City of Carroll

112 E. 5th Street Carroll, Iowa 51401-2799 (712) 792-1000 FAX: (712) 792-0139

MEMO TO: Mike Pogge-Weaver, City Manager MPW

FROM: Laura A. Schaefer, Finance Director/City Clerk LAS

DATE: March 5, 2019

SUBJECT: Carroll Municipal Golf Course and Police Department Change Fund Ordinance

Currently the Golf Course Clubhouse Manager collects and weekly remits money to City Hall for money collected for green fees and golf memberships.

Upon review of operations, it is recommended to have a separate cash/change drawer to process these transactions. Just like all city locations where money is collected, there is a need to have money available on-site to make change. The attached ordinance establishes a change fund for the golf course to have $400.00 available in the cash drawer to start each day for the purposes of making change.

In the same manner, it is recommended to have a change/cash drawer for the Police Department in the amount of $75.00. When City Hall was located in the same building as the Police Department, change could be made at City Hall offices. With the two operations in separate buildings, there is a need to have a change drawer at the Police Department.

RECOMMENDATION: Council discussion and approval by waiving all three readings to establish a change fund/cash drawer for the Carroll Municipal Golf Course Clubhouse and the Police Department.

1869 Carroll 2019 150 YEARS

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF CARROLL, IOWA, 2011, BY ADDING PROVISIONS PERTAINING FOR THE CARROLL MUNICIPAL GOLF COURSE CHANGE FUND AND POLICE DEPARTMENT.

BE IT ENACTED by the City Council of the City of Carroll, Iowa:

SECTION 1. Chapter 7, Section 03(4), of the Code of Ordinances of the City of Carroll, Iowa, 2011, is amended to the following:

> Chapter 7.03(4) Change Funds. The finance officer is authorized to draw a check on the General Fund for establishing a change fund for the purpose of making change without comingling other funds to meet the requirements of the office. Said change fund shall be in the custody of the Clerk, who shall maintain the integrity of the fund. In the same manner and under the same conditions, the Park and Recreation Director is authorized to draw a check on the General Fund for establishing a change fund in the amount of $600.00 to meet the requirements of the Recreation Center, and the Parks and Recreation Director shall maintain the integrity of that fund. In the same manner and under the same conditions, the Parks and Recreation Director is authorized to draw a check on the General Fund for establishing a change fund in the amount of $400.00 to meet the requirements of the Carroll Family Aquatic Center, and the Parks and Recreation Director shall maintain the integrity of such fund. In the same manner and under the same conditions, the Parks and Recreation Director is authorized to draw a check on the General Fund for establishing a change fund in the amount of $400.00 to meet the requirements of the Carroll Municipal Golf Course Clubhouse, and the Parks and Recreation Director shall maintain the integrity of such fund. In the same manner and under the same conditions, the Police Chief is authorized to draw a check on the General Fund for establishing a change fund in the amount of $75.00 to meet the requirements of the Carroll Police Department, and the Police Chief shall maintain the integrity of such fund.

SECTION 2. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval and publication as provided by law.

Passed and approved this 11th day of March, 2019.

CITY COUNCIL OF THE
CITY OF CARROLL, IOWA

_____
Eric P. Jensen, Mayor

ATTEST:

_____
Laura A. Schaefer, City Clerk

I certify that the foregoing was published as Ordinance No._____ on the _____day of _____, 2019.

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Laura A. Schaefer, City Clerk