






## Human Resources

 **Compensation Study Implementation:**  
The City has implemented a new pay plan for both Police (as of July 1, 2023) and Non-Bargaining Full-Time (as of Oct. 1, 2023.) Next steps include to continue implementation with Non-Bargaining Part-Time employees which will be proposed as part of the FY25 budget request. The last two groups, AFSCME and Fire Union, are undergoing union negotiations. The City will follow the bargaining process as it relates to Baker Tilly's recommended pay plans for the respective employees.


 **Employee Committees:**  
In partnership with PDCM, the Employee Experience Committee successfully introduced the High Deductible Health Plan to employees. The Engagement Committee will soon meet to discuss rolling out our 2024 Engagement Survey. The committee will review the last survey and recommend updates for the new year.


## IT

 **Community Development Software:**  
An agreement was approved with BS&A Software. Implementation is set to begin in March 2024 and will take approximately 16-18 months.


### **Building Cameras:**

The Police Department camera project, which included building access system replacement and two new cameras, should be complete in March 2024. Future camera replacements will be phased over the next three fiscal years or as cameras fail. Cameras have been installed and tested in the North Plaza. There are two 360 degree cameras mounted in that area recording to on-board storage until they can be connected to the network with the Central Plaza project.

 **Public Wi-Fi:**  
Wi-Fi was added to Thomas Park in Dec. 2023. As a result of delays with the project, connectivity in the Uptown will take place in 2024 as part of the Central Plaza Project.

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## Finance

### ICAP Derecho Claim:

The team continues to work with Arrow Claim Services on two locations, city hall roof replacement and the existing public services facility roof and interior repairs. Staff is awaiting payment on the traffic signal and lights section so that the insurance item can be closed. A settlement agreement was reached through mediation with ICAP on the new public services facility. Staff is also working with PDCM and ICAP on a couple of items that were not identified in the original claim.

### Fee Resolution Update:

Updates to Fire, Finance, and Park fees are now complete. Building analysis is complete, and a vacant building fee was added as of Jan. 1, 2024. The remaining portion of Building, Planning, Police, and Library are scheduled to be reviewed for discussion with council in March and be included in the April 1, 2024 update of the schedule of fees. City Manager's Office, Engineering, Library, and Public Services will be left for discussion with council in June to be included in the July 1, 2024 update. Once all fees are updated, a review of the schedule of fees will take place annually.



### Procurement Cards:

A presentation on the procurement card policy is planned for the Feb. 6, 2024 council meeting. Finance will work with the library to pilot the new program this spring. Once things are working well with the library, implementation will occur in the rest of the departments.

## Police

### Staffing:

Two lateral transfers were hired from the current certified list. One previously worked at the Marengo Police Department and one who is from the U.S. Marshal's Service who previously worked for Hiawatha Police Department. One new officer was also hired who started the academy on Jan. 4. A fourth officer was hired who will be attending an abbreviated six-week academy at Hawkeye Community College in March. There are three pending retirements in 2024 so another testing process will take place this spring.



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### **Traffic Cameras:**

As of the date of this report, the Police Department has issued 9,374 citations and 3,252 (35%) have been voluntarily paid. The City has contracted with a collections agency to assist with collecting the other 65% of citations this month. Staff has identified consistent trouble spots for speeding using the mobile unit. Those locations include 29<sup>th</sup> Avenue, the 2100 block of 50<sup>th</sup> Street, and then 2800 block of 10<sup>th</sup> Avenue. Staff will begin extended deployment of the mobile unit at these locations to determine if the presence of the mobile unit has an impact on the number of violations.



### **Records Management Analysis:**

The department launched the outward facing transparency page in January which allows community members to see where and what types of crimes are committed anywhere in the city. Staff was also able to analyze the first batch of stop data to detect for signs of racial profiling. The results were shared with Tom Newkirk and the results, which were positive, will be presented at a future council meeting.

### **Organizational Structure:**

In July 2024, the department plans to transition two of the investigator slots from patrol officers to sergeants in order to reduce the supervisor to officer ratios.

## *Fire*



### **EOP/COOP:**

The City adopted its inaugural Emergency Operations Plan and Continuity of Operations Plan in the fall of 2023. The department is developing a program for implementation including regular staff training, exercises, preplans, and plan updates.

### **Scope and Level of Service (Community Driven Strategic Plan):**

This initiative is the priority strategic goal from the department community driven strategic plan facilitated by the Center for Public Safety Excellence (CPSE) in 2023. The department will be bringing proposed response time and next step recommendations for the Paid-On-Call (POC) volunteer firefighter program in February. The department is also proposing a third-party EMS/Ambulance Feasibility Study for the FY25 budget.



