



OFFICE OF THE CITY MANAGER

www.cityofyankton.org

VOL. 45, NUMBER 9

Commission Information Memorandum

The Yankton City Commission meeting on Monday, May 10, 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

We have been taking suggestions for the name of the employees' newsletter and at this time we have received 20 possible titles. These suggestions will be taken to the Employee Committee for review and their recommendation on their top three preferred titles. These three titles will be listed in the next published newsletter along with the procedure that will be used for voting for the new title.

3) Public Services Update

Attached to this memorandum is a summary of materials hauled and the total cost for this year's City Wide Cleanup. Also included for comparison are the results of the 2009 cleanup effort. As can be seen in the tables, the amount collected by Public Service crews increased from 171 tons of material hauled into the transfer station to 237 tons of material, an increase of 38% from the previous year.

Enclosed is a map depicting the "Proposed Public Services Projects Designated for 2010". A late start related to a difficult winter and city wide clean up is being made up with the good weather at this time. It is hoped that continued good weather and other factors will permit the timely completion of the projects.

Two hundred and sixty participants are signed up for this year's Missouri River Water Shed Festival scheduled for May 7, 2010. This event is a spin off from the annual river clean up event that was started seven years ago. Both events help Yankton meet its storm water prevention requirements in a permit issued by the DENR.

4) Finance Department Update

The Finance Office has received all malt beverage license renewal applications that were due April 30th. The public hearing date for the renewals will be set at the next commission meeting. Also, restaurant license applications will be mailed out in a few days and will be due by the end of May. Renewals are effective July 1, 2010.

The field work portion of the fiscal year 2009 financial audit is being conducted the week of May 3rd through the 9th. A team of six auditors from Williams & Company of LeMars, Iowa is performing the audit.

Please see the enclosed first quarter 2010 Revenues and Expenditures Report.

5) Police Department Update

Attached are monthly activity reports for the Police Department.

6) Library Update

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

7) Federal Aviation Administration Construction Requirements (Form 7460-1)

Over the past year there have been several private building projects near the Chan Gurney Municipal Airport that have required approval from both the South Dakota Aeronautics Commission and the Federal Aviation Administration. In general, if a proposed structure is within two miles from the nearest boundary of any public use airport and penetrates a 100:1 slope ratio from the airport property or is over 200 feet tall, the FAA requires the builder/owner to submit FAA Form 7460-1 "Notice of Proposed Construction". This notice is initially submitted to the South Dakota Aeronautics Commission in Pierre for comments and then forwarded on to the Federal Aviation Administration for final review. The purpose of the Notice is to limit hazards to pilots taking off and landing. As one of the functions of the Community Development Office, staff guides owners and contractors through the submittal process and provides information needed to file the Notice of Proposed Construction. A typical review period by the FAA for this notice takes from 30 to 120 days.

8) City-Owned Downtown Parking Lots

Community Development maintenance staff have been cleaning and repairing landscaping in downtown area, city-owned parking lots. Staff attends to the eight public parking lots near the following locations: 2nd and Douglas (3 parking lots along 2nd Street), 4th and Cedar, 3rd and Broadway (west of the Yankton County Office Building), the Yankton Area Senior Citizens Center parking lot, the parking lot to the west of the Post Office and the lot located behind City Hall. Our primary focus at this time related to the parking facilities is repairing damage to the landscaping caused by the heavy winter snows.

9) Fire Department Update

The Fire Department hosted "Storytime" last week at Fire Station #2. Storytime is a program of the Yankton Community Library. Fire Chief Kurtenbach read the story "Firefighter Tom to the Rescue" to 24 children and 14 adults over three sessions. After a welcome song that included a "Stop, Drop and Roll" theme, the story was read and Chief Kurtenbach provided the children and adults with a tour of the fire station. Fire safety tips were discussed and the kids got to see some of the firefighting gear and equipment and were given a look at the fire trucks. Chief Kurtenbach also discussed fire safety tips with the adults and smoke detectors were offered to those who did not already have them installed in their homes.

10) Historic Preservation

There has recently been a significant amount of discussion regarding Historic Preservation and its role in the community. As such, I have been asked multiple times regarding grant funding for historic projects. I have included a frequently asked question document to this CIM to answer some of these questions as they relate to grant funding. The first step to take to acquire grant funding is to become a Certified Local Government. This would include a local ordinance establishing a historic preservation commission, as described in the FAQ. This would open opportunities for grants associated with historic preservation, with the exception of construction grants. If we are a Certified Local Government,

however, the State Historic Preservation Office would assist the City in application processes associated with Preserve America funding, which may lead to larger grant awards for specific projects.

