


To: President and Members of the Munster Town Council

From: David F. Shafer, Clerk-Treasurer 

Copy to: Dustin Anderson, Town Manager

Date: September 19, 2016

Re: Ordinance 1695, Additional Appropriations (1)

Staff has reviewed all funds to determine if the need and the ability exist to warrant going through the additional appropriations process. Seven funds have been identified as fitting the criteria as follows.

The distribution amounts in the LIT-Economic Development Fund 209 are greater than anticipated when the 2016 budget was prepared. The Town has committed to setting aside 34% of the distributions for public transportation. These funds will also be used for the Town's match for the Grade Separation Project. While it is not anticipated that matching funds will be needed this year, authorizing additional appropriations ensures the ability to make these payments if needed. Appropriation request: \$920,530

At the September 6, 2016 meeting, the Council authorized a new, full-time employee for IT. This employee will be partially funded through the Technology Fund 247. In addition, new iPads for the Council and audio-visual upgrades to the main meeting room are scheduled. The Technology Fund 247 has sufficient cash on hand that is unappropriated to support all of these expenditures. Appropriation request: \$70,000

The distributions into the LIT-Public Safety Fund 249 are greater than anticipated when the 2016 budget was prepared. This fund is used to pay the Police vehicle allowance, the contract with All City Management Services for crossing guards as well as equipment needs for both Police and Fire Departments. An additional appropriation will allow expenditure of these funds if the need arises. Appropriation request: \$965,610

The LOIT Special Distribution Fund 257 was created earlier this year to receive a one-time distribution of \$687,592. These funds will be used for the Town's match for the Grade Separation Project. While it is not anticipated that matching funds will be needed this year, authorizing additional appropriations ensures the ability to make these payments if needed. Appropriation request: \$687,952

The Electric Fund 270 receives its revenues from electricity sold to NIPSCO. The funds are used to pay the NIPSCO bills for street lights and traffic signals. Revenues are higher than what was anticipated last year when the 2016 budget was created. An additional appropriation will allow the Electric Fund 270 to continue paying the NIPSCO bills instead of relying on other operating funds. Appropriation request: \$110,944

The Self-Funded Liability Insurance Fund 580 covers the non-health insurance premiums and claims. There is adequate cash to support an additional appropriation which will ensure there are adequate appropriations if a large claim finalizes prior to year-end. Appropriation request: \$150,000

Staff is contemplating a rate study to ensure the water rates are appropriate. The Water Cash Operating Fund 601 has adequate cash on hand to support this. Appropriation request: \$50,000

The procedure for securing the additional appropriations requires a public hearing, scheduled for October 17, 2016, and the adoption of an ordinance by the Town Council. Upon passage of the ordinance, the additional appropriations will go into effect.

RECOMMENDED ACTION:

By motion and voice vote, hear proposed Ordinance 1695 for additional appropriations on first reading, and schedule a public hearing and second reading for October 17, 2016.

ORDINANCE 1695

**AN ORDINANCE FOR THE ADDITIONAL APPROPRIATION
OF FUNDS FOR THE YEAR 2016 (1)**

WHEREAS, It has been determined that it is now necessary to appropriate more money than was originally appropriated in the annual budget; and

WHEREAS, There are sufficient funds available for additional appropriation; now, therefore, be it

ORDAINED, By the Town Council of the Town of Munster, Lake County, Indiana, that for the expenses of the taxing unit, the additional sums of money are hereby appropriated out of the funds named in the attached Certified Copy of Additional Appropriations and the attached Appropriations Certificate, subject to laws governing the same.

ORDAINED AND ADOPTED by the Town Council of the Town of Munster on the ____ day of _____ 2016, by a vote of _____ in favor and ____ opposed.

**TOWN COUNCIL OF THE TOWN
OF MUNSTER, LAKE COUNTY,
INDIANA.**

John P. Reed, President

ATTEST:

David F. Shafer, Clerk-Treasurer

**CERTIFIED COPY OF ADDITIONAL APPROPRIATION**

State Form 55819 (R2 / 12-15)

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

NOTE: If reporting an additional appropriation of bond proceeds, complete only Sections I and III; and A, B, and C of Section II.

Section I

UNIT NAME: TOWN OF MUNSTER Unit Number: 0507

COUNTY NAME: LAKE County Number: 45

Date of Publication (month, day, year): 09/19/16 Newspaper Name: THE TIMES

Date of Publication (month, day, year): _____ Newspaper Name: _____ Date Received (month, day, year): _____

Date of Public Hearing (month, day, year): 10/17/2016

Date of Resolution/Ordinance (month, day, year): 10/17/2016 Order Number: _____

Section II

Complete for each fund from which the additional appropriations are made. Use a separate column for each fund.
Lines referred to below are on the Fund Report issued by the Department.

