



# AGENDA

## City Council Finance Committee

December 2, 2021

8:15am – 9:15am

**Members:** Mike Davis (Chairman), Greg O'Connor, Darren Peterson, Megan Wiles

---

<b>8:15am – 8:25am</b>	<b>Claims Docket Review</b>	Conference Room A213
	Heather Trexler	

---

<b>8:25am – 8:40am</b>	<b>2022 Salary Ordinance Revision</b>	Conference Room A213
	<i>Review of proposed revision to the 2022 Salary Ordinance to incorporate results from the recent independent compensation study.</i>	
	Holly Ramon, Matt Light	

---

<b>8:55am – 9:00am</b>	<b>Appropriation Transfer – Maintenance Department (Facility Maintenance)</b>	Conference Room A213
	<i>Review of appropriation transfer resolution for the Maintenance Department's budget to cover increased costs for certain facility maintenance projects and common facility utility services.</i>	
	David Dale, Sam Beres	

---

<b>9:00am – 9:05am</b>	<b>Appropriation Transfer – Police Department (Parking Services)</b>	Conference Room A213
	<i>Review of appropriation transfer resolution for the Police Department's budget to cover unbudgeted costs for parking lot rental agreement and credit card convenience fees (for parking kiosks).</i>	
	Brad Arnold, Sam Beres	

---

9:05am – 9:10am	<b>Appropriation Transfer – Police Department (Parking Security)</b>  <i>Review of appropriation transfer resolution for the Police Department's budget to cover unbudgeted costs for installation of security cameras at the Levinson Garage.</i>  Brad Arnold, Sam Beres	Conference Room A213
9:10am – 9:10am	<b>Fiscal &amp; Debt Actions on Council Meeting Agenda – December 7</b>  <ul style="list-style-type: none"> <li>• <b>Ordinance #80-11-21 (2<sup>nd</sup> Reading)</b> – Additional Appropriation for Golf Operations (Park Programs Fund)</li> <li>• <b>Ordinance #81-11-21, as amended (2<sup>nd</sup> Reading)</b> – Elimination of Parks Capital Projects Fund</li> <li>• <b>Ordinance #82-11-21 (2<sup>nd</sup> Reading)</b> – Modernization of Parks Non-Reverting Operating Fund</li> <li>• <b>Appropriation Transfer #TA-12-21</b> – Facility Maintenance and Utilities (General Fund)</li> <li>• <b>Appropriation Transfer #TA-13-21</b> – Parking Services (Parking Meter Fund)</li> <li>• <b>Appropriation Transfer #TA-14-21</b> – Parking Security (Parking Meter Fund)</li> </ul>	
9:10am – 9:10am	<b>Review of Agenda Addendum</b>  <i>No changes from prior meeting.</i>  Jeff Spalding	Conference Room A213
9:10am – 9:15am	<b>Other Business at Discretion of Chairman</b>  Mike Davis	Conference Room A213

### Additional Instructions

Supporting documents to be reviewed at the meeting:

- Claims Docket (*sent separately to members*)
- All documents for Fiscal & Debt Actions on Council Meeting Agenda
- Revised 2022 Salary Ordinance (*to be distributed at meeting*)
- Agenda Addendum

## City Council Finance Committee – AGENDA ADDENDUM

---

### Potential Future Ordinances/Resolutions and Other Fiscal Matters

- ***New Annual Budget Ordinance*** – Beginning with the 2022 annual budget ordinance, OFA will replace the Department of Local Government (DLGF) budget ordinance template with a more customized ordinance that more clearly presents the City's proposed budget, yet still meets the DLGF requirements. **Note:** Postponed until 2023.
  - ***Administration of Debt Service Funds Ordinance*** – Establish in City code the authority of the Controller to create and terminate debt service funds, as necessary, to properly account for the receipt and expenditure of debt levy tax revenue.
  - ***Administration of Debt Proceed Funds Ordinance*** – Establish in City code the authority of the Controller to create and terminate debt proceed funds, as necessary, to properly account for the receipt and expenditure of proceeds from tax-supported (e.g. property tax, LIT, etc.) bond issues.
  - ***City Code Revision: OFA Matters*** – Topics include: a) update credit card use authorization/restrictions; b) establish travel policy; and c) update procurement process requirements.
-

ORDINANCE NO. 80-11-21  
ADDITIONAL APPROPRIATION ORDINANCE

110 PARK PROGRAMS FUND

WHEREAS, certain fiscal demands have developed since the adoption of the current Civil City annual budget so that it is now necessary to add appropriation authority from available unappropriated reserve balance in a fund.

