



CITY OF UNALASKA

ANNUAL ASSESSMENT OF CITY SERVICES

Fiscal Year 2017

July 1, 2016 – June 30, 2017

September 11, 2017

Dear Mayor Kelty & Council Members:

I present to you the 16th Annual Assessment of City Services covering Fiscal Year 2017. The primary purpose of this assessment is to inform the Council and our community of the City's accomplishments over the past year.

We enjoyed another very productive year at the City of Unalaska, and this assessment documents the work performed by city staff. City employees work many hours to produce quality services within the budget provided by the City Council. We are a cohesive team that works well together and produces results.

We hope this assessment is a 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.

We plan to assess the contents of this document versus the tremendous amount of effort to produce it and decide what changes are needed to convey the information without the workload.

This construction season we are starting or continuing work on the following major projects: final portion of the Wastewater Treatment Plant; Positions 3 and 4 at the UMC; Lear Road Duplexes Kitchens; Entrance Channel Dredging Study; Landfill Cells 3 and 4 Partial Closure; Wind Energy Study; Generator Rebuild at the Powerhouse; and DPS Records Management and Communications. Once again, it will be a busy season that will provide valuable projects to the community and City.

I am proud of the work we accomplish on behalf of the City of Unalaska and the community.

David Martinson
City Manager

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CITY MANAGER

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 consists of two employees: City Manager and Administrative Coordinator.

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 fisheries legislation that has the potential to impact Unalaska.

Current Condition

- Limited Federal and State government spending affects capital projects and funding availability.
- PenAir's new SAAB 2000 aircraft have not solved the air transportation issues for the City of Unalaska.
- Leadership training needed for some supervisors.
- Lack of city-wide storage space results in increased costs and inefficient use of available space.
- Lack of adequate housing makes employee recruitment difficult for local businesses and the City.
- Public relations continue to improve with press releases, City website and social media presence (Facebook).
- Relationship between City of Unalaska and the Ounalashka Corporation continues to improve.
- UMC Position 3 and 4 replacement project underway and on schedule
- Unalaska channel dredging study continues by Corps of Engineers with a 50 percent cost sharing with the City.
- Quintillion and GCI have expressed interest in bringing High Speed Fiber Cable to Unalaska.

Tasks Completed

- Federal lobbying in Washington, D.C., for entrance channel dredging, Captain's Bay road improvement project, Coast Guard MSD to replace half their team every six months vice all at once, High Speed Internet, Wind energy way forward.
- Lobbied State Legislature for school funding, PERS/TERS, Captain's Bay Road utility

improvements, and upgrades to the Storrs Harbor.

- Attended conferences of Alaska Municipal League (AML), Southwest Alaska Municipal Conference (SWAMC).
- Compile and distribute monthly department reports to Mayor and Council.
- Council training completed and placed the Mayor, Council and Manager on the right path to transparent, successful working relationship in an effort to best support the entire community

Tasks in Progress

- Continue to pursue funding for harbor entrance channel dredging from the Federal Government.
- Continue to obtain training for Directors and Council on a yearly basis.
- Continue to improve working relationships with State and Federal agencies.
- Continue to work with Pen Air and Alaska Airlines to improve air service to Unalaska.
- Continue to work to improve relationships between City, Qawalangin Tribe and Ounalashka Corporation.
- Continue working with the University of Alaska/Fairbanks to maintain presence of University and Marine Advisory Position.
- Continue to improve fisheries catch and value information for Finance Department budget planning.
- Continue to send Mayor Frank Kelty to all North Pacific Fisheries Council meetings; Council groundfish and crab plan team meetings; and all Board of Fisheries meetings when issues before the BOF impact Unalaska.
- Continue monitoring Federal regulations and issues pertaining to Ocean Policy, Marine Spatial Planning, Catch Share Policy, ESA, MPA's and MMPA.
- Continue to monitor crab issues including crab rationalization 5-year review, snow crab rebuilding plans, annual catch limits (ACLs) for all crab species, and report to City Council on these issues.
- Continue to monitor salmon by-catch regulations in the Pollock fishery and the Snow crab allocation for Unalaska.
- Continue to monitor ESA, MMPA issues as they pertain to the Pacific Right Whale, Fur Seal and Steller Sea Lion.
- Continue work on increasing public awareness on fishery issues together with the local media.
- Continue to improve transparency through Council Meetings and the media

Recommended Improvements

- Develop Comprehensive plan and strategic plan for the City and its services.
- Develop a better understanding of various new Federal policies and issues such as Ocean Policy, Marine Spatial Planning and Catch Share regulations.
- Continue to work towards fiber optic spur for high speed Internet.

ADMINISTRATION

Mission

Our mission is to support the City of Unalaska, our employees and future employees through ensuring a safe and equitable working environment, extending training and learning opportunities for professional growth, standardizing policies, and facilitating clear and consistent processes.