A. DLGF Fund Number	209	247	249	257
B. Fund Name	LIT-Econ Dev	Technology	LIT-Public Safety	LOIT Special Dist
C. Appropriation Amount Requested	\$950,530.00	\$70,000.00	\$965,610.00	\$687,592.00
D. Amount by Reduction (Enter as a positive number.)				
E. Net Amount of Increase (C minus D)	\$950,530.00	\$70,000.00	\$965,610.00	\$687,592.00
1. Property Tax Levy (Line 16)	\$0.00	\$0.00	\$0.00	\$0.00
2. Levy Excess (Line 15)	\$0.00	\$0.00	\$0.00	\$0.00
3. PTRC from CAGIT (Line 13A)	\$0.00	\$0.00	\$0.00	\$0.00
4. LOIT Levy Freeze Amount (Line 13B)	\$0.00	\$0.00	\$0.00	\$0.00
5. Misc. Revenue (Line 8B) (If higher than 8B amount, a revised Budget Form 2 must be attached.)	\$921,421.00	\$532,349.00	\$554,528.00	\$687,592.00
6. January 1 Cash Balance (Include investments.)	\$720,582.00	\$640,511.00	\$851,963.00	\$0.00
7. Subtotal of Funds (Add 1 thru 6.)	\$1,642,003.00	\$1,172,860.00	\$1,406,491.00	\$687,592.00
8. Less Circuit Breaker	\$0.00	\$0.00	\$0.00	\$0.00
9. Total Funds (7 minus 8.)	\$1,642,003.00	\$1,172,860.00	\$1,406,491.00	\$687,592.00
10. DLGF Approved Budget (Line 1)	\$700,000.00	\$633,637.00	\$432,464.00	\$0.00
11. Encumbered Appropriations Carried Forward From Previous Year	\$21,472.00	\$7,562.00	\$8,418.00	\$0.00
12. Temporary Loans Outstanding as of January 1	\$0.00	\$0.00	\$0.00	\$0.00
13. Beginning Obligations (Add 10 thru 12.)	\$721,472.00	\$641,199.00	\$440,882.00	\$0.00
14. Surplus Funds (9 minus 13.)	\$920,531.00	\$531,661.00	\$965,609.00	\$687,592.00
15. Previous additional appropriation(s) approved since January 1, less any reductions in appropriations.	\$0.00	\$0.00	\$0.00	\$0.00
16. Amount transferred to the Rainy Day Fund (Note #1)	\$0.00	\$0.00	\$0.00	\$0.00
17. Surplus Funds Remaining (14 minus 15 minus 16.)	\$920,531.00	\$531,661.00	\$965,609.00	\$687,592.00

Note #1: Do not use this line for additional appropriations for the rainy day fund. Transfers to the rainy day fund are miscellaneous revenues in the rainy day fund.

Section III

I, David F. Shafer fiscal officer of Town of Munster, do hereby certify that the above information is true and correct.

Dated this 17th day of October, 20 16.

David F. Shafer
 Signature

1005 Ridge Road

Unit Mailing Address (number and street)

Munster, Indiana 46321

City, State and ZIP

Title

219-836-6946

Telephone Number

dshafer@munster.in.gov

Email Address

**CERTIFIED COPY OF ADDITIONAL APPROPRIATION**

State Form 55819 (R2 / 12-15)

PRESCRIBED BY THE DEPARTMENT OF LOCAL GOVERNMENT FINANCE

*NOTE: If reporting an additional appropriation of bond proceeds, complete only Sections I and III; and A, B, and C of Section II.***Section I**

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Section II

Complete for each fund from which the additional appropriations are made. Use a separate column for each fund.

Lines referred to below are on the Fund Report issued by the Department.

