



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, February 13, 2017, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Library Update

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

2) Community Development Update

Maintenance of the exterior of structures in the City were identified as a priority during the Planning Advance. Based on that, initial planning efforts for implementation of key parts of the International Property Maintenance Code (IPMC) have begun between Community and Economic Development staff and the City Attorney. Like adoptions of other international codes, revisions and amendments are needed to help ensure the code achieves our local goals and isn't in conflict existing laws and ordinances. With the assistance of the City Attorney staff will also be working on several proposed revisions to other related existing ordinances bringing them into alignment with the IPMC and addressing some current shortcomings we have. Moving forward with consideration of the PMC will also include related discussions during this year's budget process so we wanted to get an early jump on getting a vision for what the changes could look like. Staff is hopeful that adoption of the IMPC along with revisions to other related ordinances will help speed up the timelines of bringing properties into compliance as well as put the City in the best position possible when enforcement actions are contested in the courts.

3) Human Resources Update

We have had another resignation in the Dispatch department. Savannah Avdoyan ended her employment on January 20. We are in the process of completing a background check on an applicant from our hiring list to fill Savannah's position.

We have started the process of advertising for our summer seasonal positions. We will be advertising for applications through the rest of February and the month of March. Preference will be given to applications received by March 31, 2017. We have adjusted our pay scale for our seasonal positions this year in hopes that this will attract more applicants.

4) Parks and Recreation Department Update

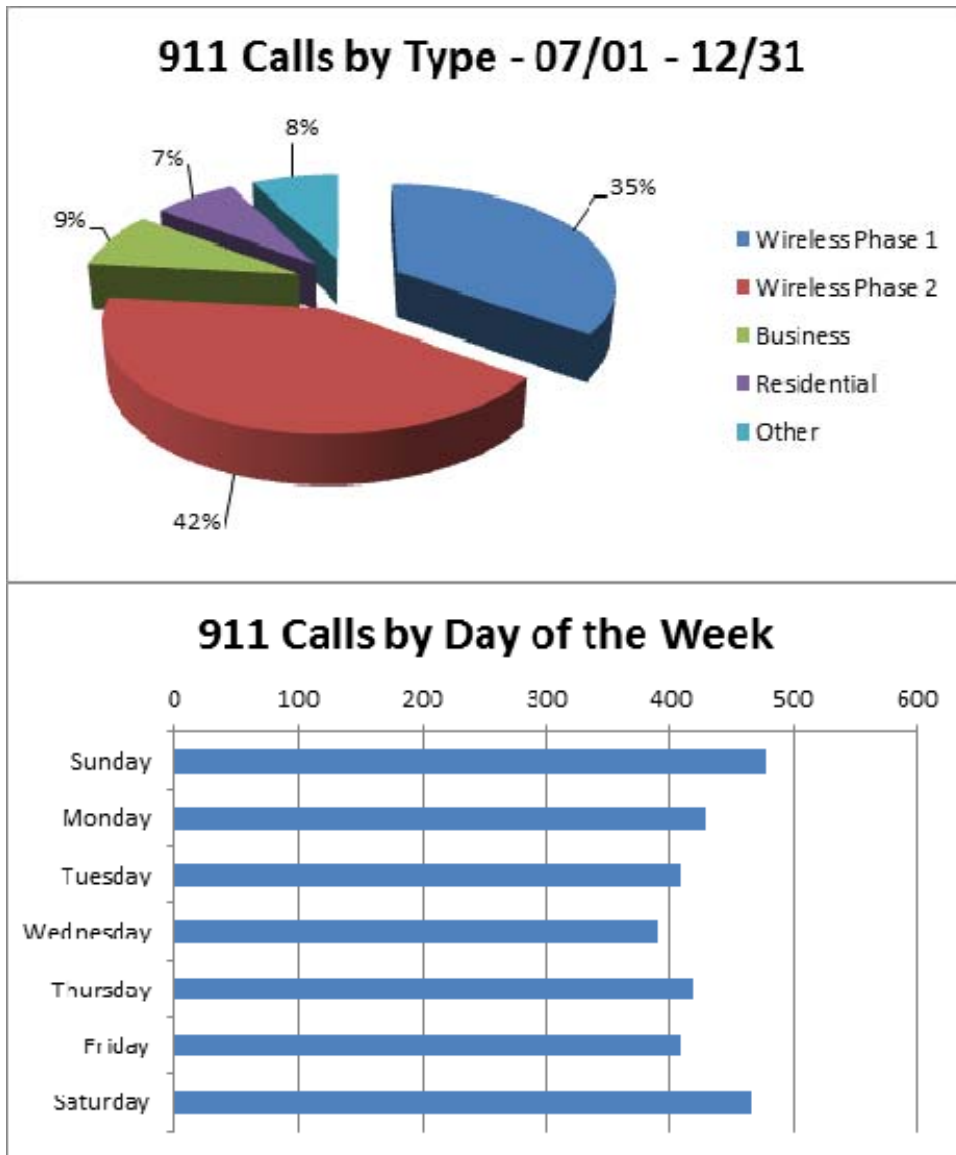
Enclosed in your packet is an update on the various activities in the Parks and Recreation Department.

5) Information Services Update

City staff updated the FORE golf management software on February 1 & 2 at Fox Run. The update was two major revisions newer and includes better credit card security and various added features and

enhancements. In addition to the software update, new barcodes scanners and receipt printers were installed. The various updates should have the course software system ready for the new season.

Amelia Goetz has been hired as a new dispatcher. Her first day will be February 20, 2017 which will be the first day of her 12 week training process. 911 call numbers thru December are highlighted in the graphics below.



