



Town of Burns Harbor, Porter County, Indiana

Office of the Clerk-Treasurer

Annual Report

Fiscal Year 2022

January 1, 2022 – December 31, 2022

March 10, 2023

The Honorable Town Council

Town of Burns Harbor

1240 North Boo Road

Burns Harbor, IN 46304

Dear Councilmembers:

In accordance with Ordinance 292-2020, 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 2022.

Sincerely,

Jane M. Jordan, IAMC, MMC, ACPFA, CPFIM, CMO

Burns Harbor Clerk-Treasurer

Dear Burns Harbor residents:

I am pleased to present the Clerk-Treasurer's Office Fiscal Year 2022 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.

Once the 2020 Census data numbers were certified by President Biden, the Town saw an increase in revenue attributed to its population increase. Funds like Motor Vehicle Highway, Local Road and Street, County Economic Income Tax, Riverboat Funds, among others, were higher in FY 2022 due to the town's growth.

In 2019, my office enrolled in PositivePay, a program to reduce the town's exposure to fraudulent banking activity. The Town continues to see this service as an effective way to safeguard its funds.

Indiana's local government investment pool, TrustIndiana, with over \$2.58 billion in assets, continues to be a safe investment option for local units of government. In 2022, the Town invested an additional \$1,300,000 into its accounts with TrustIndiana. FY22 ended with \$2,955,220 assets under management with TrustIndiana. This fiscal year, our office was able to increase the investment income by more than \$36,500. This is a gain of almost 974% over FY 2021 returns in a year of low interest rates that saw a rise in its fourth quarter.

In FY 2022, 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 with a 4.74% interest rate. \$40,209.20 in principal and \$4,087.75 in interest was paid in FY 2022. The remaining debt on this loan is \$23,104.60 scheduled for retirement on January 15, 2023.

The Town received \$799,033 in grant money in FY 2022. \$8,873 was used for extra police patrol manhours. \$582,242 was from the Community Crossing Matching Grant (CCMG) used to pave roads. Since the instatement of CCMG program in 2016, the Town has been awarded this grant. The Town has paved or crack sealed \$3,347,750 of town roads. Of which \$2,302,602 was from grant dollars and \$1,211,429 was the Town's matching share. The Town also received, \$207,918 which was the second half of the its \$416,580 American Rescue Plan Coronavirus Local Fiscal Recovery grant money (ARP Grant). Of that ARP Grant, the Town spent \$41,774 on employee bonuses, \$9,304 on volunteer firefighter bonuses, and plans to use \$206,356 on stormwater and drainage projects, and the remaining balance on replacing its salt shed.

FY 2022, the Town received \$713 in donations for the Parks Department.

The Town's Building Department issued 144 building permits totaling \$24,734. The Department issued 99 business licenses and 442 contractor licenses totaling \$38,100.00 in revenue.

Sanitary Utility billed \$464,347 in 2022. At year end, there were no remaining unpaid liens in the Porter County Recorder's Office, its customers were \$4,227.80 delinquent, of which only \$54.67 was more than 90+ days.

Finally, despite PayGov's 3% convenience fee for making payments using a credit or debit card, our office continues to see an increase in PayGov transactions from year to year. In 2022, \$124,384.14 was collected through PayGov. Although a majority of those fees collected can be attributed to the Sanitation Sewer Department, about 17% are customers utilizing this service for our other town departments.

Respectfully,
Jane M. Jordan, IAMC, MMC, ACPFA, CPFIM, CMO
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 over \$7 million dollars comprised of almost \$7 million in annual receipts from Burns Harbor's General Fund and 43 other funds and sub-funds. It distributed nearly \$6.7 million dollars in 2022. The Town's assessed value was \$662,697,345 with a tax rate of \$0.3664 per hundred. The official 2020 Census was 2,055 people, an increase of almost 78% from our 2010 Census count.

