



CITY OF ABERDEEN 2015 Accomplishments

Presented by Lynn Lander



CITY OF ABERDEEN

2015 SUMMARY OF SIGNIFICANT ACCOMPLISHMENTS

PUBLIC SAFETY:

Aberdeen Fire and Rescue:

AFD applied for and obtained a grant to replace all of our aging SCBA (self-contained breathing apparatus) this will allow us to concentrate on other areas of future need and not have to worry about replacing them gradually.

AFD requested and obtained a review of our current ISO rating. We had begun making changes in 2012 in regards to the last rating we obtained. We have to date not received the updated rating but feel comfortable that the changes we have made will show a drastic improvement. An ISO rating increase could assist in lowering insurance premiums for real property.

We began an aggressive recruiting campaign in the last few months, this has allowed us to fill many open positions. This will now be an ongoing thing and something that was not necessary until recently due to paramedic shortage.

We moved the ambulance billing into our department which required some remodeling and situating of personnel. We did all of the work from within which saved thousands of dollars and allowed us to accomplish it within our budget.

Aberdeen Police Department:

We were able to be fully staffed most of the year in 2015.

The Coffee with a Cop program was started. We held multiple events within the city and it was very successful. Community policing has long been considered a



Aberdeen Police Department Continued:

framework for establishing trust between the community and the police. However, over time the character and composition of our nation's communities have changed due to shifting demographics, more commuters, and the introduction of different communication methods such as website and social media.

We were able to complete multiple community surveys in an effort to receive feedback from the community on the efficiency and effectiveness of our department. We completed these surveys through the Coffee with a Cop program and with the help and partnership of Northern State University. This information was used to improve and enhance areas of our department such as the departments Facebook page which has been a big success.

We received grant funding from the state to equip and train an officer with a drug detection canine. This program is proving invaluable to the department and community as the overall drug problem and methamphetamine problem is on the rise in the community. Numerous arrests and drug confiscations have been made utilizing the dog. The dog also provides positive police/community interactions for us at presentations and other similar events.

We trained and certified 6 new officers to our police reserve program. The reserve police program is very beneficial to the community and the department as it expands our resources and increases the partnerships and connections with the community.

We started a youth Police Explorer program. Our department has not had a program in the 24 years I have been with the department.

We updated our policy and procedure manual.



Aberdeen Police Department Continued:

We upgraded our radio communications equipment by installing a new radio repeater on the west water tower.

We designed another citizen's academy program with the emphasis on the Police responsibilities in regards to the use of force and response to resistance. These classes begin with citizens and students in January of 2016.

We increased the use of our departments Facebook page which has yielded very good feedback and results with the community. We also acquired a smart phone application called MyPD app which allows citizens to follow our department and be notified of safety and community events. It also allows for citizens to provide crime tips anonymously (<http://mypdapp.com/>).

Nearly quadrupled our number of Facebook followers from 2,298 to 7,383.

Acquired the MyPD app (first in the state) and generated 1,255 downloads in just 3 months.

Started a twitter account and compiled 218 followers.

Started a Google + page.

Started a Youtube channel for the department.

We partnered with Pastor Jon Droege of the Aberdeen Christian Fellowship church to increase efficiency and effectiveness of our department's chaplain program. Jon will assist pastor and reserve officer, Eldon Reich.

We hosted several advanced law enforcement training sessions at our department.



Aberdeen Police Department Continued:

Taught DARE in Elementary and Middle Schools to 739 kids.

Performed 22 security assessments.

The department performed more than 53 community safety presentations to 1,574 people.

We also started the crime free housing program.

ENTERPRISE UTILITIES:

Water Reclamation:

Utilized social media to inform citizens about the maintenance issues that flushable wipes cause. This subject matter is becoming a national issue.

Working with NSU and the biology department on science, engineering, technology and math careers.

Completed the head works loading analysis to determine future load capacity for future growth.

Completed Surcharge updates.

Updated Chapter 54 of the Revised Ordinances for Pretreatment.

