



CITY COUNCIL MEMORANDUM

TO: City Council

FROM: Matthew R. Schmitz, MPA - City Manager

DATE OF MEETING: July 28, 2025

ITEM TITLE: First Reading of an Ordinance Amendment to Chapter 7 Fiscal Management

BACKGROUND:

In the transition to Edmunds GovTech, staff were notified that the prenumbered checks would not be able to be used with the new system. Blank check stock must be ordered along with a specialized printer to be able to print checks once the transition is complete.

DISCUSSION:

The specialized printer will increase check security by using MICR Toner, a specialized type of toner used in laser printers for printing checks and other financial documents. The acronym MICR stands for Magnetic Ink Character Recognition. This toner contains iron oxide particles that allow the printed characters to be magnetized and read by high-speed sorting machines used at financial institutions.

In addition, adding a third signature to the check, the City Manager's, will also help increase security.

RESULTS:

The City has established priorities during strategic planning sessions. This item supports the Vision from that session of supporting high-quality City services. This item helps achieve that vision by ensuring that the checks that the City issues are as secure as possible.

FINANCIAL CONSIDERATION:

Once the new supplement has been mailed to City Hall, fees will need to be paid to Simmering-Cory Iowa Codification. Additional publication costs will also be incurred.

RECOMMENDATION:

Staff recommends a motion to approve the first reading of an ordinance creating provisions pertaining to Code Section 7.07(3) – Fiscal Management – Accounting.

Staff recommends a motion to suspend the statutory rule requiring an ordinance to be considered and voted on for passage at two council meetings prior to the meeting at which it is to be finally passed.

Staff recommends a motion to have this ordinance, which creates provisions pertaining to Code Section 7.07(3) – Fiscal Management - Accounting, placed on its final passage for adoption pursuant to Iowa Code Section 380.3 and to authorize the Mayor to sign the Ordinance. The changes will be effective upon the ordinance summary being published in the newspaper.