 | 260,000 |
| Bulletproof Vest Grant | 1,850 | 1,730 | |
| Governor's Office Crime Prevention Grant | 18,177 | 10,000 | |
| Miscellaneous Grants - MD | 20,700 | 20,000 | |
| Financial Corps. - County Grant | 8,458 | 8,458 | |
| Harford County Tax Rebate | 1,165,272 | 1,284,830 | |
| Traffic Grants | 8,000 | 8,000 | |
| Stormwater Management Harford County | 0 | 136,382 | |
| Miscellaneous Grants | 20,000 | 0 | 1,469,400 |
| Bel Air Armory Fees | 87,500 | 55,000 | |
| Police & PW Overtime Reimbursement | 25,000 | 20,000 | |
| Police Security (Overtime) Schools | 18,600 | 25,000 | |
| Police Reports | 1,500 | 1,500 | |
| False Alarm Fees | 19,000 | 23,000 | |
| Red Light Camera | 400,000 | 435,000 | |
| Miscellaneous Income | 24,000 | 5,000 | |
| Finance Fees | 9,900 | 9,900 | |
| Administration Fees | 575 | 200 | |
| MAWC Well Fees | 5,000 | 7,000 | |
| Interest on Investments | 162,800 | 55,000 | |
| MD Homebuilder Guaranty Fund | 800 | 800 | |
| Seized Property | 4,000 | 4,000 | |
| Rental Income-Armory Marketplace | 30,106 | 30,000 | |
| Alliance Contribution | 7,350 | 6,200 | |
| Rockfield Foundation Contribution | 8,300 | 600 | 678,200 |
| Vehicle/Equipment Sale Proceeds | 18,000 | 20,000 | |
| Real Estate Sale Proceeds | 0 | 30,000 | |
| Vehicle/Equipment Proceeds | <u>444,734</u> | <u>475,000</u> | |
| <u>Total Operating Revenues</u> | \$13,036,394 | \$13,170,973 | |
| Transfer from Unassigned | 0 | 0 | |
| Transfer from Capital Reserve | 200,930 | 50,000 | |
| Transfer to Seized Property Reserve | (2,000) | (2,000) | |
| Transfer from Sewer Fund | 329,313 | 326,371 | |
| Transfer from Parking Fund | <u>245,527</u> | <u>250,627</u> | 624,998 |
| <u>GENERAL FUND TOTAL REVENUES</u> | <u>\$13,810,164</u> | <u>\$13,795,971</u> | |

**TOWN OF BEL AIR
FINAL BUDGET
REVENUES FY 2021**

| | Budget FY2020 | Estimated FY2021 |
|---|----------------------------|----------------------------|
| <u>II. SEWER FUND</u> | | |
| Revenues | | |
| Sewer User Charges | \$2,338,161 | \$2,439,000 |
| Bay Restoration Fee Interest | 3,700 | 3,000 |
| Other Revenue | 11,425 | 15,050 |
| Miss Utility Fees | 42,000 | 19,000 |
| Interest Income | 102 | 0 |
| User Benefit Fees | 35,945 | 36,645 |
| Connection Fees | <u>50,000</u> | <u>50,000</u> |
| <u>SEWER FUND TOTAL REVENUES</u> | <u>\$2,481,333</u> | <u>\$2,562,695</u> |
| <u>III. PARKING FUND</u> | | |
| Revenues | | |
| Meter Collections | \$182,000 | \$182,000 |
| Parking Fines | 135,000 | 135,000 |
| Lease Fees | 64,323 | 67,763 |
| County Share Operating Expenses | 97,225 | 107,703 |
| County Share Capital Expenses | 10,080 | 53,760 |
| Transfer from Retained Earnings | <u>46,859</u> | <u>87,175</u> |
| <u>PARKING FUND TOTAL REVENUES</u> | <u>\$535,487</u> | <u>\$633,401</u> |
| <u>IV. SPECIAL REVENUE FUND</u> | | |
| Revenues | | |
| Stormwater Management Fee In Lieu | \$10,000 | \$5,000 |
| Open Space Fee in Lieu | 2,000 | 2,000 |
| Tree Planting - Forest Conservation | 3,000 | 1,000 |
| Tree Planting - Fee In Lieu | 1,500 | 1,000 |
| Memorials | 500 | 200 |
| Historic Preservation Funds | 1,700 | 500 |
| Public Amenity | 5,000 | 2,000 |
| Explorer Scouts | 11,420 | 9,000 |
| Auxiliary Police | 2,500 | 2,500 |
| Transfer from GF Seized Property | 5,000 | 11,500 |
| Cultural Arts Commission | 21,900 | 17,400 |
| CDBG Project | 35,351 | 61,802 |
| Community Legacy Grant | 200,000 | 200,000 |
| Plumtree Stream Restoration | 641,838 | 0 |
| Chesapeake Sensory Plaza | 188,000 | 0 |
| Community Parks & Playground Grant | 42,049 | 0 |
| Revolving Loan Fund | <u>1,500</u> | <u>1,500</u> |
| <u>SPECIAL REVENUE FUND TOTAL REVENUES</u> | <u>\$1,173,258</u> | <u>\$315,402</u> |
| <u>TOTAL REVENUES ALL FUNDS</u> | <u>\$18,000,242</u> | <u>\$17,307,469</u> |

