

APPENDIX TO CODE OF ORDINANCES

USE AND MAINTENANCE OF THE CODE OF ORDINANCES

The following information is provided to assist in the use and proper maintenance of this Code of Ordinances.

DISTRIBUTION OF COPIES

1. **OFFICIAL COPY.** The "OFFICIAL COPY" of the Code of Ordinances must be kept by the City Clerk and should be identified as the "OFFICIAL COPY."

2. **DISTRIBUTION.** Other copies of the Code of Ordinances should be made available to all persons having a relatively frequent and continuing need to have access to ordinances which are in effect in the City as well as reference centers such as the City Library, County Law Library, and perhaps the schools.

3. **SALE.** The sale or distribution of copies in a general fashion is not recommended as experience indicates that indiscriminate distribution tends to result in outdated codes being used or misused.

4. **RECORD OF DISTRIBUTION.** The City Clerk should be responsible for maintaining an accurate and current record of persons having a copy of the Code of Ordinances. Each official, elected or appointed, should return to the City, upon leaving office, all documents, records and other materials pertaining to the office, including this Code of Ordinances.

(Code of Iowa, Sec. 372.13[4])

NUMBERING OF ORDINANCES AMENDING THE CODE OF ORDINANCES

It is recommended that a simple numerical sequence be used in assigning ordinance numbers to ordinances as they are passed. For example, if the ordinance adopting the Code of Ordinances is No. 163, we would suggest that the first ordinance passed changing, adding to, or deleting from the Code be assigned the number 164, the next ordinance be assigned the number 165, and so on. We advise against using the Code of Ordinances numbering system for the numbering of ordinances.

RETENTION OF AMENDING ORDINANCES

Please note that two books should be maintained: (1) the Code of Ordinances; and (2) an ordinance book. We will assist in the maintenance of the Code of Ordinances book, per the Supplement Agreement, by revising and returning appropriate pages for the Code of Ordinances book as required to accommodate ordinances amending the Code. The City Clerk is responsible for maintaining the ordinance book and must be sure that an original copy of each ordinance adopted, bearing the signatures of the Mayor and Clerk, is inserted in the ordinance book and preserved in a safe place.

SUPPLEMENT RECORD

A record of all supplements prepared for the Code of Ordinances is provided in the front of the Code. This record will indicate the number and date of the ordinances adopting the original Code and of each subsequently adopted ordinance which has been incorporated in the Code. For each supplemented ordinance, the Supplement Record will list the ordinance number, date, topic, and chapter or section number of the Code affected by the amending ordinance. A periodic review of the Supplement Record and ordinances passed will assure that all ordinances amending the Code have been incorporated therein.

DISTRIBUTION OF SUPPLEMENTS

Supplements containing revised pages for insertion in each Code will be sent to the Clerk. It is the responsibility of the Clerk to see that each person having a Code of Ordinances receives each supplement so that each Code may be properly updated to reflect action of the Council in amending the Code.

AMENDING THE CODE OF ORDINANCES

The Code of Ordinances contains most of the laws of the City as of the date of its adoption and is continually subject to amendment to reflect changing policies of the Council, mandates of the State, or decisions of the Courts. Amendments to the Code of Ordinances can only be accomplished by the adoption of an ordinance.

(Code of Iowa, Sec. 380.2)

The following forms of ordinances are recommended for making amendments to the Code of Ordinances:

ADDITION OF NEW PROVISIONS

New material may require the addition of a new SUBSECTION, SECTION or CHAPTER, as shown in the following sample ordinance:

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF STATE CENTER, IOWA, BY ADDING A NEW SECTION LIMITING PARKING TO 30 MINUTES ON A PORTION OF _____ STREET

BE IT ENACTED by the City Council of the City of State Center, Iowa:

SECTION 1. NEW SECTION. The Code of Ordinances of the City of State Center, Iowa, is amended by adding a new Section 69.16, entitled PARKING LIMITED TO 30 MINUTES, which is hereby adopted to read as follows:

69.16 PARKING LIMITED TO 30 MINUTES. It is unlawful to park any vehicle for a continuous period of more than 30 minutes between the hours of 8:00 a.m. and 8:00 p.m. on each day upon the following designated streets:

- 1. _____ Street, on the ____ side, from _____ Street to _____ Street.

