



# CITY OF DILLINGHAM

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## 1<sup>st</sup> Annual Assessment of City Services Fiscal Year 2022



Chris Hladick  
Interim City Manager

August 25, 2021

Mayor and Councilmembers:

I present to you the 1<sup>st</sup> Annual Assessment of City Services covering Fiscal Year 2022.

The primary purpose of this assessment is to inform the Council and the Community of the City's accomplishments over the past year, while focusing our attention on a large list of recommended improvement projects.

This has been a challenging year for the City of Dillingham due to COVID. City Employees work many hours to produce quality services within the budget provided by the City Council. As we move forward we all need to work together to make the City a great place to live.

While the exercise of producing this assessment is quite an undertaking for each department, the assessment remains an excellent resource for improving communication between City staff, the Council, and the public. The assessment is a statement of the current condition for each department, the accomplishments for the year, the work still in progress and recommended improvements.

As you are all aware this construction season is producing a complete overhaul for Main and D streets downtown. This is a much needed project for the core of Dillingham. We are also finishing up the Lake Road Fire hall addition. As you will see there are many more projects that need to be accomplished than there is money in the coffers.

I am extremely proud of the work that our staff has accomplished putting the Assessments together on behalf of the City of Dillingham and the community. This document will provide a new city manager a road map towards the future.

I look forward to working with you as we strive toward a successful year.

Sincerely,



Chris Hladick  
Interim City Manager

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## CITY MANAGER/ADMINISTRATION

Mission: To provide professional advice and guidance to the City Council, act as the City's representative regarding State and Federal issues, and manage City services in an efficient, manner while ensuring that the public is included, and informed throughout government processes.

The City Manager's Office includes an administrative assistant who performs many duties which include Human Resources, Public Information officer, and website manager.

This Department ensures that the policy direction set by the City Council is implemented and that the City's delivery of public services is provided in an efficient and cost-effective manner. The City Manager oversees the day-to-day operations of the City.

This Department serves as a resource to the City Council on issues before the body, such as capital projects, fisheries and legal issues. This Department also manages City-sponsored special projects and events, and monitors Federal and State legislation that has the potential to impact Dillingham.

### Current Condition

- Public outreach is outstanding
- Public documents available on city website give public quality access
- Lack of available and affordable day care and after school programs results in stress on employees
- COVID resulted in negative impacts to city services
- Lack of adequate housing in all categories negatively effects the city's ability to recruit and retain employees across the board.
- Lack of long term city leadership in the city manager's position creates inconsistent policies which effects delivery of city services and employee morale.
- Lack of development for a council driven vision results in lack of direction for long term planning
- Data is deficient on why people are not applying for jobs which makes it impossible to adapt to the current situation worse since COVID
- Exit interviews are difficult to obtain resulting in a lack of understanding why people are leaving
- Lack of qualified skilled labor is negatively impacting maintenance of the city facilities and services
- Availability for the delivery of Human Resources is minimal, possibility resulting in liabilities
- Lack of a training program for all city staff is resulting in untrained staff and a less than efficient work force
- Lack of employee evaluation training results in employees not understanding their supervisors expectations and employees feeling like they are not part of the team and results in poor morale
- There is a lack in confidence that insurance policy values for real property and vehicles resulting in self-insurance that the city council has not reviewed
- Sales tax audits have not been conducted in six years creating disparity between who is paying sales tax and who is not
- Property tax records were incomplete and out of date, causing incomplete tax roll

- Lack of desk procedures for high turnover positions creates extra work for supervisors and directors when new hires arrive
- Lack of standard operating procedures for certain positions resulting in difficult job consistency
- Friends of landfill is going well adding value to the operation
- Recent water and sewer projects have been a bonus to the downtown.
- Cemeteries have been an issue for many years
- Lack of GIS policy and procedure results in confusion
- City revenue stream is not supporting existing infrastructure
- Marijuana is being taxed at 6% when alcohol is at 10% requires public vote
- Lack of communication between Planning Commission and the City Council results in lack of direction for planning
- Downtown Road project will enhance the community
- CARES act money helped many community members
- Lack of breakwater at entrance to Harbor is causing erosion that will have long term impacts to management of the Harbor
- Lack of erosion control project at Snag Point causing serious threat to survival of the sewage lagoon with possible long term impacts to Grandma's House.
- Seawall at Wood River boat ramp is failing creating long term liability for the City and will impact subsistence uses for salmon and moose harvest.
- Review list of committees. Determine which need to remain active and those that can be discontinued.
- Homelessness is an issue in Dillingham and becomes critical in the winter.

#### Tasks in progress

- Creation of City Assessments going well
- Assess Landfill Shop damage and identify salvageable components i.e. steel and concrete reuse and plan for moving forward.
- Assessment of financial situation of City
- Prepare for fish tax discussion with council
- Develop MOA with Dillingham Sportsman's Club to keep gun range open during afterhours.
- Monitor COVID cases in Dillingham.
- Develop RFP for grant writing services
- Getting ambulance billing up to date
- Working on real property maintenance plans

#### Tasks completed

- Request sent to Congressional Delegation for Harbor Floats and utility extension project
- Developed EO 3.0 to replace EO 2.1
- Stand down EOC with components still being carried out
- Developed Lease agreement for to allow for testing and vaccinations

- Store excess COVID supplies
- Worked with PSEA on letter of agreement for two week on two week off Police Officer program for Public Safety

#### Recommended improvement projects

- Develop financial sustainability plan for the City
- Develop Policy for rate study review on all special revenue funds on a three year schedule
- Develop plan to get sales tax collection back on track to include hiring independent CPA to perform sales tax audits
- Bring in Appraisal Company of Alaska to get property tax records back on track
- Hire CPA to assess needs of the Finance Department
- Review insurance coverage, develop comprehensive policy decisions for the city council for approval
- Develop process with the Planning Department for Housing assessment
- Develop Vision process for the City Council to address after first of the year
- Develop management training schedule for staff
- Develop plan for desk procedures, draft and implement
- Develop standard operating procedures for identified positions
- Work with University and City Schools (and other agencies) to develop long term plan for addressing skill gaps that exist in application pool.
- Develop staff training for evaluations
- Review HR requirements of the organization and provide training opportunities to fulfill
- Collect data on why people leave, why they don't apply and why they quit
- Review all insurance policies and make recommendations for council approval
- Review investment policies and make recommendations for council approval
- Hire Grant Writer
- When a vision is developed move forward with Economic Development Strategy
- Develop longevity incentive program
- Review salary schedule every three years.
- Continue Homeless task force efforts.

DIVISION: Assistant to the City Manager, Human Resources, Public Outreach, and IT.

#### Current Condition

- The executive assistant lives in Fairbanks and has been working remotely since March 2020. Which makes it difficult to be effective.
- Due to the distance, there are delays in communications and receiving paperwork. People are used to dropping it off in person. The additional steps of scanning and emailing can make it difficult to operate.

- New hire orientation over the phone can be difficult and the internet isn't dependable for a zoom meeting.
- Working remotely means that the executive assistant can't file paperwork, receive mail, or pay attention to office supplies. Employees physically in Dillingham are picking up the slack with filing, receiving mail and paying attention to what office supplies need to be ordered.
- Lack of human resources and safety training for all employees.
- Lack of yearly HR training to keep current with the field has not been happening, results in not being current.
- Employee vacancies create distress to other employees and added cost for the city.
- Employee retention is a citywide issue causing disruption and added cost.
- Employment
- City of Dillingham has no employee recognition program, which causes employees to feel neglected and unrecognized for a job well done, adding to poor morale.
- 14 vacant positions posted on the SOA's AKJobs, city's website, facebook, kdIlg, and AML's classified section. The vacancies cause distress and extra work for existing employees.
- Yearly employee evaluations are required by personnel policy, nearly all departments are late, and this is not effective management.
- Three requests for FMLA took place this past year.
- Participated in Union negotiations, taking notes and providing HR input.
- Union contract negotiations for PSEA and Local 71, summer of 2022.
- New website through municode has been received well. It's visually appealing, easy to navigate and use, it's been working well.
- Computers are current and up to date with Windows 10, with the exception of two computers at the Lake Road Fire Hall and three computers in Public Safety still on widows 7, causing them to be out of date.
- Inconsistencies with merit increases for employees past step 10 on the pay scale, creates a disparity amongst employees
- Salary schedule is not being used consistently by management and supervisors resulting in inconsistencies.
- All employees' annual 2% salary increases have been awarded beginning July 1.
- All employees' annual step and merit increases are current.
- Lack of access to City Manager files, results in poor historical record keeping.
- Multiple record keeping practices results in confusion and not understanding where files are located.
- Outdated Job Descriptions result in an employee's lack of understanding their job requirements/duties.
- The executive assistant is the point of contact with ACS the current IT provider. Requesting new email and workstation accounts for new employees, receiving requests for and coordinating IT purchases that need to be made.
- Public outreach going well. The facebook page is maintained daily and the public response, for the most part, is positive. The facebook page and website were relied on heavily as tools for COVID-19 communication during the pandemic and that was a success.
- Lack of policies and procedures for HR position leads to inconsistent work practices.
- Lack of policies and procedures for public outreach leads to inconsistent work practices.



- Lack of policies and procedures for IT leads to inconsistent work practices.

#### Tasks Completed

- COVID-19 related Public Service Announcements aired twice a day three times a week, on KDLG August through November and another batch of COVID related PSA's started in March.
- Assisted the EOC with the design of five COVID-19 related mailers distributed to Dillingham mailboxes.
- Designed COVID-19 face mask posters, distributed around Dillingham.
- Face Mask design contest, received 14 submissions. Two winning masks were chosen. Masks were distributed to the mask designers, city employees, council members and given away to the public.
- Assisted the Dillingham Public Health Center with flyers and public outreach for the Free Flu Vaccination Clinic and COVID vaccination clinics.
- Ongoing public announcements/flyers updating the public on city operations, announcements, or changes posted on the website, facebook and aired on KDLG.
- Ongoing press releases, posted on our website, facebook, and distributed via email.
- Worked with Alaska Airlines Club 49 for a "Local Getaway giveaway" showcasing Dillingham.
- February 2021, Employee wide online Discrimination/Harassment Prevention training and supervisory anti-harassment prevention training, through APEI.
- Conducted multiple new employee orientations done via telephone.
- Attended BBNC's Virtual Career Fair in November 2020 and BBEDC and BBRCTE 2021 Virtual Career Fair in March.
- Worked with BBEDC and SS Transportation to put on a CDL class in Dillingham, unfortunately due to time constraints city employees were unable to attend.
- Continued day-to-day handling of employee relations, recruitment, and any questions or concerns from all employees.
- Ongoing processing of Personnel Action Forms (PAFs) for new employees and changes in status for current employees.

#### Tasks in Progress

- Online employee training program through APEI covering human resources and safety courses
- Working with the City Clerk for Online training, through APEI, for council members such as "online ethics training"
- Continuing to recruit for various positions, interview, onboard, help with the orientation packet
- Working with BBEDC to put on a 9-week EMT certification class
  
- Mayor's Sale
- Assisting CM with Assessment of City Services
- Reviewing personnel regulation with Finance Dept.

#### Recommended Improvements

- The executive assistant should be physically in Dillingham working from City Hall.

- Work with department heads to update job descriptions.
- Develop an employee recognition program with input from Department Heads and employees.
- Hire a professional to review HR practices and provide training.
- Annual employee training covering personnel regulations, timesheets, FMLA.
- Adopt training program for employees and City Council Members through APEI. Each employee will receive 5 hours of online safety and human resources training. This training will save the city \$30,000 a year on our insurance premium.
- Supervisor training in evaluations and personnel policy.
- CDL course for Public Works employees.
- Develop internal review committee to update Personnel Regulations to be forwarded to City Council.
- Replace computers at the Lake Road Fire Hall and in Public Safety.
- Develop internal review committee to update the salary schedule to be forwarded to City Council, which would address inconsistencies with employees past step 10.
- Gain access to the City Manager files, organize the admin department's record keeping practices and work with City Clerk to archive files.
- Review and develop policies and procedures for human resources.
- Review and develop policies and procedures for public outreach.
- Review and develop policies and procedures for IT.

## CITY CLERK

Mission: The mission of the Office of the City Clerk is to fulfill its role as elections official, legislative administrator, records manager, and custodian of the municipal code for the City in an efficient, professional and friendly manner, and to serve the citizens of Dillingham as an accessible and responsive representative of transparent and open government.

The City Clerk's Office is service-oriented providing Council support, notary services, and relays public information. The Clerk's department is responsible for administering elections, maintaining official records, preparing and posting public notices and agendas, preparing Ordinances and Resolutions, facilitating Council meetings, preparing minutes of Council meetings and committees, and assisting with the Board of Equalization process.

### Current Condition

- Minutes are being done for the following; City Council meetings, Code Review Committee, Finance & Budget Committee, Port Advisory Committee, School Facility Committee, Board of Equalization, Territorial School Advisory Committee, and Canvass Committee. Meetings not attended by the City Clerk are recorded and minutes are done utilizing the recording. This method has proved successful.
- Agenda and Packet preparation done through Municode Meetings platform. Posted directly to the City website. This new platform appears to be working well.
- Two foreclosure actions filed with the court system. Actions have been idle since COVID hit.
- Records retention and storage remains disorganized and has not been addressed in many years. Inactivity and/or non-adherence to adopted records management policy can result in negative legal liability.
- Historic records, i.e. minutes, ordinances, resolutions, and action memorandums being converted to digital format, uploaded to the City website, and stored on Laserfiche. Original stored in Clerk's office.
- MARS program for real and personal property valuations purchased but needs to be fully integrated. The process is currently cumbersome and prone to errors.
- Sound system updated in council chambers. Recording done using Zoom platform.
- Preparation for October's regular municipal election has started.
- Due to the COVID pandemic, last year's election cycle brought a heightened awareness of sanitation and social distancing needs.
- Communication with Council / Mayor positive.
- Onboarding of new council members done internally with the Mayor, Manager, and City Clerk, method is working well.
- Code publishing working well, resulting in updated municipal code document.