**TOWN OF BEL AIR
FINAL BUDGET
EXPENDITURES FY 2021**

I. GENERAL FUND

| | Budget FY 2020 | Proposed 2021 | |
|--|---------------------------|---------------------------|---------|
| <u>GENERAL GOVERNMENT</u> | | | |
| <u>Bel Air Reckord Armory</u> | | | |
| Salaries/Benefits | \$106,498 | \$104,731 | |
| Expenses | 122,622 | 108,574 | |
| Capital Improvements | 139,150 | 4,000 | 217,305 |
| <u>Administrator</u> | | | |
| Salaries/Benefits | 157,491 | 160,632 | |
| Expenses | 2,625 | 2,900 | |
| Municipal League Dues | 18,249 | 18,802 | |
| <u>Town Buildings</u> | | | |
| Salaries/Benefits | 54,587 | 54,216 | |
| Expenses | 449,826 | 222,909 | |
| Capital Improvements | 124,400 | 60,000 | |
| JCI Energy Project | 7,639 | 7,868 | 344,993 |
| <u>Human Resources</u> | | | |
| Salaries/Benefits | 237,963 | 233,991 | |
| Expenses | 31,453 | 38,613 | 272,604 |
| <u>Election</u> | | | |
| Expenses | 3,700 | 0 | |
| <u>Finance</u> | | | |
| Salaries/Benefits | 491,534 | 520,049 | |
| Audit | 16,750 | 17,250 | |
| Expenses | 24,673 | 27,545 | |
| OPEB Actuarial Valuation/GASB Pension Review | 11,200 | 11,200 | 576,044 |
| <u>Legal Services</u> | | | |
| Expenses | 53,300 | 44,500 | |
| <u>Planning & Zoning</u> | | | |
| Salaries/Benefits | 455,811 | 437,782 | |
| Expenses | 83,875 | 104,672 | |
| Capital Projects | 51,800 | 60,000 | 602,454 |
| <u>Economic Development</u> | | | |
| Salaries/Benefits | 357,177 | 364,045 | |
| Expenses | 88,650 | 84,132 | 448,177 |
| <u>Commissioners</u> | | | |
| Salaries/Benefits | 27,243 | 27,259 | |
| Expenses | 55,190 | 36,850 | 64,109 |
| <u>Technology</u> | | | |
| Salaries/Benefits | 160,234 | 168,402 | |
| Expenses | 172,947 | 215,232 | |
| Hardware | 60,300 | 55,000 | |
| Software | 13,500 | 31,000 | 469,634 |
| <u>Public Relations</u> | | | |
| Salaries/Benefits | 26,798 | 86,951 | |
| Expenses | 3,950 | 12,326 | 99,277 |
| <u>TOTAL GENERAL GOVERNMENT</u> | <u>\$3,611,135</u> | <u>\$3,321,431</u> | |

