



April 8, 2026

City of Oelwein
Attn: Dylan Mulfinger
20 2nd Avenue SW
Oelwein, IA 50662

Mr. Mulfinger,

Thank you for the opportunity to submit a proposal to the city for an update of the city's Code of Ordinances. I hope that you will see that Iowa Codification has the experience, expertise, and history to work with you and the city to update your code and maintain the code over the long term. We have been doing codification services within the State of Iowa for over 30 years and have over 500 cities and counties in the State that we provide services to. We would be honored to have Oelwein as one of those clients!

This proposal provides a detailed overview of our process when updating a city's code.

FIRM QUALIFICATIONS AND EXPERIENCE

Simmering-Cory | Iowa Codification is an Iowa based and owned company that provides grant writing and administration services, other planning services, and codification services. We are the only privately owned codification company based in Iowa and owned by Iowans. Our codification services are specific to the cities and counties in the State and because of this we feel we are best able to assist our Iowa clients with their codification needs.

Simmering-Cory | Iowa Codification is owned by Jennifer Movall and Justin Yaroseich who are working partners who will be involved in your codification project should the city select Simmering-Cory | Iowa Codification for this project. Both Jennifer and Justin have a strong history of helping communities with their codes as well as a strong background in city government. Jennifer is the former Finance Director in Storm Lake, Iowa, and Justin is the former City Clerk/Assistant City Manager in Storm Lake, Iowa. This background provides us with a unique background and experience that can be valuable to our clients in updating their code of ordinances.

It is our desire to be a long-term partner with the city in maintaining their code. As such we don't view our work as a single project until the city is ready to update again in five years. We also provide regular codification supplementing services to our clients and we regularly review changes in Iowa laws based by the Iowa Legislature and Iowa Courts to determine needed modifications to the city's code of ordinances.

Many of our clients, in both larger cities like Waukee and our smaller clients like Bedford, have us do updates on a scheduled basis to ensure that they maintain their code on a regular basis. Waukee does this monthly while Bedford does it annually. We have other clients that do updates as they adopt ordinances or on a quarterly or bi-annual basis. We work with the client to determine the schedule that fits them best.

PROJECT APPROACH AND METHODOLOGY

We believe that our approach is effective and provides for the most thorough review of the current code and best outcome for a new code. One of the key elements to a successful project, in our opinion, is the involvement of a codification team. Some of our competitors will have one individual working on your code project where we utilize a process that involves our entire team and a minimum of four Simmering-Cory | Iowa Codification team members being involved in your project.

The following process is what we would propose for the city's project:

- STEP 1 The project will be assigned to one of our Code Editors. We have four Code Editors currently on staff and they will take the role as project manager for your project.
- STEP 2 Code Editor Review. The process will begin with the Code Editor conducting a full review of the city's existing code and any ordinances adopted by the city since the last update. During this review the Code Editor will be developing questions for the city to review. These questions are a variety of verification, clarification, and suggestions.
- The Code Editor will send these questions to the city in groups as the review is conducted and so as not to overwhelm the city staff with a long list of questions.
- Typically, the Code Editor will present between three and seven sets of questions to the city; however, the number will vary depending on the Code Editor, the City's preference, and other factors.
- STEP 3 City Requested Changes. Step 3 will run concurrently with Step 2. If the City has certain topics and issues that they want to address during the codification process they can bring those to the attention of the Code Editor who will work with them to provide samples and suggestions for improvements to the current language.
- STEP 4 Code Editor Workbook. During Steps 2 and 3 the Code Editor is working on the development of a Code Editor's Workbook which is the instruction book for how the new code will be put together by the Code Writer. At the end of this step and once all the Code Editor's questions have been answered by the city the Code Editor's Workbook will be forwarded to the Code Writer for Step 5.
- STEP 5 Draft Code Development. In Step 5 the project changes over to the responsibility of our Code Writer (team member number two involved in the project), who is a second team member in our office who will work on your project. The Code Writer will utilize the Code Editor's Workbook to develop a new draft code for the city.
- STEP 6 Draft Code Markup. Once the Code Writer has finished the development of the draft code, they will return the Code Editor's Workbook and draft to the Code Editor for a general review and markup. The Code Editor will then review to make sure the Code Writer captured everything and will markup the draft with notes and additional questions for the City's review. They will provide the draft to the city for review.
- STEP 7 Draft Review by City. The city will review and markup the draft for edits and changes based on their review. I usually suggest and recommend that the city focuses on content modifications here; however, if you identify formatting or grammatical edits that are needed to mark those as well. But our hope is that the city's main focus is on the content.
- STEP 8 Proofing Review. Step 8 runs concurrently with Step 7. Proofing review is conducted by our in-house proofer (team member number three involved in the project). The proofer is reviewing the draft to verify that the notes and language in the Code Editor's Workbook were made and for formatting and grammatical edits that are needed. The Proofer will provide their notes, changes, and questions to the Code Editor for updating within the draft.
- STEP 9 Draft Edits. Once the City has provided its comments on the draft back to the Code Editor, the Code Editor will start making those modifications and updating the draft with the city's

notes and changes and the changes identified by the proofer. If there are new ordinances adopted by the city those will be incorporated at this time along with any legislative changes that are new and needed.