### Tasks Completed:

- Update audio in council chambers. Installed new audio system, and screens to facilitate virtual meetings.

- Municode Meetings platform installed. Simplified agenda and packet preparation. Uploads directly to city website. Increased productivity and public access to timely information.
- Develop new website thru Municode. This site is more intuitive and user friendly. Maintenance / uploads are easier to accomplish.
- DMC 15.04 Floodplain update to code has been completed. This update was requested by FEMA and has been needed for over ten years. It is at the attorney's office for review. An ordinance will be in an upcoming council meeting for introduction and adoption.
- Replace voting booths. New design allows for quick setup, and maximizes space. Booth material is more conducive to cleaning needs.

Tasks in Progress:

- CMC designation being actively pursued. This is required in the City Clerk job description.
- Convert property cards and FileMaker Pro 11 information to MARS. It is imperative to have the historical and current property information compiled in one place. This will increase accuracy and improve productivity.
- Update property valuations. City Assessor, Appraisal Company of Alaska, to start this process August 2021.
- State archivist contacted for records audit. Appointment scheduled for August 3<sup>rd</sup>.
- Identify location and inventory stored records in each department. Determine 'ROT', redundant, out of date, and transitory items, set for destruction as outlined in retention schedule.

Recommended Improvements:

- Devote resources to records retention.
- Review 4.16 Business License and 4.20 Sales Tax. Consider simplification of code, and more equal application of taxation, removing as many exemptions as possible.
- Continue to replace / upgrade voting equipment. Consider purchase of optical scan unit which would place control of municipal election entirely in house.
- Develop policy for storage of permanent documents electronically.
- Develop policy for records management of electronic information, i.e. email, and Facebook.
- Assess Laserfiche for historic documents from committees. Update as needed to complete electronic storage for each.
- Resume active foreclosure actions, see to completion. Recommended per city attorney office.
- Maintain hand sanitization stations during elections.
- Have a stock of disinfectant sprays and wipes available to facilitate cleaning voting booths.
- Annually evaluate the layout for accommodating the flow of voters, keeping in mind social distancing.

## FINANCE DEPARTMENT

Mission: The mission of the Finance Department is to work in partnership with the Mayor, City Council Members, City Administrator, all departments, other governmental agencies and citizens to provide excellent service to our community.

### Department Responsibilities

To provide financial management, information, and business products to policy makers, departments, agencies, and the community so they can have confidence in the City of Dillingham government, make informed decisions, and achieve their results

### Current Conditions:

- Standard Operating Procedures are either outdated, incomplete, or nonexistent which creates confusion, inefficiencies, and increases errors.
- Staffing positions experience high turnover creates extra work for department.
- Lack of desk procedures for high turnover positions results in lengthy recurring training.
- SOPs for the AccuFund finance software are incomplete.
- Finance policies have not been reviewed annually as required.
- Budget process has been time consuming and lacks transparency which causes lack of City Council confidence.
- A lack of understanding of all the capabilities of AccuFund budget module results in underutilized software.
- Budget planning needs to incorporate long range financial planning.
- Property tax has experienced customer complaints regarding repeated errors and delays in updates.
- Property tax cards are not digitized.
- Collection of unpaid invoices of more than 90 days late will result in diminishing returns, increases the improbability of collection, decreases cash flow, and creates a large liability balance.
- Foreclosure proceedings have ceased since March 2020.
- Utility shut-offs for lack of payment was last done in 2016.
- A large liability balance exists on accounts. Write-offs for uncollected accounts have been done periodically.
- Cash flow statements have not been provided to council to assist in decision making.
- Evaluation of office efficiencies and workloads needs to be completed to provide an understanding of ways to improve.
- Lack of a work order tracking system decreases proper response to taxpayers and other departments.
- SRF loans create a 20 year commitment for repayment if the loan is not a forgivable loan, decreasing available general fund for future projects. SRF loans are report intensive and put more demands on staff.
- A lack of credit refund policy results in a delay of refunds getting to customers.

- Not all businesses conducting business in Dillingham have a business license or are submitting sales tax.
- Sales tax audits have not been done for over six years.
- Lack of understanding of sales tax exemptions creates confusion on the part of the payer and may result in lack of collection.
- Lack of detailed training plans for each position results in decreased staff knowledge and staff frustration.
- Lack of city wide staff training in governmental accounting causes challenges in adhering to budgets.
- Incorrect coding increases the review time during the payables process.
- Current requisition process is antiquated and does not work with the current AccuFund software resulting in extra work.
- High turnover of staff results in a constant need of training, more oversight of upper management, and more detailed review of work completed.
- The Cashier position is open and is advertised.
- The Accounts Receivable is working well.
- The Taxes/Collection is working well; however, lacks updated SOPs and procedures. This results in extra work and frustration.
- The Payroll/Payables position filled July 2021.
- The Assistant Finance Director position filled July 2021.
- The Cashier position filled August 2021.
- The Taxes/Collections position will become open September 2021.
- FY22 budget creates a new position at 14 hours per week to assist with records management.
- A lack of published timelines of annual processes to the city council increases the risk of delays and reduces adequate time for questions and review.
- Lack of a policy requiring invoices within 5 days results in a diminishing of returns of paid invoices.
- A lack of review of utility connections increases the risk of missed billings and reduced revenue.
- The installation of a temporary drop box at City Hall is working well.
- A lack of policy for managing the chart of accounts needs to be implemented. This will improve stability and provide direction when changes need to be made.
- A lack of investment policy results in lack of direction to management as well as internal controls for the city council.
- A lack of in-kind recognition policy services provided and donations made lends to staff creating undocumented policies. This also reduces a recognition of revenue and expenses.
- The credit card policy has not been updated creating a misuse of the credit card.
- A lack of cross training creates delays in accomplishing tasks when employees are out on leave.
- Asset management is outdated and lacks follow through.
- Asset support for insurance and audit needs to be updated.
- Lack of cell phone polices and oversight result in improper use of cell phones, possible unnecessary costs and possible increase liability.
- Lack of an impounded vehicles procedure result in a lack of fee recovery.

- Lack of investment policy results in confusion and loss of opportunities in investments.
- Payroll is processed timely.
  
- Remote sales tax is going well.

Tasks in Progress:

- MARS database has been purchased and is scheduled for full installation July 2021.
- Appraisal Company of Alaska is scheduled for a full evaluation of all real properties in Dillingham August 2021. This will provide current assessment values.
- 2018 and 2019 Foreclosure actions are in motion.
- Cash flow dashboards are being developed for city council monthly updates.
- A work order system with Dude Solutions is being reviewed for compatibility.
- FY22 budgets documents have been created to provide guidance on what can be paid for and what code to use. Finance staff have been trained on how to read the budget and how to understand coding.
- Staff are updating the asset files for Vehicles and Mobile Equipment.
- Updated asset information of vehicles and mobile equipment is going to be used to update insurance and audit spreadsheets.

Tasks Completed:

- FY22 Budget is completed
- FY20 Audit is completed
- Hired an Assistant Finance Director
- Hired a Payroll/Payables Technician
- Trained staff on understanding account coding and how to follow the FY22 budget
- Developed the revenue and expense reporting for the council to include impacts to fund balance.

Recommended Improvements:

- All tasks need to be reviewed and operating procedures updated.
- Finance Department reaches out to other local entities, also using accufund, to find out what resources can be shared.
- Review finance policies annually.
- A determination needs to be made if the budget module of AccuFund is sufficient or if an alternative should be explored.
- Utility notices need to be started immediately to allow enough notice for payment before winter when shut-offs are hindered due to snow and ice.
- Publish denied service notices quarterly.
- Collection policies need to be reviewed, implemented, and supported by all departments.
- Policy for write-offs needs updated and processed annually.
- Policy needs to be drafted and credits need to be refunded on a bi-monthly process to either the customer or to unclaimed property to the State of Alaska.

- Sales tax audits need to be scheduled with a CPA. FY22 budget has been set for \$15,000.
- Develop a formalized training plan for each position.
  
- Training of city staff who process purchases will be conducted by September 2021 on the purchase process, budgets, and account coding. This will improve accuracy and reduce delays in payments.
- Implement AccuFund module for requisitions.
- A permanent drop box should be installed.
- Develop a policy for managing the chart of accounts.
- Develop a policy for handling in-kind services provided and services received.
- Update the credit card policy to meet the current purchasing demands.
- Establish as tagging system for all assets
- Develop an impound policy and procedure for fee recovery.
- Improve records retention of files before they are turned over to the city clerk.
- Develop an investment policy for council approval.
- Develop annual process for city council review and approval of health, vehicle and property insurance coverage.
- Develop sales tax FAQs for publication.
- Review sales tax recommendations for possible changes.



## PLANNING

MISSION: The Planning Department develops and implements the City's current and long range plans and administers the land use and platting sections of the Dillingham Municipal Code. The Planning Director writes and coordinates grant funding for City projects and produces grant reports, prepares the City's Capital Improvement Program, manages capital projects, acts as floodplain administrator, administers the Comprehensive Plan, provides staff support to the Planning Commission, develops and updates the City's maps and Geographic Information Systems, and serves as a resource for all permitting, platting, land use, growth and development in the City. Planning assists with other duties as assigned, such as compliance, contracts, and the procurement and solicitation process for City services and commodities.

### CURRENT CONDITION

- The department is fully staffed: 1 FTE. Current workload demands may warrant additional personnel.
- The Planning Commission met once in 2020; monthly meetings were disrupted by the pandemic. The Planning Commission has resumed monthly meetings in 2021 and has one vacancy.
- Several solicitation processes are underway for procuring services and commodities and are functioning well.
- The Planning Commission approved recommended FEMA Model Flood Ordinance Updates to Chapter 15.04 – Floodplain Regulations in January of 2020 that are still pending Council approval, leaving the City open to potential exposure due to NFIP non-compliance.
- Lack of a CIP process is impacting capital improvements for the city.
- Development of grant funding applications is often not feasible, due to the lack of matching funds set aside for capital improvement projects, which is a typical eligibility requirement.
- COVID impacts on projects are being mitigated.
- City manager transition has caused greater workload, loss in momentum in some areas.
- The funding for the Comprehensive Plan Update was approved by City Council (Resolution 2021-09), but now unavailable due to fiscal constraints.
- Public engagement through attendance at meetings, public hearings, open houses, and through participation in data gathering methods is relatively low and needs improvement to achieve buy in and ultimate success of City plans.
- Planning service fees do not currently generate revenue needed to cover either staff time or associated state fees, resulting in revenue shortfalls.
- Code enforcement cannot be achieved given current staffing levels, and results in inconsistent development within City limits.
- Documented department processes are limited and mostly found in DMC.
- Lack of records management (paper and electronic) has led to: backlogs of processes and plans; significant knowledge gaps and service delays; inability to locate and utilize information timely.
- The GIS system is highly accurate (99.5%), but is not being fully leveraged to benefit the City through service delivery improvements and efficiencies.
- The Downtown roads improvements are providing an opportunity for the planning commission to improve zoning requirements.

## TASKS IN PROGRESS

### Capital/Special Projects:

- Emergency Communication System, \$730,000. Managed bidding, contract. Funded by CARES Act. Installation is complete but system needs further evaluation to meet coverage needs. Completion expect during summer 2021.
- Wastewater System Improvements – Aeration, \$922,331. Managed funding (DEC SRF CW Loan), design. Preparing solicitation. Will manage bidding, contract, and construction for FY22.
- Lake Road Fire Hall Addition, \$774,420. Managed funding (GO bond), bidding, contract, design, and construction. Nearing completion.
- Harbor Float Replacement, \$5.2M. 100% design. Managing funding search, and bidding, contract, construction when funding is identified.
- Bingman Clean-Up and Revitalization, \$300,000. This is the insurance settlement money. No estimate yet for true cost to redevelop. Managing funding search, and bidding, contract, construction, etc. once planning phase is completed and funding identified.
- Coordination with DOT&PF Streets Rehabilitation Project is ongoing, and weekly attendance at project meetings is expected to continue through project completion. City has \$365,000 URSA for water improvements under the DOT project footprint.
- Landfill Shop Rebuild, \$892,316 estimate. Awaiting evaluation of steel structure to proceed with further planning.
- Landfill Groundwater Monitoring Wells, \$432,000. Construction phase is completed. Continue following results of quarterly monitoring through final report expected January 2022.
- Project Close Out Activities
- DEC SRF Follow up includes the Initiation of Operation/Project Performance Criteria for Landfill Groundwater Monitoring Wells and Water System Improvements, Phase I projects.
- Organizing and archiving all completed project files, including as-builts and lessons learned.
- Leases and Service Contracts. A working group has been formed to address City leases and service contracts in order to study and make recommendations on rates, terms, language, and process.

### GIS/Survey Projects:

- Gravel Road Management System (GRMS). The data collection for the condition of roads needs to be completed in conjunction with Public Works. The data will then be fed into the model and provide maintenance priorities, repairs, and major work for listing in annual CIP.
- Cemetery Mapping. A drone will be employed to capture high resolution images of the cemeteries as a starting point for developing a management plan. Following, surveys may need to be completed to establish property boundaries. Knowledgeable local residents willing to volunteer to locate coordinates of individual burial sites and any associated interment information will be required. A GIS layer will be developed and can incorporate Bureau of Vital Statistics data, if available, which would then be searchable by the public.
- Update Utility Layers. ArcGIS Collector app will be employed to collect data about water service, hydrants, valves, etc. to more accurately reflect changes over time and current locations to improve staff efficiency and service levels.

- Annual GIS Visit. In conjunction with GIS consultant, identify areas for improvement, update, and refinement in City's GIS. Coordinate updates with MARS, assessment system. Automate regular updates to GIS from MARS.
- Contract for Survey work as needed to assist with known and emergent planning issues.

Long-Range Plans:

- Multi-jurisdictional Hazard Mitigation Plan, \$0. Secured FEMA funding, no cost to City.
- Collaboration with the Curyung Tribe. Completion expected January 2022.
- Comprehensive Plan Update, \$51,800. Identified funding, prepared request for Manager, Council to consider. Funding is no longer available. Project is on hold.

