



Town of Burns Harbor, Porter County, Indiana
Office of the Clerk-Treasurer

Annual Report
Fiscal Year 2019
January 1, 2019 – December 31, 2019

April 3, 2020

The Honorable Town Council

Town of Burns Harbor

1240 North Boo Road

Burns Harbor, IN 46304

Dear Councilmembers:

In accordance with Ordinance 292-2019, I hereby submit the Annual Financial Report of the Office of the Clerk-Treasurer for the Town of Burns Harbor.

The following information is a summary of the business transactions for Burns Harbor's General Fund and all other funds managed by this office for the Fiscal Year of 2019.

Sincerely,

Jane M. Jordan, IAMC, MMC, CPFA, CPFIM

Burns Harbor Clerk-Treasurer

Dear Burns Harbor residents:

It is my honor to present the Clerk-Treasurer's Office Fiscal Year 2019 Annual Report to the elected officials and citizens of Burns Harbor. The primary responsibility of the Clerk-Treasurer's office is to serve as fiscal officer of the town and the safekeeping and investment of monies paid into the town treasury. By meeting this responsibility and many others given to my office by statute, the Clerk-Treasurer serves the citizens of the Town of Burns Harbor, Indiana.

In 2019, my office enrolled in PositivePay, a program to reduce the town's exposure to fraudulent activity. Participating in this program has been successful in assisting that accurate warrant values be posted to the town's accounts and has stop fraudulent checks on three occasions in FY 2019.

Indiana's local government investment pool, TrustIndiana, continues to be a safe investment option for local units of government with over \$1.53 billion in assets. On October 21th, the Town invested \$765,000 into accounts with TrustIndiana. Two months after the creation of those accounts, FY19 ended with \$767,537.49 assets under management with TrustIndiana.

This fiscal year, our office was able to increase the investment income by more than \$7,793. This is a gain of almost 31% over FY 2018 returns.

In FY 2019, the Town issued no new debt. The Town's current debt is a 15-year lease-to-own purchase of a 2006 E-One Ladder Fire Truck at 4.74% interest rate. \$38,395.31 in principal and \$7,813.89 in interest was paid in FY 2019. The remaining debt on this loan is \$107,252.89 which equates to two and a half payments schedule to be retired on January 15, 2023.

The Town received \$805,817.37 in grant money in FY 2019. \$724,867.64 was used to pave roads, \$6,466.80 was used for extra police patrol manhours and \$71,482.93 reimbursed the Redevelopment Commission for engineering costs associated with the Marquette Greenway Trail.

FY 2019, the Town received \$16,638 in donations for the Fire Department, \$1,270 for the Parks Department and \$2,000 for the Police Department.

The Town saw another unprecedented growth in building permits used in FY 2019. The Building Department issued 164 building permits totaling \$55,796.22, 95 business licenses and 380 contractor licenses totaling \$33,250.00 in revenue.

The processes that the Sanitary Board adopted has assisted Deputy Clerk Peffers tremendously with collections for the Waste Water Department. The Department ended the year with less than one percent of collections being delinquent. Of those \$3,978.53 in delinquencies, only \$4.15 was more than 90+ days. At year end, there were no remaining unpaid liens in the Porter County Recorder's Office. \$489.05 was deemed uncollectable and written off by the Sanitary Board at their January 15, 2020 meeting.

Finally, in February of 2018, the Town launched PayGov. PayGov is a service allowing our customers the ability to make payments using credit or debit cards. There has been no additional cost to the Town to offer this payment option. PayGov receives a 3% convenience fee from the customer using this service. Despite the fee, our office saw an 87% increase in PayGov transactions from 468 in 2018 to 875 in 2019 with \$60,476.28 collected. Although a majority of those fees collected can be attributed to the Waste Water Department, all town departments have had customers utilize this service.

Respectfully,
Jane M. Jordan, IAMC, MMC, CPFA, CPFIM
Burns Harbor Clerk-Treasurer

History of the Burns Harbor Clerk-Treasurer's Office

The Porter County Commissioners created the Town of Burns Harbor by Ordinance No. 67-11 on September 9, 1967. Betty Boo became the Town's first Clerk-Treasurer at the Town's election held at the Westport Community Club on October 7, 1967. The first Clerk-Treasurer's Office was located in a house on Ferguson's farm on West North Boo Road; property owned by Bethlehem Steel Corporation. In 1980 the Clerk-Treasurer's office moved to a newly constructed Town Complex at 1240 North Boo Road.

