

## **NOTICE OF A STUDY SESSION BONDURANT CITY COUNCIL JULY 29, 2024**

**NOTICE IS HEREBY GIVEN** that a Study Session of the City Council will be held at 6:00 PM on July 29, 2024, in the Bondurant City Center, 200 Second Street, Northeast, Bondurant, Polk County, Iowa. Said meeting is open and the public is encouraged to attend.

### **AGENDA**

1. Roll Call
2. Call to Order and Declaring a Quorum
3. Abstentions declared
4. Perfecting and Approval of the Agenda
5. Guests requesting to address the City Council
6. Consent Agenda:  
*All items listed below are considered routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately.*
  - a. Applications for Council Approval
  - b. Receive & File - Library Board Meeting Minutes of June 5, 2024 & Director's Report
  - c. Receive & File - Bondurant Emergency Services Monthly Report for June 2024
  - d. - Resolution approving Updates to Employment Agreement
  - e. - Resolution approving Pay Request No. 3 to Gerard Tank & Steel for the Water Tower Project in the amount of \$269,657.50
  - f. - Resolution authorizing Mayor to execute an agreement with Confluence for Zoning, Subdivision, and Sign Code update in the amount of \$60,500
  - g. - Resolution of endorsement for the City of Bondurant's grant application request to the Iowa Department of Transportation's Traffic Safety Improvement Program for funding to assist with the Grant Street South realignment and intersection enhancement project
7. Discussion Items -
  - a. Urban Chickens
  - b. Capital Update
  - c. Law Enforcement Study Findings
8. **Closed Session**- Pursuant to Iowa Code 21.5.1(j) to discuss property

The Bondurant City Council maintains the right to waive the first and second readings of ordinances presented and may pass the third and final reading of the same ordinance within the same council meeting.

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the City Council during the meeting, should contact the City Clerk, (515) 967-2418 or [shagan@cityofbondurant.com](mailto:shagan@cityofbondurant.com), no fewer than two business days prior to the meeting to enable the City of Bondurant to make reasonable arrangements to assure accessibility or language assistance for the meeting.

*\*Participants wishing to speak on a topic should message the meeting moderator. All participants are asked to mute their individual computers at times when they are not speaking to minimize background noise. Join: <https://us02web.zoom.us/j/84592656395>*

acquisition and 21.5.1(c) potential or pending litigation

## 9. Adjournment

The Bondurant City Council maintains the right to waive the first and second readings of ordinances presented and may pass the third and final reading of the same ordinance within the same council meeting.

Any person with a disability who requires a modification or accommodation in order to participate in the meeting, or any person with limited English proficiency (LEP) who requires language assistance to communicate with the City Council during the meeting, should contact the City Clerk, (515) 967-2418 or [shagan@cityofbondurant.com](mailto:shagan@cityofbondurant.com), no fewer than two business days prior to the meeting to enable the City of Bondurant to make reasonable arrangements to assure accessibility or language assistance for the meeting.



# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY

CLOUD WINE, LLC

NAME OF BUSINESS(DBA)

Lucky Wife Wine Slushies

BUSINESS

(515) 368-0295

ADDRESS OF PREMISES

Main Street Southeast

PREMISES SUITE/APT NUMBER

parking lot next to Little House on Main

CITY

Bondurant

COUNTY

Polk

ZIP

50035

MAILING ADDRESS

Main Street Southeast

CITY

Bondurant

STATE

Iowa

ZIP

50035

## Contact Person

NAME

Dawn Thompson

PHONE

(515) 368-0295

EMAIL

luckywifewineslushies4@gmail.com

## License Information

LICENSE NUMBER

LICENSE/PERMIT TYPE

TERM

STATUS

Special Class C Retail Alcohol License

5 Day

Submitted to Local Authority

TENTATIVE EFFECTIVE DATE

Aug 5, 2024

TENTATIVE EXPIRATION DATE

Aug 9, 2024

LAST DAY OF BUSINESS

SUB-PERMITS

Special Class C Retail Alcohol License

PRIVILEGES



# State of Iowa

Alcoholic Beverages Division

## Status of Business

BUSINESS TYPE

Limited Liability Company

## Ownership

### • Individual Owners

| NAME          | CITY     | STATE | ZIP   | POSITION  | % OF OWNERSHIP | U.S. CITIZEN |
|---------------|----------|-------|-------|-----------|----------------|--------------|
| Dawn Thompson | Humboldt | Iowa  | 50548 | owner/ceo | 100.00         | Yes          |

## Insurance Company Information

INSURANCE COMPANY

Founders Insurance Company

POLICY EFFECTIVE DATE

Aug 5, 2024

POLICY EXPIRATION DATE

Aug 10, 2024

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE  
DATE

OUTDOOR SERVICE EXPIRATION  
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE  
DATE

TEMP TRANSFER EXPIRATION  
DATE



# State of Iowa

Alcoholic Beverages Division

## Applicant

|                      |                                |                |        |       |
|----------------------|--------------------------------|----------------|--------|-------|
| NAME OF LEGAL ENTITY | NAME OF BUSINESS(DBA)          | BUSINESS       |        |       |
| ROYA LLC             | World Class Liquor and Tobacco | (515) 657-0338 |        |       |
| ADDRESS OF PREMISES  | PREMISES SUITE/APT NUMBER      | CITY           | COUNTY | ZIP   |
| 96 Paine Circle SE   | #1 & #2                        | Bondurant      | Polk   | 50035 |
| MAILING ADDRESS      | CITY                           | STATE          | ZIP    |       |
| 1004 dee st se       | Bondurant                      | Iowa           | 50035  |       |

## Contact Person

|              |                |                         |
|--------------|----------------|-------------------------|
| NAME         | PHONE          | EMAIL                   |
| Roshan Dahal | (515) 657-0338 | dahalroshan65@gmail.com |

## License Information

|                |                                |          |                              |
|----------------|--------------------------------|----------|------------------------------|
| LICENSE NUMBER | LICENSE/PERMIT TYPE            | TERM     | STATUS                       |
| LE0003917      | Class E Retail Alcohol License | 12 Month | Submitted to Local Authority |

|                          |                           |                      |
|--------------------------|---------------------------|----------------------|
| TENTATIVE EFFECTIVE DATE | TENTATIVE EXPIRATION DATE | LAST DAY OF BUSINESS |
| Aug 1, 2024              | July 31, 2025             |                      |

SUB-PERMITS

Class E Retail Alcohol License

PRIVILEGES



## Status of Business

BUSINESS TYPE

Limited Liability Company

## Ownership

### • Individual Owners

| NAME         | CITY       | STATE | ZIP   | POSITION | % OF OWNERSHIP | U.S. CITIZEN |
|--------------|------------|-------|-------|----------|----------------|--------------|
| Roshan Dahal | DES MOINES | Iowa  | 50315 | CEO      | 100.00         | Yes          |

## Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE  
DATE

OUTDOOR SERVICE EXPIRATION  
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE  
DATE

TEMP TRANSFER EXPIRATION  
DATE

# Special Event Packet



## Special Event Permit—Guidelines and Requirements

As an individual or organization requesting use of City of Bondurant public property or right-of-way for a special event, you have basic responsibilities to fulfill in order to conduct your event with the approval of the City of Bondurant. The public property may include the use of the streets, trail system, or parkland. Receiving approval from the City of Bondurant does not preclude responsibility for any additional permits or approvals by the City or related to state and federal regulations. The City reserves the right to impose special guidelines and restrictions based on the nature of the proposed event and its attendant circumstances.

The City of Bondurant will determine whether an event is classified as a Special Event if outside of the description stated. The following general guidelines and responsibilities apply to activities such as parades, runs/walks, athletic events, street fairs, outdoor concerts, block parties, bicycling events, and/or fundraisers.

- A. Upon issuance of the Special Events Permit, the applicant must comply with insurance provisions requiring a certificate of Insurance naming the City of Bondurant and its officials, agents, employees, and board members as a co-insured in the following amounts: General Liability and Dram Shop Insurance (if serving alcohol) coverage in an amount not less than \$1,000,000 per occurrence. Please note that insurance requirements are waived for neighborhood-based block parties.
- B. The application must include a **map of the specific area** to be used or route to travel. The map must delineate the City property to be used (Streets/Sidewalks/Trails/Parks, etc.) start and finish points and direction of flow, if applicable, as well as location(s) of outdoor toilet, trash receptacles, street barricades, and liquor dispensing area(s), if any.
- C. The applicant must comply with all federal, state, county, and city laws; ordinances and regulations including all regulations adopted and established by the city.
- D. The applicant must assume extra costs, if applicable, associated with public safety and sanitation at the level of service required by the City of Bondurant. This includes the number and type of barricades, number of portable toilets and trash receptacles, and the number and hours of police/security officers or other city staff as required.
- E. If alcoholic beverages are to be sold or an entrance or admission is charged for an event at which alcoholic beverages will be served, a [Liquor Permit](#) and [Dram Shop Insurance](#) will be required. This permit, which is not included in the application for the Special Event Permit, requires consideration and approval by the Bondurant City Council and, in most instances, requires approval by the State of Iowa.
- F. If the event is held in a secured area, allowance must be made for access for fire emergencies including a minimum of two (2) exits. Events held on public streets must include an allowance for a continuous, through traffic lane for use by public safety personnel in an emergency. Council approval and [type III barricades](#) are always required for any street closure. The barricades must be sufficient as to completely close the street or roadway but yet be easily and quickly removable solely for emergency vehicle access.
- G. The use of a tent more than 200 square feet (enclosed) or canopy style (open on three sides) of more than 400 square feet require proof of the retardancy from the manufacturer or supplier as well as the proposed location and intended use of the tent.
- H. Signage for the event must adhere to the City's Sign Ordinance. Compliance may require a sign permit, issued by the [Planning and Development Department](#).

- 
- I. City Code section 53.03 for commercially zoned areas states the music end time is 12:00 midnight Sunday-Thursday and 2:00 AM Friday and Saturday. For residentially zoned areas the music end time is 10:00 PM Sunday-Thursday and 12:00 midnight Friday and Saturday. If the event will utilize amplified sound a [noise permit](#) will be needed. As indicated above, the cost of the permit, issued by the City Clerk must be included in the application fee for the Special Event Permit.
  - J. Any valid complaint of disturbance of the peace will result in a warning and if it continues, it shall be reason to terminate the event/block party.
  - K. The following number of portable toilets is required in accordance with estimated event attendance: For events with alcohol, one portable toilet for every 150 people and for events without alcohol, or one portable toilet for every 250 people.
  - L. The applicant must utilize police/security officers if recommended by the City or Polk County Sherriff Office. When alcohol is available at the event, the applicant must comply with the recommendations. In some instances off-duty officers may be hired; contact the Polk County Sherriff's office for details.
  - M. The applicant must propose a plan to address sanitation/garbage collection for the event.
  - N. If the event requires the closure of public streets, a separate page will need to list all property owners impacted by the street closure with their printed name, signature, and address. All property owners in the immediate affected area to be blocked off shall be notified in advance of the street closure.
  - O. Depending on the estimated event attendance consider contracting emergency medical services to be prepared in case of a medical emergency.

# Special Event Application

Please complete this form and submit along with applicable fees to the City Clerk's Office, 200 2nd St NE, Bondurant, IA 50035 at least 30 days prior to proposed event. If you need additional space to describe your event, please attach additional pages to this application. Advertising your event prior to receiving a signed Special Event Application is discouraged.

(Please Print)

**Event Name** \_\_\_\_\_ **Date(s) of Event** \_\_\_\_\_

**Location** \_\_\_\_\_  
(Applicants must attach a map of the event layout that includes details like tent locations, portable restroom locations, sound stage, etc.)

**Setup Time** \_\_\_\_\_ **Starting Time** \_\_\_\_\_ **Ending Time** \_\_\_\_\_

(Please Print)

**Organization Hosting Event** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Day Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Addl. Contact** \_\_\_\_\_ **Day Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

## Type of Event:

Check all that apply.

- |                                                       |                                          |                                         |
|-------------------------------------------------------|------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Parade                       | <input type="checkbox"/> Fundraiser      | <input type="checkbox"/> Walk/Run Event |
| <input type="checkbox"/> Fair/Festival                | <input type="checkbox"/> Outdoor Concert | <input type="checkbox"/> Block Party    |
| <input type="checkbox"/> Bicycle Event                |                                          |                                         |
| <input type="checkbox"/> Other (please explain) _____ |                                          |                                         |

**Describe the Event (please attach additional pages if necessary):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

City Properties: Trailhead/The Depot | Lake Petocka | City Park | BRSC

**Event Details:**

(provide estimated counts)

Estimated Attendance \_\_\_\_\_

Trash Containers \_\_\_\_\_

Portable Toilets \_\_\_\_\_

(circle what applies)

Open to the general public? \_\_\_\_\_

YES / NO

Tents \_\_\_\_\_

YES / NO

Inflatable Houses/Toys \_\_\_\_\_

YES / NO

Amplified Music \_\_\_\_\_

YES / NO

Alcoholic Beverages \_\_\_\_\_

YES / NO

Banners/Signs \_\_\_\_\_

YES / NO

**Vendors:**

(provide estimated counts)

Individual food and beverage vendors must obtain a *Temporary Event License* from the *Iowa Department of Inspections and Appeals*. The Event organizer will be responsible for this information. Failure to do so may result in fines or closing of the vendor.

•Number of Vendors \_\_\_\_\_

•List of Vendors and/or Type of Vendor \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Permits for *Mobile Food Vendors* are required for food truck vendors per City Ordinance ([Chapter 125](#)). Current [application](#) and license must be on display in the Mobile Food Unit.
- Banners/Signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees, street signs, park signs or City buildings. Signs are to be removed immediately following event. Grounds markings are allowed, however spray paint is prohibited—chalk or signage would be more appropriate. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.
- Trash and debris cleanup: depending on the event attendance, a dumpster may be required. Park trash cans are for daily park users. Event attendance over 75 will required additional trash cans. Metro Waste Authority offers Event Recycling Stands that should be considered.

**Special Provisions:** (city provided—for example: trash containers, barricades, etc.)**Is there any special assistance that you will need the City to provide?**☐

Yes

☐

No

**Will you need to [borrow barricades](#) from the City?**☐

Yes

☐

No

(This is available for not-for-profit organizations and residents. Businesses must provide their own barricades. **If yes, indicate on your event layout map the location of the barricades.** Barricades will be dropped onsite during business hours and picked up at the same location after the event. The street shall be opened for vehicular traffic no later than the concluding time of the event. The Special Event applicant is responsible and will be billed for all damages or lost barricades. The fee for damaged or lost barricades may be up to \$300.)

**Will you need to [close the street](#) for your event?**☐

Yes

☐

No

(Closure of all streets require City Council approval. **If yes,** indicate on your event layout map the location of the street closures and obtain signature from all property owner impacted by the street closure.)

**Will you need portable restrooms?**☐

Yes

☐

No

(See required amount enclosed in the application guidelines on pg. 2. If yes, they are at your expense.)

**Provide details about the event garbage collection plans:** \_\_\_\_\_

**Will you charge admission / registration fees:**

☐ Yes ☐ No

If yes, is this for profit or not for profit? \_\_\_\_\_ A special event application fee may apply.

**Will there be product for sale on site?**

☐ Yes ☐ No

(If yes, product liability insurance may be required for sales of food and drinks. Please contact the [Polk County Health Department](#) for details.)

**Will alcohol be served or sold?**

☐ Yes ☐ No

A [liquor permit](#) and [Dram Shop Insurance](#) are required for the sale of alcohol to the public during any event (required whether an admission fee is charged or not). City Council approval is required for the sale or service of alcohol. If alcohol is served, additional security may be required. Off-duty [Polk County Sheriff](#) deputies may be hired to provide additional security. Contact Polk County Sheriff Office at 515-286-3333.

**Will you be using outdoor tents great than 200 square feet?**

☐ Yes ☐ No

**Will you be using an outdoor canopy greater than 400 square feet?**

☐ Yes ☐ No

**Will you be using inflatable rides or devices?**

☐ Yes ☐ No

(If yes, location of the inflatable must be shown on the event layout map that must be submitted with this application.)

**Will your event interfere with vehicle traffic?**

☐ Yes ☐ No

(If yes, provide a map of the route and how traffic control will be administered. Contact [Polk County Sheriff Office](#) for traffic/crowd safety 515-286-3333)

**Will your event require a first aid booth, fire/rescue units present during the event?**

☐ Yes ☐ No

**Will you be shooting off fireworks?**

☐ Yes ☐ No

(If yes, a fireworks permit is required. Contact the City Clerk's office at 515-630-6983)

**Will you be posting [temporary signage](#)?**

☐ Yes ☐ No

(If yes, a temporary sign permit and fee may be required. Contact the Planning and Development Department at 515-630-6985. Also, please indicate on your event layout map the location of the signs.)

**Will you need access to a water source?**

☐ Yes ☐ No

(Additional charges may apply. If yes, what is the water to be used for?) \_\_\_\_\_

**Will you be using amplified sound?**

☐ Yes ☐ No

(If yes, a \$20 fee for a day or less or \$40 for more than a day is required at the time this application is submitted in order to obtain a noise permit)

Provide a description of the sound equipment that will be used during the event: \_\_\_\_\_

**Will you need access to electricity?**

☐ Yes ☐ No

(If yes, please explain. Additional fees may apply) \_\_\_\_\_

Electricity is limited and in most cases will need to be provided by the applicant.

I hereby certify the included statements are true and correct, to the best of my knowledge, and that false statement(s) may be grounds for denial of this application. It is understood that activities at all times during the event shall comply with all applicable City ordinances. It is further understood the individual and the organization or association will be responsible for any and all damages arising as a result of this event, and, if this application is approved by the City, the applicant shall be required to execute a Special Event Permit—Hold Harmless Agreement waiving any and all claims which the applicant may have as a result of this event against the City of Bondurant, Iowa, its officials, agents, employees, or board members. It is further understood a certificate of public liability insurance will be required before conducting the proposed event.

An event for which a Permit has either not been obtained or which is in violation occurs will be subject to a municipal infraction up to \$750.

I have read the Special Event Application guidelines and requirement for issuance of the permit. I understand the conditions under which it is issued and agree to comply with these conditions for this event. I, or the organization I represent, have met or will meet all requirements established by the City. Further, I understand that if all requirements are not met, the Special Event Permit can be canceled by the City at any time including at the state of or during the event. If this event is sponsored by an organization, I hereby certify I have the legal authority to represent the applicant and/or the participants. It is further understood the City of Bondurant has the authority to grant or deny permission for this event.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

City Official Signature \_\_\_\_\_ Date \_\_\_\_\_

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following: Authority: 5 P.L. 93-579

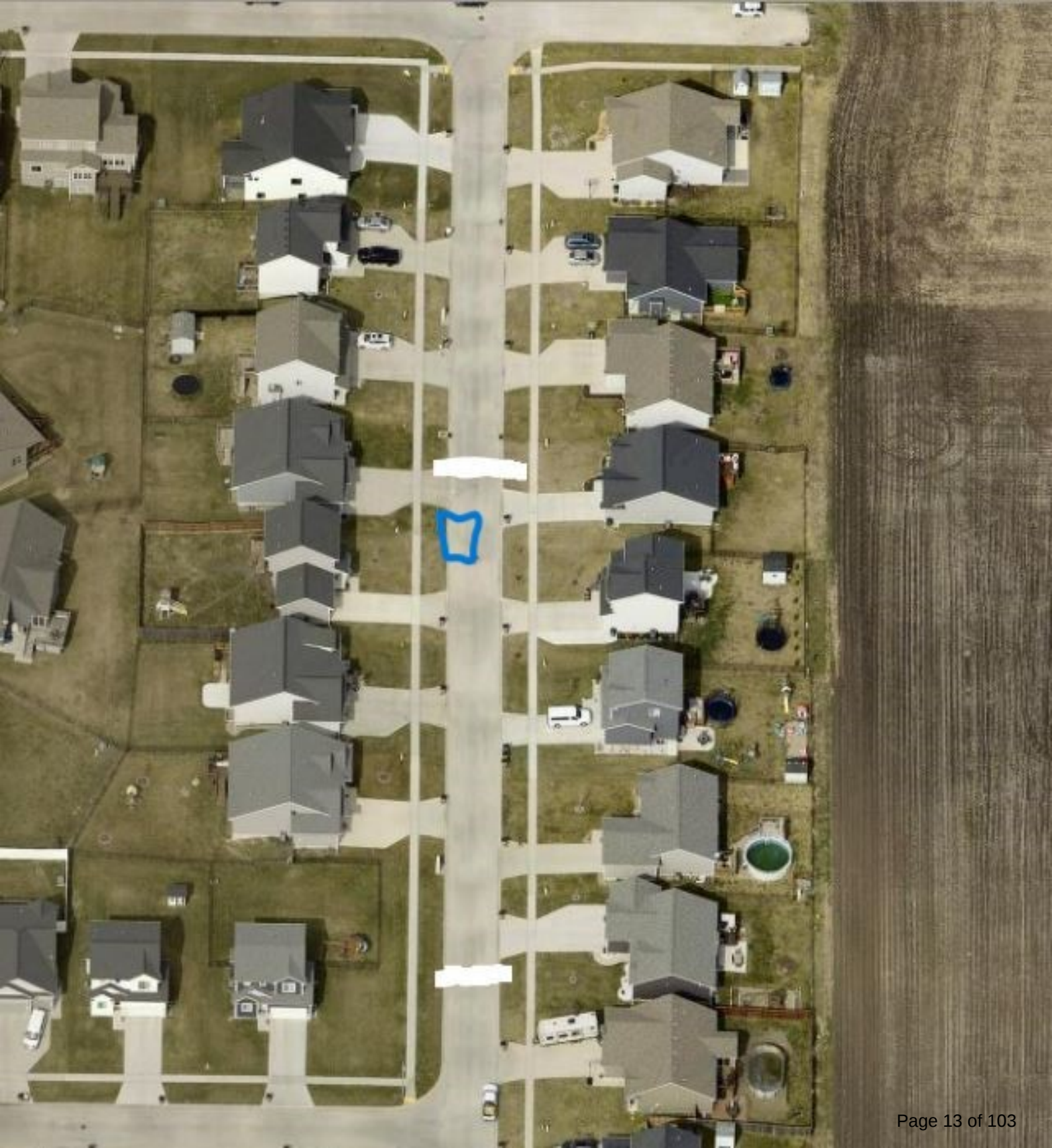
Purpose: To provide a contact in connection with permit activities.

Routine Uses: Permit is issued under the direction of the City Administrator. The names and address of those who obtain the permit are not reported, but are kept on file at the City of Bondurant to provide point of contact in case of emergency.