Funding Requests:

- DEC SRF Questionnaire for Courthouse Well (Well #2) is being undertaken. This well has run dry (investigation started) and will need to be addressed as part of the water distribution system.
- Brownfield Assessment Grant for FY22 will be submitted when the application period opens.
- DEC SRF Loan Applications are being undertaken, based on questionnaires submitted in Q1, and prioritized and approved through the intended use plans:
  - *CW Point Source Projects*
  - #8 - DLG Waterfront Wastewater System Upgrade (Design) - \$44,000.
  - *CW Sustainable Infrastructure Planning*
  - #3 - DLG Wastewater Rate Study - \$30,000, with \$30,000 estimated principal forgiveness.
  - #4 - DLG Wastewater Master Plan - \$70,000, with \$45,000 estimated principal forgiveness.
  - *DW Projects*
  - #12 - DLG Waterfront Water System Upgrades (Design) - \$44,125.
    - *DW Sustainable Infrastructure Planning*
    - #5 - DLG Water Rate Study - \$30,000, with \$30,000 estimated principal forgiveness.
  - Other funding opportunities will be undertaken as they become available, depending on eligibility, application criteria, and match requirements/availability, as well as workload.
- Professional Development:
  - Continue Project Management Professional training and sit for PMP exam
  - Continue attending CEU training opportunities for maintenance of PHR certification
  - Continue attending PDU training opportunities in planning and prepare for AICP exam

TASKS COMPLETED

- Capital Projects Completed:

- Wells Fargo/VEEP Exterior LED Lighting, \$65,000. Managed funding (\$50,000 grant with \$15,000 of City in-kind). 55 lights were installed at a number of City locations, improving safety, energy efficiency, and saving money through lower electrical bills.
- Water System Improvements, Phase I, \$2.4M. Managed funding (DEC SRF DW Loan), bidding, contracts, design, construction. Improvements made as part of recommendations included in the Water System Master Plan.
- Landfill Groundwater Monitoring Wells, \$432,000. Managed funding (DEC SRF CW
  - Loan), bidding, contracts, design, construction. Construction completed to remain in regulatory compliance. Quarterly monitoring still underway.
- Downtown Streets Rehabilitation, \$3.3M. Managed funding (GO Bond), bidding, contracts, design, construction. Completed in conjunction with state DOT streets rehabilitation project in the downtown area.
  
- GIS Projects Completed:
  - ArcGIS Hub, a GIS open data site for downloading parcels, addresses, and public works layers of the Dillingham public map, was rolled out.
  - National Address Database (NAD) submission was made for all Dillingham GIS addresses, and found to be 99.5% compliant for quality standards.
  - ArcGIS Collector app was installed on Planning and Public Works iPads for use in GIS data collection, in conjunction with a GIS receiver and range pole.
  
- Long-Range Plans Completed:
  - Waterfront Strategic Plan, \$56,000. Managed funding, solicitation, contract and guided plan completion.
  
- Studies Completed:
  - Wastewater Treatment Relocation Study, \$211,071. Managed funding, contract, guided study completion.
  - Ongoing annual Dillingham Shoreline Exhibit was completed, documenting the yearly rate of erosion near the Wastewater Treatment Lagoon.
  
- Funding Applications Completed:
  - Brownfields Assessment Grant, FY21.
  - DEC SRF Questionnaires submitting in Q1:
    - *CW Point Source Projects*
    - #8 - DLG Waterfront Wastewater System Upgrade (Design) - \$44,000.
    - #9 - DLG Waterfront Wastewater System Upgrade (Construction) - \$604,000.
  
    - *CW Sustainable Infrastructure Planning*
    - #3 - DLG Wastewater Rate Study - \$30,000, with \$30,000 estimated principal forgiveness.

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- #4 - DLG Wastewater Master Plan - \$70,000, with \$45,000 estimated principal forgiveness.
  - *DW Projects*
  - #2 - DLG Water System Improvements, Phase II - \$1,576,000, with \$500,000 estimated principal forgiveness.
  - #3 - DLG Water System Improvements, Phase III - \$1,384,000.
  - #12 - DLG Waterfront Water System Upgrades (Design) - \$44,125.
  - #13 - DLG Waterfront Water System Upgrades (Construction) - \$560,000.
  - *DW Sustainable Infrastructure Planning*
  - #5 - DLG Water Rate Study - \$30,000, with \$30,000 estimated principal forgiveness.
- RFP/ITBs Completed:
    - ITB 2020-01, Lake Road Fire Hall Addition.
    - RFP 2020-02, Furnish Aggregate, FY21.
    - RFP 2020-03, Exterior LED Lighting Upgrades.
    - RFP 2020-04, Furnish Petroleum & Propane Fuels FY21 (with extension through FY22).
    - RFP 2020-05, Emergency Communications System.
    - RFP 2021-01, Furnish Aggregate, FY22.
    - RFP 2021-02, Janitorial Services.
    - RFP 2021-03, IT Services.
  - Contracts Completed:
    - ITB 2020-01, Lake Road Fire Hall Addition – Wolverine Supply, Inc.
    - RFP 2020-02, Furnish Aggregate, FY21 – JJC Enterprises, Inc. and Bristol Construction Services, LLC.
    - RFP 2020-03, Exterior LED Lighting Upgrades – Wolverine Supply, Inc.
    - RFP 2020-04, Furnish Petroleum & Propane Fuels FY21 (with extension through FY22) – Bristol Alliance Fuels.
    - RFP 2020-05, Emergency Communications System – Motorola, Inc.
    - EMC Engineering, LLC – Inspection and materials testing, DLG Streets Rehabilitation Project.
  - Task Orders/Addendums Completed:
    - Task Order #4 – CRW Engineering Group, LLC for Water System Improvements, Construction Support, including inspection and materials testing.
    - Task Order #5 – CRW Engineering Group, LLC for Wastewater System Improvements – Aeration, Construction Support, including inspection and materials testing.
    - Addendum #4 – PND Engineers, Inc. for DLG Streets Rehabilitation Project, Construction Support.
    - Addendum #1 – “Old” Harbor Office, lease extension, Northline Seafoods, LLC.
  - Permits Completed:
  - Land Use Permits – 10.

- Conditional Use Permits – 4.
- Encroachment Permits – 1.
- Burial Permits – 5.
- Special Land Use Permits – 2.
- Planning Commission Activity Completed:
- Resolutions – 8.
- Meetings – 4 (2020 Emergency Declaration impacted meetings held in that year).
  
- Professional Development Completed:
  - DCRA, Rural Utility Business Advisor, 32-Hour Financial Management Course. Provides 5 points towards Best Practices Score to remain eligible for capital improvement funding.
  - Alaska Planning Conference (virtual).
  - SWAMC Conference (virtual).
  - National Planning Conference, American Planning Association (virtual).
  - HRCI (HR Certification Institute) continuing education workshops for maintaining PHR (Professional in Human Resources) certification.

#### Recommended Improvements

- Develop in house CIP process that meets planning commission and city council goals.
- The Comprehensive Plan is 11 years out of date. Gaps between what was planned and what was accomplished by the City, and all other community organizations, need to be identified. New information needs to be included, and the community engagement process around developing updated strategies, goals, and objectives needs to be completed.
- Develop improved community engagement process.
- Develop updated service fee schedule with the planning commission to be submitted to council.
- Develop code enforcement plan.
- Follow records management plan for the planning department.
- Develop policies and procedures manual for the planning department
- Develop a policy and procedure for GIS Development.
- Work with the planning commission to update zoning regulations for downtown.

## PORT

Mission: The Port of Dillingham promotes local and regional commerce through management of the Dillingham all tide dock and Dillingham Small Boat Harbor facilities. The Port department operates the small Boat harbor, supporting the Nushagak fishing fleet, during the months of May thru September. The Port maintains the beach launches at Wood River and Kanakanak, which are used during the summer and fall months for commercial fishing and subsistence fishing and hunting.

The Port Department consists of two divisions, the Harbor and the Dock. The port department is staffed by one year round Port Director; seasonal Dock Supervisor and Dock Assistant/Heavy Equipment Operator; two seasonal Harbor Assistants; one BBEDC funded seasonal harbor assistant; and one BBEDC funded Harbor Assistant Youth Intern.

### DIVISION: Harbor

#### Current Condition

- The Harbor department has several lease lots within the harbor uplands, parts stores and food carts make up the lessee's at this time
- The Harbor department stores and maintains two spill response containers, one is owned by the city and one owned by the State of Alaska.
- The Harbor float system is approx. 43 years old and although still floating it is a constant struggle to patch, pump and maintain them on a yearly basis.
- The Bulkhead is in fair condition, we need to build or purchase new ladders and we need to weld a couple of cracks that have opened up due to settling.
- The bulkhead on the harbor side of the ice machine is leaning more and more as time goes on, this portion of the bulkhead was installed with short sheets of metal and have been failing since 2006.
- The ice machine is usable, it needs to be leveled to help keep the ice maker itself running smoothly. The freezer portion need to be charged or the freezer unit replaced.
- The East side of the harbor takes a pretty good beating when we get storms out of the SSW, a storm 3 years ago unearthed the powerline running to the South end we have some rip wrap to place there at the end of the fishing season.
- The launch ramps are in good shape and holding up well, the old North ramp is being dismantled as it had become a hazard due to the mud sluffing away from the bottom, the concrete pads are salvageable and will be repurposed.
- The boom crane on the bulkhead is in good shape and had an inspection this spring, there are a couple of deficiencies needed to be corrected before it gets certified.
- The harbor office and shop are in good shape, some maintenance is needed to finish the office and a new office door is needed.
- The bathhouse is in good shape we are in need of two flush valves replaced in the men's bathroom. One shower control handle needs replacing and one complete valve needs to be replaced.
- Harbor truck is in good shape, needs shocks.

- Harbor Bobcat is in good shape, needs one front tire as a bolt was stuck into it.
- Bingman property cleanup is at a standstill, we have two boats on the property that need to be dealt with along with one barge.
- A Brownfield study needs to be done on the Bingman property to make it usable for Lease or sale.

#### Tasks in Progress

- On a daily basis we pump each float arm float to keep them from sinking.
- Work on the bath house is constant this time of year, new flushometers have been ordered and new shower control valves are being researched
- When time allows we remove more of the North ramp
- New door is ordered for the office.
- Attempts have been made to acquire money for a new float system in the harbor

#### Tasks Completed

- Rip wrap is currently being placed on the east side of the harbor to help stave off more erosion
- New safety switch installed on Harbor boom crane.
- New sheaves ordered for harbor boom crane.
- New cable ordered for Grove RT.
- Continued attempts to get funding for new float system in the harbor
- Sloan flush parts are ordered for bathhouse.
- Food court.

#### Recommended Improvements

- Install remaining rip rap on east side of harbor to stop erosion due to storm damage
- Continue to work on Bingman property to make it usable and leasable.
- Contract to have new ladders built for harbor bulkhead.
- Excavate the portion of bulkhead on the Creekside of the ice machine and replace with rip rap to shore up the area.
- Purchase and install new floats.
- Install utility extension.
- Review outer break water issue.
- Riprap inside harbor.
- Develop lease lot policy.

DIVISION: Dock

#### Current Condition

- The Dillingham City Dock operates from April thru October Moving freight in and out of the Nushagak drainage Fish, building materials as well as product to supply the many local businesses throughout the year.



- The Dock is in good shape, the all tide dock needs to be resurfaced with some good compactable material.
- The T dock is in good condition, the piling need to be examined to determine the amount of corrosion on them and what fix need to take place.
- The T dock needs new bull rail (16x16 pressure treated Lumber) several of them are damaged.
- The small forklifts (2) are ok, one is having a water pump replaced and the other is in fairly good shape.
- The large forklifts (800 and 1050) are getting tired, the 800 has a hose and fluid leak, the 1050 needs new lift chains.
- Both garage doors on the warehouse are in horrible shape and need replacing.
- The hi mast lights need new bulbs.
- The Grove RT crane is in good shape, it has some minor issues for instance a new alternator and new cable

#### Tasks in Progress

- Small Forklift is being repaired, water pump is being installed
- Talks are in progress to get Pape' to come to Dillingham to work on 800 and give both Hysters a good once over
- A quote has been requested to replace both garage doors, we have some "Pollock" money still available to help with costs.
- Building and grounds will replace the high mast lights bulbs as soon as the 40' containers are moved.

#### Recommended Improvements

- Inspection of T dock piling for damage and repair, utilizing inspection sheets
- Order new 16x16 bull railing for dock and install
- Have both large forklifts inspected and yearly maintenance down by certified Hyster mechanic
- Discuss trade with Pape' Material handling about trading Hyster 800 in for a new Hyster 1050 due to the change in the fisheries to using ALL 40' containers
- Order and install new roll up doors for Dock warehouse
- Install pedestals

## PUBLIC SAFETY

Mission: The Public Safety Department consists of five divisions.

Patrol - The patrol division is responsible for general patrol, traffic enforcement, and criminal investigations. During a shift an officer may handle a simple disturbance or inebriate call and then respond to sex offense, burglary, or felony assault. The patrol division is also frequently tasked with dealing with community social problems having nothing to do with law enforcement simply because no other agency/organization in town will tackle the problem. In the last 12 months the patrol division responded to 2,698 calls for service. The division made 147 arrests, and placed 158 persons into Title 47 protective custody. The patrol division has an authorized strength of 7 positions, 6 police officers and 1 sergeant.

Dispatch - The Dispatch division is the public safety answering point for western Bristol Bay. In addition to dispatching for police, the center handles communications for Fire/EMS, the Alaska State Troopers, FEMA, VPSOs, and they also monitor the building security cameras. In the last 12 months the dispatch division handled 3,347 calls for service. The dispatch division has an authorized strength of 5 positions, 4 dispatchers and 1 supervisor.

