



Mission Statement

To provide exemplary experiences, services & spaces that create opportunities for everyone to learn, engage and thrive.

YANKTON BOARD OF CITY COMMISSIONERS

Work Session Meeting beginning at 6:00 P.M.

Monday, January 25, 2021

City of Yankton Community Meeting Room

Located at the Career Manufacturing Technical Education Academy formerly known as Technical Education Center • **1200 W. 21st Street • Room 114**

Due to the COVID-19 virus, this meeting will be conducted electronically in compliance with SDCL. If you would like to watch the City Commission meeting you can do so by accessing the City of Yankton's YouTube Live Channel.

<https://www.youtube.com/channel/UCD1a1hf1dIkiLVSXnmdRQg/live>

If you would like to participate in the City Commission meeting, limited access will be provided through the west door of the CMTEA building. You will be asked to state what item you would like to participate in and allowed access one person at a time into the meeting room. You will be asked to introduce yourself and make your comments. Alternatively, you can comment or ask questions utilizing the chat function on the YouTube Livestream or email commission@cityofyankton.org.

Rebroadcast Schedule: Tuesday @ 7:30pm, on channels 3 & 45

1. Roll Call
2. Public Appearances
3. CARES Act / BBB
4. Other Business

Other business is a time for City Commissioners to address the commission regarding matters not on the agenda. These items will be deliberated by the governing body and will not be acted upon at this time. Items mentioned may be added to a future City Commission meeting or work session for deliberation or action.

5. Adjourn the Work Session of January 25, 2021

Memorandum

TO: Mayor and City Commissioners
FROM: Amy Leon, City Manager
RE: Cares Act Spending 2020 / BBB
DATE: January 20, 2021

As the City Commission is aware, the City of Yankton was eligible for \$3,320,375 in CARES Act funding through the State of South Dakota's Local Government COVID Recovery Reimbursements.

In order to receive reimbursement expenditures, the expenditure could not be accounted for in the city's or county's budget that was most recently approved as of March 27, 2020; and had to be incurred between March 1, 2020 and December 30, 2020. Purchases had to fall into one of the COVID-19 related categories outlined by the state. These include:

- Purchases of personal protective equipment ("PPE");
- Purchases of cleaning supplies used for disinfecting city or county facilities or equipment
- Purchases of equipment used to maintain cleanliness or to sanitize items (e.g., air purifiers, sterilizers, or disinfectant devices)
- Payroll costs (i.e., salary and benefits) for public health and public safety employees
- Costs incurred by the city or county on behalf of an individual testing positive for COVID-19 in order to ensure his or her isolation (e.g., hotel rooms, meals, security)
- Costs incurred by the city or county at public hospitals, clinics, or similar facilities, including expenses for establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including construction costs
- Costs incurred by the city or county for COVID-19 testing, including serological testing
- Costs incurred by the city or county for emergency medical response, including emergency medical transportation, related to COVID-19
- Purchases of equipment made to establish and operate public telemedicine capabilities for COVID-19-related treatment
- Purchases of equipment made to support remote work by city or county employees
- Costs incurred to prepare city or county facilities for employees' return to work or to allow the public to access such facilities while complying with recommended social distancing and other COVID-19 response protocols
- Purchases of PPE, equipment, or supplies to create a reserve for response to COVID-19 cases within a city or county, even if there have not yet been COVID-19 cases in the jurisdiction.

You can find all of the information relating to reimbursement eligibility here:
https://bfm.sd.gov/covid/crf/CRF_ReimbInstr.pdf

At the time this memo was written, the City of Yankton had received \$2,512,731.66 in CARES Act. An additional \$284,594.07 had been approved for reimbursement. There are \$326,670.94 in invoices still to be reviewed and considered by the State Bureau of Finance & Management. Assuming the outstanding invoices are approved in full, the final amount reimbursed by CARES Act will be \$3,123,996.67. Once reimbursement is received capital expenses are returned to the department under which they were charges and general fund expense (operating) are deposited into the general fund.

To be transparent with the City Commission and with the citizens of Yankton, the attached documents outline the specific reimbursements submitted and received by the City of Yankton. Deputy Finance Office Lisa Yardley was responsible for submitting reimbursements and can speak to questions you may have regarding the individual reimbursements. In addition, our Department Heads will be available to discuss technical questions about equipment and technology purchased as part of our COVID-19 response.

To see how we compare in reimbursements with other local entities you can log on to www.opensd.gov and compare Yankton with neighboring or like communities and jurisdictions.