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**Firetruck Replacement (CIP24):**

The department developed a project team made up of firefighters from every rank and an apparatus mechanic from the Public Services department. The truck has been ordered with a delivery date in late Sept. 2024. The graphics package has recently been finalized by the project team with modern updates to the striping, and the addition of “Paramedics” to the side.


## Public Services

 **New Public Services Building:**

Despite winter weather conditions, construction is advancing at the new Marion Public Services Facility. The office area is transforming, mechanical and electrical equipment pads and overhead conduit have been installed, and overhead and exterior doors are in place. Sanitary sewer rough-ins were completed and a compressed air system was added to the shop areas. Electrical subcontractors placed feeds for the wash bay and shops and are running power to overhead door openers. Crews have also completed the subgrade import, compaction and proof-rolling in preparation for the installation of in-floor heating. This will be a three-month process. The roofing contractor cut in roof scuppers and installed parapet coping flashing to control the flow of water. Interior block work for the wash bay will begin later this month with waterline installation. The project is still on course with a June 2024 move-in date.

**Fleet:**





City Council approved a contract with Henderson Manufacturing on April 5, 2023, to upfit the chassis with snow removal and dump body components. Public Services received the delivery of their first snowplow truck in January. The next six will arrive in February. The remaining three chassis’ are being built during the third quarter for delivery later this year.

 **Sanitation Study:**


On Dec. 7, Council concurred with a recommendation to move forward with 64/68 gallon garbage and recycling bins (opt-in of 46/48 gallon for each) and a opt-in of 64/68 gallon yard waste bin. Staff and SCS continues to work on design and implementation of services including roll out schedule, service fees, cart management policies, cart quantities, and education and programming. This information will be brought back before Council in March. Implementation of the program is anticipated to be complete in the next 12-18 months.




## Engineering


-  **Plaza Construction:**  
Rinderknecht is putting the final touches to the guaranteed maximum price (GMP) which is expected to come to City Council in February for consideration. Weather depending, the project has a tentative start date in March 2024.
-  **Indian Creek Segment 7:**  
Construction is underway by Boomerang. They have completed 60% of the work and have used 196 days. The contract completion date is Sept. 15, 2024.
-  **Indian Creek Segment 11 Design:**  
Bids for this project are due Jan. 30. The engineer's estimate is \$6.82M. It was discovered at the pre-bid meeting on Jan. 16 that there is an issue with getting ductile iron pipe which is needed to go under Indian Creek. Timelines may be modified in order to be competitive.
-  **Alburnett Road CPF Grant:**  
Staff is currently working on the traffic report with Snyder and Associates for the intersection of Alburnett Road and Boyson Road to determine turn lane configurations. Property acquisitions are also in progress. The federal requirements in this project are in process with the CMPO STIP and the Federal Classification System.
- Brick Streets:**  
Staff is preparing to mail residents that live in the historic neighborhoods and/or on existing or proposed brick streets to gather their input. This information will be combined with the National Community Survey data and will be brought back to City Council for discussion and direction.

## Parks & Recreation

-  **Aquatic Center:**  
Staff has been working towards site acquisition between two property owners. Both proposed sites will be discussed with Council prior to moving forward with an acquisition agreement. Parallel to that work, staff have been discussing scope of work with Water's Edge for site and construction planning for the new facility. This would be needed to add a bond vote in 2025.

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 **Reforestation Master Plan:**

JBC hosted open houses that outlined potential urban canopy growth and its relation to different areas in the community. They also provided opportunities of integrating natural prairie into the urban ecosystem. In December and January, JBC met with the steering committee to finalize the framework for the master plan. An expected final plan will be submitted in April 2024.

 **Caboose Park Development:**

RDG has been worked with the steering committee and staff to complete 100% construction documents. This project will be set to bid this spring with construction taking place this summer. A public hearing is scheduled for Feb. 8 for the naming of this park. It is recommended to name it “Draper Park” after the late Councilmember Paul Draper.


**Plaza Capital Campaign:**

There have been over \$835,000 in pledges secured. The campaign will be hosting a kick-off celebration on Feb. 13 in hopes of closing the funding gap. As part of this project, the foundation will continue to push brick sales to ensure everyone in the community has an opportunity to give towards this project.