The Town's budget in 1967 was \$16,165 paid entirely by Bethlehem Steel Corporation. In 1968, the Town's budget was \$75,311.25. The Town's assessed valuation was \$3,874,560 and its tax rate was \$1.38. Census data listed the population of Burns Harbor as 1,263.

Today, the Clerk-Treasurer's Office still resides at 1240 North Boo Road and manages an investment portfolio of nearly \$5 million dollars comprised of receipts from Burns Harbor's General Fund and 35 other funds. It distributed nearly \$7.6 million dollars in 2019. The Town's assessed value was \$577,298,101 with a tax rate of \$0.3740 per hundred. The official Census 2010 is 1,156 people.

The Clerk-Treasurer also serves as the Treasurer to the Burns Harbor Scholarship Fund and the Treasurer for the Burns Harbor Redevelopment Commission.

Burns Harbor's Clerk-Treasurers

Betty Boo	R	1967 - 1987
Donna Wilson	R	1988 – 1991
Esther Nickell	R	1991 – 2003
Jane Jordan	D	2004 -

Clerk-Treasurer Staff

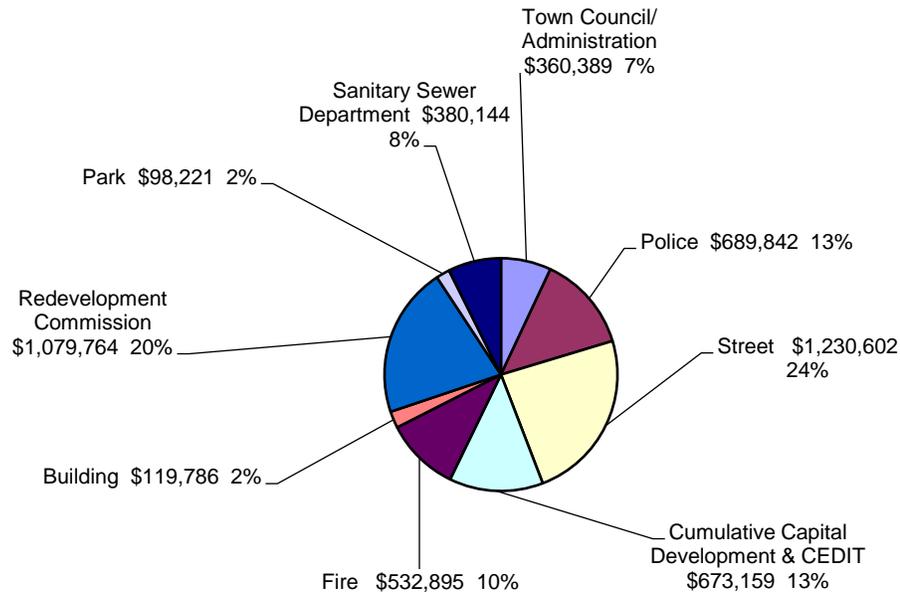
Corinne Peffers, Deputy Clerk

Lori McCormick, License & Permit Clerk

General Fund Revenue Projections

Revenue Projections							
General Fund	ACTUAL						2020 Est.
	2014	2015	2016	2017	2018	2019	
Operating Receipts:							
Property Taxes	\$ 1,415,593	\$1,464,551	\$1,437,256	\$1,538,668	\$ 1,594,865	\$ 1,723,478	\$ 1,746,415
License Excise Tax	\$ 17,593	\$ 19,269	\$ 20,835	\$ 23,887	\$ 28,842	\$ 29,688	\$ 24,718
CVET Comm Vehicle Excise Tax	\$ 589	\$ 658	\$ 587	\$ 578	\$ 552	\$ 676	\$ 677
In lieu of Taxes	\$ 373	\$ 104	\$ 130	\$ 136	\$ 113	\$ 115	\$ -
Cable Franchise Fees	\$ 20,257	\$ 22,541	\$ 23,322	\$ 25,410	\$ 25,578	\$ 25,489	\$ 25,400
Licenses Building/Business/Contract	\$ 59,205	\$ 56,329	\$ 70,941	\$ 67,090	\$ 57,834	\$ 89,793	\$ 64,100
Alcoholic Beverage Tax	\$ 2,865	\$ 3,083	\$ 3,691	\$ 3,229	\$ 3,644	\$ 3,563	\$ 2,527
Cigarette Tax General	\$ 834	\$ 792	\$ 804	\$ 767	\$ 737	\$ 720	\$ 751
Ordinance Violations	\$ 629	\$ 1,147	\$ 490	\$ 13,879	\$ 8,949	\$ 13,851	\$ 6,000
Interest on Investments	\$ 13,798	\$ 15,184	\$ 14,623	\$ 15,085	\$ 15,904	\$ 15,145	\$ 15,100
Riverboat Distributions	\$ 6,848	\$ 6,848	\$ 6,848	\$ 6,848	\$ 6,848	\$ 6,848	\$ 6,848