The Administration Department's primary function is to ensure that the policies established by the City Council are properly implemented. Administration is responsible for establishing overall direction, coordination, management, and support for City Departments and each of their divisions. This support includes centralized human resource functions, risk management, insurance, employee training and development, labor negotiations, workplace safety, development and review of City and Departmental policies and procedures, management of the City's Community Support grant program, and management of the Housing Enterprise Fund and Employee Housing Program.

Administration is also involved in various projects at the request of the City Manager. The Assistant City Manager also assumes the duties of the City Manager when the City Manager is away from Unalaska.

Current Condition

- Increased number of employees aged 50 and older (presently 44% of the existing workforce) has the potential to impact service delivery and increase the cost of recruitment if replacements cannot be found as employees retire.
- The current makeup of the City's workforce by age is as follows:

Age 50 and Older:	44% (68 Employees)
Age 40-50:	13% (21 Employees)
Age 20-40:	32% (49 Employees)
Age 19 and Under:	11% (13 Employees)
- Limited responses by qualified applicants to some job openings results in extended vacancies.
- Centralized hiring process increases the likelihood of consistent evaluation of applicants, hiring standards, Affirmative Action Plan (AAP) compliance and reduced liability.
- Total number of open positions for FY17 was 54 positions or 29% of budgeted positions. The recruitment status for these openings are as follows:

Internal Hires:	5
External Hires:	30
Positions Open to Date:	7
Positions Unfilled/Closed:	2
- Total turnover for FY17 was 39 employees, or 21% of the 186 budgeted positions. The primary reason for turnover is relocation. Reasons for turnover, as provided by employees,

are outlined below:

Relocation:	44% (17 Employees)
End of Temporary Service:	15% (6 Employees)
Resigned/Retired:	15% (6 Employees)
Terminated:	13% (5 Employees)
Personal (Family/Medical/School):	13% (5 Employees)

- Continued education and usage of Munis HRIS program module has resulted streamlining data entry tasks and reporting requirements, as well as an opportunity to improve applicant tracking and employee recordkeeping.
- Outdated code and difficulty with the management and accessibility of citywide policies results in inconsistent practices and unclear guidance.
- Safety committee meets monthly to work together to increase collaboration organization wide, to review and address what has been submitted in safety suggestion boxes, and to reduce the duplication of efforts to promote a safe working environment that meets OSHA requirements.
- In FY17 the City had 8 work related injuries, 5 of which were OSHA recordable. These injuries included three muscle strains, one slip/fall, one cut, one minor compression/pinch wound, and two possible exposure incidences. There were half the number of injuries in FY17 (8), than there were in FY16 (16).
- Fourteen employees are on the waitlist for City-owned employee housing. The City 8-Plex and 4-Plex are fully occupied and Lear Road Duplexes has two available units, which are being reserved to help recruit for key positions.
- Challenges in locating desirable and readily available housing impacts the ability to recruit and retain qualified employees.

Tasks Completed

- With regulations regarding the ACA remaining status quo for at least the next year, Administration and Finance personnel will continue partnering to maintain accurate employee and dependent databases for all required ACA reporting. HR will continue working with our third party administrator regarding any compliance and/or reporting changes that may affect us as legislation changes.
- Negotiated a 3 year contract with the IBU for Ports employees.
- Key positions recruited for and successfully filled: PCR and Planning Directors.
- Assisted with recruitment of various other positions throughout the city either by directly participating on interview panels or by providing guidance to department directors and supervisors in the recruitment process.
- Outlined the training component of the City's Employee Development Program, consistent with Title 3.
- Developed a partnership with UAF's Professional and Workforce Development Program with annual training in Certified Public Management for Directors and their deputies. The first of such trainings was held in February of 2017.
- Completed Anti-Harassment refresher course for all employees.
- Assisted various departments with risk management questions, updated forms, waivers, and agreements to comply with the City's insurance and liability requirements.
- Scanned approximately 85% of certificates of insurance and approximately 35% of OSHA

training records into an electronic database.

- Filed and maintained Workers Compensation claims and documents.
- OSHA Annual Report completed and form 300A posted in all departments.
- Completed OSHA hearing tests as required by the OSHA Hearing Conservation Program.
- The Safety Committee, organized and led by the Risk Manager, was the recipient of the City Teamwork Award in December 2016.
- The Safety Committee authored a guidelines document which includes a mission statement, defines membership, and establishes practices and procedures.
- The Safety Committee placed safety suggestion boxes in all departments and reviewed submissions every month as well as discussed concerns that arose in departments throughout the year.
- Further streamlined the process and application material for the Community Support Grants. Council passed Resolution 2016-78 eliminating the Grant Review Committee, allowing Staff to do a preliminary review of all applications and then pass the applications to Council along with a review and other informational documents.
- Completed the insurance budget and insurance application. Application process included updating property, vehicle, and mobile equipment asset schedules for the insurance renewal, including new city properties and vehicles acquired.
- Allocated insurance premiums based on physical assets, salaries, revenues and liability potential.
- Included housing projects, namely the kitchen remodel for Lear Road Duplexes and a roof replacement for the 4-Plex, in the FY18-22 CMMP.
- With assistance from the City Manager's Office, a Notary Training Program has been developed and implemented.
- Uploaded job descriptions into PowerDMS for improved accessibility.
- Developed an awards program for quarterly, annual, and incident specific employee recognition programs to help promote long term retention of quality employees.
- Streamlined the orientation process by scheduling standard start dates for new employees.
- Lear Road Housing unit heating thermostats were upgraded to electronic programmable models to aid tenants in controlling heating costs.