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 ____ day of _____, 20____, and approved this ____ day of _____, 20____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. ____ on the ____ day of _____, 20____.

City Clerk

DELETION OF EXISTING PROVISIONS

Provisions may be removed from the Code of Ordinances by deleting SUBSECTIONS, SECTIONS or CHAPTERS, as shown in the following sample ordinance:

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF STATE CENTER, IOWA, BY REPEALING SECTION 65.02, SUBSECTION 5, PERTAINING TO THE SPECIAL STOP REQUIRED ON _____ STREET.

BE IT ENACTED by the City Council of the City of State Center, Iowa:

SECTION 1. SUBSECTION REPEALED. The Code of Ordinances of the City of State Center, Iowa, is hereby amended by repealing Section 65.02, Subsection 5, which required vehicles traveling south on _____ Street to stop at _____ Street.

SECTION 2. 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 3. 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 ____ day of _____, 20 ____, and approved this ____ day of _____, 20 ____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. ____ on the ____ day of _____, 20 ____.

City Clerk

MODIFICATION OR CHANGE OF EXISTING PROVISION

Existing provisions may be added to, partially deleted, or changed, as shown in the following sample:

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF STATE CENTER, IOWA, BY AMENDING PROVISIONS PERTAINING TO SEWER SERVICE CHARGES

BE IT ENACTED by the City Council of the City of State Center, Iowa:

SECTION 1. SECTION MODIFIED. Section 99.01 of the Code of Ordinances of the City of State Center, Iowa, is repealed and the following adopted in lieu thereof:

99.01 SEWER SERVICE CHARGES REQUIRED. Every customer shall pay to the City sewer service charges in the amount of _____ percent of the bill for water and water service attributable to the customer for the property served, but in no event less than \$ _____ dollars per _____.

SECTION 2. 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 3. 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 ____ day of _____, 20____, and approved this ____ day of _____, 20____.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. _____ on the ____ day of _____, 20____.

City Clerk

ORDINANCES NOT CONTAINED IN THE CODE OF ORDINANCES

There are certain types of ordinances which the City will be adopting which do not have to be incorporated in the Code of Ordinances. These include ordinances: (1) establishing grades of streets or sidewalks; (2) vacating streets or alleys; (3) authorizing the issuance of bonds; and (4) amending the zoning map.

(Code of Iowa, Sec. 380.8)

ORDINANCE NO. ____

AN ORDINANCE VACATING (INSERT LOCATION OR LEGAL DESCRIPTION OF STREET OR ALLEY BEING VACATED) TO STATE CENTER, IOWA

Be It Enacted by the City Council of the City of State Center, Iowa:

SECTION 1. The (location or legal description of street or alley) to State Center, Iowa, is hereby vacated and closed from public use.

SECTION 2. The Council may by resolution convey the alley described above to abutting property owners in a manner directed by the City Council.

SECTION 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4. 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 5. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

Passed by the Council the ____ day of _____, 20 __, and approved this ____ day of _____, 20 __.

Mayor

ATTEST:

City Clerk

First Reading: _____

Second Reading: _____

Third Reading: _____

I certify that the foregoing was published as Ordinance No. ____ on the ____ day of _____, 20 __.

City Clerk

These ordinances should be numbered in the same numerical sequence as any other amending ordinance and placed in their proper sequence in the ordinance book.

SUGGESTED FORMS

FIRST NOTICE – DANGEROUS BUILDING

TO: (Name and address of owner, agent, or occupant of the property on which nuisance is located or the person causing or maintaining the nuisance).

You are hereby notified to abate the nuisance existing at (name location of nuisance) within ___ days from service of this notice or file written request for a Council hearing with the undersigned officer within said time limit.

The nuisance consists of (describe the nuisance and cite the law or ordinance) and shall be abated by (state action necessary to abate the particular nuisance).