#### Check List and Fee Table to Calculate your application fee:

(no charge for not for profits, schools, and/or school organizations and city/county and/or city/county organizations)

|                                                                                                          |                                            |     |                                                            |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------|-----|------------------------------------------------------------|
| <input type="checkbox"/> Noise Permit Fee                                                                | \$20/a day or less<br>\$40/more than a day |     | <b>Please make check payable to The City of Bondurant.</b> |
| <input type="checkbox"/> Temporary Sign Permit Fee                                                       | \$10/ 30 days                              |     |                                                            |
|                                                                                                          |                                            |     |                                                            |
| <input type="checkbox"/> Certificate of Insurance with City names as additional insured                  |                                            | n/c |                                                            |
| <input type="checkbox"/> Map of event area layout                                                        |                                            |     |                                                            |
| <input type="checkbox"/> List of signatures and addresses of the impacted households by a street closure |                                            |     |                                                            |
| <b>TOTAL DUE WITH APPLICATION</b>                                                                        |                                            |     |                                                            |



# Special Event Application

Please complete this form and submit along with applicable fees to the City Clerk's Office, 200 2nd St NE, Bondurant, IA 50035 at least 30 days prior to proposed event. If you need additional space to describe your event, please attach additional pages to this application. Advertising your event prior to receiving a signed Special Event Application is discouraged.

(Please Print)

**Event Name** Look Local First- Business Showcase & Farm Mkt **Date(s) of Event** 8/7/2024  
**Location** 1st Street SE (from alley east to Main; between Founders & the Creamery)  
(Applicants must attach a map of the event layout that includes details like tent locations, portable restroom locations, sound stage, etc.)  
**Setup Time** 1600 **Starting Time** 1800 **Ending Time** 2030

(Please Print)

**Organization Hosting Event** Bondurant Farmers Market & Chamber of Commerce  
**Contact Person** Amber Erickson **Day Phone** 515-451-5082  
**Email** bondufarmersmarket@gmail.com  
**Addl. Contact** Joni Hutchinson **Day Phone** \_\_\_\_\_  
**Email** director@bondurantchamber.com

## Type of Event:

Check all that apply.

- |                                                       |                                          |                                         |
|-------------------------------------------------------|------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Parade                       | <input type="checkbox"/> Fundraiser      | <input type="checkbox"/> Walk/Run Event |
| <input checked="" type="checkbox"/> Fair/Festival     | <input type="checkbox"/> Outdoor Concert | <input type="checkbox"/> Block Party    |
| <input type="checkbox"/> Bicycle Event                |                                          |                                         |
| <input type="checkbox"/> Other (please explain) _____ |                                          |                                         |

**Describe the Event (please attach additional pages if necessary):** Adding onto the regular Wednesday Farmers Market layout to include Chamber business member tents & ISU Extension's Conservation Station / Water Rocks trailer.

City Properties: Trailhead/The Depot | Lake Petocka | City Park | BRSC

**Event Details:**

(provide estimated counts)

Estimated Attendance \_\_\_\_\_  
 Trash Containers \_\_\_\_\_  
 Portable Toilets \_\_\_\_\_

(circle what applies)

Open to the general public? ☒ YES / ☐ NO  
 Tents ☒ YES / ☐ NO  
 Inflatable Houses/Toys YES / ☒ NO  
 Amplified Music YES / ☒ NO  
 Alcoholic Beverages YES / ☒ NO  
 Banners/Signs YES / ☒ NO

**Vendors:**

(provide estimated counts)

*Individual food and beverage vendors must obtain a Temporary Event License from the Iowa Department of Inspections and Appeals. The Event organizer will be responsible for this information. Failure to do so may result in fines or closing of the vendor.*

- Number of Vendors \_\_\_\_\_
- List of Vendors and/or Type of Vendor \_\_\_\_\_

ISU Extension's Conservation Station / Water Rocks trailer will use \_\_\_\_\_

roughly 35'x60' space. Chamber business members are invited to setup \_\_\_\_\_

in the remainder of the closed street area. \_\_\_\_\_

- Permits for *Mobile Food Vendors* are required for food truck vendors per City Ordinance ([Chapter 125](#)). Current [application](#) and license must be on display in the Mobile Food Unit.
- Banners/Signs may be placed along roadways to guide people to your event, but in no way may be affixed to trees, street signs, park signs or City buildings. Signs are to be removed immediately following event. Grounds markings are allowed, however spray paint is prohibited—chalk or signage would be more appropriate. Failure to do so will result in maintenance fees and/or fines according to littering ordinances.
- Trash and debris cleanup: depending on the event attendance, a dumpster may be required. Park trash cans are for daily park users. Event attendance over 75 will require additional trash cans. Metro Waste Authority offers Event Recycling Stands that should be considered.

**Special Provisions:** (city provided—for example: trash containers, barricades, etc.)**Is there any special assistance that you will need the City to provide?**☒ Yes ☐ No**Will you need to borrow barricades from the City?**☒ Yes ☐ No

(This is available for not-for-profit organizations and residents. Businesses must provide their own barricades. **If yes, indicate on your event layout map the location of the barricades.** Barricades will be dropped onsite during business hours and picked up at the same location after the event. The street shall be opened for vehicular traffic no later than the concluding time of the event. The Special Event applicant is responsible and will be billed for all damages or lost barricades. The fee for damaged or lost barricades may be up to \$300.)

**Will you need to close the street for your event?**☒ Yes ☐ No

(Closure of all streets require City Council approval. **If yes**, indicate on your event layout map the location of the street closures and obtain signature from all property owner impacted by the street closure.)

**Will you need portable restrooms?**☐ Yes ☒ No

(See required amount enclosed in the application guidelines on pg. 2. If yes, they are at your expense.)

**Provide details about the event garbage collection plans:** No additional needs

**Will you charge admission / registration fees:**

☐

Yes

☒

No

If yes, is this for profit or not for profit? \_\_\_\_\_ A special event application fee may apply.

**Will there be product for sale on site?**

☐

Yes

☒

No

(If yes, product liability insurance may be required for sales of food and drinks. Please contact the Polk County Health Department for details.)

**Will alcohol be served or sold?**

☐

Yes

☒

No

A liquor permit and Dram Shop Insurance are required for the sale of alcohol to the public during any event (required whether an admission fee is charged or not). City Council approval is required for the sale or service of alcohol. If alcohol is served, additional security may be required. Off-duty Polk County Sheriff deputies may be hired to provide additional security. Contact Polk County Sheriff Office at 515-286-3333.

**Will you be using outdoor tents great than 200 square feet?**

☐

Yes

☒

No

**Will you be using an outdoor canopy greater than 400 square feet?**

☐

Yes

☒

No

**Will you be using inflatable rides or devices?**

☐

Yes

☒

No

(If yes, location of the inflatable must be shown on the event layout map that must be submitted with this application.)

**Will your event interfere with vehicle traffic?**

☒

Yes

☐

No

(If yes, provide a map of the route and how traffic control will be administered. Contact Polk County Sheriff Office for traffic/crowd safety 515-286-3333)

**Will your event require a first aid booth, fire/rescue units present during the event?**

☐

Yes

☒

No

**Will you be shooting off fireworks?**

☐

Yes

☒

No

(If yes, a fireworks permit is required. Contact the City Clerk's office at 515-630-6983)

**Will you be posting temporary signage?**

☐

Yes

☒

No

(If yes, a temporary sign permit and fee may be required. Contact the Planning and Development Department at 515-630-6985. Also, please indicate on your event layout map the location of the signs.)

**Will you need access to a water source?**

☐

Yes

☒

No

(Additional charges may apply. If yes, what is the water to be used for?) \_\_\_\_\_

**Will you be using amplified sound?**

☐

Yes

☒

No

(If yes, a \$20 fee for a day or less or \$40 for more than a day is required at the time this application is submitted in order to obtain a noise permit)

Provide a description of the sound equipment that will be used during the event: \_\_\_\_\_

**Will you need access to electricity?**

☒

Yes

☐

No

(If yes, please explain. Additional fees may apply) ISU Extension will run an extension cord to NW corner of Main/1st. Will need turtle

Electricity is limited and in most cases will need to be provided by the applicant.

I hereby certify the included statements are true and correct, to the best of my knowledge, and that false statement(s) may be grounds for denial of this application. It is understood that activities at all times during the event shall comply with all applicable City ordinances. It is further understood the individual and the organization or association will be responsible for any and all damages arising as a result of this event, and, if this application is approved by the City, the applicant shall be required to execute a Special Event Permit—Hold Harmless Agreement waiving any and all claims which the applicant may have as a result of this event against the City of Bondurant, Iowa, its officials, agents, employees, or board members. It is further understood a certificate of public liability insurance will be required before conducting the proposed event.

An event for which a Permit has either not been obtained or which is in violation occurs will be subject to a municipal infraction up to \$750.

I have read the Special Event Application guidelines and requirement for issuance of the permit. I understand the conditions under which it is issued and agree to comply with these conditions for this event. I, or the organization I represent, have met or will meet all requirements established by the City. Further, I understand that if all requirements are not met, the Special Event Permit can be canceled by the City at any time including at the state of or during the event. If this event is sponsored by an organization, I hereby certify I have the legal authority to represent the applicant and/or the participants. It is further understood the City of Bondurant has the authority to grant or deny permission for this event.

Signature Amber Erickson

Date 7/23/2024

Printed Name Amber Erickson

City Official Signature \_\_\_\_\_ Date \_\_\_\_\_

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following: Authority: 5 P.L. 93-579

Purpose: To provide a contact in connection with permit activities.

Routine Uses: Permit is issued under the direction of the City Administrator. The names and address of those who obtain the permit are not reported, but are kept on file at the City of Bondurant to provide point of contact in case of emergency.

#### Check List and Fee Table to Calculate your application fee:

(no charge for not for profits, schools, and/or school organizations and city/county and/or city/county organizations)

|                                                                                                          |                                            |     |                                                            |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------|-----|------------------------------------------------------------|
| <input type="checkbox"/> Noise Permit Fee                                                                | \$20/a day or less<br>\$40/more than a day |     | <b>Please make check payable to The City of Bondurant.</b> |
| <input type="checkbox"/> Temporary Sign Permit Fee                                                       | \$10/ 30 days                              |     |                                                            |
|                                                                                                          |                                            |     |                                                            |
| <input type="checkbox"/> Certificate of Insurance with City names as additional insured                  |                                            | n/c |                                                            |
| <input type="checkbox"/> Map of event area layout                                                        |                                            |     |                                                            |
| <input type="checkbox"/> List of signatures and addresses of the impacted households by a street closure |                                            |     |                                                            |
| <b>TOTAL DUE WITH APPLICATION</b>                                                                        |                                            |     |                                                            |

Chichagua

Founders Irish Pub  
Grill • \$



| Tra |    |
|-----|----|
| 31  | 1  |
| 32  | 2  |
| 33  | 3  |
| 34  | 4  |
| 35  | 5  |
| 36  | 6  |
| 37  | 7  |
| 38  | 8  |
| 39  | 9  |
| 40  | 10 |



1st St SE

NEW



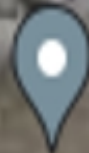
ISU Extension  
Conservation trailer

Trailer



1st S

Chamber members



Edward Jones -  
Financial Advisor

|    |    |
|----|----|
| 41 | 11 |
| 42 | 12 |
| 43 | 13 |
| 44 | 14 |
| 45 | 15 |
| 46 | 16 |



Rec  
Brew



**Meeting Minutes**  
**Bondurant Community Library | Library Board of Trustees**  
**Wednesday, June 5, 2024**

**Call to order:** Meeting called to order at 6:04 PM by President Bryant.

- 1. Roll Call:** *Members Present:* Josh Bryant, Julie Bergeson, Amber Flinn, Mike Kramer, Sue Ugulini, Travis Appelgate and Jen Keeler. Director Sanders and Assistant Director Klinker-Feld were also present.

**Guests present:** Tara Cox, Bondurant City Council liaison.

- 2. Perfecting and Approving the Agenda:** Motion to approve the agenda with edit(s) by Ugulini, seconded by Kramer. Motion carried.

**3. Approval of Consent Agenda:**

- a. Minutes of past meeting – May 2024
- b. Financial Report
- c. Approve Warrant list / authorize expenditures
- d. Staff Report – May 2024
- e. Director's Report – May 2024
- f. Statistics – May 2024

Assistant Director Klinker-Feld provided a preview of new signage.

Motion to approve the above consent agenda with edits by Keeler, seconded by Bergeson. Motion carried.

- 4. Public Comments:** None.

- 5. Library Foundation Update:** Preparing for Summerfest booth.

- 6. Friends of the Library Update:** No meeting in May.

- 7. City Council Liaison Report:** City Park upgrades delayed due to wet weather and will not be ready for Summerfest. Water tower construction is under way. The new location for Emergency Services has started dirt work. There will be an announcement on June 20<sup>th</sup> for two new certified sites in Bondurant. Bondurant Historical Society will host an event June 17<sup>th</sup> with updates on the Grain District.

- 8. Old Business:** None.

- 9. New Business:**

**a) Trustee Training – Chapter 15 Trustee Handbook: *Intellectual Freedom*.**  
Reviewed and discussed this chapter.

**b) Review/Approve Meeting Room Policy.** Motion to approve policy by Kramer seconded by Keeler. Motion carried. Will review and approve form next month.

**c) Review/Approve Reference Services Policy.** Motion to approve by Bergeson, seconded by Ugulini. Motion carried.

**d) Discussion/Decision Patron Incident:** Director Sanders updated on patron incident. Motion to pursue continued action by Ugulini, seconded by Kramer. Motion carried.

**10. Board President Items:** Virtual continuing education opportunity *Where City and Library Meet* June 12th, 13th and 18<sup>th</sup>.

**12. Adjournment:** Motion to adjourn by Keeler, seconded by Appelgate. Motion carried.

**Next Meeting:** July 3, 2024 at 6 PM.





## **Librarian items June, 2024**

- Director Sanders attended City Council meeting on June 3 and June 17.
- No Library Staff meeting was held in June. There was not enough staff to allow for this meeting.
- Director Sanders attended the Bondurant Community Library Foundation and Friends of the Library meeting on June 19.
- Signup for the Summer Reading Program still continues to be brisk. Programs held during the month of June have had some high attendance.
- The DVD player in the meeting rooms has been replaced. CTI was not able to have it repaired.
- Staff manned a booth at the Farmer's Market on June 12<sup>th</sup>, which the Library sponsored a bubble station program, then it was held again on Thursday morning at the Library. On June 26 we again had a booth at the Farmer's Market featuring Mr Balloon Man.
- The new directional and hours signage has been installed.
- Carpets and windows have been cleaned for this spring. This time I had the tile and meeting room floors cleaned as well. This has not been done since the expansion project.



Bubbles in the Park fun!

## STAFF REPORT June 2024

Michell:

- Attended the Bondurant Historical Society meeting June 17
- Webinar “Where City and Library Meet”
- NeoGov training with the City of Bondurant

Megan S:

- Webinar “Check it Out”

Carly:

Events in June:

- 12 Story Times at the Library
- 4 Sessions of Baby Story & Play
- 8 Sessions of Fit for Life!
- Book Discussion for Adults
- Books on Tap book discussion at Reclaimed Rails
- Internet Basics Lunch and Learn
- Internet Basics Workshop\
- Teen/Adult Do Art Productions Workshop
- Book Club for grades 3-5
- Book Club for grades 6-8
- Teens Only Sunday Funday
- Pokémon Club
- STEAM Club
- Summer Reading program Stomp Rockets
- Summer Reading Owl program
- Summer Reading CultureAll Dance and Music program
- Summer Reading ISU Insect Zoo
- Summer Reading Bubble Stations
- Summer Reading Grout Museum’s Nitro Ice Cream program
- Summer Reading Mini Art event
- Summer Reading Tim Read art program
- Summer Reading DIY Music Makers program
- Bubble Stations booth at the Farmers Market
- Balloon Artist at the booth at the Farmers Market

Stats for June, 2024

- Total Circulation for the month 11,117, 10,671 last year at this time.
- On-line usage (e-Books, Downloadable music, Hoopla (music, ebooks, streaming video), Rocket Language, Brainfuse, Adventure Pass 2,612, last year 1,935.
- Door Count 3,829, last year 3,973.
- Assisting patrons by phone, with the catalog, computers, etc. 594 and 816 last year.
- Story times- 16 were held with 391 attending.
- Total programming attendance 2,573 for adults, youth and children 2,587 last year.

- Internet usage in house was 1,426, last year 1,059, 1,194 Wi-Fi users 1,747 last year, 115 hotspot were used this past month last year 139.
- Meeting room –June had 40 reservations by the community, last year 35.
- Issued 108 new library cards. Last year we issued 111 cards during the month of June.
- The library did 37 requests for materials from other libraries and provided 98 to other libraries.
- 235 items were added to the collection and 277 were removed.
- 79 Mobile Printing, last year .
- 132 patrons used the Tablet Station

# Bondurant Emergencies Services

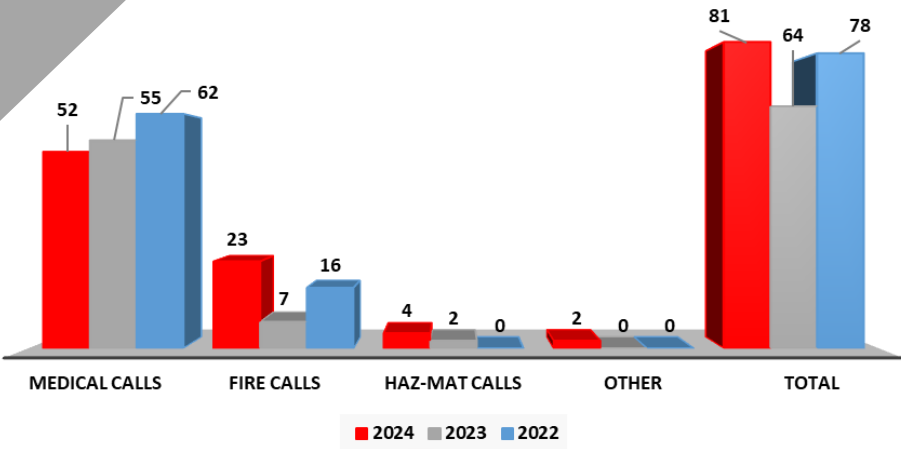
June 2024

Monthly Report



# Operational Statistics

3 year June Comparison



All-Time

| Simultaneous Calls           |   |                    |    |
|------------------------------|---|--------------------|----|
| 2023                         |   | 2024               |    |
| 2nd out calls                | 4 | 2nd out calls      | 10 |
| 3rd out calls                | 0 | 3rd out calls      | 0  |
| 4th+ out calls               | 0 | 4th+ out calls     | 0  |
| TOTAL                        | 4 | TOTAL              | 10 |
| 6% Multiple Calls            |   | 12% Multiple Calls |    |
| Simultaneous Calls Breakdown |   |                    |    |
| Medical 70%                  |   | Fire 30%           |    |

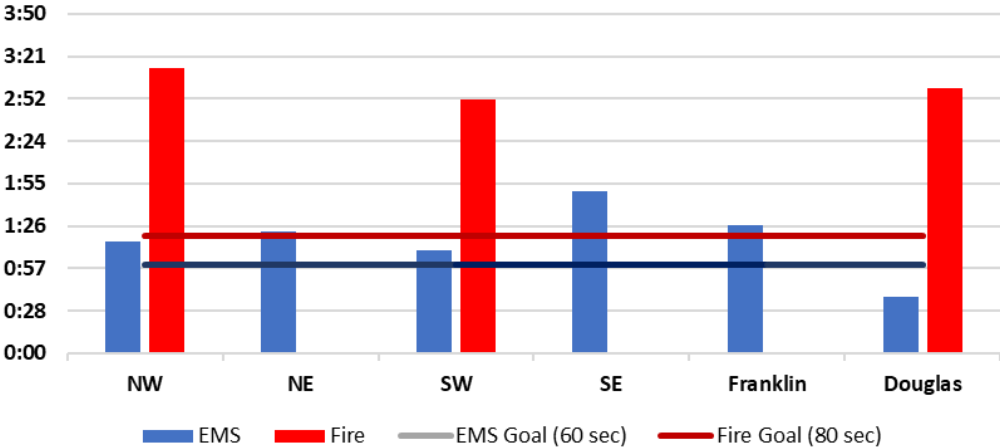
Record Month For June

Chute Times  
(emergent response)

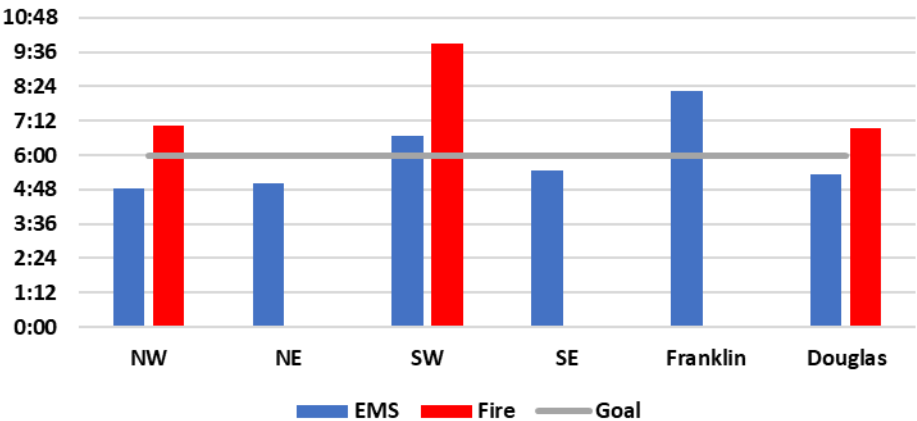
Delayed response due to multiple calls

Chute- 3:14

Response- 7:02

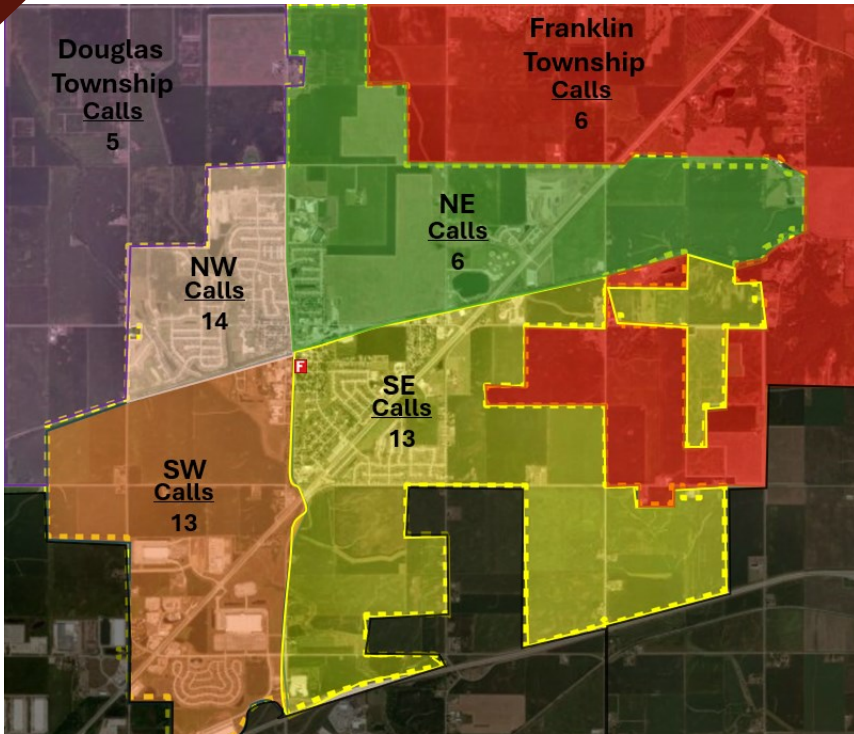


Response Times By District  
(emergent response)