Tasks in Progress

- Recruiting for various key positions, including Finance Director, Controller and Fire Chief.
- Implementing PowerDMS as a tool to better manage, review, update, disseminate, and access citywide and departmental policies.
- Developing training for supervisors and managers. Training will be provided on a regular basis in small groups to ensure that emerging employee leaders as well as newly promoted or hired directors, supervisors, and managers are fully equipped for their new and future responsibilities.
- Continuing partnership with IS Staff and Finance toward final implementation of Munis Employee Self-Serve and online application module.
- Reviewing forms, agreements, policies and procedures for each department for risk and liability issues.
- Reviewing and preparing proposed update to Title 3 of the Unalaska Code of Ordinances.
- Per Title 3 requirements, both position classification and current wage structures assigned to

those positions are being reviewed.

- Implementing a process to help manage and track certificates of insurance.
- Continue scanning and organizing remaining OSHA safety training files.
- Assisting departments with using Target Solutions training website. Continuing to work towards integrating this with PowerDMS for improved tracking and reminders.
- Coordinating the development of Job Hazard Assessments; so far we are 80% complete. These JHAs will be used to help identify training, certifications and in implementing other safety measures.
- Developing an OSHA safety training schedule and safety orientation process.
- Reviewing and updating City wide and departmental Safety and Health Plans per OSHA regulations.
- Continuing to launch MSDS Online to employees.

Recommended Improvements

- Review and update housing, risk, human resources and general Administration policies using PowerDMS.
- Refine benefits and incentives to better ensure successful recruitment and retention of qualified employees.
- Review and update job descriptions utilizing PowerDMS.
- Strengthen knowledge and usage of Munis modules within Administration, including Employee Self-Serve. This will aid in the areas of annual reporting requirements and improved applicant tracking, and has the potential to process timesheets, leave requests, evaluations and adjustments to pay.
- Establish an OSHA Safety training schedule and safety orientation process.
- Review, evaluate and update City-wide and departmental OSHA Safety and Health code and policies.
- Continue streamlining the orientation process by setting up two monthly day long orientation schedules. This will allow for a group orientation to city wide and general policies as well as an introduction to the functions and responsibilities of the various City departments and divisions. Use PowerDMS where applicable to help implement programs and processes, including employee orientation.
- Continue to explore small and relatively inexpensive improvements to city housing, such as a bike rack outside the 8-Plex; a BBQ pit/picnic area between the 4-Plex and 8-Plex buildings; landscaping around Lear Road duplexes; and energy saving improvements.
- Define housing requirements for City employees and review rules and procedure for each property so that they are uniform and consistent.
- Consider adding an Employee Assistance Program (EAP) to the employee benefits package.
- Provide OSHA training for employees serving on the Safety Committee.
- Update the local landlord contact list in consultation with the City Clerk's office.
- Enable and encourage Administration managers to obtain professional certifications in the areas of Human Resources and Risk Management.

CITY CLERK

Mission

To serve the citizens of Unalaska as accessible and responsive representatives of transparent and open government, and to facilitate and promote full participation by citizens in our local governmental process.

The City Clerk's Department, which consists of a staff of three, is a service-oriented department that provides legislative support to the Mayor and Council, administers elections, manages official records and answers public records requests, issues business licenses and taxi permits, administers property tax assessments, manages the assessment and collection of sales tax, raw seafood tax, hotel-motel room tax, and local improvement district special assessments, prepares and posts public notices, and provides phone and mail support for City Hall.

Current Condition

- Deputy Clerk continues to pursue professional development opportunities; in 2017 she completed the third year of the Northwest Clerk's Institute program.
- Monitoring business license and sales tax reporting compliance is labor intensive and time consuming and would benefit from increased automation.
- Very little progress has been made in the implementation of Tyler Content Manager.
- Inventory of city-wide records is obsolete; last inventory was conducted more than ten years ago.
- The records retention schedule is outdated.