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 -	

Historical Census Data		
Year	Population	
2020	2,055	
2010	1,156	
2000	766	
1990	771	
1980	920	
1970	1,284	
1969	1,263	*

* Special Census taken

Clerk-Treasurer Staff

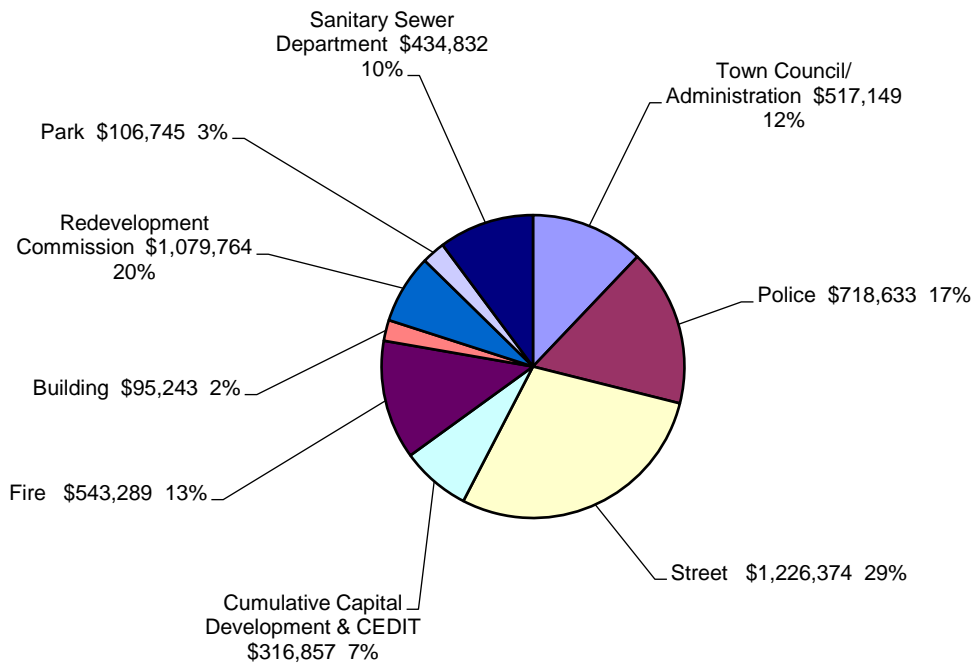
Corinne Peffers, Deputy Clerk

Lori McCormick, License & Permit Clerk

General Fund Revenue Projections

Revenue Projections							
General Fund	ACTUAL						COVID 2023 Est.
	2017	2018	2019	2020	2021	2022	
Total Operating Receipts General Fund	\$ 1,696,035	\$1,744,380	\$1,910,531	\$1,815,199	\$ 2,074,771	\$ 2,047,679	\$ 1,995,634
Operating Disbursements:							
Personal Services	1,040,206	1,016,467	1,096,838	1,110,399	1,137,014	1,077,169	1,323,774
Supplies	60,107	73,475	72,010	79,146	97,238	95,960	121,200
Other Services & Charges	543,048	474,669	446,842	499,293	556,360	614,202	530,968
Capital Outlay	168,286	12,043	75,640	55,643	25,464	12,881	19,750
Budget Reduction Required			-	-	-	-	-
Total Operating Disbursements	1,811,648	1,576,654	1,691,331	1,744,481	1,816,075	1,800,212	1,995,692
Increase/(Decrease) in Cash	\$ (115,613)	\$ 167,726	\$ 219,200	\$ 70,718	\$ 258,696	\$ 247,467	\$ (58)
Beginning Cash	651,527	539,818	743,724	895,751	1,115,229	1,365,636	1,310,892
Ending Cash	\$ 535,914	\$ 707,544	\$ 962,924	\$ 966,469	\$ 1,373,925	\$ 1,613,103	\$ 1,310,834
Operating Balance Percentage	29.58%	44.88%	56.93%	55.40%	75.65%	89.61%	65.68%
Cigarette Tax CCI Fund	\$ 2,811	\$ 2,702	\$ 2,641	\$ 2,507	\$ 1,207	\$ 3,730	\$ 2,719
Can transfer Cig CCI to General Fund							

Expenditure by Department for FY 2022



2022 Tax Rates and Levy

The Town's 2022 tax rate was \$1.9364 down 0.0061 of a cent from 2021. Of the \$1.9364, the Town received 0.3664 cents per hundred. The Duneland School District received \$0.9146, Porter County 0.4364, 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 \$2,428,124 however, the Town only received \$2,392,194; or 99.4932% collections.