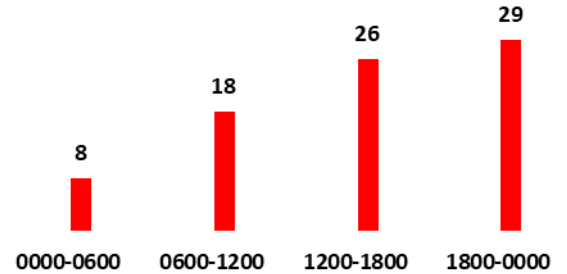


# Operational Statistics

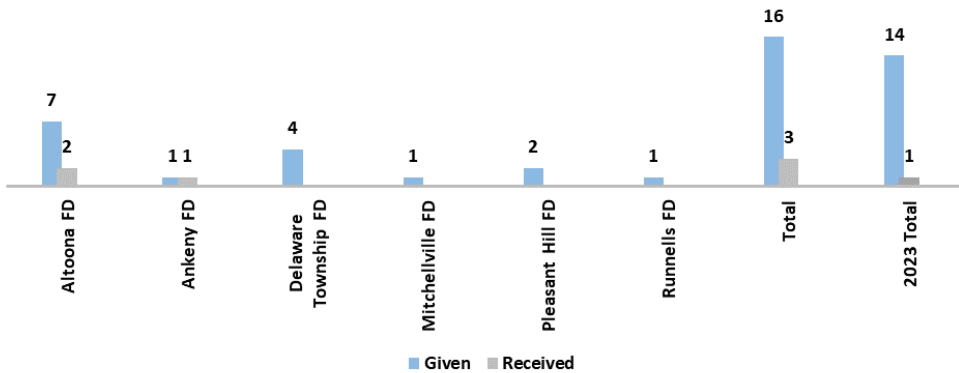
## Number of Calls per District In June



## Number of Calls in 12 Hour Blocks



## June Automatic Aid Given vs Received



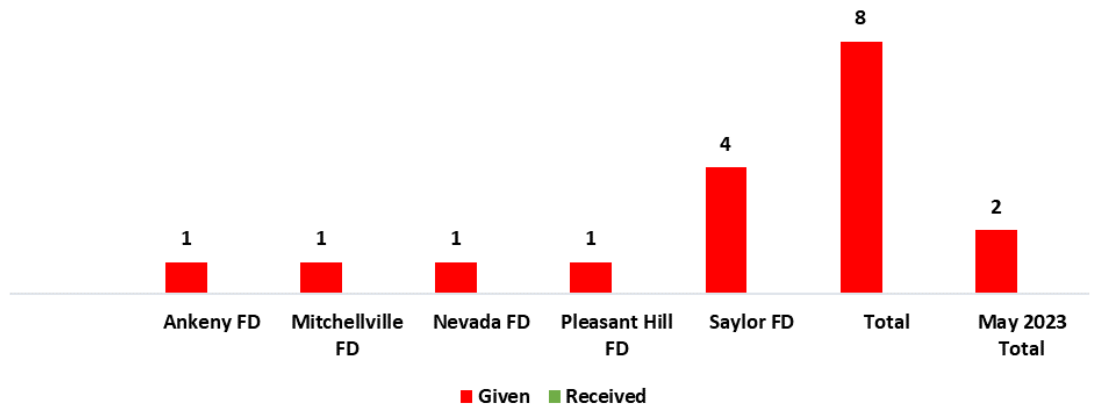
Closest Unit Response Incidents (CUR)  
Given



Closest Unit Response Incidents (CUR)  
Received



## June Mutual Aid Given vs Received

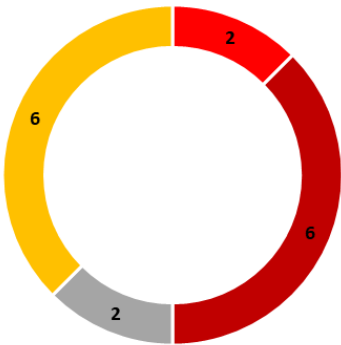


# Fire Operational Statistics

| Fire Saved vs. Loss |          |             |           |       |             |
|---------------------|----------|-------------|-----------|-------|-------------|
| 2023                |          |             | 2024      |       |             |
| Saved               | Loss     | Total Value | Saved     | Loss  | Total Value |
| \$0                 | \$25,000 | \$25,000    | \$300,000 | \$250 | \$300,250   |



Fire Alarm Breakdown



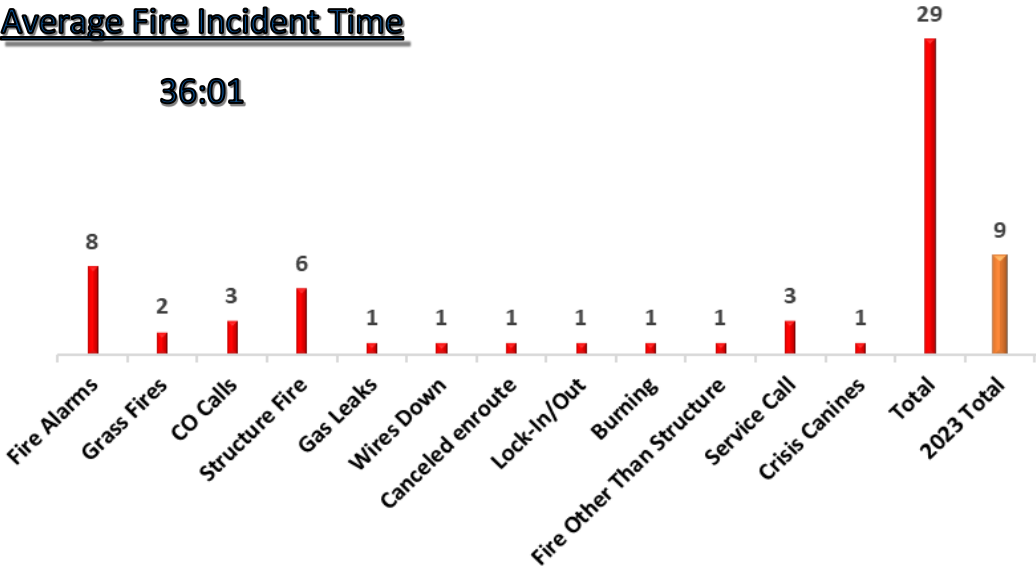
■ Commercial Alarm ■ Residential Alarm ■ Good Alarms ■ False Alarms



Average Fire Incident Time

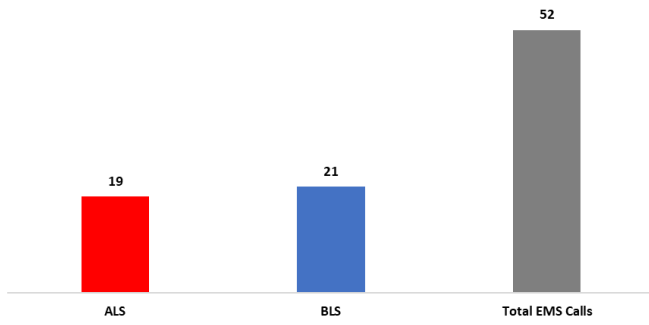
36:01

Fire/Haz-Mat/Other Calls

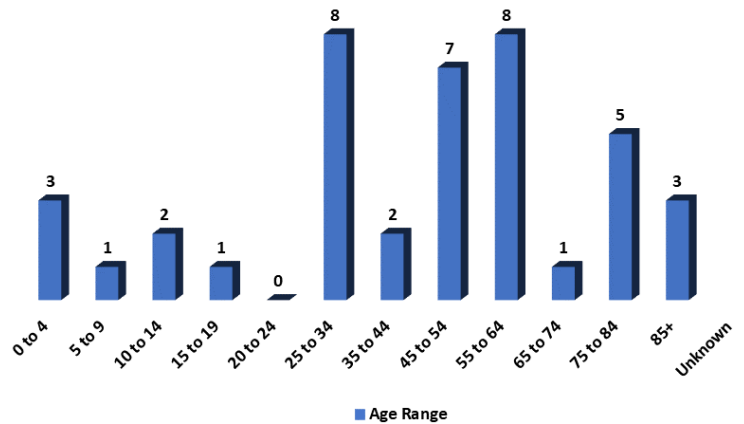


# EMS Operational Statistics

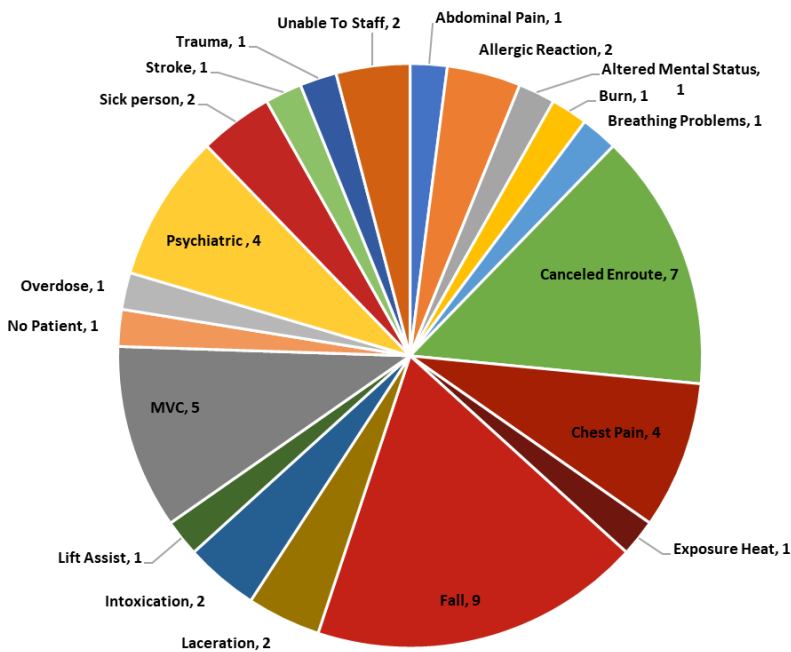
Advanced/Basic Life Support Calls



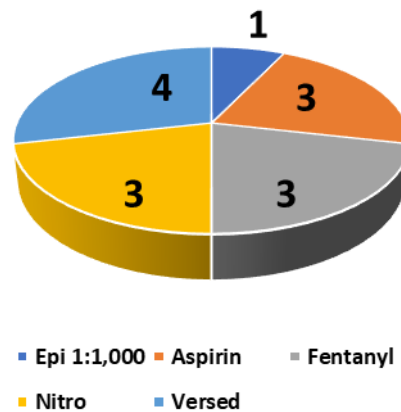
Patient Demographics



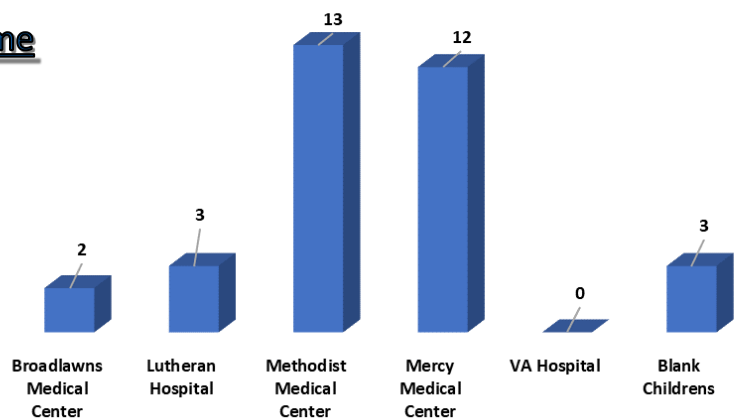
EMS Call Purpose by Provider Primary Impression



Medications Administered



Hospital Destination Transports



Average EMS Incident Time

1:13:02



# Training Division

For the month of June, department members trained on the following:

## Engine Company

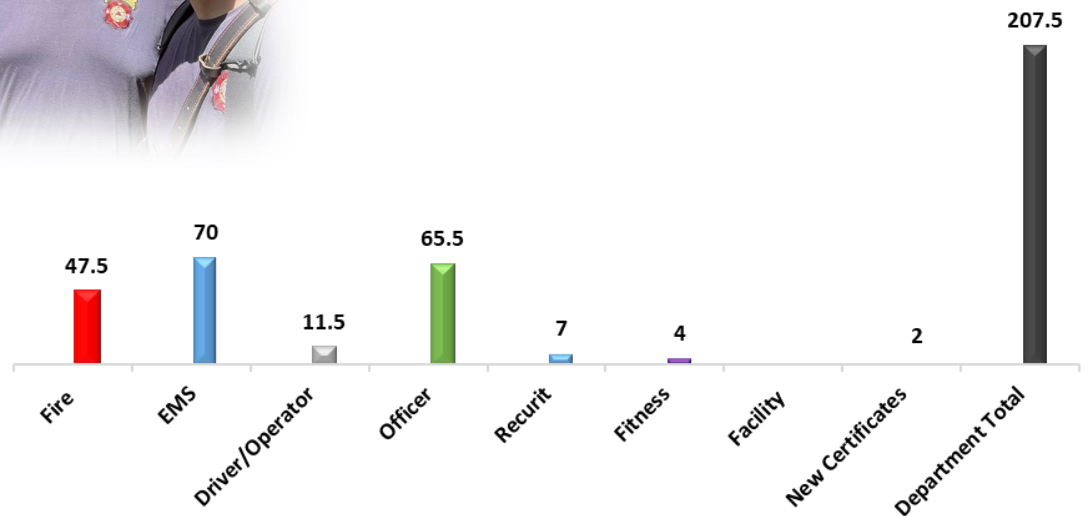
Driver/Operator Pumping  
Communications  
Driving

## EMS Training

Heat Exposure  
RSI Procedures  
EMS Skills  
Inbutation



## Training Hours By Type

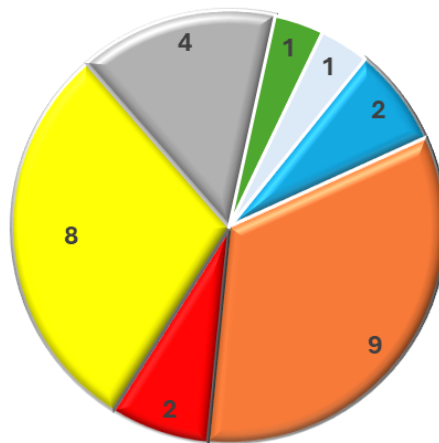


# Community Risk Reduction/ Public Education

## 27 Events Attended

Community Risk Reduction/Public Events

-  CPR Training
-  Public Relations Events
-  Fire Safety Talks
-  Hope Events
-  Station Tours
-  Truck Tours
-  Parades

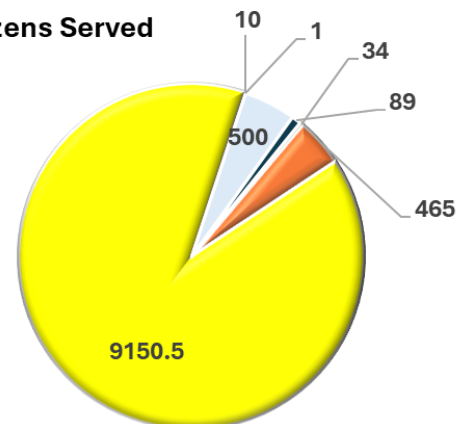


40.5 Total  
Hours Dedicated

## 10,249 Total Citizens Outreached

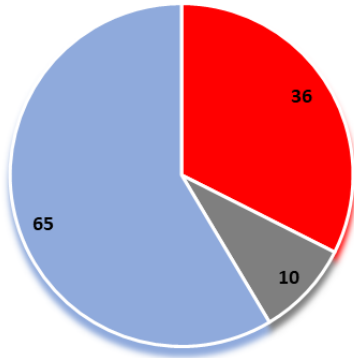
Citizens Served

-  CPR Training
-  Public Relations Events
-  Hope Events
-  Station Tours
-  Truck Tours
-  Parades
-  Fire Safety Talks



# Code Enforcement

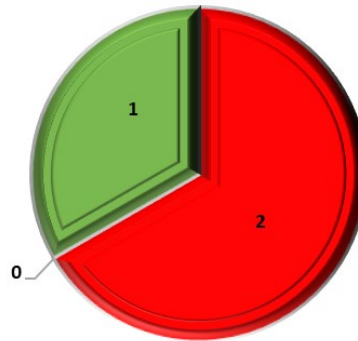
## Station Work Hours



■ Station Work Detail ■ Maintenance ■ PT Admin Hours



## Inspections/Alarm Tests



■ Commercial Inspections ■ Fire Alarms Test Completed ■ Site Plan Reviews



## Reinspections Completed



## Violations

0

■ Total Violations ■ Corrected Violations

# Incidents & Happenings



## June 11th– Summerfest Fireworks Standby

300 Garfield St. SW– Bondurant

Units stood by during the Summerfest fireworks in case of any emergency would occur.



## June 18th– Structure Fire

6868 NE Berwick Dr.– Delaware Township

E412 responded to an automatic aid residential structure fire in Delaware Township. A camper was fully involved and was spreading to the house nearby. Crews made a rapid attack and contained the fire. E412 assisted with fire attack and overhaul. Crews were on scene for over almost 2 hours. No injuries were reported.



## June 12th– Motor Vehicle Collision

Grant St. S. & Hubbell Ave– Bondurant

C421, B427, R418 & A423 responded to a two car MVC. Upon arrival, 2 cars with heavy damage. 1 patient was treated and released.



## June 12th– Ladder Testing

101 Grant St. N.– Station 41, Bondurant

Ladder testing was completed on all ground ladders and aerial ladder.



## June 26th– Recycling Bin Fire

500 1st St. SW– Bondurant

C421, C420, and B417 responded to a recycling bin that was on fire aside a house. Units arrived and quickly extinguished the fire. No extension to the home. Units were on scene for about 15 minutes.

# Incidents & Happenings



**June 30th– Training Burn**  
Nevada

Members from Bondurant FD attended a training burn in an acquired structure, that was hosted by Nevada FD.

# Public Relations



## June- Executive Fire Officer NFA Emmittsburg, MD

Assistant Chief Rauterberg attend the final week of EFO class and graduated with his EFO certification.



## June 10th– Summerfest Parade Bondurant

Bondurant FD participated in the Summerfest parade.



## June 15th– Hillbilly Bike Ride 101 Grant St. N. Station 41, Bondurant

Bondurant FD used the Tower tuck to raise a flag for the national anthem for the Hillbilly Bike Ride.



## June 17th– Lemonade Stand Visit

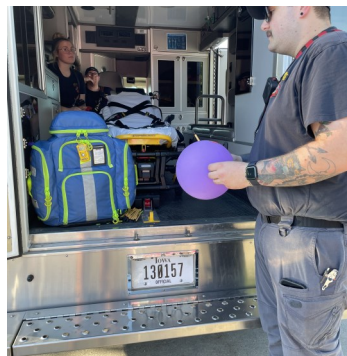
100 Blk. Grant St. N. – Bondurant

Bondurant FD members stopped and had some refreshing lemonade at a lemonade stand. It was delicious.



## June 23rd– AED & Hands Only CPR Training Christ the King Lutheran Church– Altoona

Bondurant FD provided AED and CPR training for members of Christ the King Lutheran Church.



## June 26th– Farmers Market 100 Blk. Main St.- Bondurant

Bondurant FD members attended the farmers market. Crew had a great time interacting with community members, showing the ambulance, teaching CPR, and being apart of the community.



# Public Relations



## **June 27th– Courtyard Estates BBQ Event**

601 Hawthorne Crossing Dr. SE– Bondurant

Crews stopped by Courtyard Estates for their BBQ event. They enjoyed good food and conversation with the residences. Thanks for the invite.



## **June 28th– Fire Safety Talk**

500 Grant St. N., Birds Nest– Bondurant

Crews and Hope went to Bird's Nest to talk about fire and EMS safety and do a truck tour. Thanks for having us.

# You've Been Caught Doing an Amazing Job!



**June 27th– Bike Wonder Workers**  
101 Grant St. N., Station 41– Bondurant

Firefighters assisted a child who stopped by the station with a flat tire on his bike. Excellent work FF's Kruse, Dominguez, and Riccio, true public servants that care for the community!



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 6.d.  
For Meeting of 7/29/2024  
**Resolution**

**TITLE:** - Resolution approving Updates to Employment Agreement

**CONTACT PERSON:**

Marketa Oliver, ICMA-CM, SPHR, City Administrator

**BRIEF HISTORY & ANALYSIS:** The Mayor and Council have completed evaluations for the City Administrator. Based on performance and market conditions, the Mayor and Council wish to amend the base salary. The attached resolution sets the new base salary at \$173,933.28, effective May 20, 2024, for the payroll issued on June 7, 2024 (the first payroll issued after June 1).

**FUNDING SOURCE:** General Fund, RUT, Utilities, TIF, Employee Benefits

**STAFF RECOMMENDATION:** Approve resolution on a roll call vote.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. RESOLUTION NO. 240729-164

CITY OF BONDURANT  
RESOLUTION NO. 240729-164

RESOLUTION APPROVING UPDATES TO EMPLOYMENT AGREEMENT

WHEREAS the City Administrator began employment with the City on June 1, 2017; AND

WHEREAS the City Council approved an updated employment agreement on September 26, 2022, Section 5. of which set the annual base salary; AND

WHEREAS the Mayor and City Council have completed performance evaluations and a market salary review; AND

WHEREAS based on performance and market conditions, the Mayor and Council wish to amend the base salary in Section 5. of the City Administrator Employment Contract,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant, Iowa, that Section 5. of the City Administrator Employment Contract is amended to set the base salary at \$173,933.28.

BE IT FURTHER RESOLVED that the above change shall be effective May 20, 2024, for the payroll issued on June 7, 2024, and beyond.

Passed this 29<sup>th</sup> day of July 2024,

By: \_\_\_\_\_  
Doug Elrod, Mayor

ATTEST: I, Shelby Hagan, Administrative Specialist for the City of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings, the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Shelby Hagan, City Clerk

| Council Action | Ayes | Nays | Abstain | Absent |
|----------------|------|------|---------|--------|
| Cox            |      |      |         |        |
| Driscoll       |      |      |         |        |
| McKenzie       |      |      |         |        |
| Peffer         |      |      |         |        |
| Sillanpaa      |      |      |         |        |



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 6.e.  
For Meeting of 7/29/2024  
**Resolution**

**TITLE:** - Resolution approving Pay Request No. 3 to Gerard Tank & Steel for the Water Tower Project in the amount of \$269,657.50

**CONTACT PERSON:**

John Horton, Public Works Director

**BRIEF HISTORY & ANALYSIS:** Staff recommend the attached resolution to approve pay app #3 in the amount of \$269,657.50 related to the Water Tower Project.

This pay application has been reviewed by City Staff and Engineers from Veenstra & Kim for accuracy and is for work completed from June 16 through July 20, 2024, for the project. The Water Tower project is progressing. The Tower Shaft is complete, and the contractor will be onsite to begin the concrete-lined bottom of the tank and tank support beam. Then the construction of the tank itself will begin in early July.