Tasks Completed

- The sales tax exemption certificate program adopted in 2016 was successfully implemented this year.
- A revision of the sales tax exemption for new residential housing to include renovations of existing buildings to create new housing units was created and adopted.
- A \$30K business personal property tax exemption ordinance was successfully implemented.
- A revision of the sales tax code to increase the sales tax on alcohol, tobacco and marijuana from 3% to 6% was created and was adopted by the city council.
- Revisions to Title 4 were created and adopted to update municipal election procedures.
- The City Clerk participated in training with the city council.

Tasks in Progress

- Planning process has begun to accomplish a new city-wide records inventory.
- Staff is reviewing records retention schedules in preparation for a major schedule revision.
- Final draft of revision to Title 2 is nearing completion.

- Ballot measure is being prepared to present new tax on alcohol, tobacco and marijuana to voters for approval.
- Sample requests for proposal for codification services have been collected and are being reviewed in preparation for issuing an RFP.

Recommended Improvements

- Update handbooks for Directors and Council Members.
- Work with new Finance Director to facilitate implementation of Tyler Content Manager for Munis-created documents.
- Evaluate Tyler Meeting Manager software as a tool to facilitate council agenda creation and distribution.
- Work with Munis staff to implement sales tax module.
- Prepare ordinance governing Board of Equalization procedures.

FINANCE

Mission

In a spirit of excellence, integrity and dedication, the mission of the Finance Department is to provide sound and innovative financial management in the areas of financial record keeping, accounting, payroll, accounts payable, billing, budgeting, and reporting with the desire to provide outstanding customer service and conduct ourselves according to the highest professional standards.

The employees of the Finance Department work to provide excellent fiscal stewardship, accurate and timely financial reporting and efficient processing of the City's financial transactions. Functions and responsibilities of the Finance Department include the following:

- Preparing the City's Comprehensive Annual Financial Report, Annual Budget and interim financial reports;
- Directing the City's cash, investment and debt management activities;
- Procuring goods and services;
- Processing payments to vendors;
- Processing payroll and preparing payroll reports;
- Performing billing, collections and customer service for Public Utilities, Ports and other City Departments;
- Performing grant administration and reporting; and
- Performing accounting for capital projects and fixed assets.

Current Condition

- The City has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the last 11 years resulting from sound fiscal stewardship.
- Delivery of accurate and timely financial information to the City's staff and elected officials results in better management of the City.
- Staff provides efficient and accurate processing of the purchase order system and accounts payable resulting in timely payment for goods and services and few vendor complaints.
- Staff provides accounts receivable invoicing and collections that are timely and accurate, maintaining a positive cash flow resulting in few write-offs for uncollectible accounts.
- Staff is cross-trained resulting in more flexibility in scheduling and providing uninterrupted service for customers.
- Staff worked with the Ports Department to develop a formula for airport leases, thereby streamlining the process for annual lease renewals. Personnel from both departments meet annually to review leases and ensure accuracy of amounts, escalations and timeliness of leases.
- Finance related policies are continually reviewed to ascertain whether updates are needed to reflect current recommended practices.
- Long-range financial planning has been incorporated into the CMMP portion of the budget.
- The payment night-drop box is not accessible when City Hall is closed.

Tasks Completed

- Received the Certificate of Achievement for Excellence in Financial Reporting for the fiscal 2016 Comprehensive Annual Financial Report which had an unqualified opinion.
- Facilitated issuance of \$29,655,000 in revenue bonds for the Unalaska Marine Center Expansion.
- Implemented GASB 68 – Accounting for Pensions, and GASB 72 – Fair Value Measurement and Application in the fiscal 2016 CAFR.
- Reconciled and updated the Munis Capital Project module, which is now being used for all Project balance needs. This allows the departments to see expenditures and receipts as soon as transactions are posted to Munis.
- Trained all departments on use of the Project module so reports can be run independently.
- Ensured City compliance with our initial year in the new Affordable Health Care requirements by processing employee 1095C forms and successfully submitting electronic files to the IRS.

Tasks in Progress

- Continuing to improve the annual budget document to comply with GFOA recommended practices and continuing to incorporate financial sustainability sections throughout the document.
- Continuing to look for ways to expand or revamp the City's purchasing card program.
- Overhaul the Accounts Payable procedures and programs to better utilize City staff and ensure timely payment and handling of all data records and payments.
- Providing governmental accounting training to staff throughout the City.
- Working to implement the Employee Self-Serve (ESS) and Customer Self-Serve (CSS) modules in Munis.
- Working to implement paperless options using Tyler Content Management (TCM) for accounts payable, payroll, and general billing.
- With each new version of Munis and Tyler implemented, evaluate new methods and opportunities for training finance staff and other City employees.
- Working to implement Request for Check feature in Munis which will streamline accounts payable processing of local purchases and eliminate unnecessary paperwork.

