



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

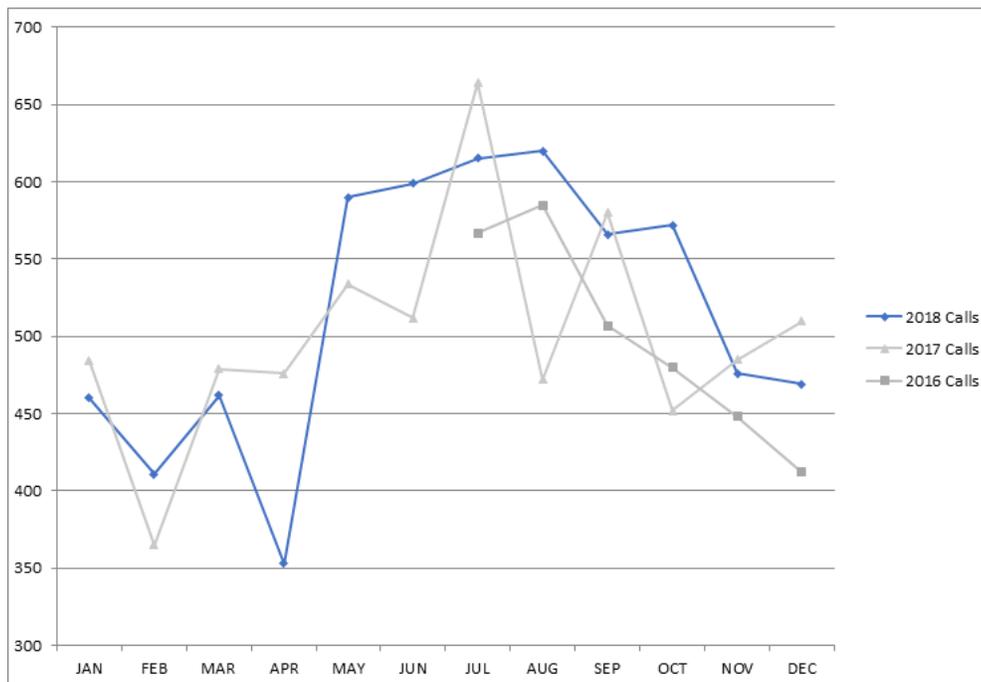
The Yankton City Commission meeting on Monday, January 14, 2019, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Information Services Department Update

Dispatch welcomes Eileen Ibach to fill the current dispatcher opening. Eileen previously worked for both the City of Yankton and Knox County as a dispatcher and her first day was December 31st.

Emergency 911 call volume for 2018 was up just under three percent (3% - 6,193 total calls). Eighty-one percent (81%) of the incoming 911 calls originated from a cellular caller. The chart below depicts call volume for the year by month.



2) Community Development Update

Enclosed in the packet is the 2018 year-end building permit activity information. As noted, there were 29 new single-family home starts in 2018. There were also permits for 7 town-homes (22 housing units). Single-family homes and town-homes are classified the same which brings the new housing starts for this category to 51 units. The City's 10-year average for single-family homes is 24.2 homes per year and 9.9 townhome units per year. Additionally, 40 apartment units were added. A total of 91 housing units were started in 2018. The 10-year average for housing unit starts is 59.6 per year.

The 2018 commercial sector projects include: TMA Automotive, Stockwell Engineering Office Building, McDonalds Restaurant Remodel, Christensen Automotive Repair, Cimpls Mechanical Building, Avera Sacred Heart Classroom Finish and the Kolberg-Pioneer Office Addition. There were also two large projects located in the Extra Territorial Jurisdiction: Applied Engineering Addition and the Yaggie's Oat Processing Facility.

The City's total building permit valuation for 2018 was \$19,407,736.58, and the Extra Territorial Jurisdiction Valuation was \$8,097,255.40. The City's 2018 valuation is below the 10-year average of \$27,890,376.00. Based on current discussions with contractors, we anticipate that housing starts in 2019 to be very similar to the 2018 level. Total valuation numbers are more difficult to predict because one large project can influence the valuation of any individual year dramatically.

3) Finance Department Update

Finance recently received documents from the South Dakota Public Assurance Alliance (SDPAA) insurance pool for our March 1, 2019 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. Updates are returned to SDPAA in mid-January to give underwriters time to prepare for the March 1 renewal.