The latest schedule from the contractor shows that they still plan to have the tower in service sometime in December of this year, which is still on schedule, and we were anticipating it to be operational by the summer of 2025.

Below is more information on schedule:

Below is the updated timeline for the Water Tower.

July 15: Start work on forming and placing reinforcement for the ring beam

July 24: Pour the ring beam

July 26: Start placement of dome forms and reinforcing

July 31: Pour the concrete dome

**FUNDING SOURCE:** SRF Funds

**STAFF RECOMMENDATION:** Approve resolution on a roll call vote.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. RESOLUTION NO. 240729-165
2. Water Pay Estimate No. 3

CITY OF BONDURANT  
RESOLUTION NO. 240729-165

RESOLUTION APPROVING PAY REQUEST NO. 3 TO GERARD TANK AND STEEL  
FOR THE WATER TOWER PROJECT IN THE AMOUNT OF \$269,657.50

WHEREAS the Water Tower Project Pay Request No. 3 was submitted on July 19<sup>th</sup>, 2024;  
AND

WHEREAS the pay request no. 3 is for work completed through July 20<sup>th</sup>, 2024, on the  
Water Tower Project; AND

WHEREAS City Staff and engineers from Veenstra & Kimm have reviewed the pay  
application for accuracy.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Bondurant,  
Iowa, that the pay request no. 3 to Gerard Tank & Steel in the amount of \$269,657.50  
hereby approved.

Passed this 5<sup>th</sup> day of August 2024,

By: \_\_\_\_\_  
Doug Elrod, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of  
the City Council held on the above date, among other proceedings the above was  
adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

\_\_\_\_\_  
Shelby Hagan, City Clerk

| Name      | Yay | Nay | Abstain | Absent |
|-----------|-----|-----|---------|--------|
| Cox       |     |     |         |        |
| Driscoll  |     |     |         |        |
| McKenzie  |     |     |         |        |
| Peffer    |     |     |         |        |
| Sillanpaa |     |     |         |        |



**VEENSTRA & KIMM INC.**

3000 Westown Parkway  
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000  
www.v-k.net

July 19, 2024

Marketa Oliver  
City Administrator  
City of Bondurant  
200 Second Street NE  
P.O. Box 37  
Bondurant, Iowa 50035

BONDURANT, IOWA  
WATER TOWER - REBID  
PARTIAL PAYMENT ESTIMATE NO. 3

Enclosed is a copy of Partial Payment Estimate No. 3 for the Water Tower project under the contract between the City of Bondurant and Gerard Tank & Steel. Partial Pay Estimate No. 3 is for the period ending July 20, 2024, in the amount of \$269,657.50.

If you have any questions or comments concerning the project, please contact the writer at 515-669-7768.

VEENSTRA & KIMM, INC.

A handwritten signature in blue ink, appearing to read 'Callin Hornsby', is written over a faint, larger signature.

Callin Hornsby

CRH  
428106  
cc: Steph Melhus – Gerard Tank & Steel (electronic)

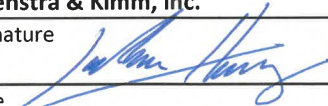
**VEENSTRA & KIMM INC.**3000 Westown Parkway  
West Des Moines, Iowa 50266515.225.8000 // 800.241.8000  
www.v-k.netDate: **July 18, 2024****PAY ESTIMATE NO. 3.**

|                                    |                                                        |                                        |  |           |                         |                                                                                       |                   |                       |                    |
|------------------------------------|--------------------------------------------------------|----------------------------------------|--|-----------|-------------------------|---------------------------------------------------------------------------------------|-------------------|-----------------------|--------------------|
| Project Title                      |                                                        | Water Tower<br>City of Bondurant, Iowa |  |           | Contractor              | Gerard Tank & Steel, Inc.<br>1540 East 11th Street, PO Box 513<br>Concordia, KS 66901 |                   |                       |                    |
| Original Contract<br>Amount & Date |                                                        | \$4,438,273.10                         |  | 10-Jul-23 | Pay Period              | 16-Jun-24 to 20-Jul-24                                                                |                   |                       |                    |
| BID ITEMS                          |                                                        |                                        |  |           |                         |                                                                                       |                   |                       |                    |
| Bid<br>Item No.                    | Specification Section / Description                    |                                        |  | Unit      | Estimated<br>Quantity   | Unit Price                                                                            | Extended<br>Price | Quantity<br>Completed | Value<br>Completed |
|                                    |                                                        |                                        |  |           |                         |                                                                                       |                   |                       |                    |
| 1                                  | 1,000,000 Gallon Composite Water Tower                 |                                        |  |           |                         |                                                                                       |                   |                       |                    |
| 1.1                                | Rommed Aggregate Piers                                 |                                        |  | LS        | 1                       | \$ 81,000.00                                                                          | \$ 81,000.00      | 100.00%               | \$ 81,000.00       |
| 1.2                                | Foundation                                             |                                        |  | LS        | 1                       | \$ 510,350.00                                                                         | \$ 510,350.00     | 99.00%                | \$ 505,246.50      |
| 1.3                                | Concrete Support Shaft                                 |                                        |  | LS        | 1                       | \$ 811,000.00                                                                         | \$ 811,000.00     | 85.00%                | \$ 689,350.00      |
| 1.4                                | Fabricated Steel - Delivered                           |                                        |  | LS        | 1                       | \$ 844,308.10                                                                         | \$ 844,308.10     | 0.00%                 | \$ -               |
| 1.5                                | Steel Erection                                         |                                        |  | LS        | 1                       | \$ 1,112,200.00                                                                       | \$ 1,112,200.00   | 0.00%                 | \$ -               |
| 1.6                                | Field Coating                                          |                                        |  | LS        | 1                       | \$ 440,000.00                                                                         | \$ 440,000.00     | 0.00%                 | \$ -               |
| 1.7                                | Electrical                                             |                                        |  | LS        | 1                       | \$ 185,000.00                                                                         | \$ 185,000.00     | 0.00%                 | \$ -               |
| 1.8                                | Miscellaneous Start ip                                 |                                        |  | LS        | 1                       | \$ 32,000.00                                                                          | \$ 32,000.00      | 0.00%                 | \$ -               |
| 2                                  | 7" PCC Driveway                                        |                                        |  | SY        | 1,175.0                 | \$ 135.00                                                                             | \$ 158,625.00     | 0                     | \$ -               |
| 3                                  | 18" RCP Culvert                                        |                                        |  | LF        | 55                      | \$ 40.00                                                                              | \$ 2,200.00       | 55                    | \$ 2,200.00        |
| 4                                  | 18" RCP FES                                            |                                        |  | EA        | 2                       | \$ 1,000.00                                                                           | \$ 2,000.00       | 2                     | \$ 2,000.00        |
| 5                                  | 72" High Chain Link Fence                              |                                        |  | LF        | 720                     | \$ 52.00                                                                              | \$ 37,440.00      | 0                     | \$ -               |
| 6                                  | 72" High Chain Link Fence Double Gate                  |                                        |  | EA        | 2                       | \$ 1,300.00                                                                           | \$ 2,600.00       | 0                     | \$ -               |
| 7                                  | PVC Water Main in Open Cut - 16"                       |                                        |  | LF        | 465                     | \$ 110.00                                                                             | \$ 51,150.00      | 465                   | \$ 51,150.00       |
| 8                                  | Hydrant                                                |                                        |  | EA        | 1                       | \$ 9,000.00                                                                           | \$ 9,000.00       | 0                     | \$ -               |
| 9                                  | Gate Valve - 16"                                       |                                        |  | EA        | 2                       | \$ 14,000.00                                                                          | \$ 28,000.00      | 2                     | \$ 28,000.00       |
| 10                                 | Site Improvement                                       |                                        |  | LS        | 1                       | \$ 4,000.00                                                                           | \$ 4,000.00       | 0.00%                 | \$ -               |
| 11                                 | Seeding - SUDAS Type 2                                 |                                        |  | ACRE      | 2                       | \$ 3,000.00                                                                           | \$ 6,000.00       | 0                     | \$ -               |
| 12                                 | Exterior Decorative Lighting                           |                                        |  | LS        | 1                       | \$ 121,400.00                                                                         | \$ 121,400.00     | 0.00%                 | \$ -               |
|                                    |                                                        |                                        |  |           |                         |                                                                                       |                   |                       |                    |
| CO 1                               | Intall Level Control Valve and Bypass Valve Facilities |                                        |  | LS        | 1                       | \$ 181,000.00                                                                         | \$ 181,000.00     | 0.00%                 | \$ -               |
|                                    |                                                        |                                        |  |           | TOTAL ORIGINAL CONTRACT |                                                                                       | \$ 4,619,273.10   |                       | \$ 1,358,946.50    |

V-K Job No. 428106

| SUMMARY                                      |                                                        |                          |                 |
|----------------------------------------------|--------------------------------------------------------|--------------------------|-----------------|
|                                              |                                                        | Original Contract Price  | Value Completed |
| Bid Items Subtotal                           |                                                        | \$4,438,273.10           | \$ 1,358,946.50 |
| APPROVED CHANGE ORDERS                       |                                                        |                          |                 |
| Change Order No.                             | Description/Notes                                      | Total Approved           | Value Completed |
| CO 1                                         | Intall Level Control Valve and Bypass Valve Facilities | \$ 181,000.00            |                 |
|                                              |                                                        |                          |                 |
|                                              |                                                        |                          |                 |
|                                              |                                                        |                          |                 |
| TOTAL ALL CHANGE ORDERS                      |                                                        | \$ 181,000.00            | \$ -            |
| Revised Contract Price                       |                                                        | \$ 4,619,273.10          | \$ 1,358,946.50 |
|                                              |                                                        |                          |                 |
| Total Materials Stored                       |                                                        |                          | \$ -            |
| Value of Completed Work and Materials Stored |                                                        |                          | \$ 1,358,946.50 |
| Less Retained Percentage (5%)                |                                                        |                          | \$ 67,947.33    |
| Total Earned Less Retainage                  |                                                        |                          | \$ 1,290,999.18 |
| PREVIOUSLY APPROVED PARTIAL PAYMENTS         |                                                        |                          |                 |
| Less Estimate(s) Previously Approved         |                                                        | Pay Estimate No.1        | \$ 697,752.68   |
|                                              |                                                        | Pay Estimate No.2        | \$ 323,589.00   |
|                                              |                                                        | Pay Estimate No.3        |                 |
|                                              |                                                        |                          |                 |
|                                              |                                                        |                          |                 |
|                                              |                                                        |                          |                 |
|                                              |                                                        |                          |                 |
| Less Total Pay Estimates Previously Approved |                                                        |                          | \$ 1,021,341.68 |
| Percent Complete                             | 29.4%                                                  | Amount Due This Estimate | \$ 269,657.50   |

The amount \$269,657.50 is recommended for approval for payment in accordance with the terms of the contract.

|                                                                                  |                                                                                                  |                                                       |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Quantities Complete Submitted By:</b><br><b>Gerard Tank &amp; Steel, Inc.</b> | <b>Recommended By:</b><br><b>Veenstra &amp; Kimm, Inc.</b>                                       | <b>Approved By:</b><br><b>City of Bondurant, Iowa</b> |
| Signature<br>Malcolm Richerson                                                   | Signature<br> | Signature                                             |
| Title<br>Construction Manager                                                    | Title<br>Project Engineer                                                                        | Title<br>Mayor                                        |
| Date<br>7/18/2024                                                                | Date<br>7/19/2024                                                                                | Date                                                  |



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 6.f.  
For Meeting of 7/29/2024  
**Resolution**

**TITLE:**

- Resolution authorizing Mayor to execute an agreement with Confluence for Zoning, Subdivision, and Sign Code update in the amount of \$60,500

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

**BRIEF HISTORY & ANALYSIS:** On June 17, 2024, the City authorized a resolution to release the Zoning, Subdivision, and Sign Code update Request for Proposals (RFP). Consultant responses were due to the City on July 12th.

The City received proposals from three very good firms, ranging in investment from \$60,500 to \$119,500. The RFP review committee hosted interviews with three consultant teams on July 19. The RFP Review Committee consisted of: Council Member Peffer, Planning and Zoning Commission Chair Keeran, Planning and Zoning Commissioner Mains, Board of Adjustment Commissioner Farver, Planning and Community Development Director Murray, City Planner Pezley, and City Administrator Oliver. While all proposals had some excellent qualities, the Review Committee unanimously recommends the proposal from Confluence. The Committee preferred Confluence's approach to the project. This is a budgeted action item in the FY25 budget.

Moving forward, staff anticipates the Planning & Zoning Commission will act as the primary advisory committee to the consultant team to help ultimately guide this Zoning, Subdivision, and Sign Code update process. Member(s) of the City Council, Board of Adjustment, and Parks & Recreation Board may also serve on the project advisory committee.

Staff would like the complete Zoning, Subdivision, and Sign Code update adopted before the end of 2025.

A complete Zoning, Subdivision, and Sign Code update is consistent with Action Item 1C of the Building Bondurant Comprehensive Plan, which reads: Update the Zoning and Subdivision regulations to support the Future Land Use Plan and any goals, policies, or action items included in the plan.

**FUNDING SOURCE:** General Fund/TIF

**STAFF RECOMMENDATION:** Approve resolution on a roll call vote.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. RESOLUTION NO. 240729-166
2. Confluence Bondurant Code Update Agreement

CITY OF BONDURANT  
RESOLUTION NO. 240729-166

RESOLUTION AUTHORIZING MAYOR TO EXECUTE AN AGREEMENT WITH  
CONFLUENCE FOR THE ZONING, SUBDIVISION, AND SIGN CODE UPDATE IN  
THE AMOUNT OF \$60,500

WHEREAS Action Item 1C of the Building Bondurant Comprehensive Plan reads: update the zoning and subdivision regulations to support the Future Land Use Plan and any goals, policies, or action items included in the plan; AND

WHEREAS the City Council of the City of Bondurant finds it necessary to hire a consultant to draft the complete Zoning, Subdivision, and Sign Code update; AND

WHEREAS the City of Bondurant released a Zoning, Subdivision, and Sign Code Update Request for Proposals (RFP) on June 18, 2024, with consultant responses due by July 12, 2024, at 4:00 p.m.; AND

WHEREAS the City received proposals from three very good firms, ranging in investment from \$60,500 to \$119,500; AND

WHEREAS an RFP review committee was formed and hosted interviews with three consultant teams on July 19; AND

WHEREAS the RFP Review Committee consisted of: Council Member Pepper, Planning and Zoning Commission Chair Keeran, Planning and Zoning Commissioner Mains, Board of Adjustment Commissioner Farver, Planning and Community Development Director Murray, City Planner Pezley, and City Administrator Oliver; AND

WHEREAS while all proposals had some excellent qualities, the Review Committee unanimously recommended the proposal from Confluence.

NOW, THEREFORE, BE IT RESOLVED, that the Bondurant City Council authorizes the Mayor to execute an agreement with Confluence in the amount of \$60,500 for the Zoning, Subdivision, and Sign Code Update, pending review of the agreement by legal counsel.

Passed and approved by the City Council of the City of Bondurant, Iowa, this 29<sup>th</sup> day of July 2024.

By: \_\_\_\_\_  
Doug Elrod, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

---

Shelby Hagan, City Clerk

| Name      | Yay | Nay | Abstain | Absent |
|-----------|-----|-----|---------|--------|
| Cox       |     |     |         |        |
| Driscoll  |     |     |         |        |
| McKenzie  |     |     |         |        |
| Peffer    |     |     |         |        |
| Sillanpaa |     |     |         |        |

# **PLANNING SERVICES AGREEMENT**

## **CITY OF BONDURANT, IOWA**

### **ZONING, SUBDIVISION, AND SIGN CODE UPDATE**

#### **PROJECT DESCRIPTION**

Planning services will be provided by Confluence, Inc., (Consultant) to the City of Bondurant, Iowa, (City) to complete a comprehensive update to the City's Zoning, Subdivision, and Sign Code regulations. Included in this scope is a PUD Scoring Matrix and Downtown Design Guidelines. Confluence anticipates working collaboratively with City Staff, Plan and Zoning Commission, and the Mayor and City Council. The following details our Scope of Services based on our understanding of the City's desired process and outcomes.

#### **A. SCOPE OF SERVICES**

##### **PHASE 1 - PROJECT KICK-OFF + CODE ANALYSIS**

**(APPROXIMATELY 1 MONTH)**

###### **1.1 Pre-Kick-Off Meeting with Staff Review Team**

The Consultant Team will meet with the Staff Review Team to review the project scope and meeting dates, code concerns and areas of focus, discuss the kick-off meeting agenda items, and prepare for the Project Kick-Off Meeting. We will also discuss and finalize plans for the Public and Stakeholder Outreach.

###### **1.2 Kick-Off Meeting with Advisory Committee (AC #1)**

The Consultant Team will facilitate the Project Kick-Off Meeting with the Advisory Committee (AC). The purpose of this meeting is to:

- Review the project scope, schedule, Public and Stakeholder Outreach, and key meeting dates (including future Advisory Committee meeting dates and meeting formats: in-person, virtual, or hybrid).
- Review the roles and responsibilities of the Advisory Committee.
- Identify key stakeholders.
- Review existing code issues and the desired focus areas for the code updates.

##### **PHASE 2 - PUBLIC AND STAKEHOLDER OUTREACH**

**(APPROXIMATELY 2 MONTHS)**

###### **2.1 Community Listening Session**

The Consultant Team will hold a community listening session to gain initial feedback on issues and areas of focus for the code updates. This effort intends to identify the specific issues and items to poll the community as part of the code updates.

###### **2.2 Stakeholder Interviews**

The Consultant Team will conduct one-on-one and small-group interviews with stakeholders identified by the Staff Review Team and the Advisory Committee. These stakeholders may include local developers, buildings, business owners, realtors, and residents who are interested in the future of Bondurant.

### **2.3 Joint Workshop**

The Consultant Team will facilitate a Joint Workshop with the City Council, Planning and Zoning Commission, and Board of Adjustment to provide an update on the process, share the feedback from the community and stakeholders, and seek their initial input on the code updates.

### **2.4 Community and Stakeholder Input Review with Advisory Committee (AC #2)**

Following these various public and stakeholder input meetings, the Consultant Team will meet with the Advisory Committee to share the information gathered from the various engagement activities. The purpose of this meeting is to review the ideas generated by the stakeholders and community members and set the preferred direction for the code updates.

## **PHASE 3: CODE DRAFTS REVIEW**

**(APPROXIMATELY 4 MONTHS)**

### **3.1 Draft Code**

Working closely with the Staff Review Committee, the Consultant Team will develop updates to the City's Zoning, Subdivision, and Sign Code regulations. These drafts will be reviewed with City staff and updated as requested. The drafts will be prepared in Word following the general format of the current City Code.

### **3.2 Draft Code Review Series with Advisory Committee (AC #4 - #6)**

The Consultant Team will review the draft code updates at a series of review meetings with the Advisory Committee and update and modify the drafts as requested. (3 meetings)

### **3.3 Stakeholder Review**

The Consultant Team will review the proposed draft code updates with selected stakeholders interviewed in Phase 2 to seek feedback and comments.

### **3.4 Public Open House**

The Consultant Team will present an overview of the Zoning Code updates to the City Council and the Planning Commission. Our team will record all feedback and comments at the workshop and update and modify the drafts as requested.

### **3.4 Second Joint Workshop**

The Consultant Team will present an overview of the Zoning Code updates to the City Council and the Planning Commission. Our team will record all feedback and comments at the workshop and update and modify the drafts as requested.

## **PHASE 4: FINAL CODE DRAFTS AND ADOPTION**

**(2 months)**

### **4.1 Finalize Code Updates**

Working closely with the Staff Review Committee, the Consultant Team will finalize the updates to the City's Zoning, Subdivision, and Sign Code regulations. These drafts will include the PUD Scoring Matrix and the Downtown Design Guidelines.

### **4.2 Planning and Zoning Commission Public Hearing**

The Consultant Team will attend the Planning Commission Public Hearing for the review and recommendation on the adoption of the Zoning Code updates. We will assist the City staff

with the presentation and will make subsequent revisions as may be requested by the Commission and submit updated copies to City staff.

#### **4.3 City Council Public Hearing**

The Consultant Team will attend the City Council Hearing for the review and approval of the Zoning Code amendments. We will assist the City staff with the presentation and will make subsequent revisions as may be requested by the Council and submit updated copies to City staff.

#### **FINAL DELIVERABLES**

Electronic copies (PDF and Word formats) of the draft and final code updates and presentation materials will be provided to the City. The final code drafts will include tables and graphics where beneficial and will incorporate all sections of the Zoning, Subdivision, and Sign Codes.

#### **B. SCHEDULE**

The Consultant is prepared to provide the professional services described herein immediately upon the City's notice to proceed. It is anticipated this project will take approximately 8 to 10 months to complete. A more definitive schedule for completion of activities can be established with the City at the outset of the project as requested.

#### **C. SCOPE SERVICE FEES BY TASK**

The City will compensate Confluence on a lump sum basis as provided herein and will pay Confluence monthly based on the percent completion of each phase. If the nature of the scope of services changes or if the anticipated fees outlined herein require an increase, Confluence will notify the City of the revised scope and/or fee before proceeding with any additional work.

#### **FEES BY PHASE**

|                                                  |                 |
|--------------------------------------------------|-----------------|
| <b>Phase 1 / Existing Conditions Analysis</b>    | <b>\$9,000</b>  |
| <b>Phase 2 / Public and Stakeholder Outreach</b> | <b>\$11,000</b> |
| <b>Phase 3 / Code Drafts Review</b>              | <b>\$24,500</b> |
| <b>Phase 4 / Final Code Drafts and Adoption</b>  | <b>\$7,000</b>  |
| <b>Alternative Scope Item 1</b>                  | <b>\$1,500</b>  |
| <b>Alternative Scope Item 2</b>                  | <b>\$7,500</b>  |
| <b>Total Fee</b>                                 | <b>\$60,500</b> |

#### **D. COMPENSATION**

Service fees and reimbursable expenses will be billed to the City monthly by the Consultant. Payment is due upon receipt of the invoice. The City agrees to provide payment to the Consultant within thirty (30) days of the invoice date and that payment is not dependent on the success or failure of the project, project approvals or non-approvals, or project feasibility. Payment not received by the Consultant within thirty (30) days of the invoice date is considered past due. Past due balances will be charged simple interest rate at 1% per month based upon the original invoice amount. In the event the account becomes past due, the Consultant may suspend performance of services on the project until the account is paid.

In the event an invoice is disputed by the City, the City shall inform the Consultant within a reasonable timeframe (within 10 days of City's receipt of invoice), and both parties agree to meet with each other in a timely manner (within 10 days of the Consultant's receipt of dispute notice) to further clarify the nature of the dispute in an effort to resolve it while minimizing impacts to the performance of the services outlined herein. In the event the dispute remains unresolved, the Consultant, at its discretion, may suspend performance of services on the project until the account is paid.