A. DLGF Fund Number	270	580	601	
B. Fund Name	Electric	Liability	Water Cash Operating	
C. Appropriation Amount Requested	\$110,944.00	\$150,000.00	\$50,000.00	
D. Amount by Reduction (Enter as a positive number.)				
E. Net Amount of Increase (C minus D)	\$110,944.00	\$150,000.00	\$50,000.00	\$0.00
1. Property Tax Levy (Line 16)	\$0.00	\$0.00	\$0.00	
2. Levy Excess (Line 15)	\$0.00	\$0.00	\$0.00	
3. PTRC from CAGIT (Line 13A)	\$0.00	\$0.00	\$0.00	
4. LOIT Levy Freeze Amount (Line 13B)	\$0.00	\$0.00	\$0.00	
5. Misc. Revenue (Line 8B) (If higher than 8B amount, a revised Budget Form 2 must be attached.)	\$612,000.00	\$1,232,040.00	\$3,686,009.00	
6. January 1 Cash Balance (Include investments.)	\$101,599.00	\$653,111.00	\$1,305,423.00	
7. Subtotal of Funds (Add 1 thru 6.)	\$713,599.00	\$1,885,151.00	\$4,991,432.00	\$0.00
8. Less Circuit Breaker	\$0.00	\$0.00	\$0.00	
9. Total Funds (7 minus 8.)	\$713,599.00	\$1,885,151.00	\$4,991,432.00	\$0.00
10. DLGF Approved Budget (Line 1)	\$600,000.00	\$1,130,000.00	\$4,118,104.00	
11. Encumbered Appropriations Carried Forward From Previous Year	\$2,656.00	\$180.00	\$125,321.00	
12. Temporary Loans Outstanding as of January 1	\$0.00	\$0.00	\$0.00	
13. Beginning Obligations (Add 10 thru 12.)	\$602,656.00	\$1,130,180.00	\$4,243,425.00	\$0.00
14. Surplus Funds (9 minus 13.)	\$110,943.00	\$754,971.00	\$748,007.00	\$0.00
15. Previous additional appropriation(s) approved since January 1, less any reductions in appropriations.	\$0.00	\$0.00	\$0.00	
16. Amount transferred to the Rainy Day Fund (Note #1)	\$0.00	\$0.00	\$0.00	
17. Surplus Funds Remaining (14 minus 15 minus 16.)	\$110,943.00	\$754,971.00	\$748,007.00	\$0.00

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Section III

I, David F. Shafer fiscal officer of Town of Munster, do hereby certify that the above information is true and correct.

Dated this 17th day of October, 2016.

David F. Shafer

Signature

Title

1005 Ridge Road

219-836-6946

Unit Mailing Address (number and street)

Telephone Number

Munster, Indiana 46321

dshafer@munster.in.gov

City, State and ZIP

Email Address

Amt of Additional Appropriation Requested	Amt of Reduction of Appropriation		
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Fund: LIT-Economic Development

Department: Not Applicable

100000 Personal Services
200000 Supplies
300000 Other Svc & Charges
400000 Capital Outlays
9999 Total

-			
-			
950,530			
-			
950,530			

Fund: Technology

Department: Not Applicable

100000 Personal Services
200000 Supplies
300000 Other Svc & Charges
400000 Capital Outlays
9999 Total

10,000	-		
10,000	-		
10,000	-		
20,000	-		
50,000	-		

Fund: LIT-Public Safety

Department: Not Applicable

100000 Personal Services
200000 Supplies
300000 Other Svc & Charges
400000 Capital Outlays
9999 Total

-			
-			
-			
965,610			
965,610			

Fund: LOIT Special Distribution

Department: Not Applicable

100000 Personal Services
200000 Supplies
300000 Other Svc & Charges
400000 Capital Outlays
9999 Total

-			
-			
687,592			
-			
687,592			

Fund: Electric

Department: Not Applicable

100000 Personal Services
200000 Supplies
300000 Other Svc & Charges
400000 Capital Outlays
9999 Total
Fund Total
(If Departmentalized)

-			
-			
110,944			
-			
110,944			

Not Applicable

Fund: Self-Funded Liability Insurance

Department: Not Applicable

100000 Personal Services
200000 Supplies
300000 Other Svc & Charges
400000 Capital Outlays
9999 Total
Fund Total
(If Departmentalized)

150,000			
-			
-			
-			
150,000			

Not Applicable

Fund: Water Cash Operating

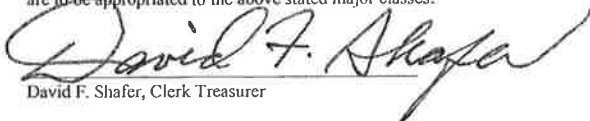
Department: Not Applicable

100000 Personal Services
200000 Supplies
300000 Other Svc & Charges
400000 Capital Outlays
9999 Total
Fund Total
(If Departmentalized)

-			
-			
50,000			
-			
50,000			

Not Applicable

I, David F. Shafer, fiscal officer of the Town of Munster, do hereby certify that amounts appropriated on October 17, 2016 are to be appropriated to the above stated major classes.


David F. Shafer, Clerk Treasurer