Recommended Improvements

- Identify policies that need to be developed, expanded or clarified and begin to prepare drafts for review in PowerDMS.
- Continue to develop a better budget document and financial sustainability plan.
- Complete the Federal and State Financial Assistance worksheet monthly, not annually.
- Prepare for the adoption of GASB 75 – Accounting and Financial Reporting for Postemployment Benefits other than Pensions, GASB 79 – Certain External Investment Pools and Pool Participant and GASB 82 – Pension Issues – an amendment of GASB Statements 67, 68 and 73.

PARKS, CULTURE AND RECREATION

Mission

To enrich our diverse community by providing exemplary, accessible, and safe cultural, leisure, and recreation facilities and services that nurture youth development and inspire people to learn, play, and engage with our unique and welcoming environment.

The Department Director oversees four divisions: Administration, Facilities & Operations; Aquatic Services; Library Services; and Recreation Services; a staff of 34 employees, five facilities, nine parks, two advisory committees, and an operations budget of approximately \$3 million.

DIVISION: Administration, Facilities & Operations

Current Condition

- Provide community members with safe and exceptional recreational opportunities and make the connection to the many benefits of parks, recreation and library services.
- New Aquatics Manager hired and Aquatics Program Coordinator interviews are now being conducted.
- Continue to engage local cultural groups, especially the indigenous people of Unalaska, and develop programming to help them teach and maintain their unique cultures.
- Fully staffed management team and staff.

Tasks Completed

- All department policies updated, including fees and charges.
- New digital message boards installed at PCR.
- New Rec-Trac management system has been installed and is in operation.
- New equipment for the Weight Room has been ordered.
- Work calendars developed with leadership team.
- Division Business Plans developed for budget and programming.
- Developed a staff training plan and trained all management staff on Getting to WHY, Getting Stuck in the Negatives, and How to be Brilliant Every Single Day.
- Two PCR leadership team members elected to State professional association leadership positions.
- Gym Floor at the Community Center refinished.

Tasks in Progress

- Ongoing review of policies and procedures for facilities, programs and staff.
- Continued review of the City Wellness Program to better serve employees.
- Work with the community to develop a workable Library Building Improvement plan to be

adopted by City Council and ready for funding in FY20 or FY21.

- Work with the community to have playground design work completed and approved by the community and City Council by 2018, with construction in early 2019.
- New chairs for PCR ordered.
- Design and implement a quality comprehensive parks and recreation program that meets the unique and changing needs of this diverse community. Evaluate current staffing structures and make changes as needed to address the changing needs of the community and department while maintaining high quality services and programs.
- Develop new business plans with spending plans by month. This will be part of the 2019 budget presentation.

Recommended Improvements

- Better connection between staff and the community to promote the benefits of parks, recreation and library services explaining why, how, and what we do at PCR. Encourage members of the community to participate in all aspects of PCR programming, increasing a healthy community.
- Update the comprehensive parks and recreation program to meet the unique and changing needs of this diverse community.
- Encourage professional development opportunities for staff at all levels.

DIVISION: Aquatic Services

The Aquatics Center employs a staff of 13, which includes one full-time Aquatics Manager and 12 part-time Lifeguards. The Aquatics Manager oversees all facility activities, events, operations and programs. The Aquatics Center houses a fitness center containing cardio and weight equipment; four locker rooms for patrons and staff; a mezzanine area that serves as a multipurpose room; natatorium which includes a six-lane 25-yard swimming pool, a warming pool, water slide, and a dry sauna that seats up to eight adults; cleaning closets; mechanical rooms; staff offices; and rooms for laundry, pumps, and storage.

Current Condition

- We are unable to extend the hours and offer more programs at the aquatics center, yet community members have requested a WSI course, swim lessons for all age groups, water fitness classes, a year-round youth swim club, and a Masters Swim club.
- Current lifeguard staff is young and overcommitted.

Tasks Completed

- Reviewed and revised facility rules and policies.
- Completed Business Plan.
- Held regular in-service trainings and meetings with Lifeguard staff.
- Identified and completed monthly and annual repairs and maintenance.
- Received satisfactory water quality sample reports.
- Completed Yearly DEC inspection.

- Offered Learn-to-Swim Program to for Kindergarten – 4th graders.
- Offered eight-week Youth Swim League season for Kindergarten – 8th graders.
- Funding approved in the CMMP for the Aquatics Center Column repairs.
- Completed the Aquatics Center Improvement Project.
- Hired a new Aquatics manager internally from the Recreation Coordinators.
- Aquatics Manager successfully passed and received Pool & Spa Operator certification.

Tasks in Progress

- The Aquatics Center Colum Repairs are in progress. This includes removing the deck floor to get to the beams below the surface, where they are rusted and corroding. The columns that are being repaired are on the south and west side of the Aquatics Center.
- Revision of the Youth Swim Lesson program.
- Hiring of new Aquatics Program Coordinator to expand programming.
- Purchase new cardio equipment for fitness area.

