

**COMMON COUNCIL  
Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Common Council meets on the 1st and 3rd Monday of each month at 6:00 p.m. in City Hall located at 70 E. Monroe Street.*

<b>Date Submitted:</b>	10.24.2023	<b>Meeting Date:</b>	11.06.2023
<b>Contact Information:</b>			
<b>Requested by:</b>	Lynnette Gray		
<b>On Behalf of Organization or Individual:</b> City of Franklin			
<b>Telephone:</b>	317-738-3365		
<b>Email address:</b>	lynng@jgmlawfirm.com		
<b>Mailing Address:</b>	63 E. Court St., P.O. Box 160, Franklin, IN 46131		
<b>Describe Request:</b>			
Approval of Ordinance 23-12 An Ordinance of the City of Franklin Authorizing Advance Payment of Certain Expenses			
<b>List Supporting Documentation Provided:</b>			
Ordinance 23-12			
Exhibit "A"			
<b>Who will present the request?</b>			
<b>Name:</b>	Lynnette Gray - City Attorney	<b>Telephone:</b>	(317) 738-3365

*In order for an individual and/or agency to be considered for new business on the Common Council agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.*

**CITY OF FRANKLIN COMMON COUNCIL**

**ORDINANCE NO. 23-12**

**AN ORDINANCE OF THE CITY OF FRANKLIN AUTHORIZING ADVANCE PAYMENT  
OF CERTAIN EXPENSES**

**WHEREAS**, P.L. 181-2023 (SEA 317), SEC. 1, effective May 4<sup>th</sup>, 2023 amended Indiana Code § 5-11-10-1 to authorize political subdivisions to make advance payments for goods or services before the goods are delivered or services are completed if the fiscal body of the political subdivision authorizes making advance payments; and

**WHEREAS**, there are times when contractors are required to purchase material needed for a public works project of the political subdivision and provide information to the political subdivision regarding the expenses to be incurred; and

**WHEREAS**, the City of Franklin (the "City") is a political subdivision as defined in Indiana Code § 36-1-2-13; and

**WHEREAS**, pursuant to Indiana Code, the City of Franklin Common Council is the City's fiscal body; and

**WHEREAS**, allowing advanced payments for goods and services purchased by the City in certain instances would enhance the operating efficiency of the public works projects.

**NOW, THEREFORE, BE IT RESOLVED AND ORDAINED**, by the Common Council of the City of Franklin, Indiana, as follows:

**Section 1.** The foregoing Recitals are fully incorporated herein by this reference.

- a. The Clerk Treasurer of the City of Franklin is authorized to make an advanced payment to a contractor performing work under a contract for a public works project under Indiana Code § 36-1-12 to enable the contractor to purchase materials needed for the public works project.
- b. Request for a prepayment shall be made in writing to the Clerk's office on a form substantially similar to that identified as Exhibit "A" attached hereto or as otherwise approved by the State Board of Accounts.
- c. An advance payment may be made only if the solicitation or bid for the public works project contains all of the following information:
  1. That the City of Franklin will make advanced payments to a contractor to enable the Contractor to purchase materials to be used in the construction of the public works project.

2. No advanced payment will be made in amount that exceeds the amount specified in the contractors bid for the purchase of materials. If a change order requires purchase of additional materials, no advance payment will be made for materials if the change order changes the scope of public works project.
3. Each request for an advance payment must include:
  - a) Documentation containing the amount specified in the contractor's bid for the purchase of materials;
  - b) Any purchase contract or purchase order executed by the contractor for the purchase of the materials;
  - c) All invoices or receipts for materials purchases for which the contractor seeks advance payment;
  - d) A certified statement that the request for advance payment is true and accurate, is not for materials not specified in the contractor's bid and not for an amount exceeding the amount specified in the contractor's bid for the purchase of materials;
  - e) The certified statement must be signed by:
    - 1) the contractor for the public works project; and
    - 2) any subcontractor for the project if the materials to be purchased are for work to be completed by the subcontractor; and
    - 3) the architect or engineer the City of Franklin has retained with respect to the public works project, if any; and
    - 4) An employee for the City of Franklin including any consultant, responsible for the completion of the public works project.

**Section 2.** Advanced payments for goods or services before the goods are delivered or services are completed are hereby authorized by this Ordinance. However, advanced payments for goods or services may not exceed 50% of the cost of the entire cost of the contract.

**Section 3.** The Clerk Treasurer of the City of Franklin is authorized to make an advance payment for goods and services before the goods are delivered or the services are received in accordance with this Ordinance with the provision that the purchasing agency or purchasing agent must request the advance payment for materials or services which must include the contract award for the materials or services. A request must be made in writing and may not be for an amount that 50% of the entire cost of the contract.