Corrections - The corrections division operates an eight-bed, twenty-day State DOC contract jail. It serves as a regional jail housing prisoners brought in by Dillingham police, the Alaska State Troopers, and DOC probation officers. The jail also houses public inebriates taken into custody under the Title 47 statutes. The corrections division also monitors persons in Dillingham's de-facto Homeless Shelter, the police station lobby. The jail is funded by a state DOC contract. The amount of the contract does not cover all operational costs and the city must supplement the corrections budget. In the last 12 months the corrections division booked in 356 prisoners and held 158 persons in Title 47 protective custody. The corrections division has an authorized strength of 5 positions, 4 corrections officers and 1 sergeant.

Animal Control - The division is responsible for the enforcement of Municipal codes regarding pet ownership and care. The division operates an animal shelter where unwanted or impounded animals are housed, cared for, or adopted out. The ACO also assists the department with traffic control, investigations, obtainment of supplies, and was instrumental in the education and enforcement of Covid-19 emergency ordinances.

Department of Motor Vehicles (DMV) - The division operates a State contract DMV office. The office issues driver's licenses and CDLs, state ID cards, offers road tests, and handles titles and registration of motor vehicles. The DMV agent is also the department's administrative person, handling records requests, purchasing, travel, and any other tasks that need to be done. The DMV is partially funded by a state contract. Dillingham receives a portion of revenue from DMV transactions. City's portion covers less than half of our costs.

### DIVISION: Patrol

#### Current Condition

- Operating as efficiently as our staffing and resources allow.

- We currently have 4 police officers and 1 sergeant. Being short-staffed results in increased overtime costs to cover shifts whenever someone goes on leave/training.
- Short staffing also results in employee stress by having to work extra shifts, leading to burnout and low morale.
- Being short staffed also causes us to be reactive rather than proactive in our duties, and hampers our ability to complete follow-up investigations and finish reports.
- Short-staffing slows down our response time to citizen calls for service. Having one officer on-duty, sometimes people have to wait for the officer to respond.
- One officer is just now entering police academy and will be in Sitka for 4 months, creating further short-staffing.
- Two patrol cars sat unrepaired in the city shop for 18 months. One has been fixed.
- Sharing patrol cars slows off-duty officer's ability to quickly and effectively respond to emergency call-outs.
- Entered into a \$20,000 contract with state DOT to provide law enforcement support for TSA at the airport. We had been performing this task for free, since 9/11.
- Obtained a \$23,000 JAG grant from AST to pay travel costs to send an officer to work with the trooper's Anchorage Airport Interdiction Team (AAIT) at the Anchorage airport, one week a month. This improved cooperation and collaboration with AST has resulted in arrests and large quantities of Dillingham-bound drugs being intercepted at the Anchorage airport. It has also resulted in successful drug cases/arrests being made in Dillingham. The drug officer's travel to Anchorage (9-10 days a month) creates further short-staffing.
- 2 week on/two week off rotational officer positions are attracting certified officers.
- Filing, evidence inventory, and other administrative tasks are not getting done in a timely manner due to supervisors having to cover duty shifts due to continual short staffing.

#### Tasks in progress

- Recruitment and hiring of police officers.
- Review and update patrol procedures manual.

#### Tasks Completed

- Public safety was the city's first line of Covid-19 defense. Officers worked extra shifts during the public health crisis.
- Worked with the Curyung Tribe and United States Department of Justice in starting a Missing, Murdered Indigenous Woman (MMIW) task force in Dillingham.
- Officers completed on-line training in Verbal De-escalation, and Bias in Law Enforcement.

#### Recommended Improvements

- Hire a temporary clerk to help organize evidence room.
- Develop recruitment and retention plan for the police department.

DIVISION: Dispatch

Current Condition

- Operating smoothly and efficiently.
- We currently have only 4 dispatchers and 1 supervisor.
- Being short-staffed results in increased overtime costs to cover shifts whenever someone goes on leave/training. It also results in employee stress by having to work extra shifts, leading to burnout and low morale.
- Advertising for dispatcher applicants has been open continuously for many months with no qualified applicants responding.
- Due to an ordinance change we are no longer answering 911 calls from areas outside of Dillingham removing stress and frustration from dispatchers.
- Although we no longer dispatch for Aleknagik or other areas outside the Dillingham city limits, AST dispatch still calls to send ambulances to Aleknagik.
- DVFD has a dangerously low number of EMS volunteers.
- Sending volunteers to Aleknagik placing Dillingham citizens in danger of having none or delayed EMS response.
- Our newly purchased radio system project for police/fire has been installed. Vehicle radios work fine, but the handheld radios have extremely limited range coverage and do not work passed the lake road intersection.
- Filing, inventory, and other administrative tasks are not getting done in a timely manner due to supervisors having to cover duty shifts due to continual short staffing.

Tasks Completed

- Dispatchers completed on-line training in APSIN/NIBRS
- Our main dispatcher computer crashed and was replaced. Our crashed computer was repaired so we now have a spare to avoid any disruptions to our operations.
- We replaced our decades old telephone system with a new one.
- We took over the issuance of travel permits at the peak of last summer's pandemic causing increased workload and great stress on our dispatchers.

Tasks in Progress

- Review and update our dispatch procedures manual.
- Purchased a new camera system and installing it ourselves as time allows.

Recommended Improvements

- Develop recruitment and retention plan for the police department.
- Meet with Aleknagik to discuss their lack of EMS response, and either charge the City of Aleknagik for DVFD EMS response or stop responding all together.

DIVISION: Corrections

Current Condition

- Jail was closed for two weeks due to having only one corrections officer available.
- Currently have 3 correction officers and 1 sergeant.
- Being short-staffed results in increased overtime costs to cover shifts, employee stress leading to burnout and low morale.
- Jail is open but other DPD employees have assist and watch inmates for 4 day shifts every week until more staff can be hired/trained. This is not an ideal situation.
- Advertising for corrections officer applicants has been open continuously throughout the year with few qualified applicants responding.
- Entered into a \$26,000 contract with AST to perform telephonic arraignments so that prisoners do not have to be transported to and from court.
- Discontinued electronic monitoring (ankle monitoring) portion of our DOC contract since it was very problematic and cost more in corrections/patrol staff time then we were being funded.
- Switched to a new electronic “TruFiling” system to improve transfer of documents with the court system.
- Police station lobby was closed to homeless persons for Covid-19 pandemic safety reasons.
- A Homeless task force of various Dillingham organizations and citizens was formed and several meetings were held to try to identify and establish a viable permanent shelter. Due to severe cold weather DPD reopened the lobby to homeless persons. The task force meetings then ceased.
- Filing, inventory, and other administrative tasks are not getting done in a timely manner due to supervisors having to cover duty shifts due to continual short staffing.
- Numerous water leaks, broken light fixtures, toilets, inoperative doors, and furnace issues have been problems in jail building for months/years.

Tasks in Progress

- Review and update our corrections procedure manual.

Tasks Completed

- Developed Covid-19 screening procedures, and protective measures.

Recommended Improvements

- Develop recruitment and retention plan for the police department.

DIVISION: Animal Control

Current Condition

- Operating smoothly and efficiently.

- Mouse infestation at the shelter caused the ACO to completely empty and clean out the entire shelter. Dozens of mice were found and caught.
- Locks were changed when shelter was taken over for COVID testing last summer and now only one door works, and only one key exists for the shelter.
- Held multiple rabies vaccination clinics during the year. Especially after rabies outbreaks among wildlife in Dillingham.
- Arrange and host spay/neuter clinics at the shelter, overdue due to COVID-19.
- Ship out unwanted pets/litters to animal rescue groups throughout the state to avoid having to euthanize them.

#### Tasks Completed

- Met planes at the airport to check for travel permits/forms and compliance with Covid-19 emergency ordinances.
- Provided transportation of supplies and logistical support to EOC manager during the pandemic.
- Assisted BBAHC during mass vaccination clinics.

#### Tasks in Progress

- Working with ADF&G and BBAHC in educating the public and containing rabies outbreaks of fox/otter in the Dillingham area.
- Organizing shelter and placing dog food and other attractants in airtight containers to avoid another mouse infestation.

#### Recommended Improvements

- Weatherize the shelter building by fixing door locks, roof leaks, and foundation gaps. Build a windbreak on the front door (*like the harbor office*) for winterization purposes as well as walking safety.

DIVISION: Department of Motor Vehicles (DMV)

#### Current Condition

- Operating smoothly and efficiently.
- Installed plexiglass barrier on counter for Covid-19 safety.
- Starting procedure of servicing customers by appointment only to avoid congestion and maintain social distancing in lobby. Customers enjoy this as they no longer have to wait around for long periods to complete their DMV transactions. Walk-in customers are being taken care of on a time available basis.
- Increased DMV operating hours during the fishing season.
- Switched to paperless "DocsSys" system to improve the transfer of documents with the state.
- Administrative duties have increased due to travel for the drug officer and rotational officers.

Tasks Completed

- Acted as procurement agent to obtain PPE, cleaning supplies, and other items needed by DPD during the Covid-19 pandemic.

Tasks in Progress

- Continuing to provide DMV service to public, and administrative support to the department.

Recommended Improvements

- Develop travel purchasing policy with finance department.

## Fire & EMS

The Division of Fire & EMS is comprised of approximately 17 volunteer members and 1 paid member. The Fire Chief is volunteer as well. There are five other officers, two for EMS two for Fire, two at large they constitute executive board. There is a mixture of Staff that are cross trained in Fire & EMS, or Fire or EMS, providing a high level of service to the community. Two doctors at BBAHC are medical directors for EMS. In FY 21 the Division responded to 223 EMS calls and 23 related fire calls. Police dispatch issued 95 burn permits. The Division provides a host of non-emergency services for the City, including training classes in all aspects of Fire and Emergency Services, and fire safety education.

### Current Condition

- Lack of on line burn permits causes delays and inconvenience.
- Due to the Covid pandemic only five EMT's were available to take EMS calls, causing burn out.
- Due to the Covid pandemic training to for basic firefighter training or EMT 1 could not be conducted.
- Due to the Covid pandemic hose testing was not conducted.
- The new addition to Lake Road Fire hall will bring a fire truck and ambulance from the airport to be stationed.
- Downtown Fire Hall needs to be replaced, the building is old, unsafe and the top portion is uninhabitable.
- Garage door structural frame needs repaired
- Downtown boiler needs to be replaced
- Fire office position open
- Fire Department Coordinator position open
- Ambulance billing has not been done since the previous full time Fire Department Coordinator filled the position, causing ambulance bills to be backed up
- Unit heater downtown station not working needs to be Replaced
- Engine 2 doesn't have brakes 1971 vehicle should be replaced
- Engine 4 needs to be repaired the four-wheel front drive is out
- Pump test required on fire trucks
- Fire hydrants one hydrant at Jack Savo's needs repaired
- City GIS needs updated to show fire hydrants
- Bingo hall above downtown fire station needs to have the water drained and heat turned off to save money
- If the volunteers count doesn't return, we will need at least 4 paid EMT's

### Tasks in Progress

- Radios replacement project needs to be completed
- Complete punch list on addition
- Get equipment moved from Airport



Tasks Completed

- Responding to EMS calls
- Responding to Fire calls

Recommended Improvements

- Replace downtown fire hall with a building that includes a four-bay garage for fire engines and ambulances, two offices, training room, storage, and exhaust system. Based on strategic placement, the city recommends the building be somewhere near by the boat harbor or north side of the highway where we can go to town-out-town or harbor with hydrants, parking and possible crew quarters
- Get application on line for burn permits
- Leave lease at Airport
- Hose tests conducted
- Develop plan to get volunteers re-engaged
- Develop training calendar for Fire and EMS
- Develop long term plan for downtown fire station
- Get bills caught up
- Hire fire department personnel
- Develop fire hydrant flushing program
- Update GIS for fire hydrants

## PUBLIC WORKS

Mission: The Dillingham Public Works Department has five divisions.

Maintenance shop: services all of the rolling stock for all departments within the City of Dillingham and some occasions they work on other mechanical things such as but not limited to the incinerator at the landfill and the crane on the bulkhead of the harbor. The Maintenance shop is a two position shop with the mechanics working as Fleet Mechanics. The Mechanics work in a 3 bay shop with mobile capability when needed. The Mechanics work on all machinery including but not limited to trucks, vans, buses, graders, loaders, dozers, excavators, bobcat skid steers and wheeled loaders, forklifts -both small and large, Cranes- both mobile and fixed.

Landfill: the purpose of the Dillingham Solid Waste Facility, or the landfill, is to serve the Dillingham town ship with a place to drop off solid waste. Waste includes; household waste, tires, inert materials metal, plastic, wood and other materials that are not put in the active cell, fish waste disposal and a wood lot with burn bins. The Landfill has a 5 year old incinerator for burning of materials brought by residents that don't fit the description of all other areas of the landfill.

Waste Water: the purpose of the City of Dillingham's waste water department is to dispose of septage waste in such a way that it is complies with all state and federal guidelines.

Water: The purpose of the City water system is to supply clean and treated water to the residents and business' of the Dillingham town site for personal use, business use and fire suppression.

Streets: The purpose of the Streets department is to maintain all of the gravel roads within the City limits, and to assist with maintenance projects including Water, Waste water, Landfill and Port.

### DIVISION: Maintenance Shop

#### Current Condition

- The Maintenance Shop is over 40 years old and in need of a lot of attention:
  - The 3 roll up doors are in need of replacement they are well over 20 years old
  - The heat system is in need of replacement, the boiler is well over 20 years old and the underfloor heat that is original to the building hasn't worked for over 20 years leaves only two overhead heaters to keep up with the cold.
  - All exterior doors need replacing.
  - The "shop" is a three bay metal building with one car/truck lift and 2 open bays big enough to hold one grader per
  - The shop is also home to all of the welding equipment which is tucked away in the back corner behind the lift, we need an area with a good evacuation system for the smoke and gases generated by welding.
  - There is a nice size parts and tool storage room which is capable of holding everything we need to keep on hand and more.

- Lack of heavy equipment mechanic results in equipment not being maintained, and contract labor costs.
- Office space is inadequate and in need of renovation.
- Old parts are obsolete, need to be assessed and/or discarded.
- Lack of fleet maintenance tracking results in extra costs and inefficiencies.
- Lack of heated four bay vehicle storage results in excess wear and tear on vehicles and equipment, and early end to useful life.
- Lack of waste oil handling plan resulting in possible liabilities.