#### **E. TERMINATION**

The Consultant or the City may terminate this Agreement at any time by written notice. If the Agreement is terminated by either the Consultant or the City, the City will pay the Consultant for service provided and expenses incurred by the Consultant up to the time notice is either sent by the Consultant or received by the Consultant.

#### **F. MISCELLANEOUS**

The City shall provide all necessary background information, documents, maps, and data and shall further provide the timely review of document and map drafts, assist with scheduling meetings, provide meeting space, print and distribute meeting notices, and be responsible for all required public meeting notices.

#### **G. LIMITATION OF LIABILITY**

The total cumulative liability of the Consultant, its agents, servants, employees, and sub-consultants to the City with respect to services performed or to be performed pursuant to this Agreement, whether in contract, indemnity, contribution, tort (including, but not limited to, negligence) or otherwise shall be limited to the Consultant's professional liability insurance coverage limits in place at the time of performance of the services outlined herein. The Consultant shall not be liable to the City for special or consequential losses or damages including, but not limited to, loss of use. The Consultant shall not be liable to the City for losses, damages, or claims for which the City fails to give notice to the Consultant within reasonable time, not to exceed ninety (90) days from discovery.

#### **H. APPROVAL AND ACCEPTANCE**

Upon review of the foregoing terms, this proposal for services is approved and accepted by the City of Bondurant, Iowa, (City) and Confluence (Consultant) as confirmed by the signatures below.

##### **Offered by:**

Confluence, Inc.  
525 17<sup>th</sup> Street  
Des Moines, IA 50309



(signature)

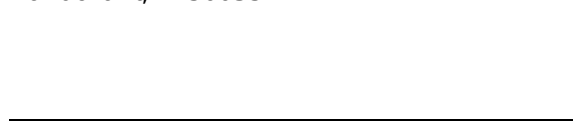
Name: Christopher Shires, AICP

Title: Principal

Date: July 19, 2024

##### **Accepted by:**

City of Bondurant, Iowa  
200 2nd St NE Box 37  
Bondurant, IA 50035



(signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 6.g.  
For Meeting of 7/29/2024  
**Resolution**

**TITLE:** - Resolution of endorsement for the City of Bondurant's grant application request to the Iowa Department of Transportation's Traffic Safety Improvement Program for funding to assist with the Grant Street South realignment and intersection enhancement project

**CONTACT PERSON:**

Maggie Murray, Planning & Community Development Director

**BRIEF HISTORY & ANALYSIS:** The attached resolution endorses the City of Bondurant's grant application to the Iowa DOT's [Traffic Safety Improvement Program](#) for funding to assist with the Grant Street South realignment and intersection enhancement project identified in the Central District Stormwater Improvements Master Plan. The intent of the Traffic Safety Improvement Program is to distribute funds for roadway safety improvements, traffic control devices, studies, and outreach.

The City will be requesting \$500,000 under this grant program. Applications are due August 15, 2024. Communities will be notified in mid-January 2025. If awarded, funds will become available July 1, 2025.

**FUNDING SOURCE:** N/A to submit grant application

**STAFF RECOMMENDATION:** Approve resolution on a roll call vote.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. RESOLUTION NO. 240729-167

CITY OF BONDURANT  
RESOLUTION NO. 240729-167

RESOLUTION OF ENDORSEMENT FOR THE CITY OF BONDURANT'S GRANT  
APPLICATION REQUEST TO THE IOWA DOT'S TRAFFIC SAFETY IMPROVEMENT  
PROGRAM FOR FUNDING TO ASSIST WITH THE GRANT STREET SOUTH  
REALIGNMENT AND INTERSECTION ENHANCEMENT PROJECT IDENTIFIED IN  
THE CENTRAL DISTRICT STORMWATER IMPROVEMENTS MASTER PLAN

WHEREAS the Building Bondurant Comprehensive Plan identifies the need to realign Grant Street South as it approaches the Highway 65 intersection area; AND

WHEREAS to help provide general guidance on the design of the Grant Street South realignment project, the Bondurant City Council adopted its Central District Stormwater Improvements Master Plan in November 2022; AND

WHEREAS the Central District Stormwater Improvements Master Plan calls for the need to realign Grant Street South and enhance the intersection of Grant Street South and Highway 65 while at the same time establishing a 116-acre regional park system with a 36-acre regional stormwater detention lake; AND

WHEREAS the City is appreciative of the opportunity to apply for funds through the Iowa Department of Transportation's Traffic Safety Improvement Program; AND

WHEREAS the City acknowledges that if awarded, the City will be responsible for obtaining the matching funds necessary to complete the project within the required timeframe; AND

WHEREAS the City acknowledges it will adequately maintain the completed project for its intended public use following project completion for a period more than twenty years; AND

NOW, THEREFORE, BE IT RESOLVED that the Bondurant City Council endorses the Grant Street South realignment and intersection enhancement project within the Central District Stormwater Improvements Master Plan area.

BE IT FURTHER RESOLVED that the Bondurant City Council authorizes submittal of the City's Traffic Safety Improvement Program grant application to the Iowa DOT in the amount of \$500,000.

Passed and approved by the City Council of the City of Bondurant, Iowa, this 29<sup>th</sup> day of July 2024.

By: \_\_\_\_\_  
Doug Elrod, Mayor

ATTEST: I, Shelby Hagan, City Clerk of Bondurant, hereby certify that at a meeting of the City Council held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand the day and year above written.

---

Shelby Hagan, City Clerk

| Name      | Yay | Nay | Abstain | Absent |
|-----------|-----|-----|---------|--------|
| Cox       |     |     |         |        |
| Driscoll  |     |     |         |        |
| McKenzie  |     |     |         |        |
| Peffer    |     |     |         |        |
| Sillanpaa |     |     |         |        |



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 7.a.  
For Meeting of 7/29/2024  
**Discussion Item**

**TITLE:** Urban Chickens

**CONTACT PERSON:**

Marketa Oliver, ICMA-CM, SPHR, City Administrator

**BRIEF HISTORY & ANALYSIS:** The City has received a request to discuss urban chickens. Staff is currently updating information on other community's ordinances and also developing a map of the City to show which areas have property covenants that prohibit chickens.

**FUNDING SOURCE:**

**STAFF RECOMMENDATION:** Discussion

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:** None



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 7.b.  
For Meeting of 7/29/2024  
**Discussion Item**

**TITLE:** Capital Update

**CONTACT PERSON:**

Marketa Oliver, ICMA-CM, SPHR, City Administrator

**BRIEF HISTORY & ANALYSIS:** Staff will present an update on capital projects currently in progress throughout the community.

**FUNDING SOURCE:** Capital projects are funded through bonds, general fund, utility funds, LOSST, and grants.

**STAFF RECOMMENDATION:** This is a discussion item.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:** None



**BUSINESS OF THE CITY COUNCIL  
BONDURANT, IOWA  
AGENDA STATEMENT**

Item No. 7.c.  
For Meeting of 7/29/2024  
**Discussion Item**

**TITLE:** Law Enforcement Study Findings

**CONTACT PERSON:**

Marketa Oliver, ICMA-CM, SPHR, City Administrator  
Jene Jess, Finance Director

**BRIEF HISTORY & ANALYSIS:** The purpose of this item is to review the Public Safety study that was recently conducted. Attached is the study and staff will present a summary as well as some additional points for discussion.

**FUNDING SOURCE:** This is a discussion item that potentially has a significant impact on the general fund and levy rate.

**STAFF RECOMMENDATION:** This is a discussion item.

**APPROVED FOR SUBMITTAL:**

**ATTACHMENTS:**

1. Final Report - Bondurant Public Safety Study



# Public Safety in Bondurant

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**In partnership  
with:**

**IOWA**

Initiative for Sustainable  
Communities

**IOWA**

School of Planning  
and Public Affairs

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## Introduction

### Project Team Members

The Project Team consists of Master of Public Affairs candidates Armando Bryson, Josh Reynolds, and Lisa Truong. Under the guidance of faculty advisors Dr. Sam Zuhlke and Professor Travis Kraus, we aim to assess Bondurant's public safety needs and provide actionable recommendations.

The project is administered by the School of Planning and Public Affairs (SPPA) at the University of Iowa as part of the partnership between the University of Iowa's Initiative for Sustainable Communities (IISC) and the City of Bondurant. IISC, established in 2009, is dedicated to involving students in practical projects within local Iowa communities. These initiatives strive to enhance sustainability, facilitate connections among students, faculty, and community leaders, and cultivate a spirit of fellowship and collaboration in Iowa.

The team would also like to acknowledge our project partner Jené Jess, Finance & Employee Services Director for the City of Bondurant, for her valuable insight and aid that helped make this project possible.



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## Executive Summary

A team of graduate students from the University of Iowa School of Planning and Public Affairs collaborated with the City of Bondurant to evaluate current public safety provision and decision-making around public safety solutions in Bondurant, Iowa. More specifically, the City of Bondurant requested an assessment regarding the feasibility and consequences of transitioning from contracted law enforcement services with the Polk County Sheriff's Office to establishing an independent municipal police department, given the city's projected future population growth. This study aims to understand current community public safety needs and recommend actions regarding future law enforcement services in Bondurant.

The team began their study by conducting in-depth research consisting of academic literature reviews and policy expert interviews and creating a base of knowledge ultimately contributing towards the recommendation. They then analyzed Polk County Sheriff's Department call data, focusing on calls initiated for the city of Bondurant, dividing them into different categories of call types. Next, they performed a cost-benefit analysis comparing contracted services to the policy alternative of establishing an independent police department within Bondurant. Lastly, the report provides a decision-making toolkit that Bondurant can utilize in the future to revisit this question. Likewise, the toolkit can be useful to other municipalities facing the same complex decision Bondurant faces today.

Research and analysis suggest, given current conditions, that the City continue the contracted law enforcement services with Polk County Sheriff Department. As the city grows and circumstances change, the report recommends that the City revise its current contracting structure such that this contract can be evaluated every 3 years, following a decision-making process similar to the approach outlined in this study.

## Issue Statement

Amidst the evolving political and social landscape and extreme population growth in Bondurant, Iowa, the City faces critical decisions regarding the delivery of public safety services. Currently, the City has a contractual arrangement with the Polk County Sheriff's Office to provide Bondurant residents with law enforcement services. To date, this practice has presented a cost-effective means of public safety provision, yet the impending surge in Bondurant's population is prompting the City to reassess its long-term public safety strategy. With Bondurant's population projected to quadruple by 2050 to an estimated 32,000 residents, a comprehensive understanding of evolving community needs is essential to ensure effective and sustainable law enforcement service delivery.

To address these challenges, the collaborative effort between Bondurant and the University of Iowa's Initiative for Sustainable Communities (IISC) aims to conduct a thorough study to evaluate the viability and potential consequences of establishing a new police department. This

study is crucial for informed decision-making and considers factors such as city staff/ council demands, the perspectives and options of residents, and the administrative/ economic pressures as it pertains to the demand for services.

The heart of this initiative lies in proactively responding to Bondurant's changing demographic landscape and anticipating stresses created by its future population growth. By investigating the community's public safety needs, drawing upon research and best practices, this project seeks to provide data-driven recommendations for optimizing the delivery of public safety services. Furthermore, the project seeks to provide a decision-making toolkit for Bondurant if they need to reconsider this question in the future.

### **Framework: The 4 Es of Public Administration**

Applying the theory of the 4 Es — effectiveness, efficiency, economy, and equity — provides a structured framework for evaluating the performance and impact of law enforcement services. Efficiency involves achieving goals with minimal waste, emphasizing optimization of resources. Economy focuses on prudent resource management, ensuring resources are used judiciously. Effectiveness evaluates the extent to which objectives are met, emphasizing the successful outcomes of public programs and policies. Equity underscores fairness and justice, striving for impartial treatment and equal access to services for all. As defined, the 4 Es of public administration serve as a framework for public administrative policy evaluation. Each E - effectiveness, efficiency, economy, and equity – serves to analyze policy outcomes breaking it down into four distinct buckets.

These principles serve as guiding pillars throughout this report. The 4 Es help generate key research questions that the team will answer to inform our final recommendations to Bondurant. For example:

- Does Polk County Sheriff's Office adequately address Bondurant's demand of service?
- Is Polk County Sheriff's Office efficient in providing for demand of service?
- Do the economic benefits of establishing a police force outweigh the costs?
- Is Polk County's Sheriff's Office equitably serving Bondurant?

By reviewing current literature on law enforcement, interviewing policy experts, analyzing call data and service quality metrics, and conducting a cost benefit analysis through the lens of the 4 Es, policymakers can identify strengths, weaknesses, and opportunities for improvement in policy delivery and management. This approach facilitates evidence-based decision-making, fosters transparency and accountability, and ultimately enhances the effectiveness and responsiveness of law enforcement in meeting the needs of the community they serve.

## Equitable Access to Public Safety Services

This project analyzes public service provision through the possible creation of an independent municipal police department. One goal of any public safety approach is that all residents in Bondurant have equitable access to services.<sup>1</sup> The American Society for Public Administration defines equity as "the fair, just equitable management of all institutions serving the public directly or by contract. The fair and equitable distribution of public services, and the implementation of public policy; and the commitment to promote fairness, justice, and equity in the formation of public policy"<sup>2</sup>.

The consideration of Diversity, Equity, Inclusion, and Justice (DEIJ) in the decision to establish an independent city police force is crucial for three core reasons. A representative police force reflects the community it serves, fostering trust and understanding among residents. Secondly, an equitable approach ensures fair treatment and protection for all individuals, regardless of race, ethnicity, or socio-economic status. Lastly, inclusion ensures that marginalized voices are heard and represented in law enforcement policies and practices, leading to greater accountability and responsiveness to community needs.

It is imperative to note that in various communities around the United States, equity within public safety and law enforcement has been scrutinized. In recent years, as stories about police-related deaths have gained national attention, overall trust in the criminal justice system has declined.<sup>3</sup> A large part of this discussion centers around equity among vulnerable and historically marginalized groups.

While acknowledging this reality, this project serves to highlight effectiveness, efficiency, and economic viability of the current structure while considering equity relative to the current community context in Bondurant. The project team recognizes the immense value of Diversity, Equity, Inclusion, and Justice in local governance and public safety, and also acknowledges that the policing issues and controversies facing other communities may not reflect conditions in Bondurant. By incorporating DEIJ considerations into decision-making, the City of Bondurant can foster a just, inclusive, and responsive public safety system that meets the needs of its increasingly diverse population.

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<sup>1</sup> International Association of Chiefs of Police. "Law Enforcement Code of Ethics." *Theiacp.org*, [www.theiacp.org/resources/law-enforcement-code-of-ethics](http://www.theiacp.org/resources/law-enforcement-code-of-ethics).

<sup>2</sup> Norman-Major, Kristen. "Balancing the Four Es; or Can We Achieve Equity for Social Equity in Public Administration?" *Journal of Public Affairs Education*, vol. 17, no. 2, June 2011, p. 237, <https://doi.org/10.1080/15236803.2011.1200164>

<sup>3</sup> <https://www.forbes.com/sites/emilywashburn/2023/02/03/america-less-confident-in-police-than-ever-before-a-look-at-the-numbers/?sh=221342006afb>

## Background

The project team conducted background research on contemporary best practices within law enforcement agencies, their relationship to city budgets, and the structural frameworks of law enforcement entities across various cities. The overarching goal was to cultivate a comprehensive understanding of how cities are delivering public safety services in 2024.

Not surprisingly, the research revealed that there is no singular approach or definitive best practice when it comes to law enforcement. Each community tailors its law enforcement strategies based on its unique budgetary constraints and specific needs. Communities employ a diverse array of approaches to public safety, some opting to have their own municipal police departments and others contracting for services with county agencies, as is currently the case in Bondurant. Contracting with external agencies is not unique to rural small towns, larger municipalities like those in Los Angeles County, California, or Broome County, New York have adopted this approach as well. Additionally, some communities have transitioned away from municipal police departments into contracted services and vice versa, further illustrating the varied landscape of law enforcement practices.

## City Profile

Over the past decade, the city of Bondurant has had a 90 percent increase in population, marking a significant leap from 3,860 residents in 2010 to 7,365 in 2020 seen in Figure 1. According to the latest 2024 census data, the city's population is 8,035 residents, with a continued growth rate of approximately 9 percent per year. This recent upsurge in population is predominantly attributed to an influx of single families moving to Bondurant and the growing Des Moines metropolitan area.

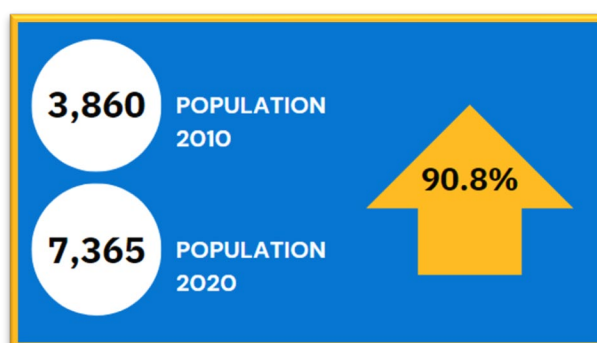


Figure 1: Population Growth in Bondurant

As illustrated in Figure 2, Bondurant residents tend to have higher wealth levels than the state average, translating into elevated home values. Bondurant’s median household income of \$120,588 is significantly higher than the state of Iowa at \$70,571. Similarly, Bondurant has a relatively high median home value of \$274,800, compared to the state at \$221,200.

From a racial and ethnic demographic perspective, Bondurant aligns closely with the broader demographics of Iowa. As illustrated in Figure 3,<sup>4</sup> approximately 88 percent of the city's residential population identifies as White, with 6 percent identifying as Black, and 3.5 percent as Latinx. These figures closely mirror the demographic composition of Iowa.

From a political standpoint, the city of Bondurant leans more conservative in terms of policy, political ideology, and presidential party support.<sup>5</sup> Over 56% of all Bondurant community members voted in the last local election.<sup>4</sup> This is a higher level of civic engagement compared to nearby Des Moines, where 49% of the population voted in the city’s 2023 elections.<sup>6</sup> Polk County, where Bondurant is located, leans more liberal and has seen higher support for Democratic candidates in the past five presidential elections. The majority of Bondurant voters have consistently favored Republican presidential candidates, having voted for only one Democratic candidate in the past five elections.<sup>4</sup>

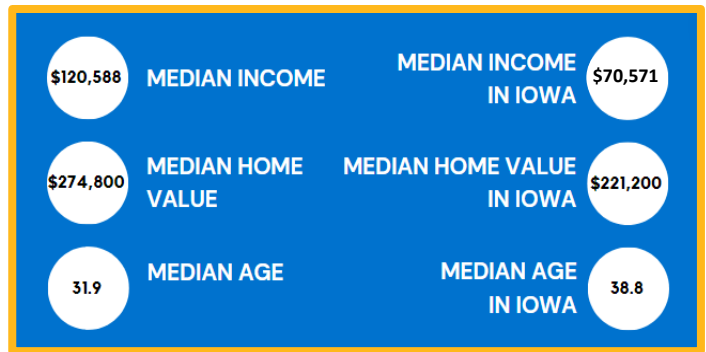


Figure 2: Bondurant and Iowa Sociodemographic Indicators (ACS 5-year estimates)

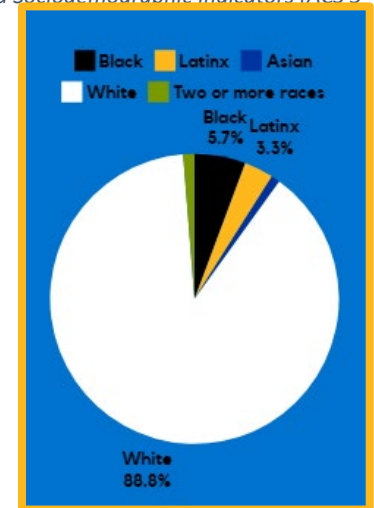


Figure 3: Bondurant race and ethnicity

<sup>4</sup> U.S. Census Bureau QuickFacts: Bondurant City, Iowa. [www.census.gov/quickfacts/fact/table/bondurantcityiowa/PST045223](https://www.census.gov/quickfacts/fact/table/bondurantcityiowa/PST045223).

<sup>5</sup> “Bondurant, IA Politics & Voting.” BestPlaces, [www.bestplaces.net/voting/city/iowa/bondurant](https://www.bestplaces.net/voting/city/iowa/bondurant). Accessed 16 Apr. 2024.

<sup>6</sup> <https://sos.iowa.gov/elections/pdf/2022/general/countystats.pdf>

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## Topic and Significance

### **What is Public Safety?**

Public safety encompasses measures and initiatives undertaken by law enforcement agencies and community stakeholders to ensure the protection, security, and well-being of individuals within society. It encompasses a wide range of strategies, including crime prevention, emergency response, disaster preparedness, and public health interventions, aimed at mitigating risks and enhancing resilience. Public safety initiatives are grounded in the principle of safeguarding individuals from harm and maintaining social order, thereby fostering environments conducive to the physical, mental, and social welfare of citizens. These efforts involve collaboration among law enforcement agencies, government agencies, community organizations, and the public to address diverse threats and hazards, ranging from criminal activities to natural disasters and public health crises.

This study considers public safety as it relates to policing and law enforcement, focusing more on crime prevention versus crime deterrence in the research methods. It is essential to recognize that while deterrence aims to dissuade individuals from committing crimes through the threat of punishment, crime prevention focuses on addressing underlying factors that contribute to criminal behavior, such as poverty, lack of education, and social inequality. Moreover, traditional approaches to crime prevention often rely heavily on law enforcement interventions, such as increased police presence and surveillance. Alternative providers to crime prevention in cities, such as community-based organizations, social services, and educational programs, offer alternative approaches that empower communities to create safer environments through education, social support, and resource allocation. The research aims to consider various strategies that effectively reduce crime rates while promoting community well-being.

### **What is Crime?**

Public safety, as noted prior, embodies the collective measures undertaken by authorities and communities to foster an environment conducive to the security, well-being, and quality of life of individuals. It includes a broad spectrum of initiatives, ranging from crime prevention strategies and law enforcement efforts to emergency response protocols and public health interventions. The overarching goal of public safety initiatives is to mitigate risks, enhance resilience, and promote social cohesion within society.<sup>7</sup>

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<sup>7</sup> John P (2023) Public Safety: Ensuring Society's Security and Well-Being. J Pol Sci Pub Aff.

In contrast, crime refers to behaviors or actions that transgress established laws and regulations, posing a threat to public safety and order. These behaviors can manifest in various forms, including property crimes, violent offenses, white-collar crimes, and cybercrimes, among others. Crime should not be considered synonymous with violence. The perpetration of crime often stems from complex socio-economic, psychological, and situational factors, with perpetrators motivated by diverse intentions such as financial gain, personal vendettas, or ideological beliefs.<sup>8</sup>

By understanding the distinction between public safety and crime, policymakers, law enforcement agencies, and community stakeholders can devise holistic strategies that address the root causes of criminal behavior while simultaneously fostering environments that promote safety, well-being, and resilience for all members of society.