Permitted New Angus. The permitting process set pretreatment standards for sewage inflow.



Water Reclamation Continued:

Provided information requested and utilized by Ag Processing Incorporated to determine site of new soybean processing facility.

Update the HVAC replacement for the control building.

Water Treatment:

The second of the four year contract for lime sludge land application resulted in the West Sludge Lagoon coming very close to completely empty. More than 18,000 tons were removed in 2015 providing several years' worth storage in the West Lagoon.

The intake project construction was started and completed ahead of schedule and under contract price. To date, the berm works as expected, but winter temperatures and spring high water levels will be the true test of its functionality. An unanticipated but observed benefit is that under very windy conditions there is not a spike in raw water turbidities that we have previously seen.

Removal and reconstruction of the flash boards on Dam #1 was moved up due to the failure of the boards. The resulting drop of water level was mitigated by an increase in well water used and by utilizing water from Willow Creek Lake.

Repair of the 5 MG Reservoir water leak.

FINANCE:

Treasurer's Division:

117,987 Utility bills were mailed and collected totaling \$9,658,910 revenue.



TREASURER'S DIVISION Continued:

Over 400 water shutoffs were processed.

Contacted US Bank to provide credit card services for utility bills, S/B operational in 3-4 weeks.

Auditor's Division:

19,999 invoices were processed.

5,676 checks were produced.

31 retail liquor licenses were issued.

13 retail wine licenses were issued.

60 retail beer licenses were issued.

24 package liquor licenses were issued.

6 package beer licenses were issued.

1 on off sale SD farm wine license was issued.

1 package SD farm wine license was issued.

54 video lottery licenses were issued.

Finance Division:

571 journal entries with a minimum of 2 adjusting entries per journal entry

2014 Financial Statements generated with 40 separate funds included

2 TIF Districts Completed (#6 and #12)

1 TIF District—Helped Create (#24)

Computer Department:

Continue to work on City Hall and LAN with network upgrades and renovations.

Provided 35 new and replacement computers for all City departments.

Assisted in the maintenance and enhancement of new City Hall security system.



RECREATION AND CULTURE:

Library:

The library checked out over 220,000 books, dvd's, cd's, and magazines in 2015. Along with the physical materials that were checked out over 20,000 e-books, audiobooks, e-magazines and streaming movies were used by library patrons. The checkout of books equaled to a 3.2 % increase from the previous year.

We have continued to further a plan for the future of technology in the library. We offered 85 classes for the public with over 600 people attending. We continued to develop our plan for keeping the library staff on top of technological trends by assigning technology learning tasks to the staff and offering online and classroom style opportunities for learning new technologies.

We selected and implemented use of the new Integrated Library software system "Polaris". The implementation of the new system changed the way we do every aspect of our jobs. This system better meets the needs of the community and allows more flexibility for staff and patrons.

We have improved visibility and awareness of Library Services, programs and collections by using a variety of methods to deliver information about library services by adding cable tv ads, ads in local publications, utilization of social media, and working to make the library website customer friendly. We have also distributed publicity materials to area business and schools to distribute.

Aberdeen Parks, Recreation & Forestry Department:

Director:

Coordinated efforts with the Sertoma Club to complete the construction of a new roller coaster at Storybook Land.



Director Continued:

Coordinated efforts with the Aberdeen Softball Association to complete a master plan for updating the youth and adult softball facilities.

Coordinated efforts with the City Forester to refine the Children's Garden Master Plan within the Kuhnert Arboretum.

Coordinated efforts to conduct a Needs Assessment for the department to evaluate current services and facilities and to solicit input on how to improve future programming and facilities.

Coordinate efforts with Sertoma Club to design and print a new Storybook Land brochure.

Completed efforts to design and install two new wayfinding signs at Storybook Land.

Completed Recreational Trails Program (RTP) grant application for trail restoration from Olive Drive to Wylie Park. The grant was approved and the 2600' trail will be improved in 2016 at an estimated cost of \$91,400 with grant funding of \$62,967.