BZA/Plan Comm Fees	\$ 650	\$ 1,850	\$ 900	\$ 450	\$ 500	\$ 1,150	\$ -
Copies of Public Records	\$ 6	\$ 1	\$ -	\$ 8	\$ 8	\$ 15	\$ 10
Total Operating Receipts General Fund	\$ 1,539,239	\$1,592,356	\$1,580,426	\$1,696,035	\$ 1,744,374	\$ 1,910,531	\$ 1,892,546
Operating Disbursements:							
Personal Services	944,094	863,196	903,578	1,040,206	1,016,467	1,096,838	1,231,546
Supplies	83,868	66,601	72,069	60,107	73,475	72,010	109,375
Other Services & Charges	410,181	464,176	477,173	543,048	474,669	446,842	543,160
Capital Outlay	107,737	71,287	245,259	168,286	12,043	75,640	23,500
Budget Reduction Required	-	-	-	-	-	-	-
Total Operating Disbursements	1,545,880	1,465,260	1,698,079	1,811,648	1,576,654	1,691,331	1,907,581
Increase/(Decrease) in Cash	\$ (6,641)	\$ 127,096	\$ (117,653)	\$ (115,613)	\$ 167,720	\$ 219,201	\$ (15,035)
Beginning Cash	709,705	733,839	781,089	651,527	539,818	743,724	895,751
Ending Cash	\$ 703,064	\$ 860,935	\$ 663,436	\$ 535,914	\$ 707,539	\$ 995,751	\$ 880,716
Operating Balance Percentage	45.48%	58.76%	39.07%	29.58%	44.88%	58.87%	46.17%
Cigarette Tax CCI Fund	\$ 3,058	\$ 2,904	\$ 2,346	\$ 2,811	\$ 2,702	\$ 2,641	\$ 2,754

Expenditure by Department for FY 2019



2019 Tax Rates and Levy

The Town's 2019 tax rate was \$2.0525 up 0.0334 cents from 2018. Of the \$2.0525, the Town receives 0.3740 cents per hundred. The Duneland School District received \$1.0178, Porter County 0.4500, and the remainder was divided among the library, airport, and township. Despite this rise, Burns Harbor remained the lowest municipal tax rate in Porter County.

The Town had a tax levy of \$2,159,094 however, the Town received \$2,203,695. A collection of over 102%. I.C.6-1.1-18.5-17 and I.C. 20-44-3 require that each year the Department of Local Government Finance (DLGF) certify to each unit of local government figures that show one hundred percent (100%) of the tax levy for each fund. If the property taxes received exceed one hundred percent (100%) of the levy, the excess shall be receipted to the "Levy Excess Fund" unless the amount in any calendar year is less than \$100.00 for a civil taxing unit.

The Redevelopment Commission collected \$787,173 in Tax Increment Funds (TIF) and \$267,071 in tax abatement fees.

