

## Cost For Services

The Regional Planning commission's City Codification Services are available to current RPC members only. Fees are charged based on an evaluation of the city's current codebook and the estimated time to complete the update. Costs range for services is approximately \$2,500 to \$4,000 depending on the size and current condition of the codebook. Annual update services are also available.



The RPC offers a basic model code with standard ordinances necessary for an Iowa municipality. Codes are added or removed to the model depending on individual city needs. Special ordinances, including franchise ordinances, water, sewer, and others are included in the code, but are generally not altered. Ordinances such as zoning and sub-division are not included as a part of the update. The RPC can update these ordinances as an additional service.

## MODEL CODE

The RPC participates in the Iowa Council of Governments model code association that maintains a model set of ordinances. This model code is updated annually by an Iowa municipal attorney, and includes current changes made in the Iowa code, and from any legal opinions and precedents set in Iowa Courts. This organization has over 22 years of experience working daily with the municipal codes. The RPC has been providing codification service since 1996.



### Area 15 Regional Planning Commission

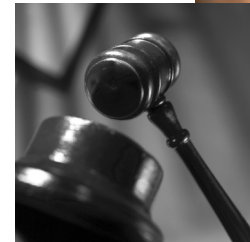
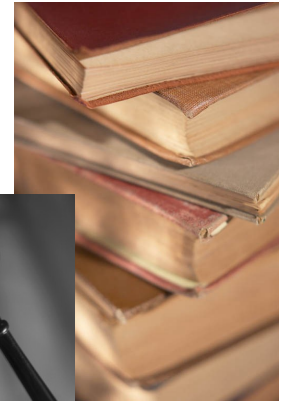
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### AREA 15 Regional Planning Commission

# CITY CODIFICATION SERVICES



Tel: 641.684.6551



## WHY UPDATE OUR CITY'S CODE?

Cities are required by *Code of Iowa* Section 380.8 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.



## PROCEDURE

The RPC provides codification services on a contractual basis with each city. Upon approval of contract, the RPC then obtains a set of all city codes from the city clerk. Upon review of the city's codes, a new model code is prepared based on the most current changes in the Iowa Code. Once a draft set of ordinances is prepared, the RPC will send copies to the city for review. The City may choose to review the ordinances independently or with assistance from the RPC. Normally the city will sit down at a special council meeting and review the entire set of ordinances. It is recommended that the city have the draft reviewed by its attorney. The RPC will then prepare a final draft of the code. A publishing and public hearing procedure is used to formally present the code to the public before final approval by the city council.



## WHERE IS THE CODE KEPT?

The city clerk must maintain a copy of the code at city hall. Additional copies are frequently placed at the public library and the county law library. Many cities provide a copy of the code to their elected officials.

## HOW TO MAINTAIN CITY CODES AFTER RE-CODIFICATION

First, the city may compile an annual supplement to the code of ordinances. This supplement consists of all new ordinances and amendments to ordinances that became effective during the previous year. This supplement must be adopted by a resolution of the council and placed in the code of ordinances.

Secondly, the city may insert new ordinances or amendments to ordinances directly into the code itself. This must be done at least annually. This works especially well for cities that maintain a copy of their city code as a word processing document, allowing for quick and convenient updating. RPC offers annual maintenance services upon request.

## HOW FREQUENTLY SHOULD THE CODE BE UPDATED?

If the city does not compile an annual supplement, annually insert changes into its code directly or has not made any additions or amendments to the city code, it must compile or "codify" the code of ordinances at least *every five years*. If there have been no substantive changes to the code, the city may simply adopt the code by ordinance, following public notification rules.