Recommended Improvements

- Add a full time Head Lifeguard to the Aquatics Center staff to extend hours.
- Evaluate restructuring lifeguard positions and lifeguard hours to better meet the needs of the community and the Aquatics Center.
- Purchase ADA Compliant Handicap Accessible chair for the pool.

DIVISION: Unalaska Public Library

The City Librarian oversees a staff of three full-time and two part-time Library Assistants, the library facility, and facility programming. The 9,400 square foot library facility seats 48 patrons and houses circulating library collections totaling approximately 39,000 volumes. Services include youth and adult programming, youth and adult circulating collections, outreach, public meeting rooms, internet access, free notary service, voter registration, print & fax service, and reference collections. The library has been designated as a passport acceptance facility by the U.S. State Department.

Current Condition

- The Unalaska Public Library has been named a “Star Library” by Library Journal, based on expenditures and usage statistics, from 2008 through 2017.
- Growing book and movie collections, along with high meeting room use, demand for seating, and children’s room use drive the need for a library building improvement project to remain on the City of Unalaska CMMP.
- There are currently 4,487 active library card holders (card used in the last 5 years) and circulation totaled 64,325 items in 2016.
- Annual Summer Reading Program includes reading incentives for all ages, birth to adult.
- Youth programming has maintained an increased level implemented in FY15 in response to community interests.
- Patron laptops are more than 5 years old and should be replaced.

- Videoconferencing equipment is being used by city staff and the public.
- Current wireless internet speed is not always sufficient to handle the demand of patrons.
- The OWL Grant provided funds for the library's public internet connection and videoconferencing capabilities throughout FY17.
- Patron computer stations are virtual machines, installed in March 2016. Staff computer stations are virtual machines on the city network, installed in January 2016.

Tasks Completed

- Created a business plan to accompany the FY18 operating budget for the library.
- Created a new mission statement, with input from staff and public: Unalaska Public Library educates, enriches, and inspires community members by connecting them to the world and each other.
- Continued to weed library collections, particularly children's, teen, and adult non-fiction to make space for newer, updated materials.
- Created a special collection of early reader materials, including new shelving, in the children's room.
- All library staff has received Notary Public training.
- Added voter registration and passport photos to the array of services provided by the library.
- Purchased a new staff laptop, as previous equipment was more than 5 years old.
- Applied for and received IMLS Native American Library Services Basic Grant and Public Library Assistance Grant funding to supplement the library materials budget.
- Applied for and received an Early Literacy Mini-Grant from the Alaska State Library, as well as an unsolicited gift from the Rasmuson Foundation, which was used for library materials.
- City Librarian obtained grant to attend the Alaska Library Association Annual Conference.
- The library has a 3-year internet contract in collaboration with Unalaska City School District to increase the bandwidth from a 2.78Mbps/1.756Mbps connection to a 10Mbps/3Mbps connection shared between the two buildings, with bandwidth allocations changing over the course of the day between the two entities based on times of high use. Cost for this connection is supplemented by FCC E-Rate funds, as well as OWL (Online with Libraries) funds from the State of Alaska. Contract expires June 30, 2018.
- Library expansion project was modified and remained part of the CMMP process, with project scoping in FY18 and potential design and construction in FY20 and FY21.
- In cooperation with Department of Public Works and Regan Engineering, created an RFP for scoping the Library Building Improvement Project. City Librarian also applied for acceptance into the Rasmuson Foundation's Pre-Development Program as part of the Library Building Improvement Project scoping phase. Project will proceed with either Pre-Development or scoping with a consultant selected by the RFP process in early FY18.
- Reported to City Council on Library Building Improvement need and plans for moving the project forward.
- Passport inspection from U.S. Department of State on June 26, 2017. Previous inspection was August 12, 2015.
- Library Assistant Maricela Rodriguez traveled to Anchorage for Passport Acceptance Agent training.
- Added a highly popular collection of Tagalog-language DVDs.

Tasks in Progress

- Continue to offer youth programming and promote early literacy.
- Continue to work with the Ounalashka Corporation to secure ongoing IMLS grant to supplement library materials budget.
- Inventory the Alaskan materials in the Ray Hudson Room.
- Continue weeding the entire library collection to cull outdated and unused materials, making room for new and more appealing collections.
- Working with City IS Department to find an option for replacing patron laptops that will work with the new virtual system implemented in FY16.
- City Librarian will attend two annual conferences: Alaska Library Association and American Library Association.

Recommended Improvements

- Continue participation in the Alaska State Library/UAF OWL project and partnership with Unalaska City School District, keeping local library Internet access speeds above 1.5 mbps if possible through grant funding. If grant funding becomes unavailable, request an increase of the library budget to maintain the current amount of bandwidth.
- In partnership with a consultant or the Rasmuson Foundation, complete scoping for the Library Building Improvement Project, culminating in a report with recommendations for building improvements to be completed in FY20-21.
- Seek grant funding for the Library Building Improvement Project.
- Accept credit card payments for library and passport fees.
- Offer a rotating community art display.
- Develop programming in the areas of Science, Technology and Art.
- Consider starting a “1,000 Books before Kindergarten” program.
- Enlist the assistance of an archives expert to pursue strategies for conserving, storing, and displaying historical materials in the Ray Hudson Room.