## Public Law Enforcement in Iowa

In Iowa, the landscape of law enforcement is characterized by significant fragmentation, with 395 agencies spread across the state, accounting for 2% of the nation's total agencies despite Iowa's population representing less than 1% of the national population. These agencies employ thousands of sworn officers tasked with patrolling communities, investigating crimes, and ensuring compliance with state laws and regulations. According to the Iowa Department of Public Safety, the overall crime rate in the state decreased by 3.4% from 2019 to 2020 and continues to decrease year after year. However, specific types of crimes, such as burglary and motor vehicle theft, saw increases during the same period. Considering this dynamic, it is reasonable to consider innovative solutions to consolidate resources, foster collaboration, and enhance the effectiveness of law enforcement services statewide.

## Current Law Enforcement in Bondurant

The City of Bondurant is currently in its fourth year of a decade-long agreement with the Polk County Sheriff's Office for law enforcement services. The Polk County Sheriff is publicly elected and serves a four-year term. Initiated in May 2020 and set to expire in June 2030, the contract reflects Bondurant's expectations of increased challenges posed by population growth and escalating law enforcement costs. Under the terms of the contract, the Polk County Sheriff's Office provides a comprehensive suite of law enforcement services to the City of Bondurant, including routine patrols, criminal investigations, animal control, and community policing initiatives<sup>9</sup>, with staffing levels increasing incrementally over the contract period.

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<sup>8</sup> Onyeneke, C.C.; Karam, A.H. *An Exploratory Study of Crime: Examining Lived Experiences of Crime through Socioeconomic, Demographic, and Physical Characteristics*. *Urban Sci.* 2022, 6, 43. <https://doi.org/10.3390/urbansci6030043>

<sup>9</sup> Schneider, Kevin J. *Overview Of Base Law Enforcement Services For Bondurant*. Polk County Sheriff's Office, 2022.

While the Sheriff's Office primarily manages law enforcement decisions, Bondurant has access to incident data, ensuring transparency and accountability. Financially, the contract is structured to accommodate Bondurant's budgetary constraints, with escalating annual payments projected to reach \$1,251,593 in the final year, covering various expenses associated with law enforcement provision.

As the city navigates rapid population growth, local leaders seek to learn more about alternatives to its existing policy to best plan for future needs. Discussions within the city council primarily center on the cost-effectiveness of the contract versus starting a municipal police department.

As Table 1 shows, the cost in the first year of the contract was \$656,651 and will nearly double to \$1,251,593 by the final year of the contract.

| Fiscal Year | Contract Cost |
|-------------|---------------|
| 2020-2021   | \$656,651     |
| 2021-2022   | \$689,199     |
| 2022-2023   | \$723,214     |
| 2023-2024   | \$940,991     |
| 2024-2025   | \$987,098     |
| 2025-2026   | \$1,035,326   |
| 2026-2027   | \$1,085,772   |
| 2027-2028   | \$1,138,551   |
| 2028-2029   | \$1,193,781   |
| 2029-2030   | \$1,251,593   |

*Table 1: Contract Costs with the Polk County Sheriff's Office*

## Other Public Safety Expenditures

Public safety of Bondurant's residents is a significant component of the overall city budget. In 2024 budget, the City allocated \$3,439,887 for public safety expenditures. This commitment to public safety extends beyond law enforcement, with a \$53,350 budget for health and social services and \$5,238 for animal control (some of which is also handled through the Polk Conty Sheriff's Office).

Bondurant's independent public safety services, comprised of both Fire and EMS, play a large role in public safety services and budgeting. This collaborative team of Fire and EMS personnel, led by Fire Director Aaron Kreuder, is staffed with 36 full-time employees. The City of Bondurant Emergency Medical Services team serves at the center of public safety, health, and care. They work in conjunction with the Fire Department and function under the same \$1.4 million budget. As a collective, both departments have continued to elevate as a cohesive body, upgrading their service rating from 6 to 5 over the past five years (Service ratings range from 10 to 1; having 1 the best of service ratings). Both the City of Bondurant Fire Department and EMS have responded to over 900 calls in the year 2022 (Figure 5), increasing exponentially as time progresses.

As part of internally provided city services, the City of Bondurant offers various types of insurance coverage through its contractual agreements. One key insurance type is Accidental Injury Insurance, which covers the city against liability for worker's compensation and statutory

liability for the costs of hospitalization, nursing, and medical attention for members injured while performing their duties, whether within or outside the city limits. This coverage extends to all members under the contract.

Another crucial insurance category is Liability Insurance, wherein the Council contracts to insure against the cities or members of the Bondurant Emergency Services' liability for injuries, death, or property damage resulting from the performance of duties within or outside the city limits.

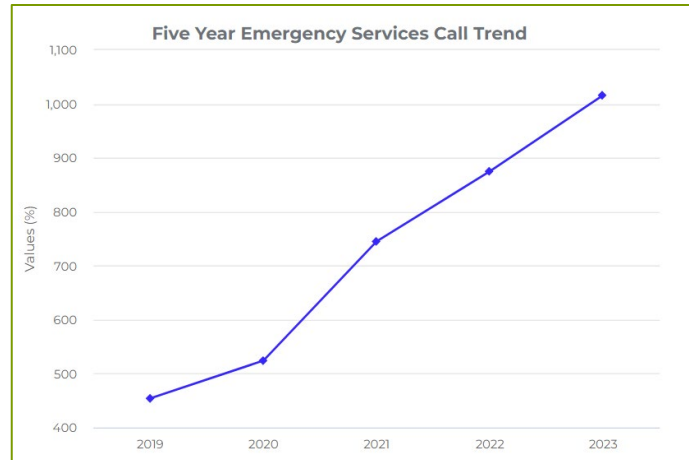


Figure 4: Emergency Services Call Trends from EMS

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## Methods

Measuring public safety in Bondurant is a multifaceted endeavor that requires a comprehensive understanding of key challenges and current efforts. To evaluate the Bondurant's public safety against the framework of the 4 Es, the project team conducted data collection of policy expert interviews, call data, financial estimates, and literature reviews. These data collection methods serve to identify existing programs, policies, and best practices, laying the groundwork for evidence-based policy recommendations.

## Terminology

When discussing law enforcement and public safety, distinguishing between incidents, calls, call types, crime, and crime rates helps provide accurate understanding of terminology and effective policy implementation.

- › **Incidents** constitute a broader category, encapsulating a diverse array of events such as accidents, disturbances, or public safety issues, regardless of criminal intent.
- › **Calls** pertain to notifications or requests for police intervention. Calls act as a measure of demand encompassing a spectrum of urgencies and concerns reported by individuals or entities within a community.
- › **Call types** are the label used to categorize the calls in the record system.
- › **Crime** denotes any act deemed unlawful and punishable by law, ranging from minor infractions to severe felonies, meticulously documented through police reports and investigative procedures. As referenced prior, crime is not inherently violent.
- › **Crime rates** represent the frequency or prevalence of criminal activity within a given population over a specific period. These rates are typically expressed as the number of crimes per capita or per 100,000 residents, allowing for standardized comparisons across different regions or time periods. Clarity in defining these terms is imperative for accurate data analysis, strategic resource allocation, and informed decision-making within the realm of law enforcement and public safety.

## Categorizing Crime

In the context of evaluating and analyzing crime data, the adoption of a standardized approach provides not only a structured framework but also clear metrics for organization. This becomes particularly crucial in areas like Bondurant, where an array of call types exist. Through categorization, crimes can be grouped, facilitating a more streamlined understanding of their severity and potential impact on the community. This approach not only enhances the efficiency of identifying solutions but also aids in prioritizing responses based on the urgency and gravity of each situation, ultimately contributing to more effective crime management and community safety initiatives. For this project, the categorization of call types was done using the National Incident-Based Reporting System (NIBRS).

The National Incident-Based Reporting System (NIBRS) serves as a comprehensive framework for categorizing various offenses, providing a nuanced understanding of crime dynamics. Developed in the 1980s to supplant the Summary Uniform Crime Reporting (UCR) method, NIBRS became the national standard on January 1, 2021. As of June 2022, all 50 U.S. states and the District of Columbia are certified to report crime data to NIBRS.

- › *Group A Offenses* encompass Crimes Against Persons, Crimes Against Property, and Crimes Against Society. Crimes Against Persons include offenses such as aggravated assault, kidnapping/abduction, forcible rape, and murder. Crimes Against Property encompass offenses aimed at obtaining money, property, or other benefits, such as burglary, larceny/theft, motor vehicle theft, and arson. Crimes Against Society consists of victimless crimes or activities prohibited by society, including drug/narcotic violations, prostitution, gambling offenses, and weapon law violations.
- › *Group B Offenses* comprise offenses resulting in arrests, such as driving under the influence, disorderly conduct, liquor law violations, and curfew/loitering/vagrancy violations. Based on this, it is arguable that Group A offenses are more violent and harmful to public safety than Group B.

Using the FBI's guidelines for categorizing crime, outlined in Figure 6, the project team categorized the list of all the call types creating a basis for analysis. The outlined criteria for determining Group A offenses, covering seriousness, frequency, national prevalence, law enforcement attention, data burden, and statistical validity, offer a systematic method for resource prioritization, trend identification, and assessing crime prevention effectiveness.

Furthermore, crime rates are derived from NIBRS data through a systematic process involving the collection, classification, and population adjustment of reported incidents. Law enforcement agencies utilize the NIBRS framework to categorize incidents into specific crime categories or groupings, such as Crimes Against Persons, Crimes Against Property, and Crimes Against Society. Once incidents are classified, the total number of reported offenses for each category is divided by the population of the area being analyzed to adjust for differences in population size. This population-adjusted figure yields the crime rate, expressed as the number of offenses per 1,000 or 100,000 individuals. Crime rates serve as standardized metrics for assessing the prevalence of criminal activity within communities and enable comparisons across different geographic areas and population groups. They play a key role in informing strategic decision-making processes related to law enforcement resource allocation, policy formulation, and crime prevention efforts, ultimately contributing to efforts aimed at enhancing public safety and well-being.

### Group "A" Offenses

| <u>NIBRS OFFENSES</u>                       | <u>NIBRS CODES</u> | <u>NIBRS OFFENSES</u>                        | <u>NIBRS CODES</u> |
|---------------------------------------------|--------------------|----------------------------------------------|--------------------|
| Arson                                       | 200                | Human Trafficking                            |                    |
| Assault Offenses                            |                    | -Commercial Sex Acts                         | 64A                |
| -Aggravated Assault                         | 13A                | -Involuntary Servitude                       | 64B                |
| -Simple Assault                             | 13B                | Kidnapping/Abduction                         | 100                |
| -Intimidation                               | 13C                | Larceny/Theft Offenses                       |                    |
| Bribery                                     | 510                | -Pocket Picking                              | 23A                |
| Burglary/B&E                                | 220                | -Purse Snatching                             | 23B                |
| Counterfeiting/Forgery                      | 250                | -Shoplifting                                 | 23C                |
|                                             |                    | -Theft from Building                         | 23D                |
|                                             |                    | -Theft from Coin-Operated Machine or Device  | 23E                |
|                                             |                    | -Theft from Motor Vehicle                    | 23F                |
| Destruction/Damage/Vandalism of Property    | 290                | -Theft of Motor Vehicle Parts or Accessories | 23G                |
| Drug/Narcotic Offenses                      |                    | -All Other Larceny                           | 23H                |
| -Drug/Narcotic Violations                   | 35A                | Motor Vehicle Theft                          | 240                |
| -Drug/Narcotic Equip. Violations            | 35B                | Pornography/Obscene Material                 | 370                |
| Embezzlement                                | 270                | Prostitution Offenses                        |                    |
| Extortion/Blackmail                         | 210                | -Prostitution                                | 40A                |
| Fraud Offenses                              |                    | -Assisting or Promoting Prostitution         | 40B                |
| -False Pretenses/Swindle/ Confidence Games  | 26A                | -Purchasing Prostitution                     | 40C                |
| -Credit Card/Automatic Teller Machine Fraud | 26B                | Robbery                                      | 120                |
| -Impersonation                              | 26C                | Sex Offenses (Forcible)                      |                    |
| -Welfare Fraud                              | 26D                | -Forcible Rape                               | 11A                |
| -Wire Fraud                                 | 26E                | -Forcible Sodomy                             | 11B                |
| Gambling Offenses                           |                    | -Sexual Assault with An Object               | 11C                |
| -Betting/Wagering                           | 39A                | -Forcible Fondling                           | 11D                |
| -Operating/Promoting/ Assisting Gambling    | 39B                | Sex Offenses (Non-Forcible)                  |                    |
| -Gambling Equip. Violations                 | 39C                | -Incest                                      | 36A                |
| -Sports Tampering                           | 39D                | -Statutory Rape                              | 36B                |
| Homicide Offenses                           |                    | Stolen Property Offenses                     | 280                |
| -Murder/Non-Negligent Manslaughter          | 09A                | Weapon Law Violations                        | 520                |
| -Negligent Manslaughter                     | 09B                |                                              |                    |
| -Justifiable Homicide                       | 09C                |                                              |                    |

### Group "B" Offenses

#### Group B's MUST have an arrest to be NIBRS Reportable

| <u>NIBRS OFFENSES</u>                | <u>NIBRS CODES</u> | <u>NIBRS OFFENSES</u>        | <u>NIBRS CODES</u> |
|--------------------------------------|--------------------|------------------------------|--------------------|
| Bad Checks                           | 90A                | Family Offenses, Non-Violent | 90F                |
| Curfew/Loitering/Vagrancy Violations | 90B                | Liquor Law Violations        | 90G                |
| Disorderly Conduct                   | 90C                | Peeping Tom                  | 90H                |
| Driving Under the Influence          | 90D                | Trespassing                  | 90J                |
| Drunkenness                          | 90E                | All Other Offenses           | 90Z                |

Source: Association of State Uniform Crime Reporting Programs (ASUCRP). Accessed on June 6, 2014.

Figure 5: Group A and B Categorization of Offenses

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## Call Set Data

To better understand and evaluate public safety in Bondurant, the project team obtained Bondurant call data from the Polk County Sheriff's Office. The call data set ranged from January of 2019 until December of 2023 and contained a total of 33,438 calls. The data set contained variables including the date, time, location, and call types. For the purposes of this project, the following variables were included in the analysis: number of calls, call types, and call time stamps as a means of quantifying calls and track crime occurring in Bondurant.

Due to challenges in obtaining a guide or codebook for the dataset, universal definitions on crime outlined by the FBI were used. Additionally, data gaps and errors further limited the analysis. Considering the absence of formal documentation and data inconsistencies, interpretations of specific variables within the dataset were informed by comprehensive literature reviews and interviews with experts representing various disciplinary perspectives.

## Policy Expert Interviews

To gain insights into the law enforcement landscape of Iowa, the project team conducted interviews with twelve policy experts from surrounding areas regarding public administration, public safety practices, and innovative approaches. Those interviewed included individuals from cities across Iowa, selected in conjunction with the community partner, based on their roles in comparable communities. Comparable communities share commonality with Bondurant in community issues, size, or potential service structure. A comprehensive list of all interview participants, cities, and contributions to the report can be found in Appendix A.

These interviews were conducted over Zoom in February 2024. Each interview lasted approximately one hour and followed a common set of questions regarding various aspects of law enforcement, public safety services, as well as community priorities. These interviews served the purpose of gathering perspectives on starting a police force, the challenges and benefits of operating a local police department, potential unexpected costs, and resource requirements for managing a police department.

## Interview Questions

1. How would you describe your community's current approach to law enforcement and public safety services? Has it always been set up this way?
2. What additional service providers and key partnerships do you value when reflecting on your community's approach to public safety?
3. What would you change about how law enforcement is provided or managed in your community?
4. What are the challenges you would expect a city starting their own police force to experience, and what guidance would you provide someone navigating this decision?
5. What do you see as the benefits to a municipality maintaining its own police force as opposed to contracting out this service?
6. In a fictional universe, you are the single decision-maker for a community of 8,000 people. What are your priorities when it comes to public safety? How does that change if you are a community of 30,000+?
7. What is the most important budgetary consideration when it comes to public safety?
8. Is there anything else you feel that it's important for us to know about policing and public safety? Something that we didn't ask about, but we should have?

*Figure 6: Policy Expert Interview Questions*

## Findings and Analysis

### Crime Rates in Bondurant

Crime rates typically reflect the prevalence of violent crimes within a community; however, they can capture a broader spectrum of criminal activities, both violent and non-violent. As mentioned above, law enforcement agencies utilize the NIBRS framework to categorize incidents into specific crime categories or groupings, such as Crimes Against Persons, Crimes Against Property, and Crimes Against Society. A city's crime rate is calculated by utilizing the NIBRS framework for crime and crime rates. In this project the calls were divided into Group A and Group B as seen in Figure 10. Group A offenses tend to be more violent and harmful to public safety and is the oft-used metric for determining crime rates. With the categorized offenses, the total number of reported offenses for each category is divided by the population of the area being analyzed to adjust for differences in population size.

Bondurant's annual crime rate averages around 0.06 cases per 1000 residents. Compared to the national and Iowa 2022 crime rate averages, Bondurant's crime rate is significantly lower.

While Group A data is pivotal for calculating crime rates, it represents only a fraction of the dataset, 7.6% of all crime. Despite its significance, this subset reveals that incidents in Bondurant tend to be non-violent and pose minimal direct harm to the community. Frequently calculating the crime rates will help identify the changes in crime presences and the potential to consider additional or alternative methods of maintaining public safety.

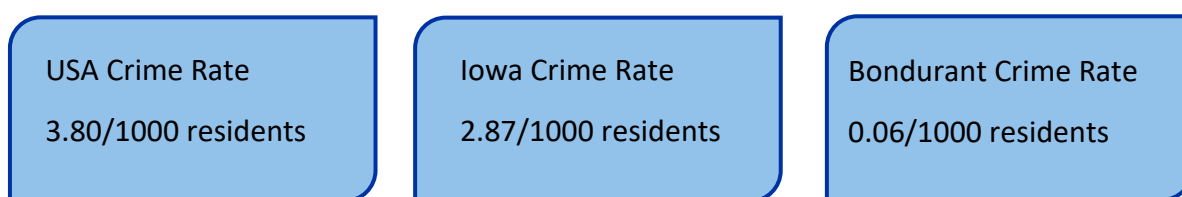


Figure 7: Comparative Crime Rates

Source: FBI

Examination of crime rate trends provide insights into the effectiveness of law enforcement efforts in crime prevention and reduction over time.

Figure 9 illustrates that while there may be slight fluctuations, the overall trend of crime rate in Bondurant remains relatively low and consistent from 2019-2023. Despite this consistency, there is room for further improvement. By implementing targeted strategies aimed at continual crime reduction, law enforcement agencies can build upon their existing successes and strive for even safer communities.

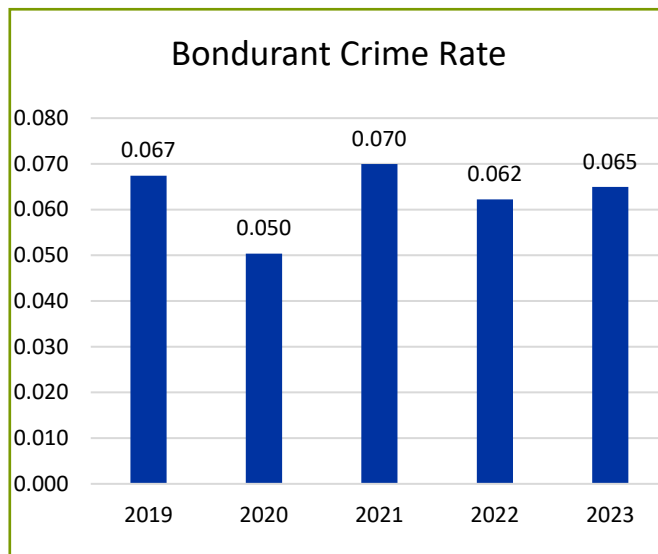


Figure 8: Crime Rates in Bondurant

| Group A               | Group B                     |                               |
|-----------------------|-----------------------------|-------------------------------|
| ACCIDENT              | ABANDONED VEHICLE           | INVESTIGATION ASSIGNMENT      |
| ASSAULT               | ALARM SILENT                | MENTAL PROBLEM                |
| BOMB THREAT           | ANIMAL CALL                 | MESSAGE                       |
| BURGLARY              | ASSIST OFFICER/AGENCY       | MISCELLANEOUS TRIP            |
| CHASE OR PURSUIT      | ATTEMPT TO LOCATE           | MISSING PERSON                |
| DISPUTE/DISAGREEMENT  | AUDIBLE ALARM               | OPEN DOOR                     |
| DOMESTIC              | BAR CHECK                   | OWI                           |
| DRIVEBY SHOOTING      | BROADCAST                   | PROWLER                       |
| FIGHT                 | BUILDING CHECK              | PUBLIC ASSIST (POLICE)        |
| FRAUD                 | CARE                        | PUBLIC WORKS INFORMATION      |
| GUNSHOTS              | CHILD IN NEED OF ASSISTANCE | RADAR SETUP                   |
| HIT & RUN             | (CHINA)                     | RECKLESS DRIVER(S)            |
| ILLEGAL POSSESSION    | CIVIL CASE                  | RECOVERED/FOUND PROPERTY      |
| LARCENY MOTOR VEHICLE | COMMERCIAL FIRE             | RESCUE - CHOOSE SUB TYPE      |
| LOST PROPERTY         | CONTROLLED BURN             | RESIDENTAL FIRE               |
| NARCOTIC ACTIVITY     | DEBRIS IN ROADWAY           | ROADS HAZARDOUS/BLOCKED       |
| ROBBERY               | DPQ                         | RUNAWAY                       |
| SEXUAL ASSAULT        | ENFORCEMENT CHECK           | SCHOOL BUS VIOLATION          |
| SHOOTING              | ESCORT                      | SEARCH WARRANT                |
| SHOPLIFTER            | FOLLOW UP                   | SEIZED PROPERTY               |
| STABBING              | HARASSMENT                  | SPECIAL WATCH                 |
| THEFT                 | HAZMAT - CHOOSE SUB TYPE    | STALLED VEHICLE               |
| THREATS               | HOME VISIT                  | STILL ALARM - CHOOSE SUB TYPE |
| VANDALISM             | ILLEGAL HUNTERS             | SUICIDE                       |
|                       | ILLEGAL PARKING             | SUSPICIOUS                    |
|                       | INCOMPLETE 911 CALL         | TEST EVENT                    |
|                       | INDECENT EXPOSURE           | TRAFFIC SIGNAL PROBLEM        |
|                       | INFORMATION                 | TRAFFIC STOP                  |
|                       | INTOXICATED PERSON          |                               |

Figure 9: Call Type Categorization

## Call Data Analysis

An important aspect of the data is the increase in the number of calls received over the specified timeframe. Here, a call refers to a notification or request for police intervention.

As shown in Figure 11, Bondurant has experienced a gradual rise in call volume from the years 2019-2023. This slight upward trajectory suggests a possible increased demand for more support services, especially considering the expanding population of Bondurant. Ongoing monitoring of call rates throughout the year can provide valuable insights into when policy adjustments might be necessary to adequately address evolving demands.