#### Tasks in progress

- Organization of all our stock fluids in containers at back of shop
- Preparation for winter is ongoing on all equipment.
- 10 vehicles have been identified for the mayor sale.
- Vehicle asset list compiled in conjunction with Finance.
- Parts storage area being cleaned and reorganized.
- Fleet mechanic working on trainings and certifications.
- Fleet mechanic certified to access police car computer system.
- Grader operators enrolled in trainings in Palmer.
- Dude Solutions being assessed for fleet maintenance, vehicle replacement, work order tracking process, and manpower management tools.

#### Tasks Completed

- Police vehicles repaired.
- Mayor sale vehicles identified and removed from fleet inventory.

#### Recommended Improvement Projects

- Develop renovation plan for shop, including HVAC, weatherization, fire suppression, and engineered heating system.
- Demolish Quonset hut and barns, replace with four bay vehicle storage.
- Hire heavy equipment mechanic.
- Review Dude Solutions for all possible Public Works applications.
- Establish waste oil management plan.
- Develop fleet maintenance plan.
- Develop vehicle and equipment replacement schedule within Dude Solutions.

DIVISION: City Landfill

#### Current Condition:

- Friends of the Landfill Committee is a great asset to the City.

- All gates are past their usable life, resulting in poor security.
- Landfill office has no communications; i.e. telephone and internet. This results in inefficiencies in processing customers, payment options are limited to cash or check due to no internet.
- Landfill lacks proper signage making it confusing for customers as to where and how to separate and dispose of waste.
- Swap loader and trailer not working, in need of replacement.
- Landfill shop fire resulted in loss of facility, tools, equipment and infrastructure to operate the Incinerator.
- Bobcat, pickup and tools lost in the fire, need to be replaced.
- Incinerator moat in need of maintenance as it has a water leak.
- Water supply well in place, no power due to shop fire.
- Transfer station containment fence in good shape.
- Transfer station bear fence established and working well.
- Wood collection area is overflowing and burn box system is laborious and ineffective.
- Active cell, cell #3 is in use and partially covered
- Cell #3, (active cell) bear fencing is working well.
- Ash cell is full and partially capped.
- Cells 1 and 2 are completed.
- Fish waste disposal area is working well.
- Bulbs and electronics recycling disposal funded by Curyung Tribal Council.
- Paint disposal accumulating with no solution for disposal at this time.
- Inert material cell overflowing. And in need of metal recycling plan.
- New Monitoring Wells required by ADEC working well and up to date on testing.
- Loader past useful life, needs to be replaced.
- Plastic bags are difficult to contain, causing widespread distribution of bags.
- Overgrowth along roadside need to be cut back.

Tasks in Progress:

- Developing replacement plan for shop, all equipment, tools and alternate water supply lost in fire.
- Signage being designed to inform customers of separate disposal areas and landfill restrictions and direction.
- Developing a plan to get incinerator up and running. This to include a dedicated installed water system. (requires operational bobcat, and swap truck)
- Purchase bobcat.
- Purchase work truck.

Tasks Completed:

- Hired Landfill Supervisor.
- Landfill Office Attendant position filled.

- Monitoring wells quarterly samples completed.
- Yearly electronics removal finished
- Landfill shop cleaned of all fire debris and burned out vehicles
- Road built to designated tire disposal area built and in use.

Recommended Improvements:

- RFP for scrap metal recycler to come to City Landfill.
- Develop alternate plan for wood pile.
- Develop plan to address containment of windblown trash.
- Cut back road side brush and alders.
- Replace loader, swap truck, and pickup.

DIVISION: Waste Water

Current Condition:

- Phase 1 & 2 lagoon upgrades completed.
- Phase 3 upgrades need to be completed.
- Aeration system inadequate to meet permit requirements.
- Sewage lagoon threatened by erosion from Snag Point, North, towards the lagoon and beyond.
- Downtown streets rehabilitation project has helped with locating appurtenances, mains, storm sewers, connections, etc.
- Operator's certifications in progress. CEU's ongoing.
- Maintenance program established and working well.
- No pickup truck available for this department.
- Pump truck, jet machine, and vacuum in working order.
- Cell#1, the influent cell, is in need of desludging due to poor aeration
- Cell #2, the effluent cell, is in good shape and doing its job.
- Containment fence in need of repair or replacement.
- Weir's are inadequate for the amount of waste produced, especially during peak summer months
- Pump house for aeration system in need of minor repairs such as roof repair, boiler maintenance and lighting upgrades

Tasks in progress

- Phase 3 of lagoon rehabilitation in works
- Ongoing CEU's by all waste water employees
- Property containment fence repair as allowed
- Vegetation removal from active cells and also drain ditches in process
- Alder removal from around lagoon to help with natural aeration of cells.

- Upgrades to road into and around lagoons repair.

#### Tasks completed

- Phase 1 & 2 lagoon upgrades completed.
- Ground water drainage improvements complete
- GEO tube removal and disposal in landfill designated septage disposal area.
- Two 9000 gallon septage receiving tanks used in dewatering of septage removed from lagoon active work area.

#### Recommended improvement projects

- Remove, repair or replace ALL fencing around lagoon, safety issue
- Replace gates at entrance to lagoon and at exit to bluff
- Weir improvement and replacement, possibly add to Phase 3 of lagoon upgrades.
- Replace PH and DO probes in effluent Weir
- Improve road into and around lagoon , safety issue

DIVISION: Water

#### Current Condition:

- New Treatment Plant working well. And in very good condition,
- City wells all producing at sufficient rates, and in good shape.
- Well pumps fairly new, and in good condition.
- Remote monitoring system working for two wells. One needing maintenance.
- Water plant backup generator works but is in need of replacement.
- Courthouse well Has communication system issue and is need of trouble shooting and repair
- Park Well operable, in need of Air Conditioner replacement.
- High school well in good shape.
- Maintenance program for distribution system known and working well, needs to be documented and shared.
- No pickup truck available for this department.

#### Tasks in Progress:

- Operator's certifications in progress. CEU's ongoing
- Interior water pipes being cleaned of surface rust and painted
- Troubleshooting of Park well communication system.

#### Tasks Completed:

- High school well excavated and repaired for leak that appeared this spring

- Backup for Downtown streets project and drain system upgrades. Many call outs.

Recommended Improvement Projects:

- Complete Phase 3 water sewer upgrades.
- Sewage Lagoon pump building door needs replacement
- Building in need of dehumidifier system to help control any rust build up on mechanical and piping systems.
- Chemical additive system is antiquated and in need of upgrade to modern system.

DIVISION: Streets

Current Condition:

- Lack of adequate and operable heavy equipment, i.e. graders, dump trucks, and loaders, result in poor customer service, and inability to perform and/or complete day to day jobs.
- Lack of trained operators result in equipment damage, and delays in service, and slow progress.
- Lack of experienced heavy equipment mechanic results in delays, and extra costs.
- Road side overgrowth creates a safety issue and needs to be addressed.
- Gravel roads deteriorating, and in poor conditions. Need assessment plan completed. This to include damaged and undersized culverts; damaged and inadequate road signs, and foliage removal.
- Lack of water truck dedicated to dust control results in delays of dust control while waiting for rain.
- Lack of dust control due to lack of equipment results in health and safety issues.
- Grader needs repairs, transmission is timed out and needs to be replaced, and motor is suspect. Cat recommends motor be replaced at same time due to high hours.
- Streets loader is inoperable. Results in harbor loader being used at the landfill, for streets, as well as in the harbor. This puts extra stress on equipment, and wasted man hours.
- One operable dump truck, second dump truck (1970's) in the mayor's sale. Two needed to adequately perform job requirements

Tasks in Progress:

- Heavy equipment maintenance, including graders, dump truck, loader and sander.
- Winter preparation; mixing sand for roads, purchasing grader blades, chains for graders and dump trucks.
- Roadside overgrowth removal started with hand tools. Purchase of bush hog will expedite this task.

Tasks Completed:

- The streets department moved an unprecedented amount of snow this year. Snow was moved to the best of our abilities.
- Gravel road grading is time consuming and can only be done when the moisture content is in a certain range.
- The Streets department helps with the Water/ Waste water department such as the water well leak at the high school.
- The streets department built a road to a designated tire dump at the landfill
- Helped with transition of supervisors at the landfill by filling in and covering hours
- Helped move cover material to active cell
- Cleaned up and moved items at the inert materials cell
- Cleared brush on landfill road with d5 cat

Recommended Improvement Projects:

- Finalize road assessment plan (GRAP).
- Acquire training for operators.
- Hire heavy equipment mechanic.
- Develop dust control plan.
- Purchase water truck.



Downtown Fire Station  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Exterior Exit Staircase and Landing	yes	The metal staircase is pulling loose from building at top landing. It is missing a section of handrailing at bottom. The landing steps at bottom are too tall and dangerous.	\$5,000
	Fire Station north entry landing	yes	The existing landing step is too tall and the landing is higher than the entrance door threshold. This should be replaced with a shorter landing.	\$1,000
	Interior Staircase	yes	Stair risers vary from 9" to 6-1/2". Head clearance is 6' at mid point and minimum requirement is 6'-8".	\$3,000
	Emergency Lights and Exit Signs	yes	Only on unit works in the Fire Department Office, The upstairs units do not work. There are no signs or lights in the garage or lower entry areas.	\$1,500
	Smoke Detectors	yes	None could be found in the building.	\$500
	Carbon Monoxide Detectors	yes	None could be found in the building.	\$300
	Exit Doors and Panic Bars	yes	All doors are in bad shape and there are no panic bars for the interior staircase exit doors on the ground level.	\$20,000
	Boiler Room and Chimney	yes	Due to the small size of the room it is most difficult to work on anything. The chimney is too close to the wall. There is not sufficient room in front of the boiler for maintenance work. This boiler is very dirty inside. It is not energy efficient.	\$10,000
	Siding		The stucco siding is cracked all over and falling off in places. We should install new vertical metal siding.	\$120,000
	Foundation		The building appears to be settling and causing stress on the rest of the building. It sets in a swamp and I don't know what to do about it.	?
	Garage Door Weatherstripping		All three doors need new weatherstripping.	\$500

Downtown Fire Station  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Exterior Lighting		No exterior light at lower east exit. Light not working over door under the exterior staircase landing on the Northwest corner of building. We should be installing LED lights.	\$600
	Interior Lighting		Throughout the building there are flourescent T-12 bulds not working. We should replace all fixtures with LED lights.	\$9,000
	Heating Loops		Upstairs bathrooms are currently not hooked up. Throughout the building the baseboard covers are falling off and the fin tubes are full of lint and dirt.	\$1,000
	East Entryway		This entryway moves with the seasons and has some water issues. The meter base is inside and the main shut-off breakers are not secured. There is no light inside or outside the entryway.	?
	Roof Facia Board		The south side is showing signs of rot and peeling. There is a piece of soffit trim hanging. Without a closer look with ladder it is hard to determine extent of damage. This will most likely be addressed with the siding.	?
	Soffit Over Garage Doors		The facia is starting to come apart and there are signs of rotting. This will be addressed with the siding.	?
	Garage Area Floor		The concrete floor is very uneven in areas, cracking, and starting to break apart.	?
	Driveway		The area in front of the south garage door is failing and sinking.	?
	FRP Paneling		The wainscoat in the garage is starting to peel off wall. I secured a section during my assessment of the building. The settling of the footings and walls are causing the bottom of the FRP panels to buckle.	\$600
	Upstairs is condemed			
	Extior is in poor condition			
	Recommend demolition			

Senior Center  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Crawl Space Water Control	yes	Need to finish sump pump installations, seal ground with visqueen, and seal the rim joists.	\$4,000
	Crawl Space Humidity Control	yes	Need to install exhaust fans controlled by humidistat to prevent mold and to help control moisture in building.	\$2,000
	Bathroom Fan Ducting	yes	The existing ducting blows into crawlspace and should be directed outside.	\$400
	Gutters		The existing gutters are wooden and have failed. They need to be changed and the downspouts positioned to direct water away from the building.	\$4,000
	Drainage around Building		The main entrance area driveway is higher than the floor in the building. Water is driven towards the building causing water in the crawl area. Either a curb should be installed or the driveway cut down. Some sort of french drain should be considered.	?
	Belly Band around Bottom of Siding		The belly band is rotten and broken in many areas. This protects the bottom of the walls and the subflooring.	\$1,000
	Solarium Windows, Walls, & Floor		The windows are uninsulated double pane and one is broken and boarded up. These windows are very energy inefficient. The siding on the outside is in bad shape. The floor under a section of the wall is rotting. There are no gutters on the roof which has a very small overhang causing the water to run on the windows and walls. There are missing pieces of top closure strips under the wall to roof flashing.	\$20,000
	Main Entrance Double Door.	yes	This door is in very bad shape. It does not have the required panic hardware. This door locks itself at times.	\$5,000
	Main Entry Exterior Wall		This wall was added to enclose the original entry area. There is no flashing over the wall which allows water to run into the wall cavity. This needs to be fixed to prevent damage.	\$600

Senior Center  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Kitchen,Hallway,Apartment Exterior Doors		These doors and jambs are in bad shape and should be replaced.	\$6,000
	Apartment Windows		6 casement 2'-4"x 4' and 2 fixed 4'x 4' windows on the east and north walls are metal clad on exterior and wood on the interior. These windows are 33 years old and should be changed out due to air leakage and hardware problems.	\$12,000
	Main Center Area Windows		There are several windows that have hardware problems and the insulated glass has failed. These windows are also 33 years old and upgrading them would be a good idea, although the payback for these may not justify the cost. If the apartment windows are changed out we can use some parts off them to rebuild the hardware on the other windows. The insulated glass can be replaced, but on the wood frames it can be costly for the labor.	\$12,000
	Attic Catwalks		The insulation in the attic has been moved for different reasons over the years and trampled down in pathways used for access. A catwalk would make future work more easily accessible, cut down labor costs on upgrades,help prevent damaging ceilings, preserve insulation, and reduce injury risks.	\$2,000
	Attic Insulation Upgrade and Air Sealing		There are ceiling penetrations that need to be sealed. After all the insulation that is in the attic is repositioned a layer of blown fiberglass should be installed to bring the attic up to an R-60. This would reduce heating costs. The access panels need weatherstripping. There is insulation blocking some of the eave vents. These need to be cleared. Another note is the attic ventilation is much less than code requirements. Some venting towards the top of the roof should be considered.	\$13,000
	Heating System	yes	The new boiler installed under an Energy Efficiency Upgrade Grant was not completed and other issues were never addressed. There are leaking pipes improper wiring, chimney dripping, energy saving control modules not installed, pressure guage not working, low water sensor not installed, high limit cut-off not installed, boiler drip pan front cut out, and the glycol temp rating is to high.	\$5,000