- STEP 10 Final Verifications. The Code Editor will work with the city to verify any needed final verifications of language changes and added materials to ensure accuracy and correct content within the final draft.
- STEP 11 Final Proof. Following the resolution of all outstanding items and review of the changes needed and identified by both the proofer and the city the Code Editor will conduct a final proof and forward the final draft of the code to the Final Proofing step. Final proofing is conducted by one of the business owners on all projects prior to printing the code. The final proof is completed by the owner who hasn't been involved in the project to this point creating that fourth team member involved in the project.
- Please note that during the final proof it is feasible that there may be a few additional questions or clarifications that are found and follow up with the city may be needed.
- STEP 12 Proceedings. While final proof is being conducted the Code Editor will develop the proceedings and instructions for adoption of the code following final proofing. The Code Editor will also verify the number of copies to be printed, and the number of binders and tab sets needed by the city. If not already determined the Code Editor will verify if the city is going to go with the Simmering-Cory | Iowa Codification online hosted code format.
- STEP 13 Printing. Once the final proof is completed and any final items have been resolved Simmering-Cory | Iowa Codification will print the purchased books and ship to the client. The proceedings will be provided in electronic format along with instructions for adoption.
- STEP 14 Adoption. The city will conduct the proper process and proceedings to adopt the new code including setting up and holding a public hearing and adopting the ordinance on three separate readings.
- STEP 15 Online Code Setup. While the city is going through the adoption process Simmering-Cory | Iowa Codification will be working on the conversion of the code into the hosted online format, if the city has purchased that option.
- STEP 16 Completion of Adoption. Once the City has adopted the Code and either published or posted, as required, the adopting ordinance they will return to us the proof of publication and the adopting ordinance. We will then update the Code to show the adoption and send the digital copy of the code to the city along with any replacement pages needed. If the city has the online code, we will also update on the online code with the adopting documents. This then completes the project, and the client moves into a maintenance status.

Simmering-Cory | Iowa Codification are not attorneys, nor do we employ any attorneys in our operation. The legal elements of the project are primarily provided by the City Attorney. The City Attorney is the attorney that will have to defend the City in legal action, and as such we recommend that they provide legal opinions and recommendations because of their role for the City.

Again, the entire process is developed and implemented to provide fresh eyes on the project and to ensure checks and reviews throughout the process by various members of the Simmering-Cory | Iowa Codification team. We also have ensured that the process involves the city in the entire process through the process of

answering questions, raising topics, and providing review and feedback on draft language throughout the process.

We fully understand that not one of us is absolutely perfect and as such the more eyes we can have throughout the process the more likely we are to get to a final project that is solid and usable for the city.

PROJECT SCHEDULE

The project is divided into three main timeline components but can be spread into smaller sub-project timelines based on discussion and consultation with the city after an award of the project. In general terms and based on the history of several projects the following timeline is an estimate for the city's project. We would note that while we work to complete the project in a timely manner for the city, we also want to ensure that the final product is complete and correct and if additional time is needed for an element of the project we would work toward allowing additional time for that purpose.

The following timeline is tied to the project steps identified in the previous section of our proposal.

Steps 1 through 4	Beginning following award and running for a period of approximately five to seven months.
Steps 5 through 6	Estimated timeline is approximately 30 days for development of the draft and 20 days for review and markup of the draft by the Code Editor. We would like to note that this step can take additional time depending on when the draft is ready for development and the number of projects that the Code Writer has in their workload at that time.
Steps 7 through 10	Typical timeline is three months. Our proofer will usually complete their review within 45 days; however, based on our experience the city review of the draft, depending on the process used by the city, can take three to five months. There is a wide range of review times here. We have seen city draft review take as long as one month and up to multiple years.
Steps 11 through 13	The final proof process typically takes about two to four weeks, and printing is usually two weeks or less. The time between final proof and printing can take longer if there are additional questions or clarifications identified in the final proof review.
Step 14	The adoption process can take between one and four months depending on the number of regular council meetings the city has per month and whether or not the city decides to waive any readings of the ordinance.
Step 15	The development of the online code, if selected as an option, typically takes one to two months to complete.

Step 16

The final updating of the code and delivery of the digital copy typically occurs within one to two weeks of receipt of the adopting ordinance and proof of publication.

In total we would estimate that the project is most likely going to take between a year and 18 months to be completed from start to finish. There are numerous variables within the timeline that can modify the overall actual timeline of the project.

DELIVERABLES

As part of the codification project, we will be providing the city with the following deliverables:

Various Sets of Questions	Digital in format, typically PDF documents by email
Various Samples and Markups	Digital in format, typically PDF documents by email
Draft Code	Digital in format, PDF document by email
Final Verifications	Digital in format, PDF documents by email
Final Code Book	1 Printed Code Book Includes a new 2-inch D-Ring Binder Includes a new set of tabs
Digital Copy of Code	Code in digital format in MS Word and PDF format
Online Hosted Code	Provided link to hosted code for city to use on their website

Additional printed copies of the code and new binders and tabs can be purchased if the city would like to have additional copies. Pricing for these items is provided in the Cost Proposal Section of this proposal.