6) Finance Update

Finance has completed a number of its end-of-year activities and reporting requirements. There were 378 W-2 tax forms issued to employees this year as compared to 361 for fiscal year 2015. We issued 1099MISC forms to 74 vendors for non-employee compensation in tax year 2016, up from 56 in the prior year. Also, as required under the Affordable Care Act, 163 1095C forms were issued to employees this year compared to 158 for 2015.

Finance has had several interested individuals pick up nominating petitions for the April city election. As of the morning of February 7, Stephanie Moser, Jake Hoffner and Tara Gill have filed nominating petitions for the open commission seats. The media is notified only after a potential candidate returns

and files their petition with the Finance Office. The deadline for filing nominating petitions is Friday, February 24 at 5:00 p.m.

7) Fire Department Update

Following are the significant achievements and statistics for the Yankton Fire Department for FY 2016:

- Completed construction of the Fire Museum. Fundraisers for this project included a pancake feed and a comedian/dinner at JoDean’s.
- Held a very successful Fire Prevention Week and Open House. Our open house was again very well attended.
- Distributed over 100 smoke detectors throughout the year.
- Participated in countywide tabletop and full scale exercises including full scale Active Shooter and Points of Dispensing exercises.
- Participated in the Points of Dispensing Committee (POD), the Local Emergency Planning Committee (LEPC), Police Department Radio Committee and the 9-1-1 Committee meetings.
- Participated in several community events including the Together We Are One event and the PD vs FD basketball game for Special Olympics.
- Significant events included several multiple fatality accidents and assisting other agencies with responses to meth labs and a bank robbery.
- Contacted over 2000 people with fire prevention information including children’s programs, adult educational programs, and fire safety training for employees and individuals.

Following are some significant statistics regarding the Fire Department’s responses in 2016:

Fire Department	2016	2015	2014	2013	2012
Total Calls (All areas)	340	342	306	237	255
Calls Requiring full FD Response (City only)	25	33	37	39	39
Calls Requiring Chief Officer Only Response (All areas)	211	168	157	97	87
Average Turnout of Members per call	24.7	25.8	29	28	29
Total Man Hours on Calls (All)	1833.24				
Man Hours on calls per member	43.64				
Total Man Hours in Training	1554				
Training Hours per Member	3720				

8) Police Department Update

Yankton Police have started the 2017 Citizens Academy, with 14 attendees. This year we added a week to the training after continued feedback that an additional week would help the program.

We are attending regularly scheduled meeting with State and Federal Homeland Security officials. These meeting are related to a full scale exercise that will be held this fall in the Yankton area.

We are monitoring the legislative session and providing input on bills that potentially affect our profession. There doesn't appear to be any major concerns with the bills thus far but we'll continue to watch some as they progress.

We will be scheduling another Coffee with a Cop either late February or early March.

9) Public Works Department Update

The bid opening for the 25th Street Pavement Replacement project is scheduled for February 16. To date, there are six contractors that have taken out bid packages. With that much interest, we are hopeful that the bids we receive will be very competitive.

Preliminary plans for the West City Limits Road reconstruction from Golf View Lane to the railroad tracks are completed and are being reviewed by staff. The anticipated bid advertisement is February 23, 2017.

We have received an agreement for services from Stockwell Engineering for the 8th Street reconstruction from Summit Street to Linn Street. Staff is reviewing the proposal and is scheduled to meet with their representatives to discuss the details. Depending upon the outcome of the meeting there could potentially be a recommendation for approval on a future commission agenda.

In an effort to give Transfer Station patrons more payment options, Public Works has been working with Finance to implement a debit card and credit card system at the Transfer Station. It is anticipated the system will be up and running early this spring.

Street crews continue to perform winter maintenance projects both on equipment and the streets.

Staff continues to prepare for single stream recycling and roll cart collection implementation in the spring of 2017. Included in this packet is the bid award for the semi-tractor which will haul the single stream recycle material to Sioux Falls. Modifications to the packer trucks to allow mounting the rear tippers has been scheduled. It is anticipated that the roll cart distribution to the residents will begin the week of April 17, 2017. The new roll carts will be delivered with an informational packet introducing the new system and residents may begin using their new carts immediately. Residents are encourage to repurpose their existing garbage and recycle containers. Those residents that do not wish to repurpose their old containers may place them out with their regular garbage or take them directly to the Transfer Station to be disposed of.

10) Environmental Services Update

Gridor Construction continues to work on the Lift Station project. The current project is about one month behind schedule. The contractor is estimating a substantial completion date of April 21st. The lift station is still on schedule to be completed before the highway 50 project to maintain proper sequencing of the sanitary sewer work to be completed in the area.

Treatment staff is working with HDR to finalize the bid documents for the water treatment plant. We are scheduled to begin advertising the Water Treatment Plant Project on February 24. Bids will be opened in late March with a bid award at the April 10 City Commission meeting.

Staff has also been working with the South Dakota Department of Environmental and Natural Resources on the final funding package. The SD DENR did receive the State Revolving Fund application. The application is scheduled to be acted on by the Board of Water and Natural Resources at the March 30 meeting. Staff is planning to attend the March 30 meeting in Pierre. The preliminary information is

estimating a 2.5% interest rate. The SD DENR has indicated some principle forgiveness will be award but has not determined how much.

11) Monthly reports

Building, Yankton Police Department, Joint Powers Solid Waste and Salary monthly reports are included for your review. Minutes from the Park Advisory Board 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