



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

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Commission Information Memorandum

The Yankton City Commission meeting on Monday, January 25, 2010, 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

Over 100 applications were received for the Parks & Recreation Secretary position. Those applications are being reviewed by the Director and interviews will be scheduled for Monday, Tuesday, and Wednesday next week.

Jason Sudbeck is our new Sanitation/Truck Operator. He began his duties on January 18, 2010.

Marsha Jeffcoat has been hired as the new Housing Assistant for the Yankton Housing and Redevelopment office. She will be working with Housing Director Ann Horton and started her duties on January 18, 2010.

3) Library Update

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

4) Public Services Update

Winter weather related work continues to be a priority.

An engineering proposal for a possible wildlife fencing project at the airport has been forwarded to the SDDOT for their consideration. The airport tile hanger has been determined to have historical significance. This finding will delay efforts to pave the apron area.

Staff will be reviewing its storm water management practices as it pertains to construction activities. The DENR informed the City a new permitting program will go into effect February 1, 2010.

Additional bid packages that have been completed including the waterline replacement at the airport and Cedar Street from 10th to 17th. Both of these projects will be funded in part with SRF and have been submitted to the DENR for approval. Enclosed with this packet are the bid advertisements for these two projects.

The Pine Street project bid package has been completed and February 25th has been set as a bid opening date.

5) Finance Department Update

The Finance Office has been working on End of Year 2009 activities. Employee W-2 Wage and Tax Statement forms have been included with the January 22nd payroll, and vendor 1099 tax forms are being issued to the applicable vendors who have provided services over the past year.

The recent snow storms have also impacted the Finance Office. The utility customer service clerk spent considerable time manually estimating approximately two thousand meter readings for the January utility billing as the Water Department was unable to access many residential meters due to the significant snowfall. There has also been a spike in insurance reporting due to weather related accidents.

The Notice of Vacancy for the three expiring commission terms will be published January 21st and 28th. Friday, January 29th is the first day that interested parties can circulate nominating petitions for the April 13th municipal election. As a reminder, registered voters of the City of Yankton may sign up to three petitions (the number of vacancies on the commission).

At this time of year utility customers often ask how their sewer rate is calculated. The rate is based on an average of their water consumption during the months of December, January and February as billed in January, February and March of each year. This sets their maximum rate for the coming year. Sewer rates are adjusted annually and are reflected in the April utility billing.

Please see the enclosed Monthly Finance Report and quarterly Revenues and Expenditure Report for the 4th quarter of 2009.

6) Information Services Update

In 2009, the City implemented a number of technology enhancements and changes. As a part of the projects, a number of training initiatives added or enhanced staff's skills. Included in the over 40 hours of specialized training for staff:

Pictometry (Aerial Imagery)

- Administrator Training – 3 hours
- Data Management / Setup – 4 hours
- User Training - 2 x 3 hour sessions
- Advanced User Training – 3 hours
- ESRI Extension and Aloha – 1 hour

CSI Spectrum (Summit Activities Center)

- Site Setup, Administration, User Training – 24 hours

In addition, as a department, Information Services Manager Duane Johnson completed 9 hours of classroom training in working with AutoCAD data in a GIS environment and completed a number of online self-study courses.

Duane has also been elected by his peers to serve as the new President for the Yankton IT Users Group for the upcoming year. The group meets every other month and its membership is made up of IT

professionals from the community. The group facilitates bringing in speakers, product demos and facilitates technology related discussions.

7) Environmental Services Update

The well field project continues to move forward. The order granting the Permit to Transfer Water to an Adjoining State has been approved by the State of Nebraska, and the Finding of No Significant Impact will be published January 25th. The State of South Dakota Department of Natural Resources has given us the final approval to move forward with the contract award. The Agreement for Execution and final contract documents for the project will be signed and in place by the February 1st deadline. Construction is scheduled to start in March with a completion date sometime in September.

The Elevated Tower Rehab project also continues to move forward. The State of South Dakota Department of Natural Resources has given us the final approval to move forward with the contract award. The Contract documents for this project will also be completed by the February 1st deadline. The project is scheduled to begin as soon as weather allows.

The water department completed its annual cleaning and inspection of the Water Treatment Plant Basins. Staff shut down the plant for nearly a week to drain, clean, and inspect all the basins within the plant.

8) Community Development Update

The Federal Emergency Management Agency (FEMA) has notified the City of Yankton that the final “Digital FIRM (Flood Insurance Rate Maps) are complete. The updated digital FIRM Maps are part of FEMA’s National Flood Plain Modernization Program. This Map Modernization Program will also require the City to adopt the updated Maps and Flood Insurance Study in order to continue participation in the Nation Flood Insurance Program. The modernization process does not include a remapping in the City of Yankton. As it applies, this is FEMA’s effort to transition to a new datum, adjust the city limit boundaries and provide access to digital maps. In the coming months, staff will be preparing a new flood plain ordinance for review and adoption.

Joe Morrow and Mike Benda have renewed their building inspection and plumbing inspection certifications through the International Code Council. Continuing education units are required for maintenance of these certifications. Yankton is one of the few communities in the state to have multiple staff with these credentials. These certifications are considered when the community is assigned an insurance rating.

9) Police Department Update

The Yankton Police Department is conducting our yearly recertification on a number of training areas. Half of the certified officers were in training the week of January 11th with the remainder attended training the week of January 18th. Areas covered in this training included PPCT (self defense), Radar recertification, TASER recertification, Less Lethal round certification, and a table top exercise.

YPD communications is planning the hosting process for a Power Phone EMD (Emergency Medical Dispatch) certification class. EMD is a requirement by the State for Communications Center by July 1, 2010. We are hoping to have several of these classes set up in March not only for our personnel and other dispatch centers in the State.

10) Fire Department Update

In our last CIM, we told you that a final inspection of the new fire station was scheduled for January 12, 2010. This final inspection was postponed due to continuing issues with defective carpet in the facility. The manufacturer of the carpet has agreed to again replace the carpet in the facility to mitigate the problem. We are expecting the carpet to be delivered by the time you read this memorandum. Once the carpet is installed, the contractor will schedule the final inspection of the facility for occupancy. Outside work will be completed on the fire station in the spring. In preparation for the move, the Fire Department has been acquiring equipment to place our third front line engine into service.

The Fire Department has been working closely with the Yankton Police Department to establish a backup dispatch center in the Communications Room at the new fire station. A backup dispatch center is required by South Dakota Administrative Rules which govern 9-1-1 public safety answering points. We will keep you informed of the progress of this effort.

The Fire Department has also been working with other City Departments and Yankton County public safety agencies to prepare for the January 1, 2013 deadline for radio frequency narrowbanding. This federal mandate requires any agency using radio frequency spectrum to switch from wideband use radio equipment to narrowband use radio equipment. While much of the radio equipment that the City has purchased in recent years are compatible with this federal requirement, some is not. The City has inventoried their radio equipment and each department has put a list of radio equipment together that needs to be replaced. Due to the strain that this federal mandate will put on to local radio repair shops, we hope to have our conversion done by January 1, 2012; one year ahead of the mandated date. Complying with this federal mandate will be an effort that will take much time and coordination with not only City departments but also other Yankton County entities.

11) Monthly reports

Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Airport 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,

Doug Russell
City Manager