



## Human Resources

### ★ **Compensation Study implementation:**

The City implemented new pay plans for both police and non-bargaining full-time employees in 2023. The City is projected to implement the pay structure for AFSCME and part-time employees on July 1. One of the recommendations of the study was to eliminate the compensatory time practice, specifically with exempt (salaried) employees. The new pay policies better align the City with the Fair Labor Standards Act (FLSA) laws, provide more flexibility for employees and provide financial stability and sustainability for the organization.

### ★ **Employee committees:**

The City is partnering with PDCM Insurance to lead efforts with our Safety Committee. Currently, the committee is reviewing internal reporting structures and processes. The Employee Experience Committee held its first meeting since the high deductible health plan project and had preliminary conversations on future projects. The first goal is to gain representation in the committee from every department. Lastly, the Employee Engagement Committee had its kick-off meeting to discuss the engagement survey that is conducted every two years. The committee discussed what went well and areas to improve upon as it relates to distributing the survey. The survey is planned to go out to the organization in July 2024.

### **Union negotiations:**

The last group to be impacted by the compensation study is bargaining unit of the Fire Department, which is currently undergoing union negotiations. The City will follow the bargaining process as it relates to Baker Tilly's recommended pay plans for respective employees.

## IT

### ★ **Community Development software:**

A project management process was developed, and team members have been trained on the process. Staff reviewed the project timeline and deliverables in small groups based on focus areas. April 14 was the first deadline for submitting documentation, which was met. The next deadline is May 16, with an onsite visit from BS&A Software to be held on May 20 and 21. Our current software vendor is working to perform data extraction and the first set of data was already sent to BS&A for conversion. There will be a total of three extractions. The tentative go-live date for the software is Nov. 12.

### **Security cameras:**

There are several security-related projects underway. Projects that are budgeted include the Central



Plaza Project and various City parks that have had graffiti and vandalism. Staff still needs to determine locations based on the funding available in the Capital Improvement Program. Asset replacement projects are underway in the Uptown Artway and at the Marion Police Department. Staff is seeking estimates for two unfunded projects at the Recycling Drop-Off Center and the new Public Services Facility.

#### **Phone system:**

The phone system replacement is complete. All functionality of the previous system was replaced, and IT has been working with departments to modify the new system to meet their needs. There are new features available with the new phones and IT is working to develop a project that combines the features with other communication system enhancements.

#### **Public Wi-Fi:**

Public wi-fi projects on the docket for this year are the Central Plaza Project, the North Plaza and the Uptown Artway. The timeline is dependent on construction progress in City Square Park. Staff has a meeting scheduled with ImOn Communications to discuss additional City parks.

#### **Communication optimization:**

IT is working to gain efficiencies through new technology and improve capabilities within the communications systems for everyday processes and emergency response. This project involves leveraging advanced and extended features within the new phone system, cellular wireless priority service for the organization, conversion of analog lines to digital lines and emergency notifications.

## *Finance*

#### **ICAP Derecho claim:**

A settlement agreement was reached through mediation with ICAP on derecho damage to the new Public Services Facility and funds were received on April 8. Staff continues to work with ICAP on two claims including the City Hall roof replacement and the existing Public Services Facility roof and interior repairs. The adjuster's report indicates unnecessary modifications were made at these locations. Staff is partnering with PDCM Insurance and the City attorney to address the issues. The difference between insurance revenue received and expenses on these locations is \$312,769 for the existing Public Service facility and \$128,001 for the City Hall roof.

#### **Budget financial models:**

All operating fund models have been created and updated with asset replacement information. The models were initially presented to the City Council in August 2023 as part of the budget process. An



updated general fund model was provided in January 2024 as part of the budget work session and updated utility models were provided on April 2, with rate proposals. The models will continue to be updated and used to help inform budgetary decisions.

**Equipment reserve/asset management:**

Over the past year, departments rebuilt their asset replacement schedules and the updates were used in the FY25 budget process. They will continue to be reviewed and updated annually.

## Police

**Staffing:**

Since March, three officers and a sergeant resigned from the department. Three are leaving the law enforcement profession and the other is relocating closer to his residence in Washington, Iowa. The department now has four active vacancies. During the last hiring window, the Marion Police Department accepted 41 applications and had 14 applicants in attendance for Civil Service testing, including two lateral transfers. Interviews were conducted with nine applicants. An officer graduated from the Academy earlier this month and another will graduate in May. However, there is also a pending retirement on May 30. The department has budgeted to fill two positions in FY25 that were left vacant in FY24 to offset the costs of salary increases in October 2024.

**Traffic cameras:**

The automated traffic enforcement cameras have been in place for just over six months. Although this is a short time to assess the effectiveness, the department is seeing encouraging numbers. In the three years before camera installation, there was an average of one accident a month at each intersection. Forty-one percent of those accidents at East Post Road and Highway 100 resulted in an injury, possible injury or fatality. Post-installation, there have been five recorded accidents, but only one injury (20 percent). Similarly, prior to installing cameras at Highway 13 and Highway 151, 56 percent of the accidents resulted in an injury or fatality. Post-installation, those numbers decreased to only one accident, and it did not involve an injury or fatality.