Senior Center  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Roof Vegetation		A removal of moss on the roof has been attempted the last two summers. During the process the workers were either pulled off to assist with other projects or lost interest. There is still about 25 percent with large moss chunks and the rest of the roof needs to be pressure washed again. Then a rejuvenator coating can be put on the shakes. If this is not completed in the near future we will be forced to replace the roof covering.	\$4,000
	Kitchen Range Exhaust Unit	yes	The fire extinguisher system is not hooked up. Al Knittel was contacted and will be doing this work.	\$600
	Electrical Outlets in Dining Area		The existing outlet circuits are not able to handle the food server, coffee makers, and equipment used in this area. Al Knittel was contacted and will be installing additional circuits.	\$1,000
	Exterior Faucets		The faucet on the north side leaks water inside when turned on and is not secured to wall. The faucet on the south side has to be turned on with a wrench.	\$300
	Abandoned Exhaust Fan Opening		The opening needs to be insulated and sealed properly. This was for an exhaust fan that was disconnected some time in the past.	\$200
	Fresh Air Ventilation		There is no controlled fresh air to the building and it gets hot and humid at times. There is a large air supply unit in the boiler room that is manually turned on when the large range hood exhaust fan is being used. Note: This item is listed because there have been concerns expressed about the ventilation systems current operation procedures. An exhaust fan in the solarium would help control the humidity that is always present due to the large amount of potted plants.	?
	Garage Maintenance		Roof needs cleaning and preservative. Doors need weatherstripping. I have not looked into much of this building.	

City Hall  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Heating Loop Remodel	yes	The existing heating loops have not worked properly since the mid 1980's. This causes much discomfort to employees and meeting attendees. The B&G crews continuously have to adjust valves and spend many hours attending to all the complaints. This project needs to be put out for design and build.	\$80,000
	HRV Air Handling System	yes	Currently there are no exhaust or supply air provisions for the building. The windows are used for fresh air which causes heat loss. This building is fairly tight and insulated. Possibly a small unit per floor would be the least costly due to the concrete structure of the building. There are supply storage rooms and extra large bathrooms that can accommodate these smaller units.	\$18,000
	Entrance Door		The entry door does not latch and swing in the strong winds. There is a large glass area on the front of the entry. By installing a wall and double door with removable mullion and 1/2 lights would save on heat costs. The new door would latch when closed and also be able to open to 6' wide if needed,	\$14,000
	Floor Covering		It was requested that new carpeting be installed. An estimate was submitted and the project is on hold.	\$30,000
	Office Painting		The paint was purchased.	?
	Siding Repairs		There are some areas of siding that need replacing.	
	Soffit Repairs		There is another area on the south side that the soffit is coming loose.	
	Gutter Replacement		The lower roof over the entry needs gutters reinstalled. The roof above the condenser unit outside needs a gutter installed.	
	Replace rubberized flooring		Flooring is old and needs replacing	
	Men's and women's bathrooms need		Bathrooms are old, unattractive, needs and update	

City Hall  
Projected Upgrades

remodeling			
Permanent drop box		Temporary drop box needs to be updated with a permanent drop box	
Siding replaced where damaged		Where damaged siding needs to be replaced	
Street side of building's siding needs to be cleaned and repaired		Looks awful and is covered with a thick layer of dust and where damaged needs to be repaired	
Roof inspection		Building is old, roof needs to be inspected to find out what work needs to be done on it	
Council chambers paneling replaced		Panels are old, need to be replaced	
Janiors sink and faucet parts need to be replaced		Faucet is leaking and sprays when used, washclothes cover the connections that spray when the water is turned on. Sink is old, decrepit	
Building needs a permanent fire escape		Third floor of city hall has a temporary fire escape ladder for use in case of a fire, but something permanent needs to be installed	
Buildings interior needs to be painted		The entry way and stairwell were painted summer of 21, the project wasn't completely finished and there are portions that didn't get painted; entire building needs a new coat of paint for visual consistency	
Lighting upgrades building wide		Lights are old and need to be replaced with LEDS	
Window sills on the second landing repaired		Sills paint is chipping and sections need repairing	
New carpet building wide		Carpets are old and need to be replaced	

Police Station  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Install New Boiler Chimneys		The new boilers were exhausted into the old existing chimneys. The north chimney is old and oversized for what is needed causing backdrafting and soot problems. The south chimney drip condensate and the damper is broken. The new efficient boilers came with thru the wall exhaust systems that are store in the Quonset Hut. They were not installed.	
	Resolve Heating Control Issues	yes	Finish researching the complete heating disbursement system, fix the problems, and document all information. There was very little information documented and is very difficult for any person to understand and work on. There have been many problems recognized and taken care of the last few months. There are still unknowns that are being researched. Note: The recent boiler upgrades only took place in the boiler room and we are still experiencing problems with the new installations.	
	Cooling System	yes	The cooling system for air handler #1 is not working. It is the system that provides both heating or cooling for the jail cells. The jail cells were constantly being heated by the hot pipes under the concrete floor and the cell temps were in the mid 80's. Without the cooling unit on air handler #1 working there is no way to cool the cells down.	
	Exterior Doors		The doors and hardware are in need of repairs and new weatherstripping is needed on all doors.	
	Entry Porches	yes	The entry porch off the west office is heaved so much that the door sticks when opened. It also caused a walking problem. The entry porch off the west hallway is also heaving. The front concrete landing is starting to break apart in front of the outside staircase. This slab does have heating loops installed and may break. If this should happen we will loose all the glyco in the system.	
	Exterior Retaining Walls		These have all heaved and will continue with each freeze thaw cycle.	



Police Station  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Exterior Lights		These lights should be changed to LED.	
	Interior Lights		1/3 of the lights have been changed to T-8 bulbs. The rest of the building needs to be converted and the materials are at the Quonset Hut.	
	Drunk Tank Walls	yes	The FRP Panels have been ripped off three different times in the last year. A quote for plywood and paint was submitted for repairing the cell.	
	Mens Shower		Last winter a temporary fix of the shower valve was done. The valve is no longer available as we could find. The next step is to locate a similar valve and install it.	
	Interior Door Hardware		There are locksets and handles missing on some of the doors. There are no replacement parts in Dillingham and these locksets are expensive. Question is? Where are the parts?	
	Jail Cell Windows	yes	The windows have been broken and replaced with plexiglass. New glass was ordered and received last year. They came the wrong sizes. Also they were not security windows. A security window for the cell areas cost \$2000 each not including freight.	
	Air Supply Ducting		In the multi function room above the cell areas run the ducting and heating lines. Some of the ducting is mounted on the floor and has been walked on and crushed. The grills on the ceiling below are now pushed down. This area was originally a utility corridor and has been converted to storage space, a weight room area, and another bathroom. There is a lot of stuff piled around which makes it harder to work in the area.	
	Roof inspected		Roof is old and should be inspected for work that needs to be done on it	
	Gas tank cleaned and painted		Gas tank is old paint is chipped or missing in large chunks	
	Siding replaced		Siding is old, dented, needs to be repalced - the building needs a facelift	

Lake Road Fire Station  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Oxygen Tank Area Remodel		The area for the tanks has a heating loop that needs to be moved.	
	Lighting Upgrade		There are many overhead lights not working. They are the old T-12 4' flourescent tubes. We should either change to T-5 or LED.	
	Water Supply Box on Exterior		This boxed in are was added when a new well was installed. It does not have an access to the inside and there is a heat lamp that keeps it from freezing. This needs to be changed for easier access and less cost for keeping pipe from freezing.	
	Underground Fuel Tank Removal		There is an abandoned underground fuel tank that has 7" of liquid in it. We should remove the liquid and tank before it rusts out and creates a bigger problem.	
	Septic System Testing		Last spring the leach field was full of water. The septic system backed up and had to be pumped out. It would be good to have some tests done on the leach field to determine the next course of action to prevent further backups.	
	Garage Door Weather Sealing		The side of the garage doors have been run into and the weaterstripping is all in bad shape. The doors are loose and need to be adjusted before new weatherstripping is installed. There are a couple wood jamb pieces that need changing.	
	Exterior Door Weatherstripping		All exterior doors need weatherstripping.	
	Exterior painting		Building's paint is old chipping, needs to be power washed and re-painted	
	Siding replaced		Siding is old and needs to be replaced	
	Clean up yard		Yard is littered with an old, busted up atco unit, storage containers, an old fire truck; yard needs to be organized and cleaned up.	
	Deck powerwashed and painted		Deck is dusty and dirty needs to be cleaned and painted	

Lake Road Fire Station  
Projected Upgrades

	Fuel tank painted		Paint on the fuel tank is chipped and needs a new coat of paint	
	Upgrade bathrooms		Bathrooms are old, need new fixtures - needs an upgrade	
	Carpet upstairs needs to be replaced		Carpet is old and needs to be replaced	
	New countertops upstairs		Countertops are old and need to be replaced	
	Roof inspected		Roof is old, needs to be inspected to find out what kind of work needs to be done on it	
	Siding repaired where needed		Siding is old and certain sections need to be repaired, particularly where the siding is falling off	
	Floor repaired		Concrete floor in the engine bay, is chipped, worn, battered, needs to be repaired	
	New office desk		Desk is old, seen better days, needs to be replaced	
	New front door/ front door replaced		Door and keypad lock are old and need to be replaced	
	Garage door being repalced			

Library  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Siding		The existing siding on the South and West sides are cracked and not repairable. The North and East sides are in a little better condition but will be up for replacing in a couple years. There will also be window and door change outs that will disrupt some of the existing siding . The wood siding is very dry and brittle. It is hard to remove without damage.	
	Note: There is ongoing work being done on the library though a State Grant. The scope of work is listed on a separate spreadsheet.			
	Decks need cleaning and painting		Decks are old, need a facelift	
	Outer front door replaced		Old and needs to be replaced	
	Offices completed, trim and dry wall		Trim and dry wall need to be finished	
	Sidewalk fair			
	Bike rack painted		Bike rack needs a coat of paint	
	Linoleum replaced		Linoleum is old and needs to be replaced	
	Carpet is fair			
	Upgrade lighting		Lighting is old and needs to be replaced and updated with LED	
	Bathrooms remodeled		Bathrooms are old and need a facelife	
	<b>Museum</b>			
	Carpet is in good shape			
	Ceiling in entranceway patched and retaped with dry wall		Entranceway's ceiling needs some work done	
	Needs a good cleaning and a way to		Dusty and it's a obvious that it doesn't get a lot of attention	

Library  
Projected Upgrades

	maintain			
	Fresh coat of paint		Museum needs a facelift	

Dock Main Office  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Fuel tank painted		Fuel tank paint has chipped is old, needs to be painted	
	Interior lighting upgrades		Interior lights are old, replace with LED	
	New windows		Windows are old need to be repalced	
	New roll up doors x 2		Doors are old and have been abused over the years, fork lift used to open damaging the bottom, need to be repalced	
	Bathroom remodeled		Bathroom is old, needs new fixtures, appliances, etc.	
	Concrete in entrance and warehouse		Entrance and warehouse floors are dirt should be concrete	
	Replace the lights in the warehouse and add lights where needed		Warehouse is poorly lit, and the lights that are there are old and need to be replaced	
	New floors in the dock office		Floors are old and beat up, need to be replaced	
	Front door replaced		Door doesn't close property, making it unsecure in the winter months	
	Minor exterior repairs		For the most part the buildings exterior is fine, but there are some repairs to be done	

Dock Old Office  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	IF the city decides to keep this building:			
	Paint the exterior		Unpainted building	
	New roof and windows		Old roof and windows, need to be replaced.	
	General condition: poor			

Harbor Office  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	A new boiler was requested.		The existing boiler is sooted up and the aquastat is laying on the floor. The boiler room was sooted up from previous problems. Note: This building is small and a small heater with an on demand water heater would be sufficient. The existing boiler has to stay hot at all times keep the domestic water hot which is not used much. Changing the boiler would reduce heating oil costs.	
	Energy Audit of building.		A simple energy audit would most likely recommend upgrading the crawl area insulation.	
	Garage Door replace		Door is old and needs to be repalced	
	New front door and entrance needs to be replaced		Door is old as is entrence, both need to be replaced	
	Finish office		Office needs doors and to be completed	
	Repair fencing		Fencing is falling off posts, just hanging there, needs to be repalced	



Harbor Bath House  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Replace Broken Urinal, needs to be replaced <i>again</i> (2021)		The existing urinal in the mens bathroom was broken last summer. A quote and PO Request was made and given to Jean.	
	Pressure Relief Valve Replacement		The boiler pressure reliever valve leaks into the glycol day tank causing the boiler pressure to drop and then needs to be charged up again.	
	Outside Fountain Repair		The outside fountain does not work due to freezing up a year ago. New parts were ordered, but one more part is needed for the button control.	
	Shower Valve Escutcheons need sealing		When the shower valves were installed or replaced they were not installed properly. This prevents the escutcheons from sealing properly and allows water to drip behind the walls.	
	Both shower rooms need painting & maintenance on air handling system		Floors and walls need to be painted, a nice face lift Basic maintenance hasn't happened in quite some time, based on the dust.	
	Men's bathroom needs the countertop replaced, lights upgraded		Countertop is old, needs to be updated, lights are also old replace with LEDs	
	Women's bathroom needs the soap dispenser replaced, the toilets need to be reset		Soap dispenser doesn't work, small bars of soap are on the sink for use, toilets aren't flush with the wall	

Animal Shelter  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Window Cauling		The windows leak water around the flashing and were previously caulked in the wrong areas above the drip area. The old caulk needs to be removed and a butyl caulk applied. We recaulked the large south window in the Guard section and that worked well.	
	Door Weather Stripping		All the exterior doors leak air and new stripping should be installed.	
	Chain Link Fencing Repairs		The east chain link fencing was rebuilt in the fall of 2013. The north side is falling down and was temporarily hung a couple years ago. Some of the fencing is damaged and posts bent.	
	Note: This building is very inefficiently insulated and there have been freezing issues over the years.			
	New garage door		Door is old and needs to be replaced	
	Install an arctic entry		There isn't an arctic entry way and the building needs one	

Potato House  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Chimney Leak Repair		Water leaks around chimney and is dripping on the boiler. The high temp flashing on the roof needs to be checked and sealed.	
	Fuel Line Change Out		The boiler fuel lines sucks air and has to be primed every so often. The line was built with a lot of fittings and should be changed to a solid line.	