**TOWN OF BEL AIR
FINAL BUDGET
EXPENDITURES FY 2021**

I. GENERAL FUND (Cont'd)

| | Budget FY 2020 | Proposed FY 2021 |
|---------------------------------------|---------------------------|-----------------------------|
| <u>BENEFITS</u> | | |
| Insurances | \$4,804 | \$126,950 |
| OPEB (Other Postemployment Benefits) | 57,000 | 45,000 |
| Transfer to Leave Payout Reserve | <u>0</u> | <u>0</u> |
| <u>TOTAL BENEFITS</u> | \$61,804 | \$171,950 |
| <u>MISCELLANEOUS</u> | | |
| General Insurance | \$114,000 | \$117,000 |
| Miscellaneous Expenses | 44,970 | 63,620 |
| Contingency | 3,400 | 3,400 |
| Transfer to Public Art | 0 | 0 |
| Transfer to Capital Reserve | <u>20,000</u> | <u>50,000</u> |
| <u>TOTAL MISCELLANEOUS</u> | \$182,370 | \$234,020 |
| <u>DEBT SERVICE</u> | | |
| Debt Service - Equipment/Vehicles | \$246,056 | \$285,373 |
| Debt Service - JCI Energy Project | 82,649 | 71,769 |
| Liquor Board Retirement | <u>1,529</u> | <u>1,529</u> |
| <u>TOTAL DEBT SERVICE</u> | \$330,234 | \$358,671 |
| <u>PUBLIC SAFETY</u> | | |
| Volunteer Fire Co. Contribution | \$159,589 | \$159,589 |
| Red Light Camera Program | 172,620 | 189,884 |
| Hydrant Rental | 50,084 | 50,084 |
| <u>TOTAL PUBLIC SAFETY</u> | \$382,293 | \$399,557 |
| <u>POLICE DEPARTMENT</u> | | |
| Salaries/Benefits | \$4,544,778 | \$4,652,232 |
| Expenses | 323,490 | 306,390 |
| Police Vehicles, Capital | <u>160,000</u> | <u>120,000</u> |
| <u>TOTAL POLICE DEPARTMENT</u> | \$5,028,268 | \$5,078,622 |

**TOWN OF BEL AIR
FINAL BUDGET
EXPENDITURES FY 2021**

I. GENERAL FUND (Cont'd)

| | Budget FY 2020 | Proposed FY 2021 | |
|---|----------------------------|-----------------------------|-----------|
| <u>PUBLIC WORKS</u> | | | |
| <u>General Administration</u> | | | |
| Salaries/Benefits | \$881,410 | \$899,091 | |
| Expenses | 99,811 | 101,101 | |
| MS4 SWM Program | 114,000 | 136,382 | 1,136,574 |
| | | | |
| <u>Town Shop</u> | | | |
| Salaries/Benefits | 212,384 | 208,400 | |
| Expenses | 180,590 | 156,920 | |
| Vehicle/Equipment, Capital | 0 | 0 | 365,320 |
| | | | |
| <u>Streets & Highways</u> | | | |
| Salaries/Benefits | 674,869 | 685,660 | |
| Expenses | 442,374 | 400,810 | |
| Construction, Capital | 345,000 | 355,000 | |
| Vehicle/Equipment, Capital | 325,000 | 355,000 | 1,796,470 |
| | | | |
| <u>Refuse Collection</u> | | | |
| Salaries/Benefits | 611,194 | 613,082 | |
| Expenses | 157,878 | 160,724 | |
| Vehicle/Equipment, Capital | <u>0</u> | <u>0</u> | 773,806 |
| | | | |
| <u>TOTAL PUBLIC WORKS</u> | <u>\$4,044,510</u> | <u>\$4,072,170</u> | |
| | | | |
| <u>COMMITTEES</u> | | | |
| Parks & Recreation | \$86,700 | \$86,700 | |
| Christmas Parade | 5,000 | 0 | |
| Independence Day | 15,200 | 15,200 | |
| Boys & Girls Club | 10,000 | 10,000 | |
| Appearance & Beautification | 39,300 | 39,300 | |
| Elderly & Needy | 5,000 | 0 | |
| Cultural Arts | <u>8,350</u> | <u>8,350</u> | |
| <u>TOTAL COMMITTEES</u> | <u>\$169,550</u> | <u>\$159,550</u> | |
| | | | |
| <u>TOTAL GENERAL FUND EXPENDITURES</u> | <u>\$13,810,164</u> | <u>\$13,795,971</u> | |