While it is accurate that we will have some additional revenue “cash flow” in the general fund in 2021 as a result of the CARES Act funding reimbursements, it is important to note that this is not “free money”. In addition, it should be recognized that it is not recommended we increase our 2021 operational budget at this time. The reason for this is twofold. First, we are still in the middle of the pandemic. We do not know the long-term economic impacts COVID-19 will have on us, or if future “waves” of the virus will affect our operations. Therefore, I recommend a “keep our powder dry” position when it comes to these reimbursements. In addition, we also lost a huge amount of revenue due to the pandemic that was not reimbursable in facilities such as the Summit Activities Center and in the loss of sales tax to the BBB Fund. In that regard, we have some considerations to make to ensure we either reduce spending or otherwise make the funds solvent.

Additionally, attached is the latest accounting of the BBB fund. Following your City Commission meeting on January 11, 2021 staff believed it was a good idea to provide you with estimated actual numbers for 2020 included. While we will likely have several discussions relating to the BBB prior to our budgeting season. Al, Duane, and I would like to take some time to discuss with you the current balance and condition of the fund and provide you with some considerations to think about over the next couple of months. We have also provided an estimate for 2022 and will discuss this with you as well as a few scenarios associated with the numbers presented.

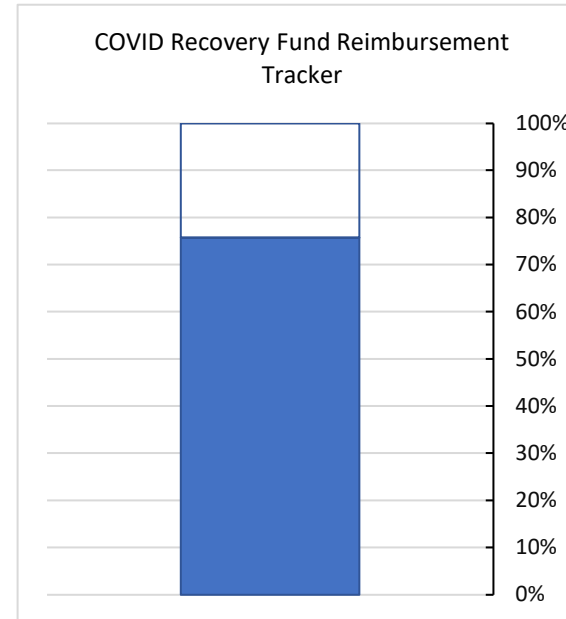
Recommendation: There is no action for you currently. This is information for the Commission to digest, ask questions to staff, and discuss as a team.

SOUTH DAKOTA COVID RELIEF FUND

City of Yankton CRF Reimbursement Progress Report

Total allocation	\$	3,320,375.00
Less:		
Authorized Submissions	\$	2,512,731.66
Pending Submissions	\$	611,265.01
Est. Remaining Allocation	\$	3,123,996.67

Achieved %	75.7%
Remaining%	24.3%
Target%	100.0%



Reimbursement Summary

Category No.	Description	Total Amount Reimbursed	Authorized - payment pending	Submitted	Total
1	Personal Protective Equipment	\$ 9,539.66			\$ 9,539.66
2	Cleaning supplies used for disinfecting facilities or equipment	\$ 9,775.98			\$ 9,775.98
3	Equipment used to maintain cleanliness or to sanitize items (e.g., air purifiers, sterilizers, or disinfectant devices)	\$ 13,705.27			\$ 13,705.27
4	Payroll Costs (i.e., salary and benefits) for public health and safety employees	\$ 2,241,076.59	\$ 251,707.46	\$ 114,613.85	\$ 2,607,397.90
5	Cost incurred on behalf of an individual testing positive for COVID-19 in order to ensure his or her isolation (e.g., hotel rooms, meals, security)				\$ -
6	Costs incurred at public hospitals, clinics, or similar facilities, including expenses for establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including construction costs				\$ -
7	Costs incurred for COVID-19 testing, including serological testing	\$ 14,769.40			\$ 14,769.40
8	Costs incurred for emergency medical response, including emergency medical transportation, related to COVID-19				\$ -
9	Equipment to establish and operate public telemedicine capabilities for COVID-19-related treatment				\$ -
10	Equipment to support remote work by employees	\$ 2,124.23		\$ 41,998.41	\$ 44,122.64
11	Costs incurred to prepare facilities for employees return to work or allow the public to access such facilities while complying with recommended social distancing and other COVID-19 response protocols	\$ 15,993.23		\$ 72,650.09	\$ 88,643.32
12	Purchases, such as PPE, equipment, or supplies to create a reserve for response to COVID-19 cases, even if there have not yet been COVID-19 cases in the jurisdiction	\$ 5,227.90			\$ 5,227.90
13	Other personnel expenses directly related to COVID-19	\$ 85,210.30	\$ 10,075.47	\$ 97,408.59	\$ 192,694.36
14	Other operating expenses directly related to COVID-19	\$ 115,309.10	\$ 22,811.14		\$ 138,120.24
		\$ 2,512,731.66	\$ 284,594.07	\$ 326,670.94	\$ 3,123,996.67