Clerk-Treasurer of Burns Harbor, Porter County, Indiana

Fiscal Year 2019 Investment Summary

Cash Basis

Fund Name	Average Daily Balance	Interest Collected	Average Monthly Yield
Warrant Clearing/Savings Account	\$ 4,138,480.92	\$ 14,812.94	0.36%
Certificate of Deposits	\$ 500,000.00	\$ 13,300.00	2.66%
Certificate of Deposits	\$ 250,000.00	\$ 2,392.13	2.30%
TrustIndiana: *			
General Fund	\$ 100,139.18	\$ 331.68	1.675%
Park & Rec Fund	\$ 10,013.92	\$ 33.19	1.675%
Park Donation Fund	\$ 5,006.98	\$ 16.63	1.675%
Rainy Day Fund	\$ 50,069.58	\$ 165.83	1.675%
Redevelopment General Fund	\$ 300,417.56	\$ 995.08	1.675%
Waste Water Operations Fund	\$ 300,417.56	\$ 995.08	1.675%

* Account opened on October 21, 2019

Burns Harbor ALS Ambulance Service I.C. 36-1-3

In October 2018, the Town of Burns Harbor Advanced Life Support (ALS) ambulance service contract with Superior expired. In order to ensure immediate and safe access to emergency services in time of need, the Council instated its own ALS service run by in-house part-time personnel. The fees collected oversee the operations. \$125,000 of tax abatement fees were used to support salaries of the staff made by Burns Harbor Redevelopment Commission motions in November 2018, March 2019 and June 2019.

FY end 2019's outstanding account balances totaled \$63,197.02 from 79 customers. Of those delinquent accounts, \$21,373.26 were 180+ days past due.

Statements of Revenue, Expenditures & Change in Net Position

Operating Revenue	\$	96,426.82
Operating Expenses	\$	278,704.63
Net Ordinary Income (Loss)	\$	(182,277.81)
Total Other Income (Expenses)	\$	125,000.00
Change in Net Position	\$	(57,277.81)
Net Position Beginning	\$	13,942.15
Net Position Ending	\$	(43,335.66)

Burns Harbor Local Law Enforcement Continuing Education Fund I.C. 5-2-8-2

The Burns Harbor Police Department received fees for services it provides such as vehicle identification number checks, accident and case reports, violation tickets, etc. By State Statute, these fees collected are to be used for education, training, supplies and equipment for the police department.

Statements of Revenue, Expenditures & Change in Net Position

Operating Revenue	\$	6,542.99
Operating Expenses	\$	6,785.52
Net Ordinary Income (Loss)	\$	(242.53)
Total Other Income (Expenses)	\$	0.00
Change in Net Position	\$	(242.53)
Net Position Beginning	\$	16,158.59
Net Position Ending	\$	15,916.06

Burns Harbor Park Non-Reverting Operating Fund I.C. 36-10-3-22

The Burns Harbor Park and Recreation Department rents its building, shelters and gazebo to the public for a small fee. The fees collected oversee the operations of park events, programs and purchase of equipment the Department provides to the community. The Park rented their building and shelters fifty-two (52) times in FY 2019

Statements of Revenue, Expenditures & Change in Net Position

Operating Revenue	\$	5,662.13
Operating Expenses	\$	625.52
Net Ordinary Income (Loss)	\$	5,036.61
Total Other Income (Expenses)	\$	0.00
Change in Net Position	\$	5,036.61
Net Position Beginning	\$	15,541.33
Net Position Ending	\$	20,577.94

Burns Harbor Waste Water Fund I.C. 13-26-1-1

Burns Harbor provides waste water service to residents and businesses within its town boundaries. Fees collected oversee the utility's operations, improvements and infrastructure maintenance.

FY end 2019 the utility had 588 customers broke down as follows: 532 residential, 26 business/commercial, 4 governmental and 26 multifamily units. Outstanding account balances totaled \$3,978.53 from 61 customers. Of those accounts, \$560.10 were 30 days past due, \$245.62 were 60 days past due, and one account of \$4.15 was delinquent 90+ days past due. There were no unpaid liens on file in the Porter County Recorder's Office.

Statements of Revenue, Expenditures & Change in Net Position

Operating Revenue	\$	503,431.17
Operating Expenses	\$	380,143.84
Net Ordinary Income (Loss)	\$	123,287.33
Total Other Income (Expenses)	\$	0.00
Change in Net Position	\$	123,287.33
Net Position Beginning	\$	982,728.56
Net Position Ending	\$	1,106,015.89

Clerk-Treasurer of the Town of Burns Harbor, Porter County, Indiana

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Burns Harbor, IN 46304

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