**TOWN OF BEL AIR
FINAL BUDGET
EXPENDITURES FY 2021**

II. SEWER FUND

| | Budget FY 2020 | Proposed FY 2021 |
|--|---------------------------|-----------------------------|
| Harford County Charges | \$1,311,492 | \$1,434,516 |
| Salaries/Benefits | 221,717 | 225,540 |
| Town Operation Expenses | 142,636 | 122,754 |
| Depreciation | 82,000 | 85,500 |
| Amortization Expense - Sewer Agreement | 24,248 | 24,248 |
| Transfer to SSCI | 0 | 0 |
| Transfer to General Fund | 329,313 | 326,371 |
| Root Control Maintenance | 35,000 | 35,000 |
| Pump Station Engineering | 40,000 | 25,000 |
| Pipe Bursting | 125,000 | 0 |
| Connection Payments | 50,000 | 50,000 |
| User Benefit Fees | 35,945 | 36,645 |
| Equipment, Capital | 0 | 25,000 |
| Sewage Pumps, Capital | 30,000 | 0 |
| Pump Station Repairs/Replacements, Capital | 27,000 | 150,000 |
| Debt Service - Inflow and Infiltration | 15,256 | 12,846 |
| Debt Service - Sewer System CIP | 2,053 | 1,691 |
| Debt Service - DHCD Refinance II | 7,401 | 5,880 |
| Debt Service - JC Sewer Main | 2,077 | 1,676 |
| Debt Service - Maintenance Van & Truck | <u>195</u> | <u>28</u> |
| <u>TOTAL SEWER FUND EXPENSES</u> | <u>\$2,481,333</u> | <u>\$2,562,695</u> |

III. PARKING FUND**Parking Lots**

| | | |
|--------------------------|---------|---------|
| Operating Expenses | \$6,512 | \$6,512 |
| Maintenance | 3,000 | 3,000 |
| Resurface Lot | 40,000 | 62,000 |
| Transfer to General Fund | 157,173 | 157,288 |

Parking Garage

| | | |
|--|--------|--------|
| Operating Expenses | 27,688 | 31,700 |
| Elevator Contract/Maintenance | 7,240 | 6,850 |
| Transfer to General Fund | 87,354 | 93,339 |
| Insurance | 18,099 | 21,687 |
| Capital Repairs | 15,000 | 15,000 |
| Buildings, Capital | 0 | 65,000 |
| Debt Service - Parking Garage Sweeper | 1,487 | 701 |
| Debt Service - Parking Garage Main/Rep | 1,989 | 1,286 |
| Debt Service - Parking Garage JCI | 1,954 | 1,682 |

Other

| | | |
|-----------------------------|------------|-----------|
| Parking Fine Charges | 28,680 | 27,000 |
| Miscellaneous | 1,778 | 2,485 |
| Postage | 1,760 | 1,790 |
| Depreciation | 135,620 | 136,016 |
| Debt Service - Parking Jeep | <u>153</u> | <u>65</u> |

| | | |
|---|-------------------------|-------------------------|
| <u>TOTAL PARKING FUND EXPENSES</u> | <u>\$535,487</u> | <u>\$633,401</u> |
|---|-------------------------|-------------------------|

**TOWN OF BEL AIR
FINAL BUDGET
EXPENDITURES FY 2021**

IV. SPECIAL REVENUE FUND

| | Budget FY 2020 | Proposed FY 2021 |
|---|----------------------------|-----------------------------|
| Stormwater Management Fee In Lieu | \$10,000 | \$5,000 |
| Open Space Fee In Lieu | 2,000 | 2,000 |
| Tree Planting - Forest Conservation | 3,000 | 1,000 |
| Tree Planting - Fee In Lieu | 1,500 | 1,000 |
| Memorials | 500 | 200 |
| Historic Preservation Funds | 1,700 | 500 |
| Public Amenity | 5,000 | 2,000 |
| Explorer Scouts | 11,420 | 9,000 |
| Auxiliary Police | 2,500 | 2,500 |
| Seized Property | 5,000 | 11,500 |
| Cultural Arts Commission | 21,900 | 17,400 |
| CDBG Project | 35,351 | 61,802 |
| Community Legacy Grant | 200,000 | 200,000 |
| Plumtree Stream Restoration | 641,838 | 0 |
| Chesapeake Sensory Plaza | 188,000 | 0 |
| Community Parks & Playground Grant | 42,049 | 0 |
| Revolving Loan Fund | <u>1,500</u> | <u>1,500</u> |
| <u>TOTAL SPECIAL REVENUE FUND EXPENDITURES</u> | <u>\$1,173,258</u> | <u>\$315,402</u> |
| <u>TOTAL EXPENDITURES ALL FUNDS</u> | <u>\$18,000,242</u> | <u>\$17,307,469</u> |