



# Department of Local Government Finance

# NEO

AIM NEWLY ELECTED OFFICIALS TRAINING

## Welcome to the Newly Elected Clerk-Treasurers Workshop

January 21, 2020



# Agenda for the Next 55 Minutes

- Beginning to Understand The Role of DLGF
- Beginning to Understand Gateway
- The Calendar: Dates & Deadlines are VERY IMPORTANT
- Resources
- Q&A
  
- *Disclaimer: There is not enough time today, this week, or this month, to cover every law, memo, past-presentation, job responsibility, or scenario that you will encounter in the next 180 days, let alone the next four years.*



# I Promised...

“I, Wesley R. Bennett, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of **Indiana**, all the ordinances, rules, and regulations of the Town of Plainfield, Indiana; and, that I will faithfully, impartially, and diligently discharge the duties of the **Office** of Clerk-Treasurer, for the Town of Plainfield, Indiana, according to law and to the best of my ability, so help me God.”



# Understanding the Oversight Role of DLGF

- Title 6 of the Indiana Code is where the journey begins
  - IC 6-1.1 has almost 100 chapters
  - Assessments of Real & Personal Property
  - Communications
  - Data Systems & Analysis
  - Information Systems
  - Legal
  - BUDGETS, RATES & LEVIES



# Resources Available to You

---

- Website
  - [www.in.gov/dlgf](http://www.in.gov/dlgf)
- Memos & Presentations
  - <https://www.in.gov/dlgf/2444.htm>
- Budget Field Rep's
  - [https://www.in.gov/dlgf/files/Budget\\_Field\\_Reps.pdf](https://www.in.gov/dlgf/files/Budget_Field_Reps.pdf)



# Additional Resources Available to You

- County Specific Information
  - <https://www.in.gov/dlgf/2339.htm>
- List of Counties
  - Find Your County
    - County-specific Info
- Commissioners Weekly Email



# Where Should I Start

## Memo's & Presentations

- 2019-2020 Budget Calendar
  - Memo Dated February 12, 2019  
<https://www.in.gov/dlgef/files/pdf/190212%20-%20Van%20Dorp%20Memo%20-%202019%20-%202020%20Budget%20Calendar.pdf>
- Gateway Submission Calendar
  - Memo Dated January 25, 2019  
<https://www.in.gov/dlgef/files/pdf/190125%20-%20Johnson%20Memo%20-%202019%20Gateway%20Submission%20Calendar.pdf>



# This is a Marathon, not a Sprint

- Gateway Debt Management (DebtMan)
  - Memo Dated February 13, 2019  
<https://www.in.gov/dlgf/files/pdf/190212%20-%20Van%20Dorp%20Memo%20-%20Gateway%20Debt%20Management.pdf>
- Additional Appropriations & Transfer Procedures
  - Memo Dated February 28, 2019  
<https://www.in.gov/dlgf/files/pdf/190228%20-%20Van%20Dorp%20Memo%20-%20Additional%20Appropriations%20-%20Supplemental%20Information.pdf>





# How Do I Play in Gateway?

- Contact [Gateway@dlgf.in.gov](mailto:Gateway@dlgf.in.gov) to get your log on access.
- 1 Official has submission rights – typically the fiscal officer.
  - Limited authority delegation allows for entering & editing of information.
- Direct link to DLGF website and the Gateway portals.
  - <https://www.in.gov/dlgf/8918.htm>



# Go Play in Gateway!

- Gateway Budgets
  - <https://www.in.gov/dlgef/9105.htm>
  - Training videos and presentations
  - Questions: Send an email to [gateway@dlgf.in.gov](mailto:gateway@dlgf.in.gov).  
Please include:
    - Email address.
    - Name & Title.
    - City or Town & County.



# Plan Your Work, Work Your Plan

- Information Collected thru Gateway Budget Application
  - Memo Dated April 18, 2019  
<https://www.in.gov/dlgef/files/pdf/190418%20-%20Van%20Dorp%20Memo%20%20Information%20Collection%20through%20the%20Gateway%20Budget%20Application.pdf>
- Gateway Budget Training Sessions & Webinars
  - Memo Dated May 15, 2019  
<https://www.in.gov/dlgef/files/pdf/190515%20-%20Johnson%20Memo%20-%20Gateway%20Budget%20Training%20Sessions%20and%20Webinars.pdf>



# Local Opportunities & the Governor's Agenda

- Provide more Community Paramedicine Programs
- Finish Broadband & Trails
- Deploy \$436M for Water Quality
- TrustIndiana -- Treasurer of State's Investment Program
- Indiana Finance Authority (IFA)
  - State Revolving Fund
  - Brownfield Program



# Final Thoughts

- “My \_\_\_\_\_ (City or Town), is a multi-million dollar organization.”
- Use all your available resources.
- Be On Time, Be Accurate, Train & CE, Provide Professional Service...to all your Stakeholders.
- Commissioners Weekly Email.
- Other Good Resources.



# Questions?

**Wesley R. Bennett  
Commissioner**

Indiana Department of Local Government Finance  
100 North Senate Avenue, Room N1058A  
Indianapolis, IN 46204  
317-234-5720

[wbennett@dlgf.in.gov](mailto:wbennett@dlgf.in.gov)

*\* Please let us know about the quality of our service by taking  
this brief [customer survey](#).*