Completed administration of an RTP grant for trail development in the Kuhnert Arboretum. The 2640' trail was completed in September at a cost of \$175,000 with the State funding \$89,000 of the project cost.

Parks Division:

Completed installation of a new modular playground system at Central Park.

Completed installation of new swing sets at Manor, Melgaard and Roosevelt Parks.



Wylie Park:

Updated security lights in the main park by installing new poles and LED lights.

Completed installation of two new wayfinding signs at Storybook Land.

Completed installation of the new haywagon slide in the Land of Oz.

Mosquito Control:

Completed routine mosquito control procedures along with 20 ground sprays, 1 aerial spray and 6 specialty sprays within the city. Monitored West Nile activity in the community on a regular basis.

Staffed a booth at the Brown County Fair to educate the public on the risks associated with West Nile.

Hosted the South Dakota Mosquito Control conference in conjunction with the State of South Dakota Department of Health.

Lee Park Golf Course:

Edged bunkers and removed excess sand from #1, 2 and 3 and added sand in bunker #5, 11, 12 and 13.

Upgraded the cart trail from the #14 green to the #15 green utilizing agrilime to replace the gravel material.

New split rail fence was installed along the west side of the course along the #1 fairway.



Forestry Division:

Completed the construction of 2600' of trail at the Kuhnert Arboretum, planted 10 acres of grass at the arboretum and a new service road was installed on the south end of the park.

14 new garden plots were developed at the northwest area. A road was also built to access these garden plots with the assistance of Public Works.

The Forestry Division rented out 166 community garden plots, planted over 700 trees and removed over 75 trees due to Dutch Elm disease or due to trees being in poor condition or dead. 45 boulevard trees were pruned at homeowners request and over 1000 boulevard trees were trimmed in zone 6 of the chip sealing schedule.

Riverside Cemetery:

Cemetery staff handled 74 interments through mid-December. There were forty-four regular, casketed interments, twenty-seven cremation interments and three baby interments (one being the infant memorial service burial in May, this includes many babies that were not alive at birth).

Planted and maintained forty new trees more or less throughout the grounds. We also maintained and watered 120 trees more or less that have been planted over the past three summers.

Installed three commercial style trash receptacles at each of the gateway entries onto the grounds.

Recreation Division:

The Aberdeen Aquatic Center offered swimming lessons for 725 participants and had total daily attendance of 59,721 with gross revenues totaling \$373,638.



Recreation Division Continued:

Provided the Adult Flag Football League with 8 teams and 61 participants as well as a kickball league and disc golf league.

Administered the Adult Men's Basketball League, tournament and playoffs in conjunction with the Aberdeen Men's Basketball Association for over 45 teams and 500 participants.

Provided special events such as the 3-on-3 Youth Basketball Tournament, Pepsi Hot Shot, Family Free Throw Contest, Haunted Forest with over 3,800 in attendance, Winterfest with over 3,000 participants and Holiday Celebration.

Provided Adult Volleyball Program with 151 teams and 906 individual participants. Provided 4-on-4 Spring Volleyball League with 28 teams participating and conducted 4-on-4 volleyball tournament with 17 teams participating.

Provided Women's Basketball League with 7 teams and 84 individuals participating.

Assisted with Aberdeen hosting the South Dakota State Senior Games held on September 3-6 with over 372 participants competing in over 600 events.

Open Gym programs were provided with over 3,000 participants.

Aberdeen Recreation and Cultural Center (ARCC):

Provided more than 270 different arts and cultural programs that were offered over 1,600 times with over 40,000 people participating.

Provided the ARCC Dance Program with nearly 800 enrolled in 100 weekly classes during the school year.



Aberdeen Recreation and Cultural Center (ARCC) Continued:

Provided the weekly Aberdeen Municipal Band concerts during June, July and early August.

Provided ARCC Gallery art shows throughout the year.

Provided programming at the Washington Street Gym that included Tot Gym, Senior Women's Morning Exercise and walking program.

Provided the Aberdeen Civic Arena for use by local school districts for athletic play and practices.