**Section 4.** The Clerk Treasurer of the City of Franklin or the Clerk Treasurer is designee must do all of the following when advance payments are made:

- a. Track prepayments by defining the prepayment on the purchase order.
- b. Create a prepayment invoice that is associated with the purchase order.
- c. Require insurance or a surety bond in the amount of the prepayment if the amount of the prepayment is more than one hundred and fifty thousand dollars (\$150,000.00).

**Section 5.** All prior ordinances or parts thereof inconsistent with any provision of this Ordinance are hereby repealed, to the extent of such inconsistency only, as of the effective date of this Ordinance. However, the repeal or amendment to this Ordinance of any other ordinance does not affect any rights or liabilities accrued, penalties incurred or proceedings begun prior to the effective date of this Ordinance. Those rights, liabilities and proceedings are continued and penalties shall be imposed and enforced under such repealed and amended ordinance as if this Ordinance had not been adopted.

**Section 6.** If any portion of this Ordinance is for any reason declared to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance as long as enforcement of same can be given the same effect.

**Section 7.** This Ordinance shall take effective from and after.

All of which is adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**DULY PASSED** on this 6<sup>th</sup> day of November, 2023, by the Common Council of the City of Franklin, Johnson County, Indiana, having been passed by a vote of \_\_\_\_ in Favor and \_\_\_\_ Opposed.

**City of Franklin, Indiana, By its Common Council:**

Voting Affirmative:

Voting Opposed:

\_\_\_\_\_  
Kenneth Austin, President

\_\_\_\_\_  
Kenneth Austin, President

\_\_\_\_\_  
Jennifer Price

\_\_\_\_\_  
Jennifer Price

\_\_\_\_\_  
Robert D. Heuchan

\_\_\_\_\_  
Robert D. Heuchan

\_\_\_\_\_  
Anne McGuinness

\_\_\_\_\_  
Anne McGuinness

\_\_\_\_\_  
Irene Nalley

\_\_\_\_\_  
Irene Nalley

\_\_\_\_\_  
Josh Prine

\_\_\_\_\_  
Josh Prine

\_\_\_\_\_  
Shawn Taylor

\_\_\_\_\_  
Shawn Taylor

Attest:

\_\_\_\_\_  
Jayne Rhoades  
City Clerk-Treasurer

Presented by me to the Mayor of the City of Franklin for his approval or veto pursuant to Indiana Code § 36-4-6-15, 16, this \_\_\_\_\_ day of \_\_\_\_\_, 2023 at \_\_\_\_\_ o'clock a.m./p.m.

\_\_\_\_\_  
Jayne Rhoades,  
City Clerk-Treasurer

This ordinance having been passed by the legislative body and presented to me [Approved by me and duly adopted, pursuant to Indiana Code § 36-4-6-16(a)(1)], this \_\_\_\_\_ day of \_\_\_\_\_, 2023 at \_\_\_\_\_ o'clock a.m./p.m.

\_\_\_\_\_  
Mayor Steve Barnett

Attest:

\_\_\_\_\_  
Jayne Rhoades,  
City Clerk-Treasurer

Prepared by:  
Lynnette Gray  
Attorney for the City of Franklin

## PREPAYMENT PURCHASE ORDER

NOTE: NO CLAIM WILL BE  
APPROVED FOR PAYMENT UNLESS  
ORIGINAL COPY OF THIS ORDER OR  
THE PO NUMBER IS MADE PART OF  
THE CLAIM

P.O.

The order must be prepared by person and signed  
thereon

DATE

P.O.

IN ACCORDANCE WITH RIT AND  
CONTRACT DATES

If signed for direct order, attach invoice

Charge to

Appropriation for

Appropriation Number

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT

Do you have the local ordinance? Y/N

TOTAL AMOUNT OF ORDER

## PREPAYMENTS

		Prepaid amount		
		Prepaid check #		
		Prepaid check date		
		Invoice Number		
		Is there a surety bond or has a determination been made that one is not required?		

IC 5-13-10-1.6 specifies the requirements for  
prepayment

TOTAL AMOUNT REMAINING OF ORDER

I HEREBY CERTIFY THAT THERE IS AN UNOBLIGATED  
BALANCE IN THIS APPROPRIATION SUFFICIENT FOR  
THE ABOVE ORDER

BILLING ON THIS ORDER MUST BE ACCOUNTING TO PRICES  
SHOWN ABOVE

SIGNATURE

TITLE

Exhibit "A"