## Community Development

 **Comprehensive Plan Update:**

The Comprehensive Plan is the official policy guide for physical improvement and development. The Plan considers not only the current needs and issues within the community, but also presents a plan for guiding new improvements and developments for the next 15 to 20 years. RDG Consulting and staff have been creating and reviewing questions/methods in addition to releasing a community-wide survey in February/March. In February, the consultant will hold their first meetings with both the Technical Committee (comprised of staff) and the Visioning Committee (members appointed by the Mayor) to kick off the discussion about growth in Marion. As part of our public outreach opportunities, RDG will be conducting listening sessions in February where groups of eight to ten individuals with similar expertise/experiences will have the chance to share their views on how Marion should grow in the next 20-30 years. A list of ten different groups has been compiled to help reach a wide cross-section of our community. The update is expected to be completed in March 2025.

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 **Parking Study (Uptown):**

All parking counts have been completed and analysis is ongoing. Additional review is ongoing regarding wayfinding recommendations to direct the public to available parking locations. There remains to be a scheduled final open house prior to presentation to the City Council. The parking study is anticipated to be completed by March 2024.

**28E Annexation Boundary Agreement:**

The cities of Marion and Cedar Rapids have drafted a joint 28E agreement regarding future annexation boundaries between the two communities in Marion's northwest quadrant. In addition to establishing boundaries for the next 10-year period, portions of the communities that are difficult and costly to serve will be reviewed within six months of adoption of the agreement. Recommendations on what can be done to address those areas of the community will be established. The City of Cedar Rapids is anticipated to approve the agreement in late January/early Feb. 2024 followed by adoption by the City of Marion.

**Owen Block/Maidrite Redevelopment:**

Work continues on this property. Façade work has been completed on the south side of the building and permanent guards and handrails have been installed on the south side and were started on the west side. The window repair and balance of guards and handrails are to be completed in the spring/summer of 2024.

**Permitting & Inspection Fee Review:**

Staff is currently working on cost analysis of expenses for permits and will be making adjustments as needed to ensure staff time to process building permits is covered.


## Library

**Building Closeout:**


The library building construction project was accepted by the City Council in Nov. 2023 and final payments for retainage were mailed in Dec. 2023. A supplemental contract for some minor technology issues is expected to be closed out in the coming weeks.

 **Bookmobile:**

Construction continues on the library bookmobile and is expected to be completed in early 2024. Library staff are currently identifying community partners and locations where the bookmobile will stop on its routes. Once the bookmobile arrives it is likely to take six to eight weeks for staff to be trained and the vehicle to be outfitted with its collection, technology, and branding.


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## City Manager's Office

-  **Old Library Site:**


The request for proposals was published on Oct. 16 with responses due on Jan. 12, 2024. Since receipt of the responses, a committee comprised of councilmembers, economic development partners and City staff have been evaluating responses. Interviews with selected respondents will occur in late February.
-  **Collaborative Growth Initiative:**

On Jan. 30, 2024, DCI, the consultant for the Collaborative Growth Initiative, which is a partnership with Marion, Hiawatha, Cedar Rapids and the Economic Alliance, presented its recommendations regarding Brand Messaging for the region. The recommendations were developed following research on regional data, as well as on-site tours and interviews with area stakeholders. The consultant has requested comments be provided back to them by Feb. 6. A meeting with representatives from MEDCO, Chamber of Commerce and the City will be scheduled to review and provide a collective set of recommended modifications. Following completion of the Brand Messaging, the consultant will be providing recommendations regarding: Marketing Strategy Goals & Tactics, Budget Levels, and Timelines. A follow-up meeting is scheduled with the partners of the initiative and the consultant later in February.
-  **Policy Review:**


The policy review is ongoing based on the schedule received and filed by City Council. A comprehensive City policy list will be brought forward to Council for receive and file later this spring.
-  **Wayfinding:**

RDG Planning & Design has been reviewing the parking/wayfinding survey data, refining the sign family designs and developing the sign placement map. Feedback was gathered from staff and the Council sub-committee in December and shared with the consultant. RDG is incorporating the feedback into the sign family designs and plans to circle back with the Wayfinding Steering Committee in the coming weeks. The target date for plan completion is now April 2024.
- Community Survey:**

Results of the 2023 National Community Survey for Marion were shared with staff and the City Council in early December. The results were overwhelmingly positive. A few of the highlights include: 1. Residents continue to enjoy an excellent quality of life and report feeling safe in the community, 2. Ratings for Marion government performance are strong and above national averages and 3. Education, cultural opportunities and the arts are features of the community. The full report and a link to the presentation are available on our website. Staff will do a deeper dive into the results and use this data to inform a refresh to the Strategic Plan later in the year.

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