



OFFICE OF THE CITY MANAGER

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Commission Information Memorandum

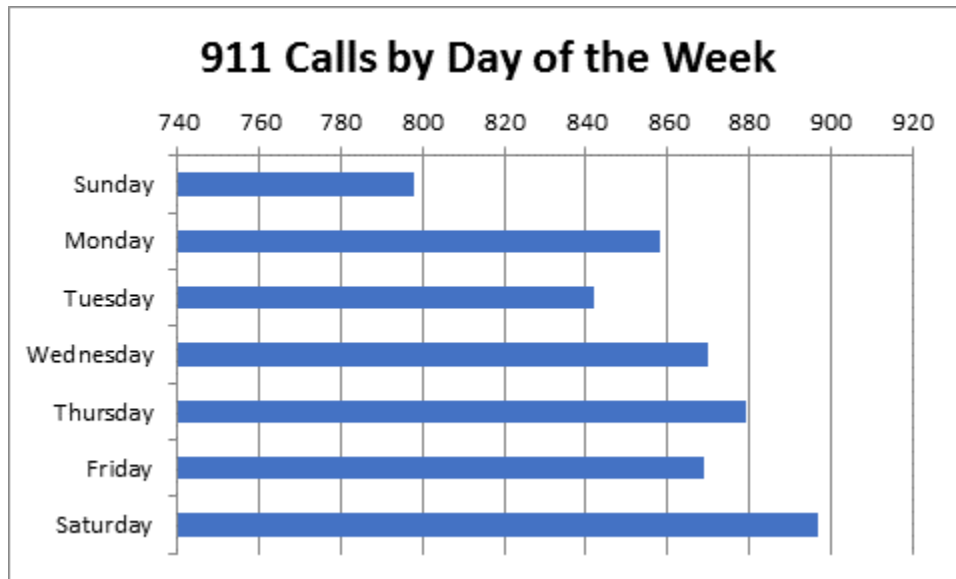
The Yankton City Commission meeting on Monday, January 8, 2018, will begin at 7:00 pm.

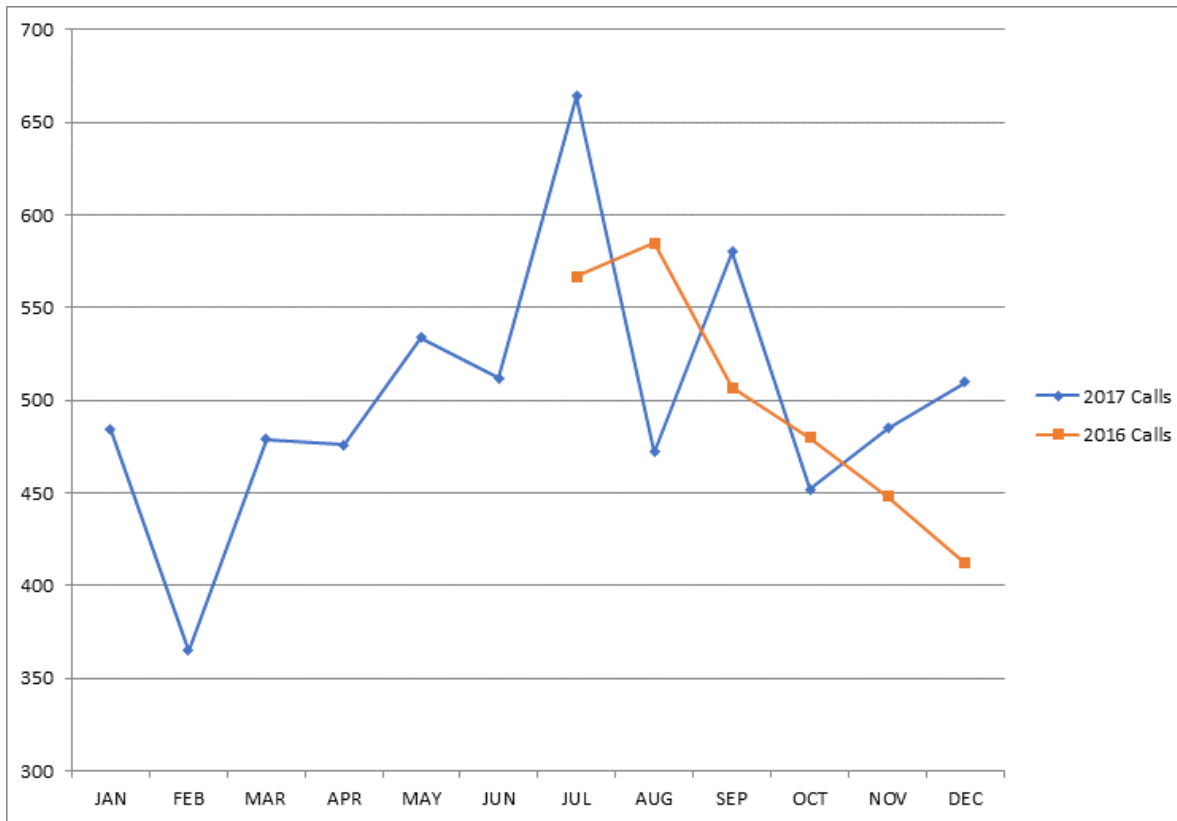
Non-Agenda Items of Interest

1) Information Services Department Update

On Wednesday, December 6, 2017, the Dispatch Center underwent a full testing of the backup Public Service Answering Point (PSAP) located at Fire Station 2. The testing included a full transfer of 911 phone calls, radio traffic, and regular administrative phone lines. Along with the transferring of all services, the ability to complete manual emergency paging was tested several times. All dispatchers that were available toured the room and became familiar with the equipment.

