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## OFFICE OF THE CITY MANAGER

[www.cityofyankton.org](http://www.cityofyankton.org)

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### Commission Information Memorandum

The Yankton City Commission meeting on Monday, April 27, 2009, will begin at 7:00 p.m.

#### Non-Agenda Items of Interest

##### 1) Parks and Recreation Department Update

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

##### 2) Personnel News

Applications are still being accepted for the Recreation Coordinator position. Applications that are submitted by May 1, 2009, will receive first priority for review. The vacancy advertisement was placed on the SD Municipal League website, the website for the National Recreation Park Association, the South Dakota Parks and Recreation Association website, the City website, the One Stop Career Center, PEG channel, and the *Press & Dakotan*.

We have started advertising for a Wastewater Plant Operator with a deadline date of May 1<sup>st</sup> to submit applications.

Pam Redlightning has started her employment at the Community Library as a part-time Circulation Assistant.

In addition to City staff, there were employees from Yankton County Highway Department, City of Irene, and Union County attending the Safety Benefits defensive driving class on April 21<sup>st</sup>.

##### 3) Community Development Update

You have probably noticed that U.S. Census Bureau workers are in the process of visiting every address in the community to confirm the number of residential units we have in Yankton. As reported last year, City staff undertook a large address database update project as a part of the Bureau's Local Update of Census Addresses (LUCA) program. That updated database was forwarded to the Census Bureau and is serving as the foundation for the upcoming count. The purpose of the current Census Bureau activity is to visit every address to confirm the number of dwelling units at a given location. The process will ensure that every dwelling unit and the occupants therein get counted in the upcoming 2010 complete count. Having an accurate count is imperative because many sources of funding for community programs and projects base their level of participation on census data.

##### 4) Environmental Services

The City received a Notice of Violation the week of April 20<sup>th</sup> for our 2009 1<sup>st</sup> quarter THM violation. A notice of violation card will be mailed for the 1<sup>st</sup> quarter results.

However, the water department recently collected its second quarter THM sample. **Results were well below the requirements giving us a running average of 77 micrograms/L.** This put the City in compliance with the current THM monitoring requirements of a running average of 80micrograms/L.

Year	Quarter	ug/L	running average
2007	1st	50	
2007	2nd	107	
2007	3rd	110	81
2007	4th	102	92.25
2008	1st	52	92.75
2008	2nd	94	89.5
2008	3rd	127	93.75
2008	4th	77	87.5
2009	1st	53	87.75
2009	2nd	53	77.5

The next sample will be the third quarter sample taken in July. The third quarter is typically our worst quarter, but will be replacing the 127 micrograms/L result of the 2008 3<sup>rd</sup> quarter. The current trend looks like we should stay in compliance for several quarters. The required written Plan of Action will outline the steps taken so far and a proposed timeline for a new water source. The State has been notified that we will begin core sampling on a second site as an alternative source that would be a long term solution to the City’s THM issue.

**5) Public Services Update**

Participation in the City wide cleanup effort was strong again this year. Enclosed in the packet are the results measured in man hours provided, tonnage of materials disposed of, and tipping fees incurred. The total cost was nearly the same as last year, but many more people are helping keep cost down by hauling items directly to the transfer station themselves.

Construction season is underway. A pre-construction conference and neighborhood meeting were held on Wednesday April 15, 2009 for the Peninah Street project. The neighborhood meeting was well attended.

A neighborhood meeting for 25<sup>th</sup> Street between Broadway and Douglas is being scheduled for the week of April 27<sup>th</sup>. This reconstruction effort will be accomplished by the City Street Department.

**6) Library Update**

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

**7) Finance Office Update**

Last week’s joint municipal/school district election resulted in 1,404 out of 8,786 registered voters turning out for the election, or approximately 16 percent. There were a total of 50 absentee voters in this election. The election canvass, held April 17<sup>th</sup>, confirmed the breakdown of votes received by each candidate as follows: David Carda - 910 (25.9%), Pauline Akland – 864 (24.6%), David Knoff – 773 (21.9%), Charles Murphy – 694 (19.7%), and Jeffrey D. Sweeden – 276 (7.9%). The commission’s annual re-organizational meeting will be May 11<sup>th</sup> with Carda, Knoff, and Akland taking the Oath of Office.