Provide the ARCC complex to host the Region IV Music Contest.

Provided facilities to host the South Dakota Mosquito Conference in September.

Aberdeen Area Senior Center:

The 2015 membership year ended with a record number of 781 members with another approximately 100 members from the communities of Groton, Columbia and Frederick.

The center received a grant of \$2,500 from Walmart for purchase of a weight machine for the exercise room.

The Meals on Wheels program increased client numbers by nearly 1,800 over the previous year. New volunteers came forward to assist with deliveries. New food transporters were purchased with donated funds.

The Aberdeen Area Senior Center was the host sight for the 2015 South Dakota Senior Games registration held in Aberdeen September 3-6. Anderson Park was the site for a picnic for all participants on September 5.



PUBLIC WORKS & ENGINEERING:

Completed Construction of approximately 2000 LF of pipe lining. Completed the cleaning for an additional 3000 LF of piping for lining in the near future.

Completed Construction of the new signal systems at the intersections of N Roosevelt and 8th Ave NE and N Roosevelt and Milwaukee.

The Street Department completed approximately 240 blocks of the patch and seal program. This task is a reoccurring annual goal.

Completed overlay of 8th Ave NW from 5th St to 281.

Completed Mill and Overlay on N Main St from the RR tracks to 6th Ave N and on 3rd Ave S from 2nd St to Washington St.

The Pipe Department completed replacing approximately 1 mile of water main, which is an annual goal each year.

Bored pipe through the tracks for the N Boyd St. Drainage project.

Obtained property for holding pond and additional drainage pipe for N Boyd St drainage project.

Began installation of Storm Sewer Pipe for the East Industrial Park Drainage System.



GENERAL GOVERNMENT:

Human Resources:

	2009	2010	2011	2012	2013	2014	YTD
Employee (full-time) openings	14	26	15	19	28	41	37
Number of applications processed	676	755	472	473	510	326	441
Number of full-time interviews	107	92	52	110	130	119	118
Number of W-2's produced	718	725	707	709	734	722	740+
Number of checks produced (first pay period in July)	573	580	579	571	587	578	571
Number of checks produced (first pay period in Dec.)	381	380	386	386	398	398	N/A
Number of checks produced annually	10,969	11,131	11,219	11,905	11,376	11,451	10,558
Workers' Compensation claims processed	70	62	64	63	78	47	53
Liability Claims processed	38	33	38	21	25	30	31
Flu Shots	150	180	191	162	168	193	182

Human Resources coordinated the United Way 2015 fundraiser.

Continued with Safety Team and department safety meetings.

Brought suggestions to the insurance committee to make changes to the medical plan design to comply with the Affordable Care Act and increase contributions to the self-funded bank account.

To reduce costs, changed companies to manage our flexible spending account and dental insurance.

Held benefit open enrollment meetings.

Conducted annual self-audit safety checklists for each department to conduct and return to Risk Management for tracking and monitoring.

Tracked and monitored workers compensation and liability claims.

Reviewed and processed information into payroll system to electronically submit the 1094-C and 1095-C forms and print the employee 1095-C forms for the Affordable Care Act.



Human Resources Continued:

SDSHRM Past Director

PRIMA President Elect

All City Employee Training 2015

- MSHA-8 credit hours January 27-30 presented by Safety Benefits
- CPR – May 14 & 15—Fire Department
- Harassment, Violence and Drug/Alcohol Prevention—April 14 & 15 by Safety Benefits

Safety Team Meetings 2015

- WC and Liability claim review/ergonomics/accidents, slip/trip & falls – 1/27
- Bending & Lifting – 3/31
- Response to tornado, fire, aggressive shooter/SDS update/new technique for bending & lifting-7/7
- First Aid Kits and Fire Extinguishers – locations and training – 10/6

City Attorney:

Lamont

Convention Center sale

Old Federal Building

Completed lease with GSA
RFP's for janitorial and maintenance

Water Treatment Plant-Filter Berm and Water Intake Project

Revised Resolution of Necessity
Formulated plan to reach a Purchase Agreement
Steered McHugh through to closing