City Shop  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Air Sealing Thermal Boundary		There are numerous holes in the vapor barrier on the walls and ceilings. There are also other penetrations that are not sealed properly such as around the chimney, exhaust and intake fans in the boiler room, around the fuel oil intake lines, weatherstripping around garage doors and entry doors. This large amount of air leakage damages existing insulation and creates a great heat loss.	
	Exterior Door Weatherstripping		All the exterior doors and the office to the shop need sealing. This would save heat and help keep fumes out of the offices.	
	HRV Ventilation System Upgrade	yes	There is a heat recovery ventilator mounted above the upstairs landing. It is currently hooked up with a supply duct of metal from the exterior and no exhaust to the exterior. This system requires insulated ducting on both to the exterior. The supply ducts for the offices are installed but the exhaust ducts from the rooms are not hooked up and only exhaust from the attic space above the offices. With all the fumes from the shop this would help with keeping the air cleaner in the upper offices. The upstairs offices windows are kept open a lot of the time due to heat issues.	
	Lighting Upgrade		The offices lights have not been converted and some of the units are not working. They are very dirty and the lighting is poor. We need to install either new ballasts and bulbs or get LED fixtures. This would help with reducing electrical costs. This includes both floor offices. The shop has been change to T-5 bulbs and is quite nice. The exterior overhead lights above the garage door were changed recently but do not operate correctly.	
	Exhaust System for Large Equipment	yes	An exhaust system for the large system was requested to be installed. This would allow proper exhaust removal while working on the big equipment. All the exhaust in the building effects all working in the building. Brian has the parts and specs for this.	
	Raise #1 Heating Oil Fuel Tank		This tank is low the ground in the waste oil containment area. There is no way to drain water from the tank and has to be thawed with a heat gun when it freezes in the winter. The tank should be raised at least to the top of the containment walls.	

City Shop  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Install Gutters		The water drips on the exterior outlets and creates icing on the boxes and chords. The water also creates ice in front of the overhead doors. The heating loop in the outside slab in front of the garage doors leaks and to repair it would be to remove the concrete and install a new slab with new heating lines. Gutters would help with some of the problems.	
	Waste Oil Containment Shelter		The waste oil containment fills with water in the summer and has to be pumped out periodically. In the winter ice build up and the pipes and valves that come out of the bottom of the tanks have to be chipped out. This could be a disaster if one of these lines break. This has been a known on going concern for a long time.	
	Replace garage doors and all doors		Doors are old and need to be replaced	
	Exterior lightning need to be upgraded		Upgrade lights to LED, to save money and give a longer life	
	Signage		The Public Works sign on the side of the building has been reduced to a block of wood, needs to be replaced	

Quonset Hut  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Set Fuel Tank On Stand	yes	The fuel tank is setting on the ground at an angle that holds water at one end. It is impossible to drain the water out of the tank and the line freezes at times. There is no firematic shutoff valve on the outside. There is heat tape on the line to thaw it which is also a fire hazard. The tank will rust out if it is not raised off the ground. The tank hold 1000 gallons and is full. We need to put this on a stand at least 2' above ground.	
	Prep and paint exterior		The exterior of the building is all corrugated metal. The painting was started over a year or two ago. Either they ran out of paint or time. There are some buckets of the paint stored in the Quonset Hut. The paint needs to be inventoried to see if there is enough to finish the job. Approximately 2/3 of the building has 1 coat and 1/2 of the building has a second coat. There are rusted places that need to be cleaned. The east gable end has wiring and wood hanging on the wall that needs to be removed. There is a double glass door on the second floor that needs to be removed, opening framed in, and insulated. Some of the metal laps need to be secured with screws. The walls were backfilled around the perimeter with gravel and are starting to rust. The gravel should be removed, the metal primed and painted, and a layer of foam against the building before it is backfilled.	
	Overhead Door		This door has been run into and needs some adjusting. The foam in the center of the door is missing due to exhaust heat from equipment. The weatherstripping is in very bad shape.	
	Move water line to prevent freezing.		The water line runs from the pressure tank to the floor and along the base of the exterior wall. The line has been wrapped with foam and heat tape to prevent freezing. Then fiberglass insulation was layed over the line. By doing so the cold from the lower corner on the exterior would freeze the line. The line needs to be directed up at the pressure tank and run along the upper part of the wall area. There is also a valve on this system that not work properly and causes water to leak on the floor.	
	Upgrade water supply to City Shop		The water supply line from the Quonset Hut to the City Shop runs in a shallow ditch under the driveway. If the water is not left running in the shop the line freezes. This loss of water and electricity is a cost we don't need.	

Quonset Hut  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Lighting Upgrade		The lighting in this building is old school and should be upgraded to more efficient fixtures and lights.	
	Secure interior plywood paneling properly.		The 1/4" paneling is coming loose in many places and needs to be screwed off. The seams running length way should have some wood strips installed over them to help with the sagging between the arch trusses.	
	Replace Boiler		Old, needs replacing	
	New metal siding		Siding is old and needs to be upgraded and replaced	
	Replace Doors		Doors are old and need replacing	
	Note: This building cools off quite rapidly when the heat is turned off. It is poorly insulated and has some serious air leaks.			

Red Barn  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Secure plywood siding and paint		The plywood siding is coming loose around the outside of the building. The horizontal seams need backing and the siding renailed. There are some buckets of red paint in the Quonset Hut that were to be used on the red barn. This building is used to store equipment, tires, chains, and other valuable parts.	
	Trim up gaps on buildings walls		Gaps in the walls plywood need to be closed off	



Water Treatment  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Re-install Entry Door		The metal jamb on the hinge side is loose from the framing. It needs to be re-anchored for the door to work properly.	
	2021 - Jean Barrett will go over			

Sewer Treatment  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Abandoned chimney removal		There is an abandoned chimney that need to be removed and sealed up.	
	Gate Replaced		Falling apart, useless for securing the grounds	
	Fix fencing		Falling apart, not adhering to posts, useless for securing the grounds	
	Building scrapped and re-painted		Paint is chipping, falling off, needs to be updated	
	Exterior door replaced		Useless for securing the grounds, needs to be replaced	
	Siding repalced		Old, needs to be repalced	
	Fascia Replaced		Old, needs to be repalced	
	Fix Roofing where damaged		Damaged sections need to be replaced	
	Fuel tank painted		Much of the paint on the fuel tank has chipped off, leaving the tank bare and setting the fuel within up for evaporation losses	
	Ballards Painted		The paint is chipped and the ballard exposed	
	Lift Station Lid replaced		Old and needs to be replaced	

Territorial School  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	Foam insulation reinstalled.		There is a section of foam insulation in the middle of the basement that was removed for inspection. Also a hole in the wall above it needs to be patched.	
	Entry door on west side needs adjusting.		The door is hard to open and close.	
	Gather information to develop a plan so that the council can come to a decision on what is to be done with building.		Something needs to be done with this building.	

Landfill Office  
Projected Upgrades

Priority	Description of Project	Health &	Reason for Improvements Needed	Estimated
#		Safety		Cost
	Roof inspected		Safety reasons, make sure that it's not structurally compromised	
	Paint the fuel tank and building		The building needs a facelift and the paint on the tank is chipping	
	Permanent signage, wood		The current sign is a banner, it's faded and weather worn	
	Internet on the premises		Allow the ability to pay with a credit card	

Landfill Shop and Incinerator Building  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	LANDFILL SHOP			
	Landfill shop burned, develop a plan for finance and replace.			
	INCINERATOR BUILDING			
	Siding repaired		Missing pieces of siding, dents	
	Garage doors repaired		Old, dented, don't close all the way to the ground	
	Interior is fine			
	Install water and electric		In order to make the ash cooling tank work	

Airport Ambulance Garage  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	No assessment on this building.			
	Lease Relinquished			



Sea Wall  
Projected Upgrades

Priority	Description of Project	Health &	Reason for Improvements Needed	Estimated
#		Safety		Cost
	Old Sewer Pipe needs to be moved/removed		Pipe is exposed, in the way, needs to be moved	



Park, Softball Field and Tennis/Basketball Court  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	<b>PARK</b>			
	Fencing replaced		Fencing is falling down not attached to fence posts in some sections	
	<b>SOFTBALL FIELD</b>			
	Fencing replaced		Fencing is old, falling down, not attached to posts, needs replacing	
	Seating replaced		Benches are old, weather worn, decrepit, need to be replaced	
	Porta potties replaced or removed		Porta potties are old, no telling how many seasons they've sat there, need to be replaced or removed	
	<b>TENNIS/BASKETBALL COURT</b>			
	Paint new lines		Lines on court are weather worn and in some places non-existent	
	Basketball hoops and backboards replaced		Hoops are backboards are old, weather worn, need to be replaced	

Lift Stations  
Projected Upgrades

Priority #	Description of Project	Health & Safety	Reason for Improvements Needed	Estimated Cost
	<b>HUD Life Station</b> - in good shape			
	Needs siding work			
	Access door to pump well in need of replacement			
	Concrete on floor of well room in need of repair			
	<b>Dock Lift Station</b> - in excellent shape			
	Need a redesigned catch basket			
	Generator is inoperable due to safety switch fault. New switch ordered.			
	Bollards needed on uphill side for protection from machinery and vehicles			
	<b>Harbor Lift Station</b> - only open air lift station			
	Needs to have a structure built around the manhole as it is our only open list station			
	<b>Smalls Lift Station</b> - in good shape			
	Landscaping needed for ground water drainage control			
	Doorknob is in need of repair			
	<b>Tennyson Lift Station</b> - in good shape			
	Grading needed in front to redirect snow and rain runoff			
	Additional gravel needed on side and back of pad (safety issue)			
	Trees need trimming for snow removal and access			
	<b>Tubs Lift Station</b> - in good shape			
	Grading and additional gravel needed in front of door an access to control panel (safety issue)			
	<b>Airport Lift Station</b> - in good shape			
	Grading in front of building for drainage (state property)			
	<b>Waste water aeration building</b> - in good shape			
	In need of roof repair on two corners			
	Two aeration pumps need replacing			

## Library

Mission: The Dillingham Public Library is to serve as a source of information for the community by providing a variety of materials and opportunities for independent learning for all people. It strives to meet the diverse and constantly changing information needs of patrons. According to the city ordinance, the Dillingham Public Library shall provide community library services to the residents of Dillingham and may apply for and receive grants and donations for such purpose.

The 30 hours-a-week part-time Librarian oversees a staff of one part-time Assistant Librarian working 30 hours-a-week and two part-time Library Aides/Clerk each working 14 hours-a-week. Two BBEDC positions are requested each year to help during the busy summer season, each working 20 hours-a-week (a Seasonal Assistant Librarian and a Youth Intern Library Aide).

The library facility is adjacent to the Sam Fox Museum; therefore, the museum is accessible 25 hours a week when the library is open to the public. The library has a collection of books, materials, and audio visuals for all ages and interest, including a vast Alaska reference section located in the museum. Programming includes children's services such a weekly Story Time, an annual Summer Reading Program, and class access to students and staff by way of our Consortium Library Agreement with the Dillingham City School District and the UAF – Bristol Bay Campus. Internet access is provided to the public through 10 patron computers along with free WiFi available inside and outside the building. Three AWE learning stations with children's programming are available without internet connection.

The library has two boards; the Library Advisory Board consisting of seven members and the Friends of the Library Board and its members. The LAB meets quarterly with occasional workshops updating the policies for the library. The FOL have met monthly organizing events for the community and fundraisers including used book sales to aide in the purchase of new books and other needed materials for the library. The librarian applies for various grants annually such as the PLA, IMLS, OWL & e-rate, Continuing Education grants, and other state and federal grants that become available. The majority of materials and programs purchased for the library are done so with grant funding.

### Current Condition

- The library building was closed to the public from April to October, 2020. A Library Plan was put in place to protect the staff and patrons.
- Curbside service available to the patrons during the fall to circulate materials.
- Media/Book Dropbox purchased with Cares Act funds to safely facilitate the return of materials during the pandemic.
- During Winter and Spring sessions, the library and schools monitored low, medium, and high risk levels; always wearing masks, social distancing, and maintaining hand and surface sanitation.
- A Consortium Library Agreement between the City of Dillingham, the Dillingham City School District, and the UAF – Bristol Bay Campus provided a 20 hours-a-week school librarian and monetary funds totaling \$8,000.

### Tasks in Progress

- Project funded by grants to transfer DVDs/Blu-rays from cases to plastic sleeves to free up shelf

space and make materials more accessible for patrons and staff is ongoing.

- Frame in two window in the museum and library offices; clean and paint walls, install new ceiling light fixtures.
- Hire staff as positions become available; current Library Aide/Clerk becoming Assistant Librarian, current BBEDC youth intern becoming Library Aide/Clerk.
- Fill empty LAB seats appointed each school year by the Dillingham City School District and the UAF - Bristol Bay Campus.
- Fill LAB seats expiring each fall; fill empty FOL board seats.