WHEREAS, the Parks Department seeks an additional appropriation to cover costs that have been incurred in operating the City's golf courses.

WHEREAS, use of the City's golf courses have been higher than contemplated in the 2021 Adopted Budget; as a result the city has incurred additional expenditures.

WHEREAS, golf operations costs are paid out of the Park Program Fees Fund, which is supported by golf fees and other program revenue; expenditures from this fund are subject to Council appropriation.

WHEREAS, this is a request to increase appropriation authority for both a recurring purpose by \$107,660 and a non-recurring purpose by \$67,340.

WHEREAS, an appropriation increase for a non-recurring does not increase the base budget.

WHEREAS, this request was made after the annual budget for the ensuing year has been adopted, and the base budget for that year is now fixed, so the appropriation increase for a recurring purpose does not increase the base budget.

NOW, THEREFORE, to address such demands for the Park Programs Fund:

Section 1. BE IT ORDAINED, by the Common Council of the City of Noblesville, Indiana, that, for the obligations of the Civil City, the following appropriation increases be executed:

INCREASE		
Department/Sub-Fund:	021	Park/Golf
Expenditure Series:	200	Supplies
Appropriation Amount:	\$25,000	

INCREASE		
Department/Sub-Fund:	012	Park/Golf
Expenditure Series:	300	Services & Other Charges
Appropriation Amount:	\$150,000	

**INTENTIONALLY LEFT BLANK**

Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by the Common Council of the City of Noblesville, Indiana:

	AYE	NAY	ABSTAIN
	Brian Ayer		
	Mark Boice		
	Michael J. Davis		
	Gregory P. O'Connor		
	Darren Peterson		
	Pete Schwartz		
	Aaron Smith		
	Daniel Spartz		
	Megan G. Wiles		

ATTEST: \_\_\_\_\_  
 Evelyn L. Lees, City Clerk

Presented by me to the Mayor of the City of Noblesville, Indiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_ .M.

\_\_\_\_\_  
 Evelyn L. Lees, City Clerk

MAYOR'S APPROVAL

\_\_\_\_\_  
 Chris Jensen, Mayor

\_\_\_\_\_  
 Date

MAYOR'S VETO

\_\_\_\_\_  
 Chris Jensen, Mayor

\_\_\_\_\_  
 Date

ATTEST: \_\_\_\_\_  
 Evelyn L. Lees, City Clerk

ORDINANCE NO. 81-11-21, AS AMENDED

ELIMINATION OF PARKS CAPITAL FUND

WHEREAS, in 1990 the Common Council established the Parks Capital Fund, via Ordinance #52-7-90, pursuant to IC 36-10-3-20 for the purpose of acquiring land or making specific capital improvements.

WHEREAS, the Parks Capital Fund was created to capture excess revenue from city-owned golf courses for other capital improvements at City parks.

WHEREAS, over time the original funding source has evaporated and functional purpose of the Parks Capital fund because less clear.

WHEREAS, no funds are appropriated from the Parks Capital Fund in the City's 2022 annual budget ordinance.

NOW, THEREFORE, BE IT ORDAINED, by Common Council of the City of Noblesville, Indiana, as follows:

SECTION 1: The Parks Capital Fund, established in § 34.46 of the city code, shall be eliminated effective January 1, 2022.

SECTION 2: All encumbrances of funds from the Parks Capital Fund shall be released no later than December 31, 2021.

SECTION 3: On January 1, 2022, the Controller shall deposit into the Park Fund all cash balances remaining in the Parks Capital Fund on December 31, 2021.

Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by the Common Council of the City of Noblesville, Indiana:

AYE		NAY	ABSTAIN
	Brian Ayer		
	Mark Boice		
	Michael J. Davis		
	Gregory P. O'Connor		
	Darren Peterson		
	Pete Schwartz		
	Aaron Smith		
	Daniel Spartz		
	Megan G. Wiles		

ATTEST: \_\_\_\_\_  
Evelyn L. Lees, City Clerk

Presented by me to the Mayor of the City of Noblesville, Indiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_ .M.

\_\_\_\_\_  
Evelyn L. Lees, City Clerk

MAYOR'S APPROVAL

\_\_\_\_\_  
Chris Jensen, Mayor

\_\_\_\_\_  
Date

MAYOR'S VETO

\_\_\_\_\_  
Chris Jensen, Mayor

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Evelyn L. Lees, City Clerk

ORDINANCE NO. 82-11-21

MODERNIZATION OF PARKS NON-REVERTING OPERATING FUND

WHEREAS, in 1987 the Common Council established the Parks Non-Reverting Operating Fund through the adoption of Ordinance No. 1632, pursuant to Indiana Code chapter 36-10-3;

WHEREAS, Ordinance No. 1632 from 1987 has been codified at Section 38.30 of the Noblesville Code of Ordinances, and the Parks Non-Reverting Operating Fund is now referred to as "Park Programs Fund" in the city's chart of accounts;

WHEREAS, fees from designated recreational programs and activities are required under Section 38.30 to be deposited into the fund and may only be expended for parks and recreation purposes consistent with Ind. Code chapter 36-10-3, upon appropriation by the Parks Board; and

WHEREAS, some of the designated recreational programs and activities listed in Section 38.30 are obsolete or no longer funded through user or visitor fees, and other recreational programs and activities are now offered by the Parks Department that would be appropriate to include in the ordinance;

NOW, THEREFORE, BE IT ORDAINED, by the Common Council of the City of Noblesville, Indiana, as follows:

SECTION 1: Section 38.30 of the Noblesville Code of Ordinances is amended as follows:

**§ 38.30 NON-REVERTING OPERATING FUND.**

(A) Under the provisions of the "Park and Recreation Law" there is hereby established a special non-reverting operating fund created only from moneys and fees procured from these specific park and recreation activities:

- (1) Golf rounds and related activities at Fox Prairie Golf Course and Forest Park Golf Course;
- (2) Recreational programs and activities offered by the Parks Department, including activities at the Recreation Annex;
- (3) Summer camps and other recreational or educational camps offered by the Parks Department; and
- (4) Other programs and activities for which fees are collected by the Parks Department based on approval from the Parks Board.

(B) All moneys and fees from these activities shall be deposited with the fiscal officer of the City of Noblesville as provided by law.

(C) Under the provisions of the "Park and Recreation Law" expenditures may be made from the special non-reverting operating fund, following appropriation by the Common Council, upon approved claims in the same manner as all other Park claims.

SECTION 2: This Ordinance shall be effective after passage by the Common Council and approval by the Mayor.

**INTENTIONALLY LEFT BLANK**



Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by the Common Council of the City of Noblesville, Indiana:

AYE		NAY	ABSTAIN
	Brian Ayer		
	Mark Boice		
	Michael J. Davis		
	Gregory P. O'Connor		
	Darren Peterson		
	Pete Schwartz		
	Aaron Smith		
	Daniel Spartz		
	Megan G. Wiles		

ATTEST: \_\_\_\_\_  
 Evelyn L. Lees, City Clerk

Presented by me to the Mayor of the City of Noblesville, Indiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_ .M.

\_\_\_\_\_  
 Evelyn L. Lees, City Clerk

MAYOR'S APPROVAL

\_\_\_\_\_  
 Chris Jensen, Mayor

\_\_\_\_\_  
 Date

MAYOR'S VETO

\_\_\_\_\_  
 Chris Jensen, Mayor

\_\_\_\_\_  
 Date

ATTEST: \_\_\_\_\_  
 Evelyn L. Lees, City Clerk

TA-12-21  
APPROPRIATION TRANSFER RESOLUTION

101 GENERAL FUND

WHEREAS, certain fiscal demands have developed since the adoption of the current Civil City annual budget so that it is now necessary to transfer appropriation authority within a fund without increasing or decreasing the overall appropriation authority.