City Attorney Continued:

Water Reclamation Plant

Advanced BioEnergy

- Multiple enforcement actions against Advanced BioEnergy
- Revised Administrative Compliance Order

New Angus

- Assisted with discharge permit issues

Firearms return policy

- Developed request form for APD Property Custodian
- Developed review procedure with Brown County Mental Health Board
- Developed Application for Return
 - One hearing upon Application

New Library:

- Advised on Referendum process
- Investigated and researched deed restrictions on current library
- Assisted on Bond Ordinance
- Coordinated Special Election for City Council
 - Multiple communications to avoid City entanglement in ballot question.

Hatterscheidt Foundation-Pickus Pit lease renewal after expiration

Forestry committee appeals

- Aberdeen Mall
- Marlins
- Avera St. Luke's
- Lamont



City Attorney Continued:

Catholic Church

Boyd St. retention pond and easement
3rd Ave. special exception/rezone issues for garage

Aberdeen-Brown County Regional Railroad Authority

Updated file and brought all U.S. surveys current
Completed responses to two audits by SD Legislative Audit
Established formal member appointments and meeting process
Held Annual Meeting of ABCRRA in August

Ordinance revisions adopted by the Council:

Animal control
Building Codes and regulations
Business licensing
City fee schedule-bulk user rates
Curfew
Decision making processes
Deer feeding prohibition
Downtown sign and façade
Noise
Nuisances
Snow route
Temporary No Parking
Wastewater

Code Enforcement-Nuisances & Forestry

Ludwig-junk
Smith-appeal to City Council
Wilson-gophers
Johnson-tree demolition
St. Luke's-demolition of historic property approved by City Council



City Attorney Continued:

Formulated APD ticket disposition policy

- Tracking of tickets
- Filing dismissals
- Catalog outstanding inactive files
- Scheduled dispositions of stale files
- Deferred prosecutions

Improved TIF policies

- Revised Council resolution approving TIF's
- Created comprehensive Development Agreement for execution prior to resolution
 - TIF 23-Depot Revival
 - TIF 24-JN Development (Meadows on Dakota Subdivision)

Aberdeen Downtown Association/BID I/Parking Board

- Meetings with Heidi
- Meetings with Design & Appearance
- Drafting parking and sign ordinance revisions
- Researching merger and funding histories

Instituted Calendar Tickler System

- Tracking contract triggers: expirations, renewals, etc.

- Tracking code enforcement, ordinance violation follow ups

Significant Legal Memos to Council or City Manager

Council

- Conflicts of Interest on Promotion Fund
- Library Bond Referendum process
- Nature Park v. Nature Area
- "Road" or parking lot" in Lamont Melgaard Estates



City Attorney Continued:

Authority to set minimum wage for City employees
Authority to perform evaluations of city Manager, Finance Officer,
and City Attorney

Work flow improvements:

Return calls in same business day
Office deadline follow-ups
Department follow-ups

APD Incident Report reviews

Reviews within 24 hours
Instituted case review tracking procedure

Planning And Zoning:

65 Plats (47 within City limits and 18 within the 3 mile jurisdictional limit).

21 Petitions to rezone (11 within City limits and 10 within the 3 mile jurisdictional limit).

5 Petitions to Vacate Public Right-of-Way-56,398 square feet or 1.295 acres vacated.

37 Special Requests to the Planning Commission for Various Construction Projects in the Neighborhood Commercial District, Industrial Park District and the Aberdeen Commercial Historic District.

1 Tax Increment Finance District Submitted and Approved (TIF 24).

206 Sign Permits (Thru Nov. 30th).



Planning And Zoning Continued:

305 Variance Requests.

66 Special Exception Requests (including Daycare operations).

39 Appeal Requests.

3 Annexations (38.645 acres).

Building Inspection:

2 Multi-family Building Permits-Total of 91 New Units-Valuation \$6,950,000.00 (Thru Nov. 30th).

1,694 Building Permits Issued-Valuation \$45,244,587.11 (Thru Nov. 30th).
Inspections are necessary and completed on 98% of all building permits issued.