The Finance Office is working on end of fiscal year activities. Employee W-2s and 1095 forms for the Affordable Care Act requirements will be calculated and prepared in the coming weeks. 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.

4) Parks and Recreation Department Update

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

5) Human Resources Department Update

We are currently advertising for two positions. The Fleet Mechanic position is open because of the promotion of Kevin Kulhavy to Fleet Supervisor. The deadline for application is January 14. With the promotion of Sage Chytka to Water Plant Superintendent, we are advertising for Water Plant Supervisor. Closing date for this position is January 28.

Interviews for Building Official/Facilities Manager have been scheduled through the Community Development office for the next couple of weeks. Six interviews have been scheduled from the applications that were received.

6) Police Department Update

We are working with City Attorney DenHerder to finalize a draft for the spay, neuter and release project with HHS.

Yankton Police Department is working with City Attorney DenHerder and Community Development to finalize draft of parking ordinance. Once a draft has been finalized, it will be presented to the City Commission for their review and approval.

Police will be conducting in-service training the month of January. Topics include emergency medical, radar certification, Taser updates, PPCT practical (hands on control and defense tactics), active shooter training, search and seizure, mental health, less lethal deployment, and our cold weather firearms shoot.

Yankton Police Department has scheduled a meeting with Mount Marty College to discuss ways for better collaboration between police and students.

We participated in the discussions with SPARK on substance abuse with Officer Jeff Johnson making a presentation on our DARE program.

Chief Harris will be in Pierre the week of January 13-18 for Reciprocity training.

7) Environmental Services Department Update

John T. Jones continues to work on the water plant. Contractors continue to install piping, process equipment, framing office walls, HVAC, electrical, and plumbing. Construction on the sewer improvements including the lift station and collection system piping continue.

Slowey Construction will be installing the gravity sewer main in the Douglas Street intersection very soon. This will include a closure of Douglas Street approximately 200 feet north of the Douglas Street intersection. The street closure could last several weeks while the pipe is installed. The street will be reopened temporarily with gravel. The intersection will be reconstructed sometime this summer and require another closure.

8) Public Works Department Update

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

Solid waste staff have been busy with the recent holiday collection schedule and increased holiday garbage and recycle volumes.

8th Street, Walnut Street and Highway 81 Sidewalk Projects

Work, on all of these projects, has been suspended due to weather. Items yet to be completed are mainly landscape related. The contractors responsible for completing these items have agreed to return, in the spring, as the weather permits.

2019 Construction

A sample ad, for the proposed 26th Street reconstruction, has been included in this packet. Advertisements for Riverside Drive and 21st Street will be provided once designs, for each, are more complete.

Fox Run Shared Use Path--(TAP Project)

A preconstruction meeting has been scheduled on January 22nd for the contractors and engineers to discuss the project schedule and sequence of operations. The South Dakota Department of Transportation will be administering the construction contract for this project.

9) Fire Department Update

Deputy Chief Nickles has been busy working with large local projects to ensure fire and life safety code compliance and construction that helps make fire and rescue services effective for the facilities. Projects within city limits include the Mt Marty Activities facility and Casey's on north Broadway. Outside the City limits this includes the pellet plant and the proposed ethanol facility at NAPA junction. This is just a short list of the projects but reflect the largest and most complex.

10) Library Update

The library has begun its first Winter Reading programs for all ages. We are happy with the participation so far and will continue to promote the programs over the next month. Readers 5th grade and under will earn pieces of a snowman that they can build. The snowmen are on display in our meeting room and it is fun to see the snowmen grow as the children work toward their reading goals. Middle schoolers through adults are also encouraged to participate and log each book they read for a chance to win prizes at the end of our program. We are excited to offer this program to encourage reading year-round and also to give our patrons more opportunities to use Beanstack, the software we use to track reading and activities for various programs.

The library will be closed on Monday, January 21 for all-staff training. We will be doing some safety training as well as training on specific library procedures and policies.

We recently met with a client and an advocate from Ability Building Services as well as a representative from the Department of Labor. We feel that this could be a good partnership and will soon begin working with the ABS client through the Work Experience program, which will provide the funding for up to 500 work hours.

Two of the part-time staff that were hired in November 2018, are no longer working at the library. Because we hired extra help in November, we will not be advertising for these positions at this time.

11) Monthly reports

Salary, Building, Fox Run Golf Course, Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Airport 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,

Amy Leon
City Manager