WHEREAS, the Maintenance Department is requesting funding to cover under budgeted costs in the 300 Series (Services & Other Charges).

WHEREAS, the Maintenance Department has incurred higher than budgeted costs for utilities (e.g. electricity; water; etc.) and contracted services including approximately \$30,000 for additional utility costs, as well as unexpected project costs for rearrangement of the City Hall basement to accommodate the build out of a law enforcement de-escalation training center.

WHEREAS, a portion of the Maintenance Department budget for capital outlay will go unspent due to delays to a planned project to replace the roof top chiller at the Public Safety Building.

WHEREAS, this is a request to increase appropriation authority for both a recurring purpose by \$30,000 and a non-recurring purpose by \$29,696.

WHEREAS, this request was made after the annual budget for the ensuing year has been adopted, and the base budget for that year is now fixed, so the appropriation increase for a recurring purpose does not increase the base budget.

NOW, THEREFORE, to address such demands for the General Fund:

Section 1. BE IT RESOLVED, by the Common Council of the City of Noblesville, Indiana, that, for the obligations of the Civil City, the following appropriation increases be executed:

INCREASE		
Department/Sub-Fund:	001	Maintenance Department
Expenditure Series:	300	Services & Other Charges
Appropriation Amount:	\$59,696	

Section 2. BE IT RESOLVED, by the Common Council of the City of Noblesville, Indiana, that for certain appropriations with an unencumbered balance, not be needed for the original purpose, the following appropriation reductions be executed:

DECREASE		
Department/Sub-Fund:	001	Maintenance Department
Expenditure Series:	400	Capital Outlay
Appropriation Amount:	\$59,696	

Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by the Common Council of the City of Noblesville, Indiana:

AYE		NAY	ABSTAIN
	Brian Ayer		
	Mark Boice		
	Michael J. Davis		
	Gregory P. O'Connor		
	Darren Peterson		
	Pete Schwartz		
	Aaron Smith		
	Daniel Spartz		
	Megan G. Wiles		

ATTEST: \_\_\_\_\_  
 Evelyn L. Lees, City Clerk

Presented by me to the Mayor of the City of Noblesville, Indiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_ .M.

\_\_\_\_\_  
 Evelyn L. Lees, City Clerk

MAYOR'S APPROVAL

\_\_\_\_\_  
 Chris Jensen, Mayor

\_\_\_\_\_  
 Date

MAYOR'S VETO

\_\_\_\_\_  
 Chris Jensen, Mayor

\_\_\_\_\_  
 Date

ATTEST: \_\_\_\_\_  
 Evelyn L. Lees, City Clerk

TA-13-21  
APPROPRIATION TRANSFER RESOLUTION

111 PARKING METER FUND

WHEREAS, certain fiscal demands have developed since the adoption of the current Civil City annual budget so that it is now necessary to transfer appropriation authority within a fund without increasing or decreasing the overall appropriation authority.

WHEREAS, the Police Department has incurred unbudgeted costs for rental of parking spaces at 9<sup>th</sup> Street and Clinton Street, as well as, for city-paid credit card convenience fees for the use of parking kiosks near Downtown resulting in a budget shortfall of approximately \$20,000.

WHEREAS, \$50,000 was appropriated from the Parking Meter Fund to Non-Departmental, as part of the 2021 annual budget ordinance, to establish a non-personal services contingency reserve which may be transferred to augment the budget of any City department to cover an eligible, unplanned, or unbudgeted cost.

WHEREAS, \$50,000 of that contingency reserve remains available.

WHEREAS, this is a request to increase appropriation authority for a non-recurring purpose, as the city does not intend to incur these costs as a part of its long-term parking strategy.

WHEREAS, an appropriation transfer for a non-recurring purpose does not alter the base budget.