The Redevelopment Commission collected \$805,560 in Tax Increment Funds (TIF) and \$230,551 in tax abatement fees.

Clerk-Treasurer of Burns Harbor, Porter County, Indiana

Fiscal Year 2022 Investment Summary

Cash Basis

Fund Name	Average Daily Balance	Interest Collected	Average Monthly Yield
Warrant Clearing/Savings Account	\$ 3,472,496.60	\$ 2,657.61	0.0765%
Certificate of Deposits *	\$ 850,000.00	\$ 8,584.02	3.05%
TrustIndiana:			
General Fund	\$ 1,209,229.49	\$ 18,585.03	1.47%
Park & Rec Fund	\$ 35,471.82	\$ 439.05	1.47%
Park Donation Fund	\$ 5,113.33	\$ 75.36	1.47%
Rainy Day Fund	\$ 278,889.58	\$ 3,842.62	1.47%
Redevelopment General Fund	\$ 407,138.08	\$ 5,163.20	1.47%
Wastewater Operations Fund	\$ 812,459.84	\$ 11,050.98	1.47%
ARP Local Fiscal Recovery Grant	\$ 201,966.66	\$ 2,305.58	1.47%

*** Purchased in August 2022**

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 are used to oversee the operations. \$100,000 of tax abatement fees were used to support salaries of the staff made by a Burns Harbor Redevelopment Commission motion in June 2022. The General, Cumulative Capital Development and Economic Development Funds supported the operations of the service in the amount of \$45,356.32.

FY end 2022's outstanding account balances totaled \$130,388.65 from 158 customers. Of those delinquent accounts, \$103,683.45 were 180+ days past due.

Statements of Revenue, Expenditures & Change in Net Position

Operating Revenue	\$	78,595.67
Operating Expenses	\$	184,398.58
Net Ordinary Income (Loss)	\$	(105,802.91)
Total Other Income (Expenses)	\$	145,356.32
Change in Net Position	\$	39,553.41
Net Position Beginning	\$	111,111.11
Net Position Ending	\$	5,308.20

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	\$	8,327.63
Operating Expenses	\$	3,358.50
Net Ordinary Income (Loss)	\$	4,969.13
Total Other Income (Expenses)	\$	0.00
Change in Net Position	\$	4,969.13
Net Position Beginning	\$	8,045.55
Net Position Ending	\$	13,014.68

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 thirty-six (36) times in FY 2022, up significantly after being closed parts of 2020 and 2021 due to the COVID pandemic.

Statements of Revenue, Expenditures & Change in Net Position

Operating Revenue	\$	3,898.87
Operating Expenses	\$	1,341.60
Net Ordinary Income (Loss)	\$	2,557.27
Total Other Income (Expenses)	\$	0.00
Change in Net Position	\$	2,557.27
Net Position Beginning	\$	8,269.45
Net Position Ending	\$	10,826.72

Burns Harbor Wastewater 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 2022 the utility had 647 customers broke down as follows: 590 residential, 27 business/commercial, 4 governmental and 26 multifamily units. Outstanding account balances totaled \$4,227.80 from 69 customers. Of those accounts, \$1,098.27 was 30 days past due, \$502.04 was 60 days past due, and \$54.67 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	\$	505,177.38
Operating Expenses	\$	435,942.31
Net Ordinary Income (Loss)	\$	69,235.07
Total Other Income (Expenses)	\$	0.00
Change in Net Position	\$	69,235.07
Net Position Beginning	\$	1,296,339.08
Net Position Ending	\$	1,365,574.15

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

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