



OFFICE OF THE CITY MANAGER

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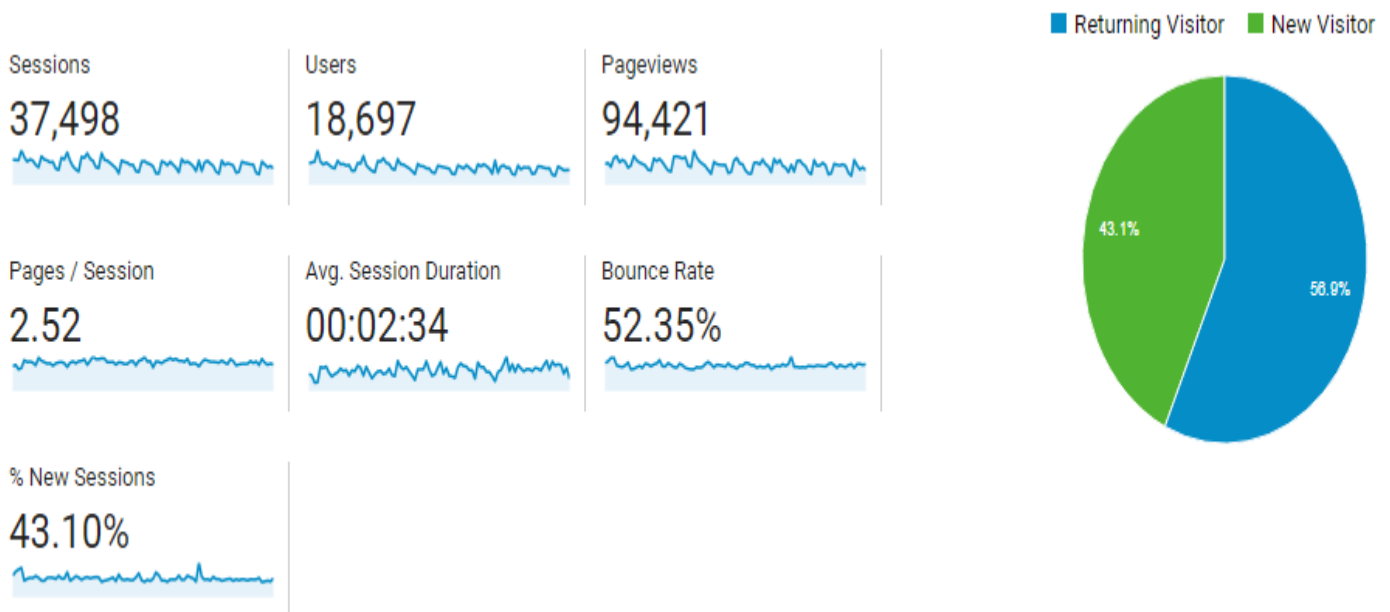
Commission Information Memorandum

The Yankton City Commission meeting on Monday, November 14, 2016, will begin at 7:00 pm.

Non-Agenda Items of Interest

1) Information Services Department Update

Visitor traffic to the City’s website for the third quarter of 2016 is outlined in the graphic below. About 64% of the site visitors come from an organic search, 29% direct connection, 4% as a referral and about 3% from social media.



2) Human Resources Update

Interviews for Library Director were conducted on November 3. Three candidates were here for interviews and their schedules also included tours of the Library and community, ending with a reception at the Library for the candidates to meet Library staff, Friends of the Library, Library Board members, City Commissioners, and City of Yankton Department Heads.

Dana Schmidt has been promoted to Senior Library Assistant at the Library. This position was vacant because of the retirement of Joyce Brunken in October. Dana started her new duties on October 29.

Eight applications were received for the Water Reclamation Plant Operations Specialist. Those applications are being reviewed for selection of interviews. This position will become vacant because of

the retirement on December 9 of Delores Chabane, who has been employed with the City since October 1979.

3) Parks and Recreation Department Update

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

4) Library Update

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

5) Community Development Department Update

South Dakota Network (SDN) Communications has submitted a request to install two small cell poles at the following locations in City right-of-way: the corner of West 19th Street and Kellen Gross Drive (west side of the Summit Activities Center) and at the corner of west 4th Street and Summit Street (near Avera Sacred Heart Hospital). Utility right-of-way applications are very common and managed administratively at the staff level. Although no special action is required, we thought it would be a good idea to inform you about this request because it is something that has not been done in Yankton before. The purpose of installing the small cell poles is to improved services/capacity in locations that are experiencing internet usage beyond what area cell towers are able to provide. The small cell poles are 35 feet tall and are similar to the light and power utility poles we currently have in the right of way. Each pole has the ability to carry service for multiple cell providers. Along with the two poles to be located in City right of way, SDN has secured permission from Mount Marty College to locate three poles on their campus and three poles near the Lewis & Clark Lake.

6) Finance Department Update

Utility rate increases took effect November 1. Notice of the rate changes will be included with customers' utility bills being send out November 18.

City personnel utilized our corporate P-card program to make nearly \$1.1 million in purchases this past year. The program is administered through the National League of Cities in partnership with PFM Financial and BMO Harris Bank. PFM provides a rebate schedule based on an entity's annual net purchasing volume. The City of Yankton received a check in late October for \$10,803.97. This equates to a rebate of 1% of our annual net purchases during PFM's fiscal year of September 1, 2015 through August 31, 2016.

Finance has received the annual liquor license and video lottery applications and is preparing them for commission approval for the January 1, 2017 renewal.

7) Fire Department Update

The Yankton Fire Department will be participating in the "Battle of the Badges" basketball game on December 2, 2016 at 7:30 pm at the Yankton Middle School. This event will benefit Yankton Area Special Olympics and a local cancer organization. YFD will team up with Yankton County EMS to face the Yankton PD in a friendly game of basketball with all proceeds going to a good cause. Tickets are on sale at YPD, YFD or Yankton County EMS for \$3 advanced purchase and \$5 at the gate. An alternative date of December 4 at 4 pm has also been set should circumstances warrant postponement of the game.

8) Public Works Department Update

The annual process of updating the city base map is underway. Staff is collecting the “as-built” information for the construction projects, developments, and platting or other changes that were completed during the past year. That information will be incorporated into our existing mapping system and available for future reference.

While weather conditions permit, Public Works continues to address fall maintenance items.

The transfer station entrance reconfiguration and scale replacement project is nearly complete. The contractor is working to finish “punch list” items to finish out the project.

Work on the Maple Street project has been completed. The contractor fine graded and seeded the project on November 4. City staff will perform a final walk-thru to compile a punch list of items to be addressed.

The electrical contractor on the Highway 50 project has started the signal installation at the Douglas intersection. The concrete contractors are working hard to get all the concrete work done prior to any inclement weather.

The city technicians have started the design work for next year’s in-house projects. We are hoping to have a couple of them ready for bid advertising in January.

9) Environmental Services Update

The contractor continues to work on punch list item on the collector well project. Staff is currently pumping about 650 gallons per minute from the collector well to the treatment plant. Staff will continue to pump at this rate and monitor the treatment process. Depending on the treatment process and the water quality staff will make adjustments to increase the flow from the collector well.

Work continues on the new fill station located west of Yankton transit building. Some of the equipment and parts from the current fill station will be used on the new fill station. This will cause a short delay in service. A notice has been posted at the current fill station and staff will be working with customers to provide a temporary fill site if needed.

10) Minutes

Salary, Building and Yankton Police Department monthly reports are included for your review. Minutes from the Golf Advisory Board and Parks 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,

Amy Nelson
City Manager