In the event you fail to abate or cause to be abated the above nuisance, as directed, or file written request for hearing within the time prescribed herein, the City will take such steps as are necessary to abate or cause to be abated the nuisance and the cost will be assessed against you as provided by law.

Date of Notice: _____

City of State Center, Iowa

By: _____
(enforcement officer)

NOTICE OF HEARING ON DANGEROUS BUILDING

TO: (Name and address of the owner, agent, or occupant of the property on which nuisance is located or the person causing or maintaining the nuisance).

You are hereby notified that the City Council of State Center, Iowa, will meet on the ___ day of _____, 20 __, at _____ p.m., in the Council Chambers of the City Hall, at (address of City Hall) for the purpose of considering whether or not the alleged nuisance consisting of (describe the nuisance) on your property, locally known as _____, constitutes a nuisance pursuant to Chapter _____ of the Code of Ordinances of State Center, Iowa, and should be abated by (state action necessary to abate the particular nuisance).

You are further notified that at such time and place you may appear and show cause why the said alleged nuisance should not be abated.

You are further notified to govern yourselves accordingly.

Date of Notice: _____

City of State Center, Iowa

By: _____
(enforcement officer)

**RESOLUTION AND ORDER
REGARDING DANGEROUS BUILDING**

BE IT RESOLVED, by the City Council of the City of State Center, Iowa:

WHEREAS, notice has heretofore been served on the ___ day of _____, 20___, on (property owner’s name), through (agent’s name or “none”), agent, to abate the nuisance existing at (legal description and address) within ___ days from service of said notice upon the said (name of owner or agent). and

(EITHER)

WHEREAS, a hearing was requested by the said (name of property owner or agent) and the same was held at this meeting and evidence produced and considered by the City Council.

(OR, ALTERNATE TO PRECEDING PARAGRAPH)

WHEREAS, the said owner (agent) named above has failed to abate or cause to be abated the above nuisance as directed within the time set, and after evidence was duly produced and considered at this meeting, and said owner has failed to file a written request for hearing, as provided, after being properly served by a notice to abate.

NOW THEREFORE, BE IT RESOLVED that the owner of said property, or said owner’s agent (name of owner or agent) is hereby directed and ordered to abate the nuisance consisting of (describe the nuisance) by (state action necessary to abate) within ___ days after the service of this Order upon said owner or agent. and

BE IT FURTHER RESOLVED that the enforcement officer be and is hereby directed to serve a copy of this Order upon the said property owner or agent named above. and

BE IT FURTHER RESOLVED that in the event the owner, or agent (name the owner or agent) fails to abate the said nuisance within the time prescribed above, then and in that event the City will abate the said nuisance and the cost will be assessed against the property and/or owner (owner’s name) at (address), as the law shall provide.

Moved by _____ to adopt.

Adopted this ___ day of _____, 20___.

Mayor

ATTEST:

City Clerk

Note: It is suggested by the blank space in the resolution that additional time be allowed the owner to abate the nuisance after the passage of the resolution before any action is taken on the part of the City to abate the same. In some instances, for the sake of public safety, the time element could be stricken from the resolution and immediate action be taken to abate the nuisance after the order is given.

NOTICE TO ABATE NUISANCE

TO: (Name and address of owner, agent, or occupant of the property on which the nuisance is located or the person causing or maintaining the nuisance).

You are hereby notified to abate the nuisance existing at (name location of nuisance) or file written request for a hearing with the undersigned officer within (hours or days) from service of this notice.

The nuisance consists of: (describe the nuisance) and shall be abated by: (state action necessary to abate the particular nuisance).

In the event you fail to abate or cause to be abated the above nuisance as directed, the City will take such steps as are necessary to abate or cause to be abated the nuisance and the costs will be assessed against you as provided by law.

Date of Notice: _____

City of State Center, Iowa

By: _____
(designate officer initiating notice)

NOTICE

REQUIRED SEWER CONNECTION

TO: _____
 (Name)

 (Street Address)
 _____, Iowa

You are hereby notified that connection to the public sanitary sewer system is required at the following described property within _____ () days from service of this notice or that you must file written request for a hearing before the Council with the undersigned office within said time limit.