The Finance Office has been fielding questions this past week from utility customers regarding their sewer rate adjustments reflected in the April utility billing sent out on April 17<sup>th</sup>.

The annual malt beverage licenses renew on July 1<sup>st</sup>. The Finance Office mailed out applications earlier this month and they are now being returned by current license holders.

Also, special assessment installment payments are due to the Finance Office by April 30<sup>th</sup>.

As you may recall, last fall we received a notice from the South Dakota Municipal League informing municipalities that operate utilities that we are required to have an Identity Theft Prevention program (also known as Red Flag Rules) to comply with federal law as outlined in the Fair and Accurate Credit Transaction Act of 2003 (FACTA). Subsequently, Ann Clough was named Program Administrator by the City Commission granting her the authority to develop and approve an Identity Theft Prevention Program and prepare training materials for municipal/utility personnel. Tammy Wadsworth, Utility Clerk, Cathy Durham, Accounting Clerk and Ann Clough comprised the committee that drafted the program utilizing the sample template provided by the South Dakota Municipal League. City Attorney, Dave Hosmer, has reviewed the document and made minor revisions to the program. A copy of the approved Identity Theft Prevention Program is included in your packet.

### 8) Information Services Update

Pictometry is well on the way in completing the cooperative Aerial Imagery Project with Yankton County and the City of Yankton. Aircraft have been in the region this month shooting the updated aerial imagery. The City and County will take delivery of the new imagery in the upcoming months. In addition to the imagery, the company provides training for the Electronic Field Study software that facilitates use of the product. In addition to the standard “straight-down” imagery the new library will include oblique imagery from four directions in the City and two directions in the rural areas of the County. Oblique imagery is taken at an angle to the ground to allow users to view the fronts of buildings and other key features.

Since the launch of the new site, the City of Yankton’s web presence has seen steady growth. Traffic from January to March nearly doubled and we continue increased traffic in April. New additions to the website include an informational page for Tax Increment District Number 4, Arbor Day Festivities, Summer Recreation Program Information and various other updates.

Month	Unique visitors	Number of visits	Pages	Hits	Bandwidth
Jan 2009	2220	4474	17220	208724	4.24 GB
Feb 2009	3329	6815	27949	472968	11.31 GB
Mar 2009	4270	8815	34414	481020	11.50 GB

### 9) Police Department Update

On April 7<sup>th</sup>, YPD Corporal Dean Larson participated in a bike helmet give away at the Yankton High School. Every second grader in town was given a new blue helmet. This was sponsored by the Yankton Medical Clinic and Ace Hardware. Helmets were given to approximately 200 students. This has been a very successful venture for several years. If officers see them wearing their helmets they will be given certificates to McDonalds for cookies or ice cream.

April 17<sup>th</sup> was the yearly fishing derby at the fish hatchery west of town at the aquarium. Chief Heeney serves on the board of directors and he helped with registration and setting up for the derby. Officers Jeff Johnson and Stewart Bass participated in fish cleaning and helped get the kids fishing. A large number of kids turned out even in the rain. The DARE car was on display and the officers wore DARE shirts to promote our program.

The software in the safety center is now in the process of being installed. Training will take place the second week of May and we should be up and running on the new software soon after.

Chief Heeney attended a meeting and training session for the Chiefs and Sheriffs of South Dakota, held at the Best Western Kelly Inn from April 22 through the 24<sup>th</sup>.

**10) Monthly reports**

Salary and Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Airport Board, Golf Advisory Board, Park Advisory Board and Planning Commission are also included.

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,

A handwritten signature in cursive script that reads "Doug Russell".

Doug Russell  
City Manager