DIVISION: Recreation

The Recreation Manager supervises a staff of four Recreation Coordinators and oversees all programs at the Burma Road Chapel, Community Center and parks. Programs are broken down into four categories: Arts & Culture; Kids’ Programming; Fitness, Sports, Wellness & Leisure Activities and Teen-Senior Programming; and Special Events & Public Relations. Each of the four Recreation Coordinators is directly responsible for all programs in one of the programming categories.

Current Condition

- Management has renewed its focus on seeking qualified recreation professionals, preferably with recreation or related degrees, to fill Recreation Coordinator positions.
- High community expectations add pressure to change and offer additional recreational programming in all of our program areas.
- Nationwide changes in the way volunteers are managed results in the need for staff

development, and a more structured volunteer management system. This system will need to encompass both paid and unpaid volunteers.

- The Activity Guide remains popular but circulation has dropped and staff has limited the number ordered to reflect the changing ways in which people find information about PCR's programs and services.
- Without contracted employees continuing to assist with various programs, these activities would not be offered: adult sport leagues, clinics, group exercise classes, special interest activities and youth sport leagues.
- PCR staff runs training clinics to train volunteer youth and adult sports referees.
- Programs are well received.
- PCR's Teen Council program is operating well and is garnering a lot of interest and participation from UCSD students.
- High programming areas in the Community Center limits time for "open use," which eliminates other age groups from the area.
- Advertising through social media is becoming more popular. Social media offerings include PCR's Facebook page and our reminder text messaging service.

Tasks Completed

- One Recreation Coordinator attended the National Recreation and Parks Association Conference.
- One Recreation Coordinator attended the National Parks and Recreation Association's Special Events Management School.
- One Recreation Coordinator attended the Alaska Afterschool Network Conference.
- Recreation Manager attended year one of the National Recreation and Park Association's Supervisors Management School.
- Youth basketball and soccer league officials received training.
- Youth soccer coaches received Honor the Game training.
- Implemented Honor the Game procedures with spectators during youth soccer and adult basketball leagues.
- Teen Council organized a number of different events, including a haunted house that was run in cooperation with PCR's Halloween Event and a Youth Leadership Summit held at the Unalaska City High School.
- Continued to enhance the look of the seasonal activity guide using new software.
- Held a first annual program retreat with all staff to focus on planning programming and spending for the next year and enhancing program offerings.
- Introduced two youth sports mini leagues for wrestling and baseball.
- Completed an internal staff restructuring that sent one program coordinator position to the Aquatics Center and two part time lifeguard positions to the Community Center front desk, which results in increased time for program coordinators to plan and implement programming.

Tasks in Progress

- Provide educational opportunities for staff.
- Streamline electronic file storage on the department's server.

- Use program planning procedure to identify the actual costs of each program in the effort to create an improved program budget and a well-defined program fee schedule.
- Continue to improve our arts and culture programming by the development of a summer cultural celebration, additional theatrical programming leading up to Missoula Children's Theater, and a selection of native art and culture classes.
- Begin to utilize digital fitness programming to offer varied and consistent fitness class programs to the community.
- Determine more ways to make use of digital marketing.
- Partner and collaborate with businesses and organizations to provide more programs.
- Create and implement senior programming.
- Create and implement a walking program.
- Evaluate adult sport league offerings.
- Develop a promotional plan utilizing social media and other sources to better promote PCR programming to the various demographics in Unalaska.
- Tailor Teen Council to include a heavy parks and recreation component, which will introduce members to the professional field of recreation.
- Develop a volunteer management plan that seeks to engage, train, retain, and recognize quality volunteers for PCR programming.

Recommended Improvements

- Evaluate programs offered and assess programming needs for different demographics.
- Create an internship like program with UCSD.
- Explore other avenues for after kindergarten child care options for local families to free PCR staff to do more programming during the main afterschool hours.
- Explore utilizing the Unalaska City School District High School gymnasium.
- Structure programming after school for 5th to 8th grades.
- Determine a cost effective way to create more storage for the community center.
- Create a teen specific center, possibly in the Burma Road Chapel to accommodate the growing teen population, which has exceeded the use and capacity of the Community Center Teen Room, which is increasingly in demand from other usage demographics.

PLANNING

Mission

Providing quality public service and creating a safe, functional and attractive city through coordinated community visioning, comprehensive planning, mapping, and development review.

The Planning Department is comprised of four positions: Director of Planning, Associate Planner, GIS Administrator, and Administrative Assistant II.