#### Tasks Completed

- E-rate Funding of \$59,843 secured after completing USAC forms to request 90% funding for internet services; received bids from vendors, and certified forms for broadband internet service of 3 Mbps up and 3 Mbps down provided by GCI.
- OWL award to supplement remaining 10% of internet expenses (\$5,209).
- Public Library Assistant grant (PLA) of \$7,000 applied for and awarded for books and library supplies.
- Institute of Museum and Library Services grant (IMLS) of \$10,000 applied for and awarded through the Curyung Tribe for audio visuals, library supplies & materials, the Summer Reading Program, and travel for continuing education.
- Applied for an InterLibrary Cooperation (ILC) grant of \$7,077 for a Flex Farm Hydroponic Growing System with curriculum for a K-12 STEAM program.
- Applied for two BBEDC employees for the summer (Seasonal Assistant Librarian and a Youth Intern Library Aide/Clerk). Signed MOA to advertise, interview and hire Youth Intern for the Summer of 2021.
- Hired and trained three different Librarian Assistants over the course of the year.
- Librarian and Librarian Assistant's hours were each increased 10 hours-a-week to cover the loss of the School Librarian for FY22.
- Purchased AWE Platinum Online subscription for Summer Reading program participants

#### Recommended Improvements

- Library space is limited; it has been suggested to move the Sam Fox Museum to another location. Museum expenses such as heat, electricity, cleaning, maintenance, etc. are paid for from the library budget.
- New flooring throughout the library; old tile floor is crumbling and unsafe for children. A variety of carpets are covering the old floors now.
- Apply for two ARPA grants being made available to libraries due to the impact of Covid-19 on communities to cover current expenses in the FY22 Library Budget for books, supplies and other materials.
- Current internet speed is slow; search for faster broadband sources and funding.
- Train volunteers, LAB members, and FOL board/members to work in the library during staff shortages.
- Decide what to do with Friends of the Library books from former book sale events that are currently stored in the old territorial building next to city hall.

## Senior Center

### Mission:

The Dillingham Senior Citizen Center, serves healthy, hot lunches Monday through Friday and offers social activities for senior citizens, disabled residents and the community in general. In addition to its dining room, the center features an exercise room, puzzle/game room, a social area with television, DVD player and radio, and a sun room with lots of greenery. The Senior Center shuttle offers rides to the hospital, housing, post office and grocery stores. BBNA has staff on site to assist with paperwork such as social security and Medicare forms, and heating assistant applications. During the weekends and evenings, facility can be rented for various community functions.

### Current Condition:

- The Senior Center is staffed with one director, cook and driver. There is no backup or relief for any of the staff. This causes the Senior Center Director to do all paperwork, assist the cook in the kitchen, or replace her if she's out sick or on leave, clean the senior center, and act as the driver's substitute if he out sick or on leave.
- The Senior Center Cook works part time. The Director finishes cleaning the kitchen and doing prep work for the next day's meal, causing additional work for the director.
- The Senior Center Driver works part time. If he's unable to finish all of this tasks, the director finishes them for him. This causes additional work for the director.
- Within the past decade the pool of volunteers has dried up, causing the staff to work more and pick the slack once handled by the volunteer staff.
- Volunteer numbers are minimal, but there is still a core few who continue to help, like watering plants every Friday.
- The Senior Center has two full time BBNA employees working at the senior center to assist elders with paperwork, like social security, Medicaid, etc. BBNA provides rent for the two offices they occupy.
- When able, the BBNA employees assist with daily Senior Center functions, like meal prep, cleaning and lunch deliveries; it's a very good working relationship.
- Senior Center Bingo historically has been hosted by the BBNA employees, due to turn over there's question as to who hosts bingo, cancelling bingo.
- Due to the COVID pandemic and the fact that the Senior Center has been closed to the public, local health care providers haven't been able to give presentations to the seniors, which causes less social interaction and learning opportunities for seniors.
- Due to the COVID pandemic and board member's health, several of the Senior Advisory Board members have had to resign. Leaving 5 vacant seats, making the board unable to reach quorum to take action.
- The Senior Center receives grant funds under the State of Alaska's Title 3 Older Americans Act, feeding and giving rides. They also feed and give rides to community members under the Title 6 Grant, and doesn't receive credit/not reimbursed for services rendered.
- The Senior Center's front door has been broken and usable since the fall of 2019.

- During this past year, due to the COVID-19 pandemic, the Senior Center was closed to the public. In house dining and Senior Center activities were suspended, causing a lack of socialization for Elders, which can greatly affect mental and physical health.
- The Senior Center is rented out for local functions, like Christmas parties or potlucks. During a funeral potluck the main door was blown out, making that entrance unusable, the city is paying to replace that door.
- Outdoor faucet is being abused by local youth afterhours, their behavior is disorderly and wasteful.
- The outdoor faucet is dripping and the foundation under the faucet is rotting.
- The Senior Center has an attached apartment currently being rented by police officers working on a two on two off rotational work period.
- Senior Center staff and apartment tenants share the laundry facilities, causing scheduling issues and the tenant's space to be imposed upon.
- Senior Center kitchen lacks enough freezer and refrigeration space, causing food space issues and the staff to turn down donations for food.
- The Senior Center's crawl space fills with water each spring and needs to be pumped out yearly.
- The building's roof has moss growth, causing it to deteriorate and create opportunities for leaks.
- Windows and doors are old, causing screws in the door hinges to pop out and additional heating costs.
- Carpets have accumulated years of ground in grime, causing issues for elders with allergies.
- Grants, donations and fundraising are the main sources of income.
- During the winter the Senior Center snow clearance is not a priority. This causes a safety issue for elders and staff.
- Walkway between the senior center and senior apartments, built by BBAH but not maintained causing an issue collecting and clearing snow in the winter.
- The sinks Senior Center wide, kitchen, bathrooms, etc. have to run for at least two minutes to get hot water, wasting water and time waiting for it to get hot.
- Senior Center's siding is old and decrepitate, causing an eye sore and adding to the buildings deterioration.
- Most equipment and supplies are hand me downs, causing them to break easily and need to be replaced.
- The Senior Center Director has the only computer, which has confidential information on it. The computer has to be shared amongst the director, cook and driver, which causes potential for the confidential information to be compromised.

Tasks Completed:

- Continued delivering lunches to elders throughout the COVID pandemic.
- Receive Title 3 grant through the state of Alaska for meals and rides, filing quarterly reports.
- After a bed bug infestation in 2019, the Senior Center received a \$2000 grant from BBEDC for new couches.

- Contract signed with the school district to have lunches provided by the school for the Elders if the senior center cook is out or the senior center is unable to provide lunch.

Tasks in Progress:

- Making lunches for 30 plus seniors
- Delivering lunches to 8 seniors
- Giving rides to 0 Seniors, due to the COVID pandemic
- Recruiting for volunteers
- Recruiting for Senior Advisory Board Members
- Quarterly Title 3 Grant reporting
- Receiving food donations from local fish processing plants
- Preparing to resume rides for Seniors to and from the hospital for local errands
- Preparing to open the Senior Center back to the public

Recommended Improvements:

- Hire an Assistant Senior Center director and Assistant Cook.
- Extend the Cook's hours to full time.
- Extend the Driver's hours to full time.
- Recruit for more volunteers using the Senior Center Advisory Committee, city social media resources and word of mouth.
- Have a discussion with the BBNA employee's supervisor regarding whose responsibility it is to host bingo.
- Continue to recruit for Senior Advisory Board members.
- Work with BBNA to be reimbursed for the Title 6 community members who benefit from the Senior Center's assistance of meals and rides.
- Replace the front door's frame and door.
- In the Senior Center's rental agreement make the renters responsible for any damages.
- Due to the increase in vaccinations and minimal COVID case count, in house dining and senior activities will be resumed once the front door is fixed.
- Get a timer for the outdoor faucet to turn it off after hours and on the weekend.
- Move the outdoor faucet.
- Get separate laundry facilities for the Senior Center and apartment.
- Purchase walk in freezer and a larger refrigeration unit.
- Hire an engineer to review the old CIP, update and make improvements.
- Hire a professional to fix the flooding crawl space.
- Replace windows and doors where needed.
- Replace carpets with hard wood floor or laminate flooring.
- Request the Public Works put the Senior Center higher on the list for daily snow removal
- Coordinate with BBAH to either remove the walk way or request their assistance to clear the snow in the winter.

- Have a professional take a look at the boiler and update the water system.
- Replace the Senior Center's siding.
- Once the main door is replaced, the senior center will open to the public
- Discriminate hand me downs, and purchase new supplies and equipment when necessary.
- Get a separate computer for the cook and driver to share.

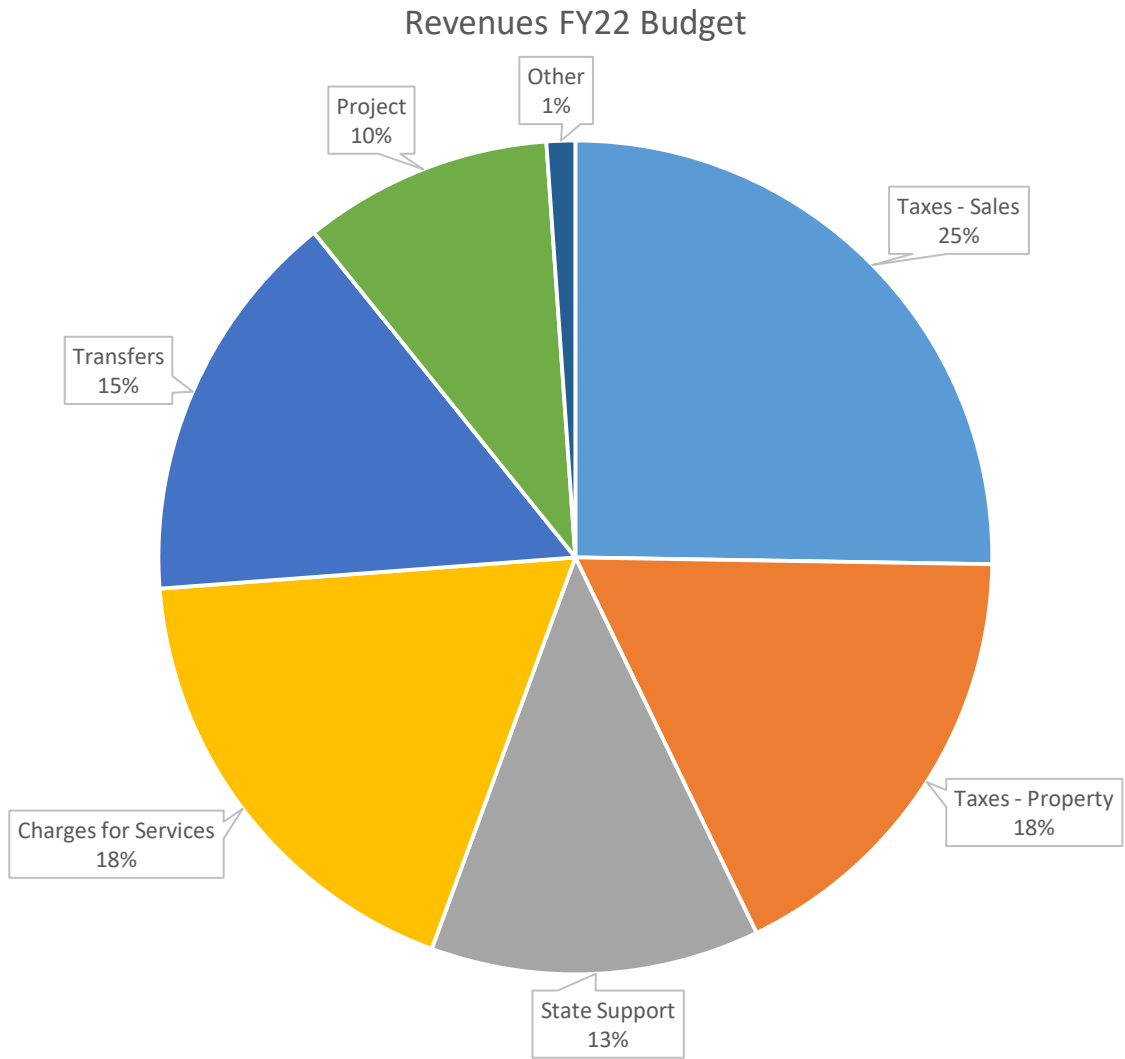


CAPITOL IMPROVEMENT PROJECTS

- New Downtown Fire Hall
- New Public Safety building
- New Landfill Shop to replace shop burned down
- Four bay warm storage for City Shop
- Remodel City Shop
- Remodel the Senior Center
- Lack of plan for the Carlson House and Territorial School creates a liability
- Assess Break water project at Harbor Entrance and report to council options for moving forward
- Work with Corps of Engineers to develop plan to address erosion at Snag Point
- Replace floats at the Harbor and install water and sewer extensions
- Work with OBI on development of plan for Wood River Boat Ramp and Sea Wall
- Develop long term plan for Bingman Property at the Boat Harbor
- Phase 3 water and sewer
- Sewer lagoon aeration project
- Lake Road Fire Hall, replace roof, replace garage doors, paint exterior

# FY22 PROJECTED BUDGET REVENUE

Revenue	FY22 (Budget)
Taxes - Sales	\$3,800,000
Taxes - Property	\$2,645,285
State Support	\$1,918,426
Charges for Services	\$2,739,349
Transfers	\$2,317,622
Project	\$1,455,523
Other	\$167,193
	\$15,043,398



# FY22 PROJECTED BUDGET EXPEDITURES

Expenditures	FY22 (Budget)
General Government	\$2,454,887
Public Safety	\$3,162,847
Public Works	\$1,742,109
Library	\$256,181
Senior Center	\$353,435
Water & Sewer	\$544,155
Landfill	\$691,546
Port	\$992,564
Debt Service	\$1,396,400
Capital Projects	\$1,806,984
Other Funds	\$1,435,339
Transfers	\$2,200,418
	\$17,036,865

Expenditures FY22 Budget