Description of Property

The nearest public sewer line within _____ () feet of the above described property is located

In the event you fail to make connection as directed, or file written request for hearing within the time prescribed herein, the connection shall be made by the City and the costs thereof assessed against you as by law provided.

Date of Notice: _____

City of State Center, Iowa

By: _____, _____
 (Name) (Title)

NOTICE OF HEARING

REQUIRED SEWER CONNECTION

TO: _____
(Name)

(Street Address)
_____, Iowa

You are hereby notified that the City Council of State Center, Iowa, will meet on the ___ day of _____, 20___, at _____ m. in the Council Chambers of the City Hall for the purpose of considering whether or not connection to the public sanitary sewer system shall be required at the following described property:

Description of Property

You are further notified that at such time and place you may appear and show cause why said connection should not be required.

You are further notified to govern yourselves accordingly.

Date of Notice: _____

City of State Center, Iowa

By: _____, _____
(Name) (Title)

RESOLUTION AND ORDER

REQUIRED SEWER CONNECTION

BE IT RESOLVED, by the City Council of the City of State Center, Iowa:

WHEREAS, notice has heretofore been served on the ___ day of _____, 20___, on

_____,
(Name of Property Owner)

through _____, Agent,
(Agent's Name or "None")

to make connection of the property described as

to the public sanitary sewer located _____
within _____ (_____) days from service of notice upon said owner or agent. and

(EITHER)

WHEREAS, a hearing was requested by the said owner or agent and the same was held at this meeting and evidence produced and considered by the City Council.

(OR AS ALTERNATE TO THE PRECEDING PARAGRAPH)

WHEREAS, the said owner or agent named above has failed to make such required connection within the time set, and after evidence was duly produced and considered at this meeting, and said owner or agent has failed to file a written request for hearing after being properly served by a notice to make such connection or request a hearing thereon.

NOW, THEREFORE, BE IT RESOLVED that the owner of said property, or said owner's agent, _____
(Name of Owner or Agent)

is hereby directed and ordered to make such required connection within _____ days after the service of this ORDER upon said owner or agent. and

BE IT FURTHER RESOLVED that the City Clerk be and the same is hereby directed to serve a copy of this ORDER upon said property owner or agent named above. and

BE IT FURTHER RESOLVED, that in the event the owner, or agent,

(Name of Owner or Agent)

fails to make such connection within the time prescribed above, then and in that event the City will make such connection and the cost thereof will be assessed against the property and/or owner

(Owner's Name)

_____, as provided by law.

(Address)

Moved by _____ to adopt.

Seconded by _____.

AYES: _____, _____, _____

NAYS: _____, _____, _____

Resolution approved this ___ day of _____, 20__.

Mayor

ATTEST:

City Clerk

CHAPTER 23

PARK AND RECREATION COMMISSION

23.01 Commission Established	23.07 Vacancies
23.02 Appointment of Commission Members	23.08 Records
23.03 Qualifications of Commission Members	23.09 Jurisdiction
23.04 Compensation	23.10 Powers and Duties
23.05 Terms of Office	23.11 Commission Account
23.06 Officers	

23.01 COMMISSION ESTABLISHED. A Park and Recreation Commission (the "Commission") is established to supervise the City parks, playgrounds, and recreation centers and to establish and organize recreational programs.

23.02 APPOINTMENT OF COMMISSION MEMBERS. The Commission shall consist of five members who shall be appointed by the Mayor and approved by the Council. In addition to the five appointed members, the Mayor shall serve as an ex officio member of the Commission, and the Mayor, with the approval of the Council, may appoint such other ex officio members as may be beneficial to the parks and recreation program of the City.

23.03 QUALIFICATIONS OF COMMISSION MEMBERS. No less than three members of the Commission shall be bona fide residents of the City and all shall be over the age of 18 years.

23.04 COMPENSATION. The members of the Commission shall receive no compensation for their services.

23.05 TERMS OF OFFICE. All appointments to the Commission shall be for a period of five years and shall terminate on July 1.