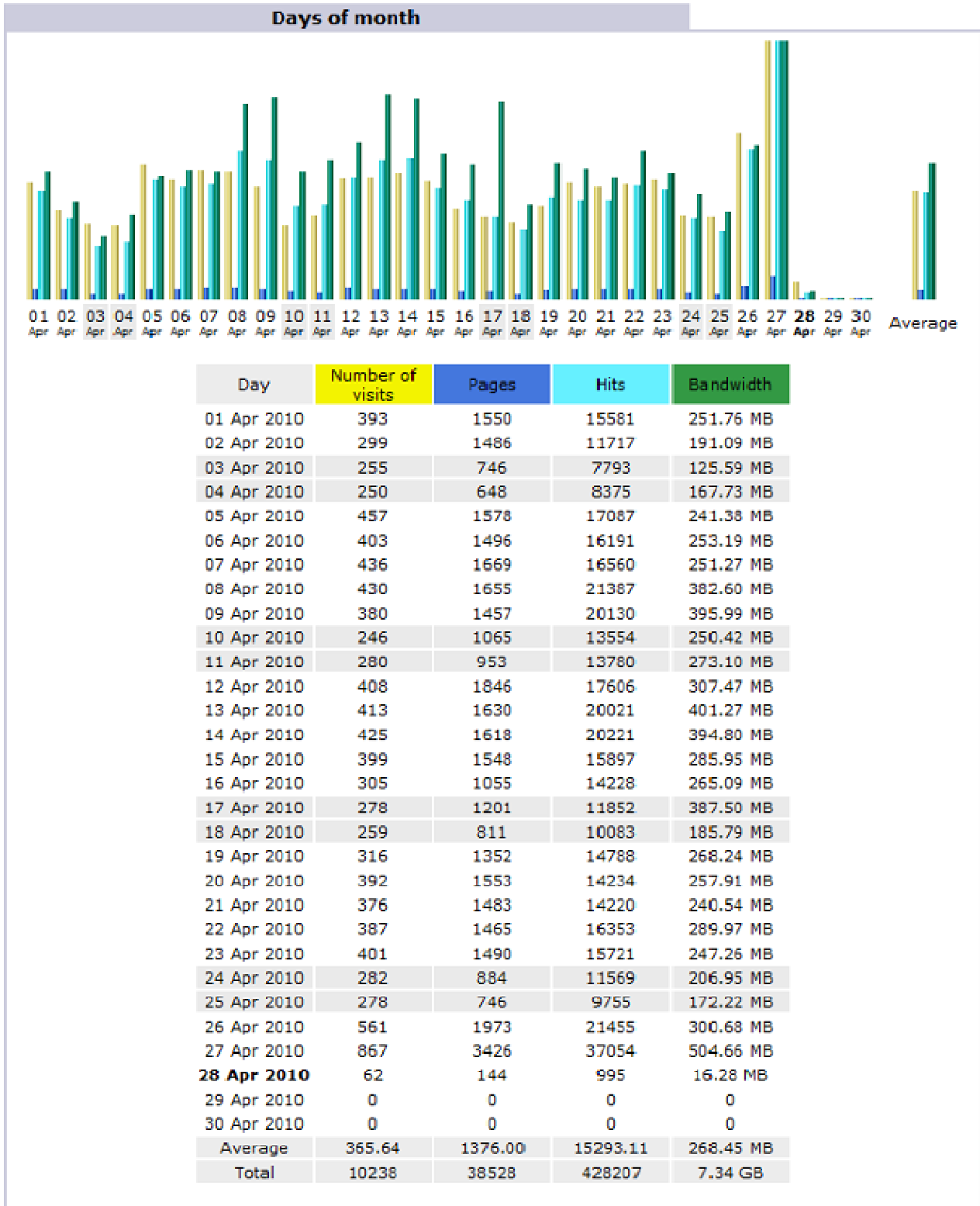
11) Information Services Update

The Meridian Bridge Cam is setup but there have been some difficulties with the computer operating it. We hope to have it live in the next week. The camera will provide a scenic view of the Meridian Bridge and allow the public to monitor the progress of the conversion project.

Registrations for Summer Recreation Programs opened on April 27th at 11:00 a.m. Registrations went smoothly this year and we saw a tremendous number of users take advantage of the convenience of registering online. Some stats from the first day of registration:

- 867 visits on the web site - over double our typical daily average of 365.
- The webserver served up 3,426 pages with 37,054 hits.
- Consumed 504 MB of bandwidth - over double over our daily average.
- In the first 20 minutes, Active handled **over 1,000** activity registrations.
- By 9:30 a.m. April 28th, registered youth for **2,097** activities in less than 24 hours.

The stats from our daily record for the web-server are below.



12) Monthly reports

Salary and Building monthly reports are included for your review. Minutes from the Park Advisory Board 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