COST PROPOSAL

The cost of the codification project for the city is proposed at a total of \$10,000.00. The cost of the project will be split into three payments over the duration of the project as follows:

Down Payment	\$3,000.00
Draft Payment	\$4,000.00
Final Payment	\$3,000.00

This price includes the code update project as outlined above with the following exceptions:

1. The price does not include assistance to the city for the modification or development of a new Zoning Code.
2. The online code development is NOT included in the proposal price here. Please see Optional Services Section below for more information.

OPTIONAL SERVICES

Our optional services include the following:

1. Online Code Services.

2. Regular Supplementing Services.
3. Legislative Changes.

The rest of this section provides additional details and pricing on each of these three optional services.

Online Code Services

Simmering-Cory | Iowa Codification can provide our clients with a hosted online code that is a fully functional online code that allows for full searching functions and is mobile device friendly. The site does allow users to email links directly from the website for sections and chapters from the site and when the user creates an account on the system (the account is free and available to anyone accessing the site) additional options like setting favorites, adding annotations or notes, and getting updates are available with the online code.

We have seen a number of our clients that, when choosing to go to the online code, have reduced the overall number of printed books that the city maintains.

The other benefit to the online hosted option is if the city does do regular updates (called supplementing) the supplementing process includes updating the online code so that when the city gets the replacement pages for the paper books the online code is also updated.

The online code product has two price components as follows:

Online Setup Fee	This is a fee to convert the finished code product into the online format. This fee is a one-time fee. The fee is based on the overall size of the code (in total number of pages) at the end of the project.
	Estimated Cost. Based on a final code between 500 and 600 pages the Setup Fee would be \$875.00

Online Annual Web Hosting	This fee is an annual fee that is paid to our partner firm for hosting the online code and covering the cost of the servers and redundancy to ensure up time for the code products.
	Estimated Cost. Based on a final code between 500 and 600 pages the Annual Web Hosting fee would be \$475.00.

Following the completion of the final proof we will reevaluate the code’s size and re-price the online components to ensure that it is accurate.

Regular Supplementing Services

The final optional service is an annual or ongoing supplementing or updating process for the city’s code. Simmering-Cory | Iowa Codification provides these services to a number of our clients. Supplementing services involve our firm taking the city’s adopted ordinances and incorporating them into the code, reprinting those pages needing to be replaced, and updating the online code if that option is selected.

Supplementing the code can occur in various timelines including the following:

Monthly	Adding ordinances as they are adopted on a monthly basis. If no ordinances have been adopted in the month, no supplement is completed.
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Quarterly	Adding ordinances every three months based on the schedule determined by the city.
Bi-Annually	Adding ordinances every six months based on the schedule determined by the city.
Annually	Adding ordinances every 12 months based on the schedule determined by the city.

Pricing for supplementing services is based on the number of pages that need to be reprinted and updated in the book. There are two types of pages for supplements as follows:

Changed Pages	These are the pages that the Code Editor has to actually make modifications to as a result of the adopted ordinance. These can include the table of contents, divider pages, index pages, and supplement record updates.
Second Pages	These pages are pages that have to be reprinted to maintain consistency of the paper books, but where no content changes occurred. For example, if Page 25 changes we would have to also reprint Page 26, which would be second page. Second pages are also those pages that that have to be reprinted because content that was added pushed the content on the following pages which also need to be reprinted.

Supplement pricing is based on the type of page that is printed and the number of copies or sets of replacement pages that need to be printed and supplied to the city. If the city also has the online code the pricing for the changed pages increases to cover the updates to the online code. The online code does not have second pages so there is no cost increase for the second pages.

The following pricing is the current pricing based on the number of printed sets of replacement pages between one and five sets.

Number of Paper Books Maintained	Change Page Price No Online	Change Page Price With Online	Second Page Cost
1-5	\$28.00	\$38.00	\$4.00
6-10	\$29.00	\$39.00	\$5.00

These are the current prices, and the prices are subject to future rate increases.

Legislative Changes

Annually, typically in July or August, we send out to our current clients an annual legislative packet that identifies the bills adopted by the Iowa legislature and signed by the Governor that impact the majority of city codes in the states. The packet includes a brief description of the legislation and a price for each change and an order form that the city can choose which changes they feel are important to have for their code.

The price for each change is based on the research time, the drafting of an ordinance specific to the city, and the supplementing cost as indicated above. Typically, legislative changes can run between \$150.00 and \$400.00 depending on the size and type of change.

CONCLUSION

Thanks again for the opportunity to submit a proposal to the city for codification services. As we hope you can see from our proposal, we see this as a long-term commitment to our clients and partnership of investment in not only our clients but their communities.

Following the review of our proposal, if you have any questions, please feel free to contact me by phone at 641-355-4073 or by email at jennifer@sc-ic.com.

Thanks for your consideration.

Sincerely,



Jennifer Movall
Simmering-Cory | Iowa Codification