23.06 OFFICERS. The Commission shall elect from among its members a Chairperson and Vice Chairperson, each of whom shall serve for a term of one year and until a successor has been elected or until the term expires, which first occurs. The Commission shall elect a Secretary who may, but need not be, a member of the Commission. The Secretary, too, shall serve for a term of one year and until a successor is elected.

23.07 VACANCIES. The Commission shall declare the position of any resident member of the Commission vacant if said member moves permanently from the City, and the Commission may declare the position of any member vacant if said member is absent from six consecutive regular meetings of the Commission. Vacancies on the Commission shall be filled for the unexpired term for which the appointment is made in the same manner as the original appointment.

23.08 RECORDS. The Commission shall keep a permanent record of all its meetings and shall deliver to the Clerk copies of the minutes of each and every meeting of the Commission within a reasonable time after each meeting but never less than two days before the next scheduled meeting of the Council.

23.09 JURISDICTION. Except for the State Center Rose Garden and the park on which the public library is located, the Commission shall have, subject to the direction of the Council when and as the Council may deem advisable, control of the City's public parks, playgrounds and recreation centers whether within or without the corporate limits of the City and the ordinances of the City shall be in full force and effect in and over those areas under the jurisdiction of the Commission.

23.10 POWERS AND DUTIES. The Commission shall possess and exercise the following powers and duties:

1. Recommendations. Develop and recommend to the Council policies, rules, regulations, ordinances and budgets relating to the care, use, government and management of the parks, playgrounds and recreation centers over which the Commission has jurisdiction.
2. Annual Reports. Transmit to the Council during the month of July of each year a report of the Commission's activities and recommendations for the development and operation of the parks, playgrounds, recreation centers and programs over which the Commission has jurisdiction.
3. Development. Exercise broad responsibility for the development of parks, playgrounds, recreation centers and programs for the City and create and appoint advisory groups to make studies and to disseminate information on Commission activities. All such groups shall serve without compensation.
4. Appearance. Plan for the general appearance of the City and its approaches.
5. Program Integration. Be responsible for integrating its programs with other governmental agencies, including, but not limited to, the City, the Community School Districts, the County and other municipalities within the area.
6. Personnel. Employ an Executive Officer and authorize the Executive Officer to employ such assistants and employees as may be necessary for the proper management of the parks, playgrounds, recreation centers and programs and to fix their terms of employment, duties and compensation.
7. Funds. Have exclusive control of the expenditure of all funds allocated for park, playground, recreation and program purposes by the Council, and of all moneys available by gift or otherwise under the rules established by the Commission; provided, however, any expenditure in excess of \$1,000.00 must have the prior approval of the Council and the Commission must stay within its budget.
8. Contracts. Enter into contracts subject to the approval of the Council.
9. Gifts. Accept gifts, devises and bequests of real property subject to the approval of the Council and of personal property, either outright or in trust, and enforce the performance of conditions which may be attached to such gifts, devises or bequests.
10. Property Acquisition. Acquire real property subject to the approval of the Council, either within or without the corporate limits of the City, and personal property for park, playground, recreation or program purposes by lease, purchase or condemnation and take title to real property in the name of the Commission in trust for the public and hold it exempt from taxation.
11. Property Disposal. Sell, exchange or lease, subject to the approval of the Council, any real property acquired by the Commission which in the discretion of the Commission is unfit, not desirable, unnecessary or not required for park purposes.

23.11 COMMISSION ACCOUNT. All money appropriated by the Council for the operation and maintenance of the Commission shall be set aside in an account for the Commission. Expenditures shall be made only on orders of the Commission (approved by the Council when required by the preceding section) and signed by its Chairperson or Vice Chairperson and Secretary. The warrant writing officer is the Clerk.

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CHAPTER 24

ROSE GARDEN BOARD

24.01 Board Created
24.02 Definitions
24.03 Terms of Office
24.04 Vacancies
24.05 Limited Service
24.06 Qualifying for Service
24.07 Board Meetings
24.08 Officers

24.09 Compensation
24.10 Principal Duty of the Board
24.11 Fiscal Year
24.12 Budget
24.13 Gifts
24.14 Accounting
24.15 Termination of Board

24.01 BOARD CREATED. The Rose Garden Board, consisting of five members, is hereby created as an administrative agency of the City to maintain and improve the public rose gardens of the City, such Board to have commensurate authority to perform such duty. Board members shall be nominated by the Board Chairperson and appointed by the Mayor with consent of the Council.