as of 1/19/2021

Fund: **BBB**

Activity: **Tourism Promotion**

ACCOUNT NO.	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ADOPTED	2021 Y.T.D.	2021 ESTIMATED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED
211 231 202	Professional Services	\$0	\$0	\$5,000	\$0	\$5,000	\$5,000	\$10,000	\$10,000	\$10,000
211 231 549	Historic Downtown Yankton (Façade Program)	\$30,000	\$0	\$0	\$0	\$60,000	\$30,000	\$30,000	\$30,000	\$30,000
211 231 550	Convention Visitors Bureau (CVB)	\$209,723	\$214,723	\$214,723	\$0	\$209,723	\$209,723	\$209,723	\$209,723	\$209,723
211 231 551	Yankton Area Progressive Growth	\$230,000	\$230,000	\$230,000	\$0	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000
211 231 552	Missouri River Corridor	\$0	\$12,000	\$2,500	\$0	\$18,000	\$2,500	\$2,500	\$2,500	\$2,500
211 231 553	PEG Channel Upgrades	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211 231 556	Fireworks	\$20,000	\$27,000	\$27,000	\$0	\$27,000	\$27,000	\$27,000	\$27,000	\$27,000
211 231 557	Midwest Parks & Recreation Conference	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211 231 558	Cramer-Kenyon House	\$2,500	\$2,500	\$2,500	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
211 231 559	National Field Archery Association	\$0	\$0	\$40,000	\$0	\$40,000	\$0	\$0	\$0	\$0
211 231 563	Lewis and Clark Theatre	\$2,500	\$2,500	\$2,500	\$0	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
211 231 566	Special Events Overtime	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211 231 567	Website	\$15,663	\$8,424	\$8,000	\$0	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
211 231 569	Meade Building	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211 231 571	Boys & Girls Club	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211 231 572	HSC Land Purchase #1 Repayment	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211 231 573	Onward Yankton	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211 231 575	Special Events - Event Coordinator Activities	\$47,285	\$20,707	\$10,000	\$0	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000
211 231 576	Yankton Baseball	\$3,600	\$3,600	\$3,600	\$0	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
211 231 577	Summer Band	\$3,795	\$3,600	\$3,600	\$0	\$3,600	\$3,600	\$3,600	\$3,600	\$3,600
211 231 578	Yankton Area Arts	\$5,000	\$5,000	\$5,000	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
211 231 599	Special Projects	\$28,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211 231 610	Transfer to General Fund - Special Events OT	\$15,000	\$0	\$5,000	\$0	\$5,000	\$15,000	\$15,000	\$15,000	\$15,000
211 231 610	Transfer to General Fund - Outside Agencies	\$0	\$0	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0
211 231 628	Transfer to Huether Aquatic	\$0	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0
211 231 653	Transfer to Park Capital	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211 231 657	Transfer to TID #5 - Debt Service	\$89,546	\$55,914	\$70,000	\$0	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
	Total Expenditures	\$788,582	\$585,968	\$639,423	\$0	\$719,923	\$634,423	\$639,423	\$639,423	\$639,423

Fund: **BBB**

Activity: **Tourism Promotion**

ACCOUNT NO.	DESCRIPTION	2019 ACTUAL	2020 ACTUAL	2021 ADOPTED	% of 2019	95%	100%	102%	104%	106%
					2021 Y.T.D.	2021 ESTIMATED	2022 PROJECTED	2023 PROJECTED	2024 PROJECTED	2025 PROJECTED
	Prior Years Balance	\$678,068	\$575,434	\$222,974	\$616,829	\$616,829	\$533,590	\$566,592	\$607,932	\$662,611
			**Estimated							
211 3140	BBB Tax	\$666,925	\$621,988	\$466,848	\$0	\$633,579	\$666,925	\$680,264	\$693,602	\$706,941
211 3491	Miscellaneous Non-Taxable	\$605	\$0	\$0	\$0	\$605	\$0	\$0	\$0	\$0
211 3240	Cable TV Reimbursement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
211 3610	Interest	\$16,918	\$5,375	\$500	\$0	\$2,500	\$500	\$500	\$500	\$500
211 3660	Donations from Private	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Subtotal Revenues	\$685,948	\$627,363	\$467,348	\$0	\$636,684	\$667,425	\$680,764	\$694,102	\$707,441
	Total Funds Available	\$1,364,016	\$1,202,797	\$690,322	\$616,829	\$1,253,513	\$1,201,015	\$1,247,355	\$1,302,034	\$1,370,052
	Total Expenditures	\$788,582	\$585,968	\$639,423	\$0	\$719,923	\$634,423	\$639,423	\$639,423	\$639,423
	Ending Balance	\$575,434	\$616,829	\$50,899	\$616,829	\$533,590	\$566,592	\$607,932	\$662,611	\$730,629
Growth			-6.74%			1.86%	5.26%			