

Disclosure of Relative's Contract with the City of Muncie

According to Indiana Code 36-1-21-5, a municipality may enter into a contract or renew a contract for the purchase of goods and services or a contract for public works with an individual who is or a business entity that has an ownership interest by an individual who is a relative of the Mayor or a council member of the municipality if a Disclosure of Relative's Contract is made by the above noted elected official and the elected official does not violate IC 35-44.1-1-4. In addition, the appropriate municipal agency is required to make certain certified statements regarding price or selection of the contractor.

Section 40.07 of the Code of Ethics extends these disclosure requirements to contracts with relatives of other elected officials, appointed officials and employees of the City of Muncie.

The foregoing description consists only of excerpts and clarifying language from IC 36-1-21-5 and Section 40.07 of the Muncie Code of Ordinances. Care should be taken to review IC 36-1-21-5, IC 35-44.1-1.4, and Section 40.07 in their entirety.

Proper disclosure will require cooperation between the unit seeking the contract and the elected official, appointed official, or employee.

1. Name of elected official, appointed official, or employee: _____
2. Elected office or position: _____
3. Description of contract for purchase or public works (To be completed by a representative of department or office executing the contract.)

Type of contract: _____

Project name: _____

Unit or person proposing to execute the contract: _____

Length of contract term: _____

Contracting firm or individual: _____

Anticipated date of action on contract or purchase: _____

4. List individuals with an ownership interest in the contracting firm listed in item 3:

(Attach additional pages, if needed)

Adopted by Muncie Ethics Commission: _____

5. Describe the relationship of each owner listed above who has a reportable family relationship to the elected official, appointed official, or employee named above. Reportable relationships include spouse; parent or stepparent; child, stepchild, or adopted child; brother, half-brother, stepbrother, sister, half-sister, stepsister; niece or nephew; aunt or uncle; daughter-in-law or son-in-law:

(Attach additional pages, if needed)

6. Affirmation of elected official, appointed official, or employee: This disclosure was submitted for acceptance by the City Council and Board of Works in a public meeting prior to final action on the contract or purchase.

Signed: _____ Date: _____

7. Affirmation of representative of department or office executing the contract: I certify that the description of the contract or purchase above is accurate and that:

/ _ / the contract amount or purchase price was the lowest amount or price bid or offered, or

/ _ / the contractor was selected for the reasons described in the attached statement

Name: _____

Position: _____

Signed: _____ Date: _____

8. Acceptance of Disclosure by the Common Council: The Common Council of the City of Muncie this _____ day of _____, 20____ took action at its public meeting to accept the above Disclosure prior to the final action on the contract.

Signed: _____
Council President

9. Acceptance of Disclosure by the Board of Public Works: The Board of Public Works and Safety of the City of Muncie this _____ day of _____, 20____ took action at its public meeting to accept the above Disclosure prior to the final action on the contract.

Signed: _____
Board President

Within 15 days after final action on the contract which is the subject of this Disclosure, copies of this statement must be filed with the State Board of Accounts, the City Clerk, and the Clerk of the Circuit Court of Delaware County.

Adopted by Muncie Ethics Commission: _____