24.02 DEFINITIONS. When used in this chapter, unless the context otherwise requires:

1. "Board" means the Rose Garden Board created by this chapter.
2. "Public rose gardens" means the real property owned by the City and designated from time to time by the Council as public rose gardens.

24.03 TERMS OF OFFICE. All appointments to the Board, except those to fill vacancies, shall be for a period of five years, beginning on July 1 and ending on June 30.

24.04 VACANCIES. A vacancy on the Board shall be filled by the Board even though the remaining members of the Board do not constitute a quorum. All appointments by the Board shall be subject to and become effective upon approval of the Council. The appointment to fill a scheduled vacancy for a regular five-year term commencing on July 1 shall be accomplished during the preceding June. An appointment to fill a vacancy for the remainder of an unexpired term shall be accomplished within 60 days after the vacancy occurs.

24.05 LIMITED SERVICE. No person shall be eligible to serve as a member of the Board for more than one partial and two full terms.

24.06 QUALIFYING FOR SERVICE. In order to qualify as a member of the Board, a person must be of legal age, a resident of the City, and sign and file a statement with the Secretary of the Board accepting appointment as a member of the Board and agreeing to serve for the term specified in the statement, except that one member of the Board may be a resident of State Center Township and not a resident of the City.

24.07 BOARD MEETINGS. During the month of July of each year the Board shall hold an organizational meeting on the call of the President. At the organizational meeting the Board shall elect from among its members officers to serve during the fiscal year and shall fix a schedule of regular meetings for the fiscal year. Special meetings of the Board may be held on call of the President or a majority of the members. The failure of a member to attend at least 50

percent of the regular meetings of the Board during a fiscal year shall constitute a resignation from the Board by such member.

24.08 OFFICERS. The officers of the Board to be elected at the annual organizational meeting shall be a President, Vice President and Secretary-Treasurer. Meetings of the Board shall be presided over by the President and in the absence of the President by the Vice President. The Secretary-Treasurer shall prepare and preserve minutes of all meetings of the Board and shall prepare and preserve a complete accounting of all financial affairs of the Board.

24.09 COMPENSATION. No member of the Board shall receive any compensation for service rendered as a member of the Board. No member of the Board shall be entitled to payment for expenses advanced or incurred on behalf of the Board unless such expenses had been previously approved by the Board.

24.10 PRINCIPAL DUTY OF THE BOARD. The Board shall have custody of the public rose gardens. It is the Board's duty to acquire, plant and care for roses in the public rose gardens and to maintain and improve the grounds constituting the public rose gardens.

24.11 FISCAL YEAR. The budget and other financial records of the Board shall be maintained on a 12-month accounting year commencing on the first day of July of each year.

24.12 BUDGET. For each fiscal year, the Board shall prepare and submit to the Council an annual budget that reflects all anticipated receipts and expenditures. Prior to the regular meeting of the Council in January of each year, a designated representative of the Board shall meet with the finance committee of the Council and present the Board's request for funding from the Council for the next succeeding fiscal year.

24.13 GIFTS. The Board shall have exclusive control over all property and money contributed to it by way of gifts from private citizens.

24.14 ACCOUNTING. All funds received by the Board from appropriations by the Council or by gifts from private citizens or from any other sources shall be deposited in a Federally insured bank account and disbursed therefrom upon the order of the Board by checks co-signed by the President and Secretary-Treasurer. Within two months after the close of each fiscal year, the Board shall submit to the Council an itemized accounting of all of its receipts and expenditures for such year.

24.15 TERMINATION OF BOARD. In the event that the Board ceases to exist as an administrative agency of the City, the accumulated and unexpended funds of the Board shall be allocated by the Council to a special trust fund to be used for accomplishing the purposes for which the Board was created.