The testing was a large success. In the event where the Dispatch Center were to be displaced, or the staff needed to be moved, the backup PSAP, with some inconveniences, has all of the tools to fully operate out of.





911 Call volume comparing 2nd half of 2017 vs 2016 is up 5.4%

2) Human Resources Department Update

We are reviewing the classified ad for the 2018 summer season along with the seasonal pay scale. Our seasonal scale starts at \$9.50/hr which is above the State's minimum wage of \$8.85/hr which was effective January 1, 2018. This classified ad should be out by mid-January.

We are currently advertising for Communication Dispatcher. The deadline for application is January 17. We also closed on applications on December 29 for two part-time Circulation Assistant positions (21 hours and 14 hours per week) at the Library.

3) Community Development Update

Enclosed in the packet is the 2017 year-end building permit activity information. As noted, there were 33 new single family home starts in 2017. There were also permits for 11 townhomes (30 housing units). Single family homes and town homes are classified the same which brings the new housing starts for this category to 63 units. The City's 10-year average for single-family home starts is 24.7 homes per year and 8.3 townhome units per year. Additionally, 78 apartment units were added with the largest project being the 70-unit Westbrook Apartment Complex. A total of 141 housing units were started in 2017 which is a record number, up from 115 units started in 2015. The 10-year average for housing unit starts is 57.7 per year.

The 2017 commercial sector projects included: Bomgaar's Supply Store Renovation, Northtown Automotive Addition, Wells Fargo Bank, Yankton's Water Treatment Plant, Crane-Youngworth Stadium Renovation, Westbrook Apartments (70 units), Jimmy John's Sandwich Shop, National Field Archery Association Addition, Yankton School District Trades Building, Perkin's Family Restaurant Renovation, Larry's Rental Apartments (4 units), and Avera Sacred Heart Hospital Office Finish.

The total building permit valuation for 2017 was \$58,597,456 which includes the Yankton Water Treatment Plant Project (\$34,012,000). With the Water Treatment Plant Project valuation taken out, the 2017 building permit valuation is \$24,585,456. Our 10 year total permit valuation is \$27,902,801. Based on what we are seeing, we anticipate that the commercial sector and single-family housing sector will continue to be strong for 2018.

4) Public Works Department Update

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

Engineering staff continue to prepare plans and specifications for the 2018 construction season. Sample advertisements for the 8th Street reconstruction, West City Limits Road reconstruction, and Walnut Street reconstruction projects have been included for Commission review. Sample advertisements for the remaining construction projects of 2018 will be included in future packets.

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

5) Finance Department Update

The City's annual municipal election is scheduled for Tuesday, April 10, 2018. Commissioners whose terms expire in May are Dave Carda, Nathan Johnson, and Dave Knoff. The Notice of Vacancy for the three expiring commission seats will be published January 18 and 25. Circulation of nominating petitions may begin on Friday, January 26. Petitions may be picked up at the City Finance Office at 416 Walnut or obtained online at the Secretary of State's website. The deadline for filing nominating petitions is Friday, February 23 at 5:00 p.m. A copy of the Finance Office municipal election calendar is included in the commission packet.

6) Parks and Recreation Department Update

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

7) Library Update

The library continues to work on hiring part time circulation assistants. We received 7 applications for the 2 open positions, so hopefully we are able to find some good candidates. Linda and I continue to cover the extra nights and weekends. Starting the week of January 8th, we are back from our Story Time break, continue with afterschool programming, and Seed Library starts back up. We eliminated overdue fines on books in December and so far the process is working well, and we are continuing to get the word out.

8) Environmental Services Department Update

Water distribution staff has been busy replacing frozen meters. Frozen meters are replaced and the owner is billed for the cost of a replacement meter. Staff would like remind customers not only to be aware of the cold temperatures but the importance of having working shutoffs. If a shutoff valve fails it can result in extensive water damage.

Staff has also been busy maintaining equipment in the cold weather. The cold weather has caused issues with HVAC equipment and generators at both the water and wastewater facilities. A HVAC louver malfunctioned and stayed open at the water plant causing some small water lines to freeze in the boiler room. Staff has repaired the louver and the water lines.

With the holiday and cold temperatures construction at the water plant has been slow. John T Jones is continuing to form up walls and will continue with concrete work. The contractor is also scheduling the work for the installation of the diffuser pipe in the river. The work is scheduled for late February or early March to take advantage of the lower releases from the dam.

9) Police Department Update

Yankton Police Department will be conducting our annual In-Service training over the next month. We will be conducting an interview for the School Resource Officer when school personnel return from the holiday break. We are on schedule to fill the open position created by the retirement of Darren Moser.

10) Fire Department Update

The Fire Department has experienced a busier than normal December. Both emergency and non-emergency calls for services are up for the month. A year-end report will be made available to you in the near future.

The Yankton Fire Department will be working with several smaller surrounding Fire Departments to submit a regional Assistance to Firefighters Grant for Self-Contained Breathing Apparatus (SCBA). All of the departments serving both Yankton and Bon Homme Counties has elected to become a part of this effort. We would like the City of Yankton to be the pass through agency for this grant.

Paid staff and Volunteers continue to work on the Department's Strategic Plan. We hope to have this done in the next 2 to 3 months.

10) Monthly reports

Building and Salary 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,

Amy Nelson
City Manager