125 Plumbing Permits (Thru Nov 30th).

Code Enforcement:

1,596 Code Enforcement Cases Opened-Average of 6 new cases per working day (Thru Nov. 30th).

112 Code Enforcement Abatements-Grass, Snow, Junk (Thru Nov. 30th).

12 Code Enforcement Demolitions-houses, accessory structures, mobile homes - 5 more structures awaiting demolition (Thru Nov. 30th).



Health:

143 health inspections for liquor/beer/wine licenses. This number does not include re-inspections after a failure or failures to comply (Thru Nov. 30th).

6 Inspections for Bed Bug Infestations (Thru Nov. 30th).

4 Inspections for Cockroach Infestations (Thru Nov 30th).

31 Inspections for Unsanitary Living Conditions (Thru Nov 30th).

18 Inspections for Lack of Heat in a Rental Unit (Thru Nov. 30th).

28 Inspections for Lack of Water in a Rental Unit (Thru Nov. 30th).

City Manager:

Attended all library task force meetings and provided necessary data to bring forth a new library proposal plan. Facilitated the invitation of Dougherty and Company to bring forth options of financing for the construction of a new library.

Drafted "A Request Website Redesign Proposals" and solicited quotes and will make a final recommendation to the city council. The new redesign will update the city current website to make it easier for mobile users, in addition, add new functions.

Provided AGP data to prove that the City of Aberdeen had infrastructure capacity to serve their immediate and future needs for a soybean plant.

Worked with New Angus officials to bring forth the opening of the beef processing plant.

Initiated new pigeon control contract to reduce pigeon numbers throughout the downtown business district and generally throughout the city.



City Manager Continued:

Initiated with NECOG a community survey to determine whether the city qualified for CDBG grant funds for the new library project.

Facilitated a Strategic Planning Session with the City Council and Department Heads. Strategic goals include the following but are not limited to:

- a. Develop and outline and implementation plan for improving Moccasin Creek.
- b. Work with Co-op Architects to prepare final bidding document for a new library.
- c. Continue to Improve Infrastructure.
- d. Enact master plan elements to improve Wylie Park.
- e. Devise future improvement plan to modernize softball fields.
- f. Provide adequate funds to fund workforce efforts to be completed by the Aberdeen Development Corporation.
- g. Review and recommend changes with the subdivision ordinances to assist with economic development activity.

Coordinate funding to support the review of the city employee classification and compensation program.

Worked with department heads to assist in helping them achieve their major goals and objectives.

Coordinated several meetings with appropriate department heads to enhance the city's water capacity for future development by recommending a conservation rate water structure.



AIRPORT:

2015 Airline passenger traffic is expected to slightly exceed 2014 statistics. If this holds true, 2015 will be our highest passengers served since 2005.

-Final numbers will be provided to Lynn on January 2, 2016.

Our annual inspection in May 2015 resulted in one discrepancy vs. six discrepancies in the 2014 annual inspection. This is the lowest number of discrepancies the airport has received on record.

General Aviation Fuel Deliveries are expected to grow approximately 15% over 2014.

-Final statistics will be reported to Lynn in January 2016.

Total fuel deliveries are expected to grow by 7% for 2015 vs. 2014 statistics.

-Final statistics will be reported to Lynn in January 2016

The Airport has begun a project to get a third rental car agency option the terminal for passengers.

The Airport purchased LED lighting for the terminal parking lot and terminal ramp that will save the Airport thousands of dollars in energy costs and we will realize a ROI in 4-5 years.

The Airport completed painting of the main runway with all in house resources, saving the Airport thousands of dollars versus contracting this work out.

The Airport completed Phase I of the Wetland Mitigation and Storm Water Improvements project. The project was completed significantly under budget both for engineering costs and contractor costs. 95% of the project costs were paid by the Federal Aviation Administration and the SD DOT Office.