



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Thursday, December 22, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Fire Department Update

The Yankton Fire Department had the opportunity to train with SAPA personnel on confined space rescue in their facility. On December 12, YFD participated in a confined space exercise simulating a confined space rescue in the Cast House at the SAPA Plant. The exercise was a success and both SAPA and YFD identified strengths our joint response and challenges to overcome in these situations. It is always good to be able to train on these type situations with our corporate neighbors.

Facts about home holiday fires:

- One of every three home Christmas tree fires is caused by electrical problems.
- A heat source too close to the tree causes 1 in every 4 of Christmas tree fires.
- Although Christmas tree fires are not common, when they do occur, they are more likely to be serious. On average, 1 of every 31 reported home Christmas tree fires results in a death compared to an average of one death per 144 total reported home fires.
- December is the peak time of year for home candle fires.

2) Human Resources Update

New employee, Savannah Avdoyan, started her employment as Communication Dispatcher on December 12, 2016. She will begin her ten week training process immediately

3) Information Services Department Update

Installation of police mobile radios in the vehicles will take place December 14th & 15th. The final step to switching over to the new radios will be installation of a new base radio for dispatch. Installation is tentatively scheduled for the week of the 19th.

4) Library Update

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

5) Community Development Department Update

Joe Morrow, Building Official, has successfully completed the requirements to renew his International Code Council certifications for Building Inspection and Building Code Review. The ICC is the publisher of the building codes and grants certification to those who complete educational programs to stay current with codes that promote safe and affordable building practices.

The floor painting of the storage rooms at the Senior Citizens Center has been completed. The project required the work to be done on weekends and after hours to keep disruptions of day to day activities at the Center to a minimum. The project was done by the Community Development maintenance staff with the help from the Department of Corrections.

6) Parks and Recreation Department Update

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

7) Finance Department Update

Finance recently received documents from the South Dakota Public Assurance Alliance (SDPAA) insurance pool for our March 1, 2017 renewal. Departments annually review the SDPAA property schedule of vehicles, buildings, and mobile equipment along with liability coverages to ensure that all items are listed and we have adequate coverage. Although new items are routinely added during the policy year, this review provides departments the opportunity for a complete view of coverages and time to make any additional changes. Updates are returned to SDPAA in early January to give underwriters time to prepare for the March 1 renewal.

The Finance Office is also preparing for its end of fiscal year activities. The final payroll for 2016 will be Friday, December 30. Employee W-2s and 1095 forms meeting the Affordable Care Act requirements will be calculated and prepared in the coming weeks. Accounts Payable is working with departments to finalize all 2016 expenditures and turn in purchase orders for payment. Vendor 1099 forms will also be prepared in early January and issued by the end of the month.

Please see the enclosed Monthly Finance Report and the Revenue & Expenditure Report for November.

8) Public Works Department Update

The Street department has been cleaning up after the recent December 16 snow event. Despite the cold temperatures, the snow removal went well as there were no major mechanical issues with the removal equipment.

Engineering staff have been working on the design for the 25th Street from Douglas Avenue to Mulberry Street Reconstruction Project scheduled to take place in 2017. Attached is a sample advertisement as the project is on schedule for an early 2017 bid letting.

The City of Yankton will have a one-time pickup of Christmas trees on Thursday, January 5, 2017. The City is asking for Yankton residents to place Christmas trees by the front curb no later than 7:00 A.M. on Thursday, January 5, 2017, as there will be no Christmas tree pick up in alleys. In addition, there will be a Christmas tree drop-off point for Yankton residents at the parking lot west of the Riverside Park baseball stadium. Christmas trees can also be taken to the Yankton Transfer Station during regular business hours of Monday through Saturday from 8:00 A.M. to 3:45 P.M. The Christmas tree drop-off point and the Transfer Station will start accepting trees beginning after December 26, 2016 through and including, Friday, January 6, 2017.

9) Minutes

Fox Run Golf Course and Joint Powers Solid Waste monthly reports are 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 Thursday, please inform my office.

Sincerely,

Amy Nelson
City Manager