Furthermore, it's crucial to distinguish between crime and violence. Research conducted by the Vera Institute of Justice on 911 calls nationwide reveals that less than 3 percent of these calls pertain to situations involving violent crimes.<sup>10</sup> According to Figure 12, this low rate of violent crime applies to the city of Bondurant as well. Most calls made from 2019-2023 do not involve violent offenses- 56% of all calls pertain to traffic stops and building checks. This pattern is consistent when each individual year is analyzed. Individual charts for each year of data are available in the Appendix C.

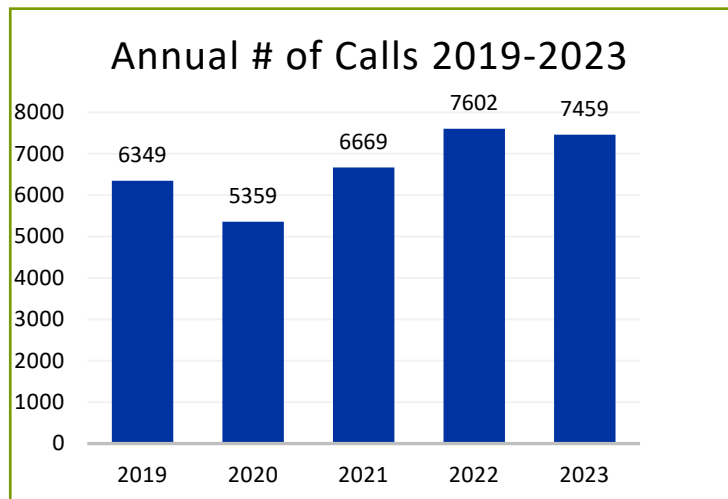


Figure 10: Calls Trends

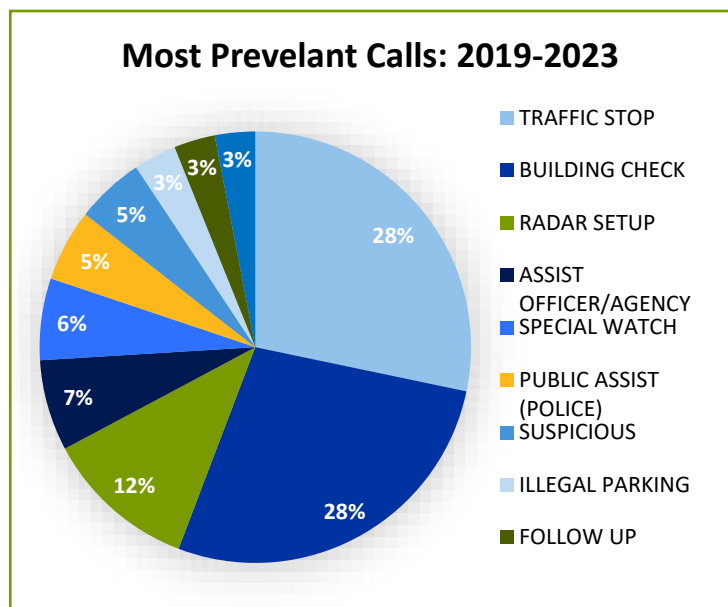


Figure 11: Most Prevalant Calls from 2019-2023

<sup>10</sup> <https://www.vera.org/downloads/publications/911-analysis-we-can-rely-less-on-police.pdf>

## Response Times

Response times are a standard indicator of law enforcement efficiency. Response time standards vary depending on where you are and the type of incident. For emergencies, the International Association of Chiefs of Police (IACP) suggests aiming for a 5-minute response time, while the National Sheriff's Association (NSA) recommends a 15 to 30-minute window for non-emergencies.<sup>11,12</sup> Comparing response times from the data to these metrics offers valuable insights into the efficiency of the Polk County Sheriff's department in serving Bondurant.

To calculate response time within the Polk County data, the analysis measures the time between the time stamp of when the call was initiated and the time stamp when law enforcement arrived. Then, this data is used to calculate average response times.

Notably, the Polk County data includes a significant number of cases where response time is zero (e.g., 0:00). Only 25% of calls within the data set had a response time greater than 0:00. A response with no time could indicate different scenarios such as reporting issues or instant service from an officer. Given this dual data generating process and the lack of a formal codebook, it is difficult to decipher the true reasoning for the large case of 0:00 calls in Bondurant.

Initially, the team took the entire set of calls with response time resulting in an average response time of **1 minute and 52 seconds**. However, to gain a better understanding of efficiency, the following calculation was done without any calls with response times of 0:00. When removing calls where response time equals 0:00, the average response time increases to **6 minutes and 54 seconds**.

When analyzing both data points, it can be argued that the Polk County Sheriff's Office currently operates within an efficient framework. As previously mentioned, the lack of context or guidance to interpret variables hindered the understanding of the rationale behind the high number of calls with response times of 0:00. This ambiguity may potentially impact the accuracy and reliability of the results. Clarifying the circumstances and having complete data content surrounding these instances would provide a more comprehensive understanding of the department's performance and aid in making informed decisions regarding service optimization.

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<sup>11</sup> International Association of Chiefs of Police (IACP). "Policy Center: Emergency Response Time." Retrieved from <https://www.theiacp.org/policy-center/policy-center-emergency-response-time>

<sup>12</sup> National Sheriff's Association (NSA). "Standards for Law Enforcement Agencies." Retrieved from <https://www.sheriffs.org/sites/default/files/uploads/NSA%20Standards%20for%20Law%20Enforcement%20Agencies%20November%202020.pdf>

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## Interview Key Themes

Throughout the interviews, key themes emerged regarding community approaches to law enforcement, the importance of partnerships and collaboration, challenges faced by cities starting their own police force, and budgetary considerations for public safety. The experts provided valuable perspectives on the benefits of maintaining a local police force versus contracting out services and recommendations for enhancing public safety initiatives. Furthermore, the interviews highlighted the significance of communication and community engagement in law enforcement strategies. Themes across all interviews are described below.

### Staffing Challenges and Retention Practices

Across all interviews, staffing remained a critical concern in law enforcement, with retention and hiring practices emerging as pivotal factors for success. City Administrators, Managers and Chief of Police from Iowa shared the precarious nature of personnel retention, observing that they struggled to retain officers in smaller municipalities. For example, an interviewee from University Heights noted that the city pays for the officers to receive extensive training through the police academy, often significantly investing in training only for the officer to depart for larger police forces capable of paying more after a few years.

Bondurant may face similar challenges if they started an independent police force, as they are close to many competing law enforcement agencies that are also looking to fill multiple positions.

### Collaboration with External Agencies

Many interviewees highlighted that collaboration with other law enforcement agencies is inherent to the fabric of effective law enforcement. Law enforcement agencies, by their very nature, operate within an interconnected network aimed at safeguarding communities. Collaborative efforts among agencies enhance resource utilization and operational efficiency, and foster unity and collective responsibility in addressing public safety challenges. In the context of the city of Bondurant, forging partnerships with external agencies is not merely advantageous but essential for comprehensive safety solutions. By embracing collaboration, Bondurant can leverage the collective expertise and resources of various stakeholders to create a safer and more secure environment for all residents.

### Technological Advancements

Leveraging technological advancements also emerged as a key strategy in enhancing operational efficiency and effectiveness. Equipping officers with state-of-the-art technology to perform tasks and administrative duties remotely minimizes administrative burdens and maximizes time spent engaging with the community. Integrating technology into daily operations enhances efficiency and improves overall service delivery but comes at a cost. As Polk County Sheriff's Department is one of Iowa's largest agencies, they may be better

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positioned to shoulder the upfront cost compared to a smaller, newly established law enforcement agency.

### **Community Development and Trust-Building**

According to common literature and local policy experts, community engagement and trust-building initiatives play a pivotal role in strengthening public safety outcomes. The interviews underscored the importance and benefits of programs such as "Shop with a Cop", "Safety Town" which provides education for kindergarten students," and community events like food drives, blood drives, and parades. These initiatives foster positive relationships between law enforcement and the community, laying the foundation needed to enhance public safety. Polk County Sheriff's Office participates often in local events, helping establish trust in their partnering communities. A Bondurant-branded municipal police department could similarly build goodwill and support community-building efforts to strengthen connections with residents.

### **Efficiency and Operational Structure**

The interviews revealed potential strengths and inefficiencies inherent in how each city provides public safety services. It is imperative to acknowledge these potential strengths and inefficiencies as cities assess the effectiveness of their current services and compare alternatives. To do this for Bondurant, we take a deeper look at three communities offering law enforcement services in three different formats below in the case study section.

## **Case Studies**

### **North Liberty**

Situated approximately 100 miles east of Bondurant, North Liberty found itself navigating the same rapid growth just 25 years ago that Bondurant faces today. In 1999, with 5,000 residents and viewed as a bedroom community for the Iowa City area, North Liberty, made a pivotal decision to establish its own police force. When the department first started, they didn't offer 24/7 services to residents. However, as the city grew, so did the police force. Today, their police department provides two important takeaways for Bondurant and other communities weighing their options- the importance of hiring and retaining high quality officers and ensuring these officers have the same vision of public safety as the city.

Back in 1999, North Liberty hired its first patrol officer, Diane Venenga. Now as acting Chief, Diane Venenga and the city of North Liberty prioritize on community engagement. The careful selection and training of officers has been crucial in maintaining this priority.



Additionally, with a current population of 21,000 and a focus on community engagement, North Liberty has embraced innovative initiatives to enhance public safety beyond a police department. For example, they employ a communication team that partners with volunteer Neighborhood Ambassadors <sup>13</sup>. This program serves as a conduit for disseminating city news, alerts, and announcements

through tailored communication channels aligned with the preferences of each neighborhood. Beyond mere communication, these Ambassadors catalyze neighborhood cohesion by organizing gatherings, orchestrating community-driven projects such as library visits and storm drain painting, and even establishing welcoming committees. In essence, North Liberty's emphasis on community policing and proactive outreach underscores its commitment to not just policing, but also nurturing vibrant and connected neighborhoods.

### Grimes

As a suburb of Des Moines, Grimes shares many similarities with Bondurant. They have a slightly larger population than Bondurant at 16,000 residents but are in a similar period of growth. While both cities currently contract with Polk County Sheriff's Office and experience roughly the same level of service, Grimes frequently revisits the topic of starting their own Police Department. However, City Administrator, Jake Anderson, has opted to continue to contract with the Polk County Sheriff's Office underscoring the city's commitment to provide public services efficiently.



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<sup>13</sup> "Neighborhood Ambassador Application." City of North Liberty, [northlibertyiowa.org/residents/great-neighborhoods/neighborhood-ambassador-application/](http://northlibertyiowa.org/residents/great-neighborhoods/neighborhood-ambassador-application/).

Grimes works closely with the Polk County Sheriff's Office, prioritizing branding and building community good will that cultivates a strong sense of identity and trust within the community. Not only do they host monthly meetings where the Sheriff's Office reports data at city meetings, but police cruisers are branded as "Grimes Patrol". This serves as a visible symbol of law enforcement presence and community pride and highlights the importance of community engagement and transparency in building trust between law enforcement agencies and residents.

It is important to note that while Grimes' agreement includes two officers providing 24/7 services, the city assumes the additional costs of branding and trust-building initiatives. Nevertheless, these investments are seen as essential for fostering a sense of security and connection within the community. Bondurant may benefit from considering similar strategies as it continues to grow and evolve.

### Harlan

Harlan, home to a population of 5,000 residents, stands apart from the communities previously discussed due to its unique circumstances. Unlike those experiencing rapid urbanization, Harlan grapples with distinct challenges maintaining a municipal police department in rural Iowa.

Faced with retirements and turnover in key city positions, including that of the Chief of Police, Harlan encountered challenges in hiring and retaining officers, compounded by resource constraints. As a result, led by City Administrator Gene Gettys, Harlan opted to undergo a significant transition from maintaining an independent police force to contracting law enforcement services through the Shelby County Sheriff's Office. This strategic decision stemmed from the city's recognition of the fiscal and logistical hurdles tied to sustaining an independent police force, as well as the imperative of efficiency in managing limited resources.

Bondurant and its counterparts can learn from Harlan's experience, emphasizing that despite the significant difference in demographics, contracted services provide a workable alternative in ensuring effective law enforcement services.



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## Cost-Benefit Analysis

To further assess the efficiency and economy of contracted services, the project team conducted a cost-benefit analysis that considered various financial aspects to evaluate the economic feasibility of the two different law enforcement service models: contracted services and a locally run police department. More specifically, the team undertook a net present value analysis (NPV) to compare these policy alternatives. NPV is a form of cost-benefit analysis that allows for comparison between costs and benefits while accounting for the changing value of money overtime. In short, NPV allows us to evaluate whether a decision made today will result in a favorable cost to benefit return in the future.

The identification of costs includes personnel expenses, equipment and technology investments, infrastructure development, administrative overhead, and ongoing operational needs. These expenses, ranging from officer salaries and benefits to facilities and equipment, amount to millions of dollars annually. However, the benefits of a dedicated police force cannot be overlooked. Improved response times enhance public safety, increase community trust, and provide the city with greater control over law enforcement strategies, which can lead to a more tailored approach to address the unique needs and priorities of Bondurant. Furthermore, the presence of a locally run police department signals stability, security, and a commitment to public safety, potentially creating jobs and potentially increasing property values in Bondurant.

However, these benefits are hard to measure. Because of this, the cost-benefit analysis requires the analyst to make a variety of assumptions to simplify real-world factors that can't easily be accounted for. While making these assumptions, the analysis leans toward conservative financial estimates (i.e. airing on the side of low expenses). This approach assumes a low cost option and a large fiscal benefit. The timeline of the analysis is short to minimize the impact of assumptions. Specifically, the analysis assumes:

1. The City of Bondurant will move forward with the same number of FTEs as requested by the city from Polk County Sheriff's department.
2. All upfront equipment costs would be covered by DOJ COPS grants.
3. Basic cost of living increases that include a salary increase of 2.5% annually, an increase in insurance of 6% annually, and an IPERS employer contribution of 9.51%. These were established using the current estimated percentages that Polk County uses while developing contracts with local municipalities.
4. Hiring a new police officer often requires an estimated \$40,000 in training and testing, with the police academy typically taking up the bulk of this cost. Across Iowa, law enforcement agencies are paying for this training as a recruitment piece. However, the analysis assumes that all hired police officers were previously trained.
5. The Bondurant Police Department would be housed at no additional expense in the emergency services building. While this may work for an initial short-term solution, the

construction of facilities that can handle significant growth could be necessary. This scenario would add an estimated cost of \$5 million based on similar police department buildings constructed in Iowa.

6. No increase in insurance or legal expenses were included in the calculation as they are based on need. However, significant annual increases for cities that transition from no police on staff to a police force on staff could be expected.

These assumptions resulted in defining the cost of ownership by averaging the budget of ten Iowa Police forces that ranged from 6 patrol officers to 10 patrol officers (Appendix D). This resulted in the finding of an annual cost of \$1.9 million.

Next, the annual cost is multiplied by the average annual increase of the current Bondurant and Polk County Sheriff's Office agreement at 7.7%, resulting in the estimated cost of ownership shown in Figure 13. With the total cost of ownership estimated over the next 5 years, the analysis considers the cost savings of no longer contracting police services as a benefit and is used to calculate the net present value.

|                              | Present        | Year 1              | Year 2           | Year 3       | Year 4       | Year 5       |
|------------------------------|----------------|---------------------|------------------|--------------|--------------|--------------|
|                              | FY 24/25       | FY 25/26            | FY 26/27         | FY 27/28     | FY 28/29     | FY 29/30     |
|                              | 1,940,000.00   | 1,941,505.97        | 1,943,013.12     | 1,944,521.43 | 1,946,030.91 | 1,947,541.57 |
|                              | (1,096,733.00) | (1,058,110.97)      | (840,663.12)     | (790,059.43) | (737,161.91) | (681,837.57) |
|                              |                |                     |                  |              |              |              |
|                              |                | 5 Year NPV Analysis |                  |              |              |              |
|                              |                | 5%                  | (\$4,690,149.51) |              |              |              |
|                              |                |                     |                  |              |              |              |
|                              |                |                     |                  |              |              |              |
|                              | FY 24/25       | FY 25/26            | FY 26/27         | FY 27/28     | FY 28/29     | FY 29/30     |
| Estimated Benefits           | 843,267.00     | 883,395.00          | 1,102,350.00     | 1,154,462.00 | 1,208,869.00 | 1,265,704.00 |
| Estimated Cost for Ownership | 1,940,000.00   | 1,941,505.97        | 1,943,013.12     | 1,944,521.43 | 1,946,030.91 | 1,947,541.57 |
| Net Benefit                  | (1,096,733.00) | (1,058,110.97)      | (840,663.12)     | (790,059.43) | (737,161.91) | (681,837.57) |
|                              |                |                     |                  |              |              |              |
|                              |                |                     |                  |              |              |              |
|                              |                |                     |                  |              |              |              |

Figure 12: Cost-Benefit Analysis

The net present value analysis over 5 years found that if a police force were started today, the cost outweighs the benefits by \$4.7 million. Further, expanding the analysis over 51 years, we continued to find that the cost outweighed the benefits by millions of dollars.

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## Conclusions and Policy Recommendations

Based on our findings, the project team concludes that it is not currently advisable to transition from county contracted services to a city police department at this time. This recommendation is based on an analysis grounded in the 4 Es framework. The analysis suggests that the Polk County Sheriff's Office currently provides public safety services to Bondurant that are effective, efficient, and economical. As for equity, we outlined above the difficult task of measurement. During our analysis, we did not discover evidence of inequalities with respect to specific demographic subsets of Bondurant, or by mapping out calls and reviewing frequency of responses in areas across Bondurant. As a result, we recommend that the city continues its already-in-place contracted law enforcement services with Polk County Sheriff Department, but that it also performs a similar analysis of crime rates, response times, costs and benefits every three years.

Further, we found that it is standard for cities to concurrently be served by at a minimum two law enforcement agencies (local, county, state). Pooling resources at these higher levels via a contract provides an effective and efficient way to offer the residents of Bondurant and other similar communities law enforcement services at a much lower cost than a city managed police force can. These cost savings also allow a community like Bondurant to explore providing additional services to their community with a focus on equity.

However, we acknowledge that the decision-making process involves political dimensions, and that every county and state offers a different quality of services than what is available to Bondurant via the Polk County Sheriff's Office. If the quality-of-service lowers or the community residents desire a local police department, the creation of a local police force could be justified. Our recommendations for Bondurant are two-fold, actions that can be taken now and actions to consider if the political pressure or quality-of-service demands that Bondurant starts its own police force.

Our recommendations center around 3 key themes: evaluation and contract recommendations that we believe should be worked on now regardless of expanding and specializing which have a greater cost associated with them but provide opportunities to improve services in Bondurant and a focus on collaboration and sharing resources.

### Evaluation and Contract Recommendations

1. **Conduct Regular Public Satisfaction Surveys.** Public satisfaction surveys gauge residents' perceptions of safety and security. These surveys will serve as indicators of service effectiveness and community satisfaction and provide an opportunity for the community to provide anonymous feedback.

2. **Establish a review process every three years to assess crime data and satisfaction survey results.** This allows for local leaders to have the most up-to-date data to inform decision-making regarding investments in public safety, whether it be to evaluate services from Polk County Sheriff's Office or to consider funding for other service agencies.
3. **Engage in shorter law enforcement service contract cycles, favoring a five-year term with a mid-term review to assess service efficiency.** Building off the three-year review process, this allows for evaluation of contracted services while also ensuring adequate time for establishing a municipal police department, if that were ever to be the community preference. Appendix E includes a toolkit for starting a municipal police department, recommending at least two years of planning and work to get started.

## Expand and Specialize

Amidst the ongoing national dialogue surrounding policing, this report focuses on Bondurant's approach to law enforcement and public safety. While we recommend maintaining a partnership with Polk County for law enforcement services, there is an opportunity to expand and specialize in services offered to the residents of Bondurant. By considering the alternatives below Bondurant can enhance its capacity to address a wide range of safety concerns. Diversifying service offerings not only increases community resilience but also promotes holistic safety solutions that encompass various aspects of well-being.

- The Polk County Crisis Negotiation Team serves dual purposes for mental health and SWAT services. Hiring a social worker and implementing a co-response model which pairs police officers with mental health professionals or social workers has been shown to effectively address complex situations involving mental health crises.
- Introducing specialized units into the emergency services department such as Community Outreach Officer that will allow for the community to become more engaged in activities and events. By fostering positive relationships between law enforcement and residents a tighter bond is created. Performing activities like passing out stickers and bike helmets aid efforts to create a more cohesive community.
- Establish dedicated traffic enforcement officers who focus on addressing road safety issues, reducing traffic violations, and improving overall traffic management within the city. Roughly 43% of all calls initiated or dispatched during 2019- 2023 by Polk County Sheriff's Office were related to this work, which could be accomplished by a traffic enforcement officer at a lower cost to the city.
- Establish or enhance animal control services to address issues related to stray animals, animal welfare, and public health concerns. Animal control officers can play a vital role

in responding to animal-related emergencies, enforcing animal control ordinances, and educating the community on responsible pet ownership. Animal calls make up 3% of calls in 2019-2023. The city paid an additional animal control service fee of \$7,902.

- Create a program that empowers community members to act as neighborhood ambassadors, thus fostering a sense of belonging and solidarity within neighborhoods and providing an avenue for improving communication.
- Ensuring that dispatch staff are adequately trained to recognize appropriate responses. While emergency calls often default to 911, communities must train dispatch personnel to identify situations where alternatives like 988 (the National Suicide Prevention Lifeline) and mobile crisis teams are more appropriate. Bondurant has a well-established Emergency Services team. An expansion of this team would provide strong benefits. Polk County Dispatch staff training is necessary to make them aware of Bondurant Emergency Services' capabilities. Supplementing dispatch with a liaison that can efficiently transfer calls to Bondurant's specialized services should be considered to optimize response times and ensure the most appropriate assistance is provided.
- In expanding service offerings, directing non-emergency calls away from the sheriff's offices and towards specialized services allows for renegotiation of contracts to focus on the more resource-intensive aspects of policing.

## Collaboration and Resource Sharing

Emphasizing collaboration with external agencies is paramount to optimizing resource utilization and service delivery. By leveraging partnerships, unity can be fostered to enhance operational effectiveness and improve overall public safety. Bondurant should continue to benefit from utilizing the Polk County Dispatch, K9 units, School Resource Officers, investigative services, and Crisis Negotiation teams, which contribute valuable expertise and resources to community safety efforts. Furthermore, establishing relationships with Polk County Public Health for addressing issues like hoarding and homelessness complements traditional law enforcement functions.

In addition to governmental agencies, collaboration with area non-profits is vital for addressing various community needs. Examples listed here are from the greater Des Moines area but provide an opportunity for improving public safety in Bondurant:

- Animal Control services via Animal Rescue League of Iowa.
- Homeless outreach and support via Central Iowa Shelter and Services & The Beacon.
- The Iowa Coalition Against Domestic Violence, The Iowa Coalition Against Sexual Assault and Planned Parenthood of Greater Iowa for victim support services.
- Proteus, Inc. and Refugee Cooperative Services for migrant services.

