



SIMPCO Services

POWER HALF HOUR

*Municipal Code Updates &
Maintenance Plans*

simpco



Overview

Municipal Codes

Codification Requirements

Section 380.8 of the *Code of Iowa* requires cities to compile a code of ordinances containing all city ordinances in effect, except grade ordinances, bond ordinances, zoning map ordinances, ordinances vacating streets and alleys, and ordinances containing legal descriptions of urban revitalization areas and urban renewal areas.

Maintenance Requirement

- Insertion of new ordinances/amendments
- To be completed annually
 - Internal
 - Contracted services

or

- Codified at least once every five years



Maintenance Plan

Annual

- Summary of state legislative changes
- Review to incorporate state changes
- Incorporation of resolutions/ordinances at local level
- Provision of sample language as available
- Option to include a printed book annually



Maintenance Plan

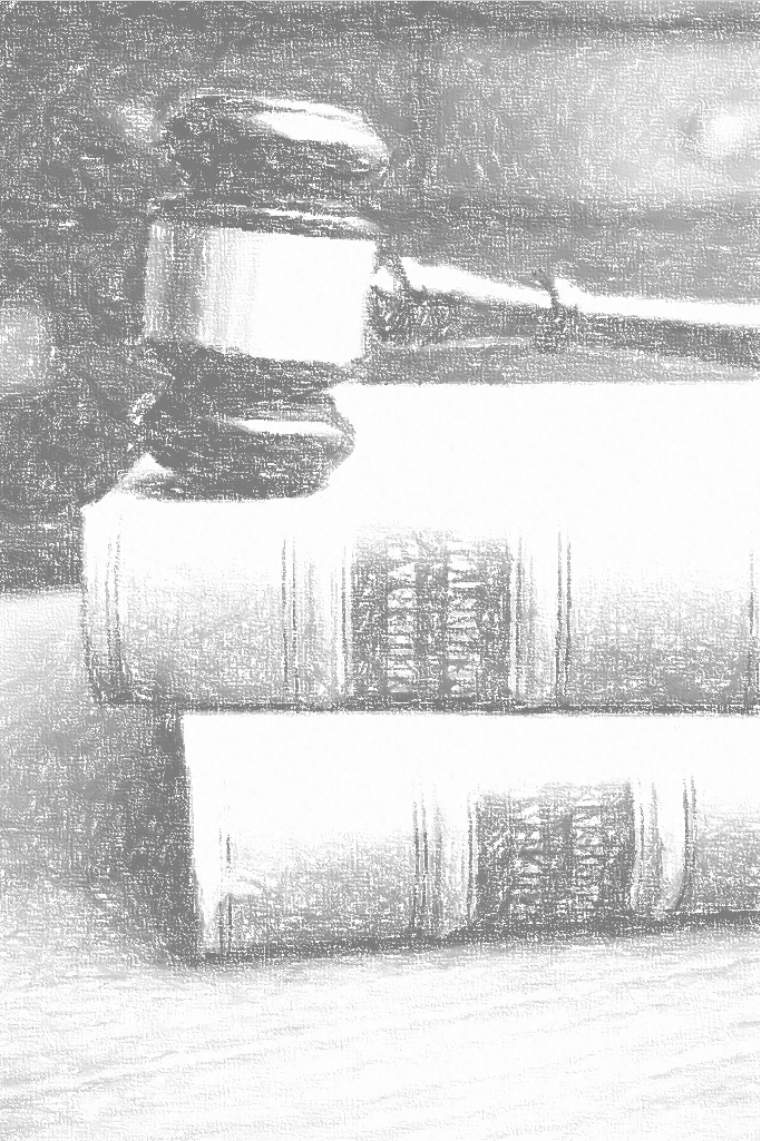
Annual

- Objective is to save the community costs over time
- Get in touch if you would like to move forward with a maintenance plan





SIMPCO's Approach



1. Review existing
2. Collect resolutions, amendments
3. Determine additions needed
4. Prepare draft for review by Council & City Attorney
5. Finalize edits
6. Public hearing
7. Council for approval/adoption

Review existing

- Year last updated
- Format
 - digital or paper
 - organization of titles/chapters
- Resolutions/Amendments to be added
- Unique ordinances
- Additional ordinances requested
 - sample or attorney provided language
 - new, no language provided



Collect resolutions, amendments

All resolutions/amendments since last update

- new/modified ordinances
- utility rates

City-specific content

- franchise agreements
- special ordinances



Determine additions needed

Provide background any new ordinances desired

- Samples from other communities
- Details on why it is necessitated at community level
- Drafted language from city attorney
- Review & select optional ordinances as available



Draft & review

- Cross reference existing code with current Model format
- Incorporate
 - resolutions/amendments as provided
 - city-specific language and special ordinances
 - changes at state level requiring modification at local level
 - home rule allowances
 - state parameters
- Submit to city for review by Council & City Atty



Finalize & Adopt

- Finalize edits



Finalize & Adopt

- Finalize edits
- Public readings



Finalize & Adopt

- Finalize edits
- Public readings
- Council for approval & adoption



How to Get Started

City provisions

- ✓ Existing code in digital format
- ✓ Resolutions/ordinances passed since last update
- ✓ List of new ordinances/resolutions desired
- ✓ Confirm format
- ✓ Commit to timeline for initial and final reviews
- ✓ Determine if project will include maintenance plan
- ✓ Sign Project Agreement



Thank you

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