



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, August 24, 2015, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department

SAPA has agreed to replace Yankton Fire Department equipment damaged in the effort to suppress a fire at their plant on August 3. Equipment which will be replaced includes 8 sets of firefighter turnout gear, 4 lengths of hose, one pair of boots and 13 pairs of gloves. They will also be replacing gear that was damaged for the Gayville Fire Department. We thank SAPA for their quick resolution to this matter.

2) Community Development Update

With a more ordinary growing season this year, staff anticipates the amount of tree branches not meeting the clearance requirements over streets and sidewalks in line with historic averages. Staff will be sending post cards to property owners on October 5 reminding them that low hanging branches need to be trimmed to allow 10-feet of clearance over sidewalks and 12- feet of clearance over streets and alleys. Along with this mailing, we will be producing a series of media releases notifying City residents that tree trimmings can be dropped off at the Yankton Transfer Station free of charge from October 12 through October 24. Staff will also be starting the annual street tree inspections on October 26. Inspections will start on the principal arterials and continue throughout the City.

3) Human Resources

Five applications were received for the Police Sergeant internal advertising. The applications were turned over to the Police Department for review. As part of the process, testing will be done on September 14 and study guides have been given out to all the applicants. The applicants will be scheduled for interviews on September 17.

Applications for the Assistant Golf Pro/Assistant Clubhouse Manager closed on August 14. Seven applications were received and these applications were turned over to the Parks and Recreation Director to start the review and interview process.

Applications for the Grounds Maintenance Worker close on August 26, 2015.

Although summer is coming to a close and summer staff are heading back to school, many of our services are still operating.

4) Information Services

The City's new website development was transferred to the programmers on July 24th. The current timeline for a working prototype with migrated content is September 14th. Once the initial prototype is complete, City staff will be trained in using the content management system and finish the migration of page content to the new site.

Information and Technology Services staff has participated in several pre-deployment meetings with the state and the contractors regarding nextgen 911 rollout. The current timetable for local deployment is 10/2015-3/2016. Another walk thru meeting is scheduled for August 18th.

Software migration to the cloud for the SAC has been scheduled for the 2nd week of September. Also, Community Development, Fire and IT staff have viewed a number of web based software demos on code enforcement, inspection and permits. Software selection process will continue with cost proposals and evaluation of the services offered.

5) Public Services Department Update

The asphalt streets to be paved in the 2015 program have been completed.

The staff has been asked to explore the possible use of geo-thermal well fields and the installation of water service to private hangars at the airport. Coordination with the FAA and others is important to insure these types of improvements can be permitted and are completed in an acceptable manner.

Coordination with the Yankton School District has been accomplished in anticipation of the start of the school year on August 20th.

The painting of the barrel hangar at the Chan Gurney Municipal Airport has been completed.

Enclosed with this packet is the bid advertisement for the stand by electrical generator for central garage.

6) Environmental Services Department

The Collector Well Project continues to move forward. The contractor has completed drilling all 13 laterals. The contractor is in the process of developing each lateral. The development process could take anywhere from several weeks to several months depending on the aquifer. After development the contractor will begin work on the pump house and pumping equipment.

Five members of the water and wastewater staff will be attending the South Dakota Water and Wastewater Association (SD WWA) Annual Conference in Spearfish, September 15-18th. The conference includes annual board meetings, banquet & awards ceremony, manufacturers' displays, and classroom sessions. Staff members attending the conference will receive 10 hours of continuing education units towards certification renewal.

7) Finance Department Update

The City of Yankton's 2014 Comprehensive Annual Financial Report has been submitted to the South Dakota Department of Legislative Audit (DLA). Approval is anticipated in the coming weeks. Copies will be distributed to the commission once final approval is complete.

Please see the enclosed Monthly Finance Report for July 2015.

8) Library Update

Enclosed in your packet is an update on the various activities in the Library.

9) Parks and Recreation Department Update

Enclosed in your packet is an update on the various activities in the Parks and Recreation Department.

10) Police Department Update

YPD's summer intern has completed his time with the agency. Grant Dickes will now finish up classes in Lincoln NE. During his time here, we allowed Grant to work with all aspects of law enforcement, including dispatch.

We've started preparing for the changeover to 12 hr. shifts. We'll also be testing for the replacement K9 handler for Sgt. Foote. Once these positions are selected, we'll move into the shift bidding process which will be effected by DARE, SRT positions, and other specialized training. We will hold an annual BID in the fall for officers interested in changing shifts.

Our 2 newest cruisers have arrived and you may have already noticed 1 on the streets already. We're working on getting the second one operational. Once these 2 are on the streets, we will pass 1 of the older models onto Dan Thompson, our School Resource Officer.

11) Monthly reports

Joint Powers Solid Waste and Fox Run Golf Course monthly reports are included for your review. Minutes from the Planning Commission and Golf Advisory Board are also included for your review.

Have an enjoyable weekend and do not hesitate to contact us if you have any questions about these or other issues. If you will not be able to attend the Commission meeting on Monday, please inform my office.

Sincerely,

Amy Nelson
City Manager