

**State Revolving Fund Verification Form
Asset Management Plan and Service Line Inventory Development**

Project Number: WX21055024
Project Title: Marion - WTP Upgrades and Waterline Replacement Project
Utility Name: Marion Water Department
Applicant Name: City of Marion
Applicant Title: City Administrator
Applicant Email: dianefb@marionky.gov
Applicant Phone Number: 270-965-2266

I, Diane Ford-Benningfield hereby verify that City of Marion implements an
Utility Representative *Utility Name*
asset management plan and/or service line inventory plan containing the following elements (check each that apply):

Asset Inventory: a list of above and belowground assets, which, includes as available the date constructed/installed, identifying information, location, remaining useful life, condition, estimated cost to replace, and priority rating, based on criticality.

Strategic Plan: at a minimum, must include a mission statement, level of service goals for the system that are SMART (Specific, Measurable, Attainable, Realistic, and Time-bound), and preventive maintenance program.

Capital Improvement Plan: a list of capital projects for the next five (5) or more years which includes project title, anticipated year of construction, cost estimate, and sources of potential funding).

For service line inventory development:

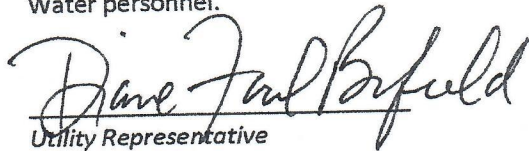
Data management system: includes all fields required for the LCRR (location information, material, verification method

Description of standard procedures for recording and updating service line data: at a minimum, must document the types of records reviewed (previous materials evaluation, construction records and plumbing codes, water system records, distribution system inspections and records, etc.). In addition:

- procedures to collect data during routine maintenance and operations,
- describe customer engagement efforts,
- procedure for identifying customer-owned service line material
- procedure for digitizing records or organizing record information in an electronic format
- when relevant: alternative procedure developed in consultation with DOW

Provide documentation that above procedures are in effect: Use Methodology, Summary, and Public Accessibility pages of the DOW Service Line Inventory template, as well as any additional documentation needed (e.g., examples of work orders, customer flyers, etc.)

By signing this form, I am verifying that this information is true and accurate. I understand that no priority points will be allotted for asset management and/or service line inventory development unless this document is signed by a utility representative. Furthermore, I understand that the falsification of this form could result in the above referenced project receiving no priority points towards asset management planning and/or service line inventory project readiness, which may impact the overall prioritization of the proposed project. This information must be made available for inspection upon request by Division of Water personnel.


Utility Representative

2/16/24
Date

CITY OF MARION STRATEGIC PLAN

Prepared by
City of Marion Staff

217 S. Main Street
Marion, KY 42064

270-965-2266
www.marionky.gov

Introduction

The purpose of the Strategic Plan is to outline how the city can best serve our residents now and into the future. The Strategic Plan serves as a road map for our organization, to strengthen our organizational culture, and to serve as a communication tool for the community to understand the strategic vision and operating guidelines of the organization.

As an internal, guiding document, the Strategic Plan outlines our operating guidelines for the organization as a whole – our Vision, Mission, and Values, as well as our Critical Success Factors – and will help align our organizational culture with the work that we do. In addition, the Strategic Plan includes Priority Initiatives that capture the City’s key priorities for the next few years in each of the Critical Success Factor areas. The city has many initiatives ongoing throughout the year, in addition to the daily operations required to run the city. The Priority Initiatives represent those projects or initiatives occurring in the next several years that are above and beyond our daily operations, which represent an increased level of service, have new or additional dedicated resources and funding, and help advance the City’s vision. Together, these elements demonstrate to our residents what we plan to accomplish, and the way we commit to doing our work.

The Strategic Plan serves as a singular, guiding document that aligns with the City’s Comprehensive Plan, program-based budget, and other planning documents to reflect one unified vision for the organization. Existing plans are still relevant and continue to provide direction in key areas of our work.

The city continues to move forward with its program-based budget structure, which includes program areas with specific goals, and sub-programs with detailed objectives. Our process in meeting these goals and objectives is measured on an annual basis through our Key Performance Indicators, and the Strategic Plan reflects how our Priority Initiatives are aligned with these program areas. In essence, the program/sub-program areas reflect all the work of the City that is performed on a day-to-day basis, the Priority Initiatives reflect those high-priority efforts that represent an increased financial and resource investment over a period of time, and the Strategic Plan reflects how we accomplish our work.

Vision

The City of Marion – dedicated to providing a vibrant, healthy community with the best small-town atmosphere.

Mission

Our commitment is to protect, preserve, and enhance the quality of life in our community.

Values

- **Innovation**
Leading and embracing change and transformation through creative thinking, diverse perspectives, learning, and continuous improvement.
- **Collaboration**
Proactively engaging colleagues and other stakeholders in developing solutions through open communication. Fostering a culture where every employee feels valued, supported, and inspired to achieve both common and individual goals.
- **Accountability**
Fulfilling our responsibilities, owning our actions, and learning from our mistakes.
- **Respect**
Treating people, processes, roles, and property with care and consideration. Celebrating differences and encouraging authenticity.
- **Excellence**
Doing our best work by building on our individual and collective strengths. Exceeding expectations with responsive, efficient, and effective customer service.

