

ORDINANCE NO. 24-02

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF ALTA, IOWA, BY ADDING A NEW ARTICLE ADDING A FRIENDS OF ALTA BOARD

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

SECTION 1. NEW SECTION. The Code of Ordinances of the City of Alta, Iowa, is amended by adding a new Title 1, Chapter 5, Article 21, entitled FRIENDS OF ALTA BOARD, which is hereby adopted to read as follows:

ARTICLE 21

21.01 **PURPOSE.** The purpose of this article is to provide for a volunteer board to oversee and manage the Alta Community Friends Foundation Fund, hereinafter Fund, for the purpose of enhancing, improving, and growing the City based on the goals of the City and any established requirements of individual donors. As such the City hereby creates the Friends of Alta Board hereinafter referred to as Board.

21.02 MEMBERSHIP.

1. **Number of Members.** The Friends of Alta Board shall consist of five members who shall be appointed by the Mayor following Council approval.
2. **Length of Term.** Each member shall serve a term of three years, except that the initial appointments shall be as follows:
 - A. One member shall be appointed to serve for a term of one year.
 - B. Two members shall be appointed to serve for a term of two years.
 - C. Two members shall be appointed to serve for a term of three years.
 - D. The Mayor shall indicate the length of the term for each of the initial members.
3. **Residency.** At all times a minimum of three members of the Board shall be residents of the City. The Board may consist of up to a maximum of two members who live outside the City limits.

21.03 **Board Leadership.** The Board shall appoint from its membership at the first meeting of the calendar year a Chairperson, Vice-Chairperson, and Secretary.

21.04 Powers and Duties. The Board shall have the following powers and duties:

1. The Board shall manage the funds of the Friends of Alta account in conjunction and with the guidance of the Community Foundation of Greater Des Moines who shall hold the funds and manage the daily investment of funds.
2. The Board shall receive proposals for projects that would benefit from the use of the Fund on at least a bi-annual basis. Projects considered for funding must have a benefit to the community of Alta, Iowa, with a strong community focus.
3. The Board shall make the determination on how the undesignated funds held within the Fund should be spent or whether the undesignated funds should be held for

future community projects. The Board shall only designate or allocate money held in the Fund under the following conditions:

- A. When sufficient funds are available for distribution.
 - B. For designated funds only for projects that meet the goals and objectives of the donor.
 - C. For projects that have been submitted by the City for consideration. The Board shall not identify and fund projects that are not prioritized or a goal of the City based on the submission of a proposal from a City or City board or commission.
4. The Board shall ensure that any and all funds donated for a specific project be held within the Fund and allocated only for the project for which it was dedicated unless the donor shall specifically change their donation directions in writing.
 5. The Board shall work with the Community Foundation of Greater Des Moines to liquidate any gifts or donations of land, physical assets, or financial securities and convert them to cash.
 6. The Board shall as a whole and as individuals promote the use of the Fund within the community as a tool to generate community spirit and charitable giving for the benefit of the City.
 7. The Secretary of the Board shall prepare detailed minutes of each meeting and shall file the minutes with the Clerk for filing in the City's permanent files. A copy of the minutes shall be distributed to the Mayor and Council at their next regular meeting.
 8. The Secretary of the Board shall maintain attendance records of all Board members and their attendance at meetings. Attendance records shall be included in all reports as required by this article.

21.05 MEETINGS. The Board shall meet at least two times each calendar year. Every meeting of the Board shall comply with the *Code of Iowa* in terms of open meeting regulations.

21.06 FUNDS. Funds within the Alta Community Fund are funds of the City and shall be audited with the City's regular and any special audits as required by law. Donations to the Fund shall follow the Code of Iowa and shall be considered public records. All funds distributed from the Fund shall run through the City's financial system and be issued on checks of the City.

21.07 DUTIES OF THE CLERK. The Clerk shall have the following duties:

1. The Clerk shall act as the Board's Treasurer.
2. The Clerk shall retain all records of the Board as part of the City's permanent file, including attendance reports, minutes, and annual reports.
3. The Clerk shall maintain the Fund's financial records and provide the Board and Council with financial statements of the Fund including a monthly balances, monthly receipts and disbursements, a history of funded projects, and the amount allocated to each funded project.
4. The Clerk shall ensure that information on the Fund is posted on the City's website including a link by which individuals may make online donations.

21.08 ANNUAL REPORT. The Board shall prepare and distribute an annual report in February of each calendar year which shall cover the preceding calendar year from January 1 to December 31. The annual report shall include the following:

1. The fund balance of the Fund at the beginning of the year and at the end of the year.
2. A summary of the total gifts and money donated to the Fund in the year.
3. The annual amount of interest earned on the funds during the year.
4. A summary of all funds granted during the year including the name of the organization funded, the project title, the amount of funding provided, the total cost of the project, and the current status of the project.
5. A summary of the attendance of all Board members for the year.

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 by the Council the 6th day of May, 2024, and approved this 13th day of May, 2024.



Mayor

ATTEST:


City Clerk

First Reading: 04/24/2024

Second Reading: 05/06/2024

Third Reading: waived

I certify that the foregoing was published as Ordinance No. 24-02 on the 10th day of May, 2024.



City Clerk