**Organizational structure:**

Due to the pending retirements of one lieutenant and one sergeant, the department has pushed the date to place sergeants into investigations from July 2024 to the fall of 2024. Staff anticipates two of the current investigators will become sergeants by the fall, which will allow the department to transition the positions through attrition rather than forced movement.



## Fire

### Staffing:

The Marion Fire Department plans to replace the part-time administrative assistant position (vacant since January 2024) with a full-time management analyst. This will move the department closer to the staffing plan that was established in 2022. The position is recommended as part of the FY25 budget, and the department plans to begin recruitment in the coming months with a tentative start date in July 2024.

### ★ Training facility:

The site for the training tower has been affirmed to the west of the new Public Services Maintenance Facility and all civil engineering and building costs are now incorporated into the CIP. Special revenue provided through the Marion Firefighters Association was increased from \$850,000 to \$1.3 million. The project is also supported by \$1.5 million in City funding. The site plan has been approved and civil work is underway, with construction to begin this summer. The project is expected to be completed as early as summer 2025. Once complete, the facility will support emergency services for Marion and the region.

### Firetruck replacement:

The replacement truck for Engine 94 is scheduled to be delivered in late summer or early fall 2024. It will be located at Fire Station No. 3 on 8<sup>th</sup> Avenue.

### Ambulance/Emergency Medical Services (EMS) study:

The department plans to outsource an Emergency Medical Services (EMS) feasibility study to evaluate the current EMS program in Marion. The study will guide City planning and help inform the future of the program. Additionally, the department plans to begin a Community Risk Assessment Standards of Cover study in 2025 to further inform the community of the all-hazards risks within Marion and establish immediate, short term and long-term objectives to address performance gaps.

## Public Services

### ★ Wastewater 28E:

The City of Cedar Rapids provided an update to the City Council during the March 5 work session. Staff continues to meet monthly with Cedar Rapids staff to negotiate and develop a wastewater 28E agreement that establishes operation and maintenance fees to be charged according to rates set for large users. Negotiations are to be completed by December 2024. The Cedar Rapids plant improvement projects will continue to be identified separately for transparency.



★ **New Public Services Maintenance Facility:**

Construction continues on the new Public Services Maintenance Facility. In-floor heating loops were installed throughout the building and all interior concrete floors were poured. Work has begun on the interior mason walls and staff has started pouring the exterior concrete approaches in front of the large overhead doors. Crews are also working on grading the parking lots and roadways. LL Pelling will start concrete curbs and gutters, followed by the paving of the HMA parking lots and roadways. The project is still on course with an anticipated June 2024 move-in date.

★ **Sanitation study:**

Staff and SCS Engineers continue to work on cart procurement and finalizing service fees. Staff will begin route evaluations in May and the new trucks are scheduled to arrive in July. Operator training will take place when the trucks arrive, and service rollout is tentatively scheduled to begin Sept. 9. Community engagement began at the City Showcase on April 20 and will continue through rollout.

## Engineering

★ **Tower Terrace:**

- **C Avenue to Alburnett Road Segment A (Meadowknolls Road to Alburnett Road)**  
Eastern Iowa Excavating & Concrete was awarded the \$4 million contract and construction is underway. They have used 10.5 of the 100 working days. The contract includes an intermediate completion date of May 24 for work from Meadowknolls Road to Barnsley Lane.
- **RAISE/MPDG Funding**  
Our metro group applied for the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant and had a debrief with the Federal Department of Transportation (DOT) regarding last year's Multimodal Project Discretionary Grant (MPDG). The group is also in the process of working through the Notice of Funding Opportunity (NOFO) for the MPDG for the current year. A third party will review the benefit-cost analysis and the Iowa DOT provided some ideas for making the application more effective. Staff, with support from the metro group, presented at the Iowa DOT commission meeting on April 9.

★ **Central Plaza construction:**

Rinderknecht started construction on the project in March. Domestic water and fire services were run to the Depot from 10<sup>th</sup> Street and sanitary sewer work on 11<sup>th</sup> Street is completed. Foundation work was started for the Depot expansion and staff is working with Rinderknecht to coordinate banners that will be placed on the construction fencing. Staff intends to send out bi-weekly updates to share the project's



progress.

★ **Citywide parking:**

There are sections of town that do not meet current SUDAS standards for parking on one side of the street and therefore need to change to “No Parking” zones. This topic came to City Council after a fire apparatus was unable to get through the street in February 2021 and staff was given direction to address parking throughout the City. Area One is complete, and staff is preparing to mail notices to impacted residents in Area Two to advise them of the change in street parking. Residents will have the opportunity to provide public comment at an upcoming City Council meeting.

★ **Indian Creek segment VII (7):**

Boomerang Corp. has completed 72% of the work and has used 240 days. The contract completion date is Sept. 15, 2024.

★ **Indian Creek segment XI (11) design:**

Construction is underway by Boomerang Corp. They have completed 3% of the work and have used 16 days. The contract completion date is June 1, 2025.

**Brick Streets:**

Staff created a list of survey questions that will be mailed to residents who live in historic neighborhoods and/or on existing or proposed brick streets. The survey will be mailed out in May or June and residents will have three weeks to complete the online survey via Polco. Following completion of the survey, results will be presented to the Historic Preservation Committee (HPC) and City Council for discussion and direction regarding the future of brick streets within the identified areas.

## *Parks & Recreation*

★ **Reforestation Master Plan:**

Staff is currently working with JBC on the final draft of the plan. Once the review is complete, the plan will be shared with the steering committee and Tree Board for their approval. It will be presented to the City Council in May for formal adoption.

★ **Caboose Park development:**

The construction contract was awarded to Rathje Construction with a start date of May 28 and a completion date no later than October 4. Staff is working with Sam Dillion, resident and train expert, to



make the crossing signal operational in the park. The caboose was painted in Albia and will go to the Wabtec facility in Cedar Rapids for the final items to complete its refurbishment. It will be stored at the facility until it's time for mobilization to the park site. Conversations continue with the American Legion on a lease agreement for parking.

#### **Plaza Capital Campaign:**

There have been a total of \$875,000 in pledges and funds for the campaign, with a goal of \$1.3 million. The Friends of the Park have committed their time to canvassing the community to secure engraved brick sponsorships.

#### **Indian Creek Master Plan:**

Staff has been working with Bolten Menk on the plans for Site One of the Indian Creek Master Plan. Based on the projected cost, there is a gap of around \$150,000 to construct Site One. Staff plans to apply for the Iowa Resource Enhancement and Protection (REAP) grant to close the gap, with intentions of construction taking place in 2025.

#### **YMCA guest passes**

Staff met with the YMCA to discuss the current agreement as it relates to guest passes. Amendments are being proposed that would be of equal or greater value to the guest passes. Staff will continue to work with the YMCA to update their proposal before presenting a final draft to the City Council.

## **Community Development**

#### **Comprehensive Plan update:**

Various listening sessions related to the Comprehensive Plan occurred in February with over 50 people in attendance. The online survey and Social Pinpoint site went live before the City Showcase. Visioning committees had initial meetings and future meetings are scheduled through spring/summer 2024 with RDG hosting a design workshop on June 12 and 13. The update is expected to be completed in March 2025.

#### **28E annexation boundary agreement:**

Marion and Cedar Rapids staff met and determined an annexation boundary between the two communities that builds on the previous agreement that expired at the end of 2023. The boundary agreement line will extend from East Robins Road north of the Marion/Otter Creek Township line at Alburnett Road and will be effective for 10 years, after approval. City Council will conduct a public hearing on May 23 to approve the agreement. It will then be forwarded to the City Development Board





and Secretary of State for acceptance.

#### **Linn County Multi-Jurisdictional Hazard Mitigation Plan:**

The current Linn County Multi-Jurisdictional Hazard Mitigation Plan will expire this year. Linn County received grant funding and contracted with (ECICOG) to develop a plan that is a multi-year process involving collaboration among local officials, staff and residents. The planning consultant facilitates the research, public meetings and a public comment period. Plan development will begin in May or June and, upon completion, will be submitted to the Iowa Department of Homeland Security and Emergency Management (Iowa HSEMD) and the Federal Emergency Management Agency (FEMA) for review. Upon adoption by the participating jurisdictions, the plan will be effective for five years and maintains eligibility for Hazard Mitigation Assistance funding.

#### **Owen Block/Maidrite redevelopment:**

Work continues on this property. A permit was obtained for the replacement of the window on the west side of the building and work will begin soon. Martin Gardner Architecture is listed as working on plans for renovation, including an elevator. Hoth will be applying for financial assistance from the City for elevator installation.

## **Library**

### **★ Bookmobile:**

Construction continues on the library's bookmobile and, per the manufacturer, is expected to be completed on July 26, 2024. Library staff continue to identify willing community partners and locations where the bookmobile will stop on its routes and are actively acquiring the opening day collection. Once the bookmobile arrives, it will likely take six to eight weeks for staff to be trained and the vehicle to be outfitted with its collection, technology and branding. The bookmobile will likely launch for service in late September.

## **City Manager's Office**

### **★ Policy review:**

The policy review is ongoing based on the schedule received and filed by the Council. Additional areas where revisions or updates are needed have been identified. A comprehensive City policy list will be brought to City Council for receiving and filing later this spring. It will also be presented annually to provide the Council with a regular status update on the overall policy review. New and revised policies





will continue to be presented to the Council for direction or approval as part of the regular review cycle or as the need arises.

- ★ **Wayfinding:** RDG Planning & Design has been developing the sign placement map and working with the steering committee to continue to develop and refine the look/feel of the sign family. The timeline for completion has been extended into the summer to gather more staff/Council feedback prior to the adoption of the Wayfinding Master Plan.