NOW, THEREFORE, to address such demands for the Parking Meter Fund:

Section 1. BE IT RESOLVED, by the Common Council of the City of Noblesville, Indiana, that, for the obligations of the Civil City, the following appropriation increases be executed:

INCREASE		
Department/Sub-Fund:	004	Police Department
Expenditure Series:	300	Services & Other Charges
Appropriation Amount:	\$25,000	

Section 2. BE IT RESOLVED, by the Common Council of the City of Noblesville, Indiana, that for certain appropriations with an unencumbered balance, not be needed for the original purpose, the following appropriation reductions be executed:

DECREASE		
Department/Sub-Fund:	000	Non-Departmental
Expenditure Series:	300	Services & Other Charges
Appropriation Amount:	\$25,000	

Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by the Common Council of the City of Noblesville, Indiana:

AYE		NAY	ABSTAIN
	Brian Ayer		
	Mark Boice		
	Michael J. Davis		
	Gregory P. O'Connor		
	Darren Peterson		
	Pete Schwartz		
	Aaron Smith		
	Daniel Spartz		
	Megan G. Wiles		

ATTEST: \_\_\_\_\_  
 Evelyn L. Lees, City Clerk

Presented by me to the Mayor of the City of Noblesville, Indiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_ .M.

\_\_\_\_\_  
 Evelyn L. Lees, City Clerk

MAYOR'S APPROVAL

\_\_\_\_\_  
 Chris Jensen, Mayor

\_\_\_\_\_  
 Date

MAYOR'S VETO

\_\_\_\_\_  
 Chris Jensen, Mayor

\_\_\_\_\_  
 Date

ATTEST: \_\_\_\_\_  
 Evelyn L. Lees, City Clerk

TA-14-21  
APPROPRIATION TRANSFER RESOLUTION

111 PARKING METER FUND

WHEREAS, certain fiscal demands have developed since the adoption of the current Civil City annual budget so that it is now necessary to transfer appropriation authority within a fund without increasing or decreasing the overall appropriation authority.

WHEREAS, the Police Department seeks to install security cameras in the Levinson Garage and the expense, approximately \$43,000, was not included in their 2021 adopted budget.

WHEREAS, the Police Department has changed its approach to parking enforcement from using a City employee to using a professional parking management company; thus, eliminating their need for amounts appropriated for payroll costs, approximately \$84,000, associated with parking enforcement in their 2021 adopted budget.

WHEREAS, the Police Department seeks to reallocate amounts appropriated for now unneeded payroll costs to cover the cost for the security camera installation.

WHEREAS, this is a request to increase appropriation authority for a non-recurring purpose, as the city does not intend to incur these costs as a part of its long-term parking strategy.

WHEREAS, an appropriation transfer for a non-recurring purpose does not alter the base budget.

NOW, THEREFORE, to address such demands for the Parking Meter Fund:

Section 1. BE IT RESOLVED, by the Common Council of the City of Noblesville, Indiana, that, for the obligations of the Civil City, the following appropriation increases be executed:

INCREASE		
Department/Sub-Fund:	004	Police Department
Expenditure Series:	400	Capital Outlay
Appropriation Amount:	\$43,000	

Section 2. BE IT RESOLVED, by the Common Council of the City of Noblesville, Indiana, that for certain appropriations with an unencumbered balance, not be needed for the original purpose, the following appropriation reductions be executed:

DECREASE		
Department/Sub-Fund:	004	Police Department
Expenditure Series:	100	Personal Services
Appropriation Amount:	\$43,000	

Approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by the Common Council of the City of Noblesville, Indiana:

AYE		NAY	ABSTAIN
	Brian Ayer		
	Mark Boice		
	Michael J. Davis		
	Gregory P. O'Connor		
	Darren Peterson		
	Pete Schwartz		
	Aaron Smith		
	Daniel Spartz		
	Megan G. Wiles		

ATTEST: \_\_\_\_\_  
 Evelyn L. Lees, City Clerk

Presented by me to the Mayor of the City of Noblesville, Indiana, this \_\_\_\_\_ day of \_\_\_\_\_, 2021 at \_\_\_\_\_ .M.

\_\_\_\_\_  
 Evelyn L. Lees, City Clerk

MAYOR'S APPROVAL

\_\_\_\_\_  
 Chris Jensen, Mayor

\_\_\_\_\_  
 Date

MAYOR'S VETO

\_\_\_\_\_  
 Chris Jensen, Mayor

\_\_\_\_\_  
 Date

ATTEST: \_\_\_\_\_  
 Evelyn L. Lees, City Clerk