



ZIONSVILLE

FOR ALL THE RIGHT REASONS

**ZIONSVILLE TOWN COUNCIL
MEETING AGENDA
FOR**

Monday, April 16 at 7:30 AM
Zionsville Town Hall Council Chamber
1100 West Oak Street

1. OPENING
 - A. CALL MEETING TO ORDER
 - B. PLEDGE OF ALLEGIANCE
2. APPROVAL OF THE MEMORANDUM OF THE APRIL 9, 2018 REGULAR MEETING (Copy Posted).
3. REQUEST TO SPEAK
4. OLD BUSINESS
 - A. Consideration Of An Ordinance Amendment To Amend Claims Processing (SECOND READING).

Documents:

[ADVANCE PAYMENT OF CLAIMS ORDINANCE WITH HHW REVISIONS.PDF](#)

5. NEW BUSINESS
6. OTHER MATTERS
7. ADJOURN

The next regular Town Council meeting is scheduled for Monday May 7, 2018 @ 7:00 PM in the Zionsville Town Hall Council Chambers.

ORDINANCE NO. 2018 - ____

OF THE TOWN OF ZIONSVILLE, INDIANA

AN ORDINANCE TO AMEND ORDINANCE 2008-10 TO ALLOW THE ZIONSVILLE DIRECTOR OF FINANCE AND RECORDS TO MAKE CERTAIN CLAIM PAYMENTS IN ADVANCE PURSUANT TO INDIANA CODE § 36-5-4-12

WHEREAS, The Town of Zionsville adopted Ordinance 2008-10 on June 2, 2008 to vest in the then Zionsville Clerk-Treasurer the authority to make certain claim payments in advance pursuant to Ind. Code § 36-5-4-12; and

WHEREAS, Ind. Code § 36-5-4-12 allows the Town Council to adopt an ordinance allowing money to be disbursed by the Director of Finance and Records to disburse money for preapproved payments of claims for any lawful town purposes; and

WHEREAS, the Town Council believes that such authority shall assist the Town in timely paying for services and goods, create cost savings for the Town, and foster better working relationships with vendors and service providers.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Town Council of the Town of Zionsville, Indiana that:

Section 1. Repeal and Replace. Ordinance No. 2008-10 is hereby repealed and replaced with the following.

Section 2. Authority for Advanced Claim Payments. The Director of Finance and Records and/or his/her designee shall have the authority to make claim payments in advance of approval from the Town Council for the following types of expenses:

- a. Property or services purchased or leased from:
 - i. the United States government; or
 - ii. an agency or a political subdivision of the United States government.
- b. License fees or permit fees.
- c. Insurance premiums.
- d. Utility payments or utility connections charges.
- e. Federal grant programs if:
 - i. advance funding is not prohibited; and
 - ii. the contracting party provides sufficient security for the amount advanced.

- f. Grants of state funds authorized by statute.
- g. Maintenance agreements or service agreements.
- h. Lease agreement or rental agreements.
- i. Principal and interest-payments on bonds.
- j. Payroll.
- k. State, federal, or county taxes.
- l. Expenses that must be paid because of emergency circumstances.
- m. Expenses described in an ordinance.

Section 3. Expenses Described in Ordinance. The Director of Finance and Records and/or his/her designee shall additionally have the authority to make claim payments in advance of a board allowance for the following expenses:

- a. Credit card payments.
- b. Line of credit payments.
- c. Payments to vendors for routine parts and supplies.
- d. Payments for clerical and administrative supplies.
- e. Payments for gasoline and vehicle maintenance services and supplies.
- f. Claims to the state of Indiana for the amount of any sales tax and excise tax due to the State of Indiana on the Town's gross retail income derived from furnishing, preparing, serving and selling food and beverages pursuant to I.C. 6-9-35.
- g. Year End Advance Claim Payments. The Director of Finance and Records is authorized and directed to disburse money from Town funds to pay claims in advance, by December 31 of each calendar year, for expenses of the type listed in I.C. 36-5-4-12(b), which have been submitted to and received by the town, are supported by a fully itemized invoice or bill, have been certified by the Director of Finance and Records, and are included in and capable of being paid under the Town's then current approved budget.

Section 4. Documentation of Claims. The Director of Finance and Records shall ensure that each payment of expenses paid in advance shall be supported by a fully itemized invoice or bill and certification by the Director of Finance and Records.

Section 5. Council Review of Claims. The Town Council shall review and allow the claim at the Council's next regular or special meeting following the preapproved payment of the expense.

Section 6. Construction of Clause Headings. The clause headings appearing herein have been provided for convenience and reference and do not purport and shall not be deemed to define, limit or extend the scope or intent of the clause to which they appertain.

Section 7. Repeal of Conflicting Ordinances. The provisions of all other Town ordinances in conflict with the provisions hereof, if any, are of no further force or effect and are hereby repealed.

Section 8. Severability. If any part of this Ordinance shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remainder of this Ordinance.

Section 9. Duration and Effective Date. The provisions of this Ordinance shall become effective immediately and remain in full force and effect until repeal by ordinance.

DULY PASSED AND ADOPTED this ____ day of _____, 2018, by the Town Council of the Town of Zionsville, Boone County, Indiana, having been passed by a vote of ____ in favor and _____ opposed.

**TOWN COUNCIL OF THE TOWN OF ZIONSVILLE,
BOONE COUNTY, INDIANA**

	YEA Signature	NAY Signature
Josh Garrett, President		
Bryan Traylor, Vice President		
Kevin Spees, Member		
Thomas Schuler, Member		
Jason Plunkett, Member		
Elizabeth Hopper Member		
Susana Suarez, Member		

I hereby certify that the foregoing Resolution was delivered to Town of Zionsville Mayor Timothy R. Haak on the ____ day of _____ 2018, at _____ m.

ATTEST: _____
Amelia Anne Lacy, Director,
Department of Finance and Records

MAYOR'S APPROVAL

Timothy R. Haak, Mayor

Date

MAYOR'S VETO

Timothy R. Haak, Mayor

Date