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By fostering collaborative relationships with both governmental and non-profit entities, Bondurant can leverage a diverse array of resources and expertise to better serve its community and promote holistic safety solutions.

This concludes our report, but during our research and analysis we gathered valuable information. This is included in Appendix D and E, the decision-making roadmap, and toolkit. These sections consist of two resources that we hope Bondurant or any city in a similar position will review should they evaluate alternatives for public safety and law enforcement.

## Appendices

### Appendix A: Policy Expert Interviewees

| Name                  | Title               | City                   |
|-----------------------|---------------------|------------------------|
| <b>Laura Bergus</b>   | City Councilwomen   | Iowa City, IA          |
| <b>Ryan Heiar</b>     | City Administrator  | North Liberty, IA      |
| <b>Brad Deets</b>     | City Administrator  | Waukee, IA             |
| <b>Geoff Fruin</b>    | City Manager        | Iowa City, IA          |
| <b>Redmond Jones</b>  | Deputy City Manager | Iowa City, IA          |
| <b>Jake Anderson</b>  | City Administrator  | Grimes, IA             |
| <b>Ben Champ</b>      | City Manager        | Pleasant Hill, IA      |
| <b>Diane Venenga</b>  | Chief of Police     | North Liberty, IA      |
| <b>Chad McCluskey</b> | Chief of Police     | Waukee, IA             |
| <b>Troy Kelsay</b>    | Chief of Police     | University Heights, IA |
| <b>Greg Staples</b>   | Chief of Police     | Norwalk, IA            |

# Policy Expert Interviews

## Appendix B



**Laura Bergus**  
Iowa City  
Councilwomen



**Geoff Fruin**  
Iowa City Manager



**Redmond Jones**  
Deputy City Manager



**Troy Kelsay**  
University Heights  
Chief of Police



**Chad McCluskey**  
Wauke Chief of Police



**Brad Deets**  
Wauke City  
Administrator

Chad McCluskey, Wauke Chief of Police, and Brad Deets, Wauke City Administrator, represented a community that has experienced rapid growth over the past two decades similar to that of the City of Bondurant.

Diane Venenga, North Liberty Chief of Police, and Ryan Heiar, City Administrator, shared insights from North Liberty.



**Diane Venenga**  
North Liberty Chief of Police



**Ryan Heiar**  
North Liberty  
City Administrator



**Jake Anderson**  
Grimes City Administrator



**Gene Gettys**  
Harlan  
City Administrator

Jake Anderson, the City Administrator of Grimes, which continues to rely on contracted services, and Gene Gettys, City Administrator of Harlan, which shifted from having its own police force to contracting services through the Shelby County Sheriff's Office.

Norwalk Chief of Police Greg Staples was previously hired by the current City Administrator of Bondurant and Ben Champ, the City Manager of Pleasant Hill.

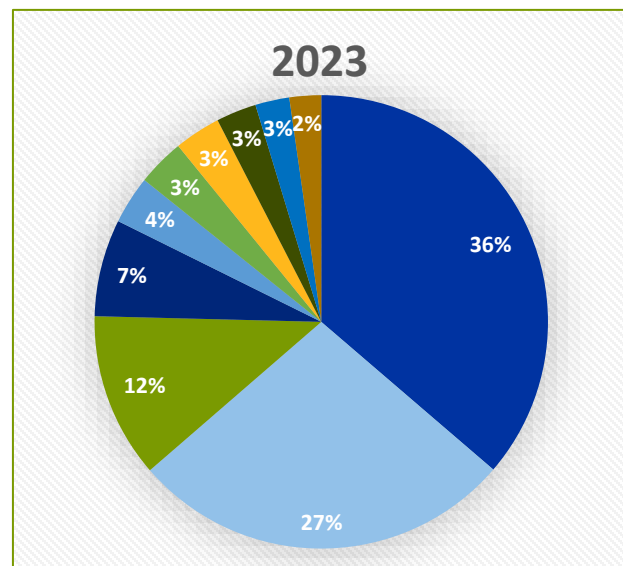
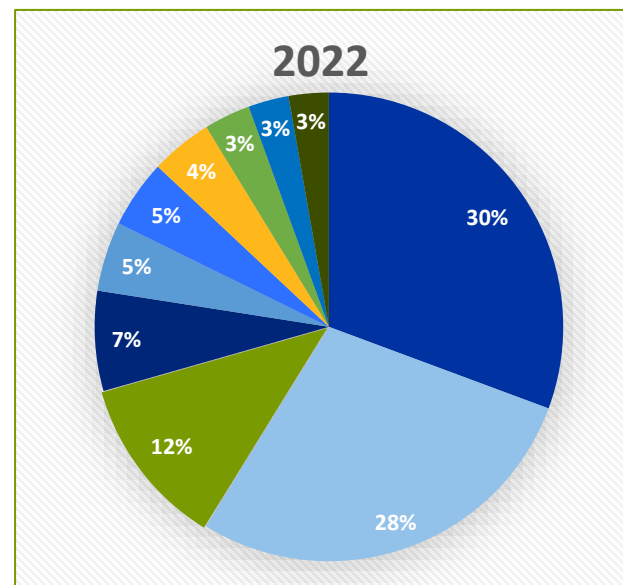
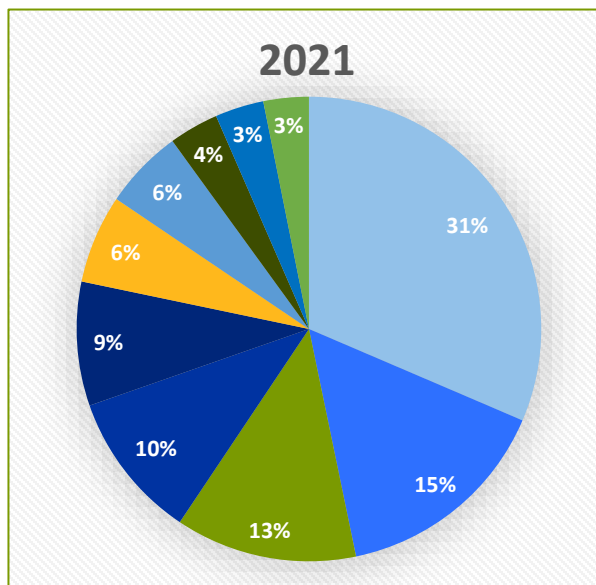
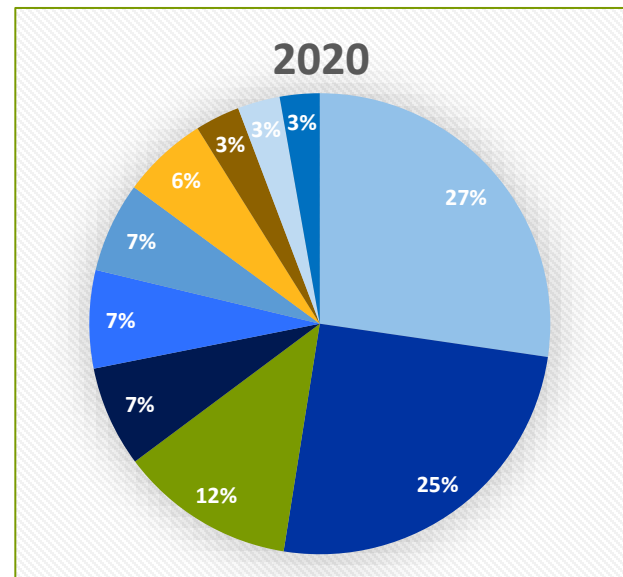
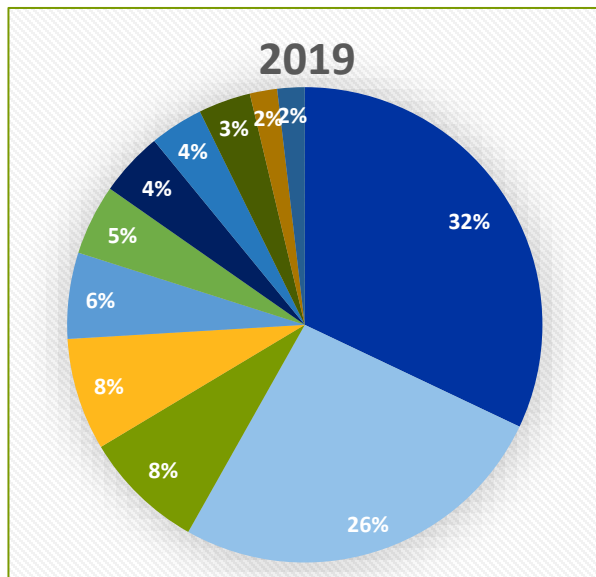


**Greg Staples**  
Norwalk Chief of Police



**Ben Champ**  
Pleasant Hill  
City Manager

## Appendix B: Annual Crime Types

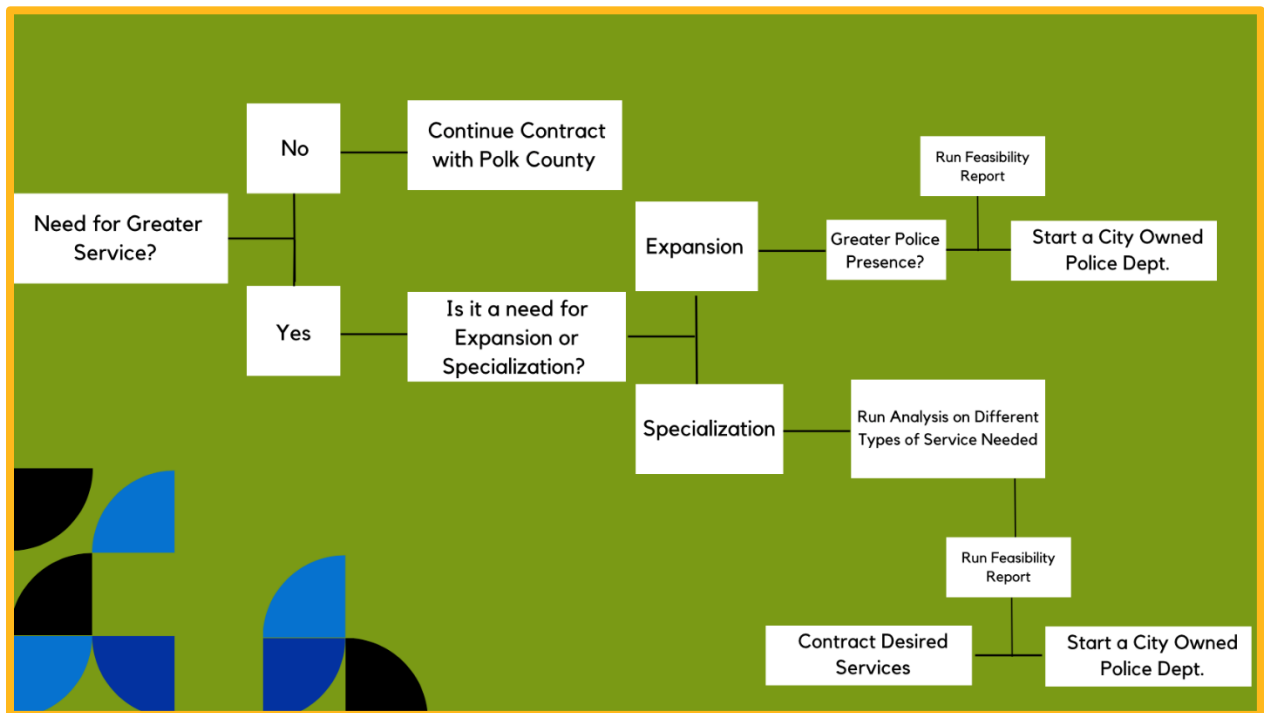


## Appendix C: Comparison of Municipal Police Departments in Iowa

| City           | # of Personnel | 2021 Expenses (in Millions) |
|----------------|----------------|-----------------------------|
| Decorah        | 7              | 2                           |
| Grinnell       | 9.5            | 1.5                         |
| Pella          | 6              | 3.1                         |
| Carroll        | 10             | 1.9                         |
| Pleasant Hill  | 9              | 2.5                         |
| Nevada         | 6              | 1.2                         |
| Washington     | 7              | 1.5                         |
| Denison        | 10             | 1.7                         |
| Oskaloosa      | 7              | 1.9                         |
| Waverly        | 9              | 2.1                         |
| <b>Average</b> | <b>8.05</b>    | <b>1.94</b>                 |

## Appendix D: Decision-Making Roadmap

In the decision-making process, we created and utilized a comprehensive road map that asked the question “What’s next?” The image below serves as a roadmap presenting the potential steps and specific data points to gather, guiding the team in making informed and optimal recommendations. By visually outlining the necessary components and sequential process, it provides a framework for conducting thorough analyses and formulating conclusions. We utilized this road map in our analysis as it offers a visual aid for policy makers when reviewing what would be the most advantageous steps to take for their community regarding public safety administration.



As you progress through the visualization, reflecting on the current level of service received by your residents and deciding if there is a need for greater service, you will need to determine if you are going to expand or specialize. Either way, you will eventually need to run a feasibility report. At that time, we suggest reviewing the methods section of this report, rerun the crime and response analysis, and the cost-benefit analysis of your current solution, to come to a conclusion. If it is time to expand and add to your police force or contracted service, your crime and response times will be important factors. Compare your crime rate and response rate to current national averages, open conversations with your community about the quality of service and if there is a need for a larger police presence, expand, or if different types of needs are unmet, consider specializing.

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## Appendix E: Toolkit – Starting a Municipal Police Department

This toolkit further investigates the multifaceted process of creating a law enforcement agency and the implications for community safety and efficiency. The decision to establish a municipal police force marks a significant endeavor for any city, requiring meticulous planning, strategic hiring, and a commitment to quality standards. It is our intention that this toolkit can be used by any municipality considering the same questions Bondurant is considering today. Before utilizing this toolkit, please ensure that you revisit recommendations previously mentioned that outline when and why this toolkit should be initialized.

### Planning Phase

At its core, the journey towards establishing a municipal police force is a journey of foresight and preparation. It begins with a careful examination of community needs and a strategic timeline that ideally starts two years prior to opening. During these two years, cities should focus on shaping the identity of their future police department through branding efforts that reflect the values and priorities of the community. This branding exercise serves as a foundational step, laying the groundwork for subsequent policy development.

At this point, we recommend working with an outside firm on the development of the brand as well as joining the Iowa Chief of Police listserv. It can be used to stay up to date on current events, best practices, and regulations, and provide important networking and policy examples.

### Policy Development

Next is the crucial phase of Policy Development, a collaborative effort between the City Council and the City Administrator. Together, they articulate the department's purpose, priorities, and budget, providing a blueprint for its operations and guiding principles. We recommend utilizing the Police Executive Research Forum (PERF) to gain insights on current policy templates and needs.

### Community Engagement

Transparent communication with the community about the establishment process is equally crucial for fostering trust and collaboration. Managing expectations and addressing concerns promptly lay the foundation for a successful partnership between law enforcement and the community. It is important to consider all stakeholders, including the local law enforcement offices that might currently provide services.

### Hiring Phase

Up to this point, no additional staff has been required. Everything performed in the planning phase can and should be done with current city staff or contracted experts. Now, however, the focus shifts from planning to implementation, marking a crucial juncture in establishing a

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municipal police force. The first step is recruiting a Chief of Police (COP) who aligns with the community's values and vision. The COP's leadership is instrumental in shaping departmental culture, establishing Standard Operating Procedures (SOPs), and spearheading community engagement efforts.

During the hiring phase, explore the option of retaining experienced personnel from the contracted department to facilitate a smooth transition and preserve valuable local expertise. Maintaining a positive relationship with the contracted company is essential to ensure their continued collaboration within the community. It is likely that these officers were hired and funded because of your ending contract. To ensure that the contracted company faces no further burdens because of this change, it is key to offer to take on any expected FTE loss in order to maintain a good relationship as they continue to serve your community.

Additionally, consider starting with flexible staffing arrangements, such as employing officers for specific daytime shifts or events while contracting out less public shifts that occur overnight. This not only optimizes resource allocation and cost-effectiveness but begins to build goodwill with the community.

Furthermore, we recommend adopting a formulaic approach to staffing, informed by data on population size, crime rates, and community needs, to ensure efficient resource allocation. We also recommend using the national average of 1,500 hours for a full-time patrol officer to calculate and hire the desired number of FTEs required to meet your community's patrol coverage. This average takes into consideration leave and non-patrol related duties. This formulaic approach can provide guidance as you transition from contracted to managed law enforcement services. Additionally, we recommend referencing the FBI guidance to determine the appropriate size of a police force. While this will not be relevant during the transition phase, it is a useful tool to put department size into perspective.

### **Supplemental Staff and Contracts**

In addition to patrol officer staffing considerations, the establishment of a municipal police force could necessitate additional Human Resources staff to handle recruitment, personnel management, and employee relations. A Public Information Officer may be required to manage data, maintain transparency, and facilitate communication with the public and media outlets. A Records Manager oversees the organization and maintenance of police records, ensuring compliance with legal requirements and facilitating access to information. IT professionals may be needed to support the implementation and maintenance of digital systems, including record-keeping databases, communication networks, and surveillance technologies. Additionally, a significant increase in the city's liability insurance and the need for an external legal counsel on retainer should be expected.

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## **Training**

Prioritizing community-centric hiring ensures that the department reflects the diversity and needs of the community it serves. Training programs, in collaboration with county agencies, equip officers with the skills and relationships needed to address emerging challenges.

We recommend you continue to use the county for the following services: dispatch, SWAT, and co-response to mental health crisis calls.

## **Quality Standards**

In addition to focusing on staffing and operational logistics, establishing a municipal police force committed to quality standards and professionalism is key. Accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA) is considered the Gold Standard of Public Safety. Currently, only 12 of Iowa's 395 law enforcement agencies have achieved the Total Agency accreditation.

We recommend setting CALEA accreditation as a goal from day one. Ensure that the police force meets nationally recognized standards for law enforcement agencies and pursue accreditation from the CALEA.

## **Ongoing Collaboration Phase**

Law enforcement agencies have an innate nature of collaboration already instilled as part of the culture. Every agency, including your city's soon-to-be-established agency, will work together on major calls. It is important to maintain positive relationships throughout this process.

We recommend working in partnership with nearby neighbor forces from all levels (city, county, state) and area nonprofits. A diverse service offering is required to meet the needs of a growing population. By fostering collaboration and resource-sharing, participating communities can access a broader range of expertise, specialized services, and innovative strategies to address evolving public safety challenges. Enhanced law enforcement services contribute to a safer and more attractive environment for businesses and investors, thereby promoting economic development and prosperity. Communities with effective law enforcement services are more likely to thrive economically, attract new residents and businesses, and create opportunities for growth and advancement.

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## Appendix F: Funding Alternatives and Financial Recommendations

In the event Bondurant decides to implement a city-run police department, generating a reoccurring revenue source will be challenging. Below are alternatives that can be considered.

In January 2020, Bondurant implemented a one-cent Local Option Sales Tax (LOST) following an 80% yes vote from the city legislature. Revenue acquired from LOST, of which the city estimates 33% will be collected from visitors, will be allocated with 60% earmarked for property tax relief and 40% for capital needs. With the property tax levy rate reduced to \$1.95 initially, decreasing by \$0.05 each subsequent year, the city is poised to establish a recurring revenue source for funding a city-run police department.

### Utilization of LOST Revenue

The FY 24 LOST revenue is estimated at \$1,194,889, and the Property Tax Revenue estimate stands at \$3,413,050. Given this, Bondurant can redirect a portion of the 40% allocated for capital needs to support the establishment of a police department. This may entail reducing the percentage allocated for property tax relief from 60% to the state minimum of 50% or reestablishing the original property tax levy. Any decision regarding this reallocation should be integrated into the city's 5-year capital plan at an early stage and would require another majority vote as a display of the community's support for funding a city-run police department.

### Exploration of Hotel Motel Tax Revenue

As Bondurant considers downtown redevelopment and potential hotel construction, revenue from hotel motel taxes becomes a core funding source. While 5% of each room rental is remitted back to the state, the city can collect up to an additional 7% of room rental revenue. The revenue must be allocated mainly for tourism-related activities, economic development, and community enhancement. Although direct funding for law enforcement services may not be permissible, revenue generated from hotel motel taxes can support general public safety programs, contributing, indirectly, to law enforcement efforts.

### Pursuit of Grant Opportunities

Bondurant can explore grant opportunities offered by various providers, such as the Community Oriented Policing Services (COPS) grants and Department of Justice (DOJ) grants. These grants offer financial assistance for hiring and training personnel and acquiring equipment and technology to enhance the police department's effectiveness. Securing such grants can augment the city's resources for establishing and operating its police force.

### Establishment of a Capital Improvement Levy

Consideration may be given to establishing a capital improvement levy specifically designated for building and equipping the Bondurant Police Department. This levy, capable of generating

up to 6 cents per \$1,000, can play a pivotal role in funding infrastructure development and equipment acquisition essential for law enforcement purposes.

Bondurant has access to multiple funding avenues that can support the establishment and operation of its own local police department. By strategically leveraging LOST revenue, hotel motel tax revenue, grant opportunities, and the establishment of a capital improvement levy, Bondurant can ensure the provision of effective and efficient law enforcement services to its growing community. These funding recommendations should be integrated into the city's long-term financial planning to ensure sustainable support for public safety initiatives.

### **Automated Traffic Enforcement**

Investigate the viability of automated traffic enforcement systems to supplement revenue streams and alleviate policing burdens. These systems enhance road safety and generate additional funding for public safety initiatives. A typical setup results in the city partnering with a vendor, receiving free cameras from the vendor and collecting up to 75% of the issued penalty with 25% going to the vendor <sup>14, 15</sup>. In one instance, another Iowa community has earned enough revenue to fund 33 officer full-time equivalent positions with revenue from these systems and utilized it to pay 7.3 million in officer salaries. In Bondurant over the five years of reviewed data, traffic enforcement accounted for 43% of all logged calls (28% traffic stops, 12% radar set up, 3% illegal parking.)

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<sup>14</sup> Opsahl, Robin. "Lawmakers Say Bill Addresses Speed Camera Use as "Revenue Generators" • Iowa Capital Dispatch." *Iowa Capital Dispatch*, 24 Apr. 2023, [iowacapitaldispatch.com/2023/04/24/lawmakers-say-bill-addresses-speed-camera-use-as-revenue-generators/#:~:text=LSA%20reported%20these%20technologies%20generated](https://iowacapitaldispatch.com/2023/04/24/lawmakers-say-bill-addresses-speed-camera-use-as-revenue-generators/#:~:text=LSA%20reported%20these%20technologies%20generated). Accessed 9 Apr. 2024

<sup>15</sup> "Automated Traffic Enforcement." [www.cedar-rapids.org/local-government/departments\\_g-v/police/automated-traffic-enforcement.php#:~:text=Revenue%20from%20the%20Automated%20Traffic](https://www.cedar-rapids.org/local-government/departments_g-v/police/automated-traffic-enforcement.php#:~:text=Revenue%20from%20the%20Automated%20Traffic). Accessed 9 Apr. 2024.