The Department's main responsibility is coordinating community planning, development, land use, and capital improvement planning within the City of Unalaska. Services include assisting community members, the Mayor and City Council, Planning Commission, Historic Preservation Commission, and other City Departments by providing information and direction on land use issues and regulations. Under the guidance of the Department, the City's annual five-year capital improvement and maintenance program is developed. The Department also initiates and directs studies and reports relating to long and short-term planning needed for both community growth and development, in accordance with the Comprehensive Plan.

Current Condition

- The Planning Department is fully staffed, including the new GIS position, and two interns.
- Turnover has struck the Planning Commission, as the Chair has resigned, and another commissioner is in jeopardy of being absent too many times. Training for the Commissioners is still a significant need.
- The Planning Department continues to collaborate with other City Departments, the Planning Commission, and the Platting Board to help applicants achieve their goals for quality development. This review and submittal process is becoming increasingly standardized and more efficient.
- The annual assembly of the Capital and Major Maintenance Plan (CMMP) requires extensive time and effort for the Department with growing involvement from the public but little direct coordination with the Comprehensive Plan.
- Plans exist to continue to make major strides in the physical organization of the office workspace in the Planning Department. Rearrangement and increased efficiency has made room for a new employee, while also creating less clutter in the office, but is far from complete. There remains work to be done to catalog the records that remain and to archive some records.
- The Comprehensive Plan consists of three components: Unalaska Comprehensive Plan 2020; Comprehensive Plan 2020 Housing Plan; Unalaska Land Use Plan: 2015. These three components of the plan provide guidance for projects and City staff recommendations.
- Planning takes a leadership role in the City's GIS system. Most City departments currently use GIS to manage the geographic locations of their assets. Planning has successfully advocated for funding for an additional staff member ("GIS Administrator"), which was added in FY17.

- The historic preservation program continues under the guidance of the Unalaska Historic Preservation Commission with professional staff support from the Planning Department.
- The Planning Department continues to serve as a resource for city staff, officials and the public in providing information, guidance and assistance on issues related to land use policies and procedures. This includes continually working towards implementing the Unalaska Comprehensive Plan and administering the Unalaska City Code of Ordinances.

Tasks Completed

Future Planning and Capital Planning

- The development of the FY18-22 CMMP was begun by Planning Director Anthony Grande, who departed Unalaska's employment in October 2016. Assistant City Manager Erin Reinders assumed the responsibility after Grande left and maintained the project through to adoption in June 2017. Incoming Planning Director Bil Homka arrived in late February and observed some of process in anticipation he would be undertaking the same project for FY19-23 by the fall of 2018. The development of the FY18-22 CMMP is underway.
- City Council reviewed the draft CMMP at its meeting on March 29. City Council voted on the CMMP and the budget at its meeting on May 24, 2017. On July 21st, the Planning staff gave a presentation introducing the Comprehensive Plan rewrite project to the Planning Commission in a work session. The Commission discussed the project and voiced their support.
- On August 18th, the Planning Commission approved a resolution to establish goals for the Comprehensive Plan rewrite project. The project is in the data-collection phase, and planning staff are preparing data and presentation materials for the first public meetings, expected to be held in October.
- During the month of September, Planning Department staff collected large amounts of data from a variety of sources and processed the data to provide a picture of Unalaska in terms of demographics, housing, economics, and other factors. This will be critical in developing the Comprehensive Plan and the information will be presented at upcoming public meetings.
- On September 27th, the Planning Director presented an overview of the Comprehensive Plan rewrite project to the City Council and received feedback from the Mayor and Council members about the project.
- On October 25th, Planning presented to the City Council a concept for a land use regulation for marijuana businesses that could be implemented. The Council promoted bringing the ordinance to the Planning Commission for approval and formal recommendation to the Council. Planning staff worked in October to prepare the text of such an ordinance for approval.
- On November 17th, Planning Commission met to consider recommendations to the City Council regarding the zoning of and setback boundaries of marijuana businesses under direction of the City Council. Planning Commissioners recommended following staff suggestions regarding zoning and state buffers. The Commissioners also recommended additional buffers around City parks and the Unalaska Airport.

Current Planning and Development Review

Application Type	Considered or Reviewed; Granted, Approved or Formally Recommended			
	2014	2015	2016	2017
Variance	3/3	7/7	3/3	
Conditional Use	-	4/4	7/7	2
Zone Amendment	2/2	-	1/1	-
Property Acquisitions	1/1	-	-	-
Code Revisions	5/5	3/3	3/3	-
Plats	1/1	6/6	3/3	2
Planning Documents	3/2	3/1	2/1	
TOTAL MEETINGS	10	12	11	6

- On December 15th, the Planning Commission made a recommendation to City Council to re-zone the property at 180 East Broadway Avenue, Lot 2, Block 5, Jesse