Critical Success Factors and Priority Initiatives

Financial Stewardship and Asset Management

The City of Marion has established financial policies and internal controls to ensure financial sustainability and resiliency, and to safeguard the city's assets. The city's recurring revenues are sufficient to support desired service levels and proactively maintain critical infrastructure and facilities. The city practices long-term financial planning through a comprehensive budget process to proactively adjust for changes in financial forecasts. City employees are trusted stewards of the public's money and assets.

Initiatives:

- *Adjust finances, fees, and budget in response to the loss of Lake George and ongoing efforts to ensure long-term water supply. Respond to economic impacts with necessary budgetary and organizational changes. (Administration)*

Reliable Core Services

Marion is a safe community that takes comfort in knowing core services, such as police, roads, utilities, and basic maintenance, are fair, effective, consistent, and reliable. Excellent customer service is provided in the delivery of all city services. The city is prepared for emergencies and offers residents peace of mind knowing basic municipal services are planned for and carried out.

Initiatives:

- *Continue to work towards repairs and replacement of city infrastructure, including roads, utilities, fire hydrants, signage, parks, fencing. (Maintenance, Water Plant, Sewer Plant)*
- *Conduct planning to better prepare for long-term risk, identify opportunities for mitigation and preparedness, and increase community resilience in an effort to support long-term improvements. (Administration)*
- *Pursue funding through grants and low-interest loans to maximize improvements, while avoiding wasting future availability of funds to further improve. (Administration)*
- *Continue work on water supply projects and complete preventative maintenance for existing infrastructure. (Maintenance, Water Plant, Sewer Plant)*

Vibrant Economic Climate

Marion promotes a thriving business climate that provides job opportunities, facilitates investment, and produces reliable revenue to support city services. Our unique assets enhance the city's competitive advantage to attract new businesses and residents.

Initiatives:

- *Work with the Crittenden Chamber of Commerce, Tourism, and Crittenden County Economic Development to make lasting investments in the community.*
- *Promote and continue funding of the Marion Revolving Loan Fund.*

Quality Programs and Amenities

Excellent programs and amenities sustain the unique experience of living in Marion. The community enjoys quality of life facilities and public spaces as well as cultural and educational services that reflect our heritage and are accessible for all. The city and community are focused on protecting the environment and our natural resources. Opportunities exist to support a healthy mind, healthy body, and healthy community.

Initiatives:

- *Implement planned repairs and improvements for city parks. (Maintenance, Tourism, Park)*
- *Continuing replacement of playground facilities. (Maintenance, Tourism, Park)*
- *Implement trails as proposed under the Marion Master Trails Plan. (Maintenance, Administration, Tourism)*

Supportive Technology

Marion utilizes stable, proven, and relevant technology to enhance and automate city services and to improve the overall customer experience when possible. The use of technology allows the city to make decisions based on accurate and supportable datasets. Supportive technology fosters a culture of learning and innovation.

Initiatives:

- *Expand the use of online approaches to connect with customers remotely to improve ease of use and reduce the need for holding or waiting for support. (Administration)*
- *Continue to replace hardware, software, and security services to ensure equipment is operating in a safe and reliable manner. (Administration)*
- *Continue to increase staff awareness of malware and how to identify and mitigate attacks and protect data in an effort to protect the resources and assets of the city and community. (Administration)*

Healthy Workforce

Marion employees are quality public servants characterized as dedicated, diverse, and engaged self-starters who embody established organizational values and excel in their roles and responsibilities. The city is a healthy workplace that provides competitive compensation and benefits and offers professional development and lifelong learning opportunities for its employees. City employees know they are valued, and they are recognized and rewarded for excellence. Marion is a place where employees can have a voice in decisions, so collective success is ensured through diverse and inclusive perspectives.

Initiatives:

- *Continue to grow the learning and development program in key areas. (Administration)*
- *Continue to improve employee satisfaction for full and part-time staff and develop proactive strategies to attract and retain quality staff, including reviewing compensation, wages, benefits, and other strategies. (Administration)*

Engaged Community

Marion residents are informed, involved, engaged, and inspired to be active in community life. The city provides formal and informal opportunities to participate in civic life and transparently shares information using a variety of inclusive, efficient, and accessible approaches.

Initiatives:

- *Continue to share critical information with city staff and the community related to the water source crisis. (Administration)*
- *Complete an updated comprehensive plan, including a robust public engagement process to assure zoning and planning is aligned with present and future growth. (Administration, Planning & Zoning Commission)*

Collaborative Regional Partner

Marion is recognized as a county and regional leader on collaborative issues that cross jurisdictional lines. The city partners with neighboring communities to solve regional programs

and to further leverage resources. Marion cultivates and maintains strong relationships with regional entities and organizations, leads, and participates in collective efforts to address issues of mutual interest, and shares ideas and best practices to improve services.

Initiatives:

- *Continue to work with Federal, State, and local partner agencies to ensure the health, safety, and well-being of the individuals impacted by the water supply crisis and secure necessary resources. (Administration)*
- *Leverage regional partnerships to support transportation, economic, housing, and human services investments and improvements for city residents. (Administration)*

Summary

The City of Marion is proud to present the results of collaboration with various stakeholders in the development of this plan. The plan should be reviewed regularly to determine workplans aligned with identified priorities. At the City of Marion, we recognize the rural, traditional heritage of our past and are excited to harmoniously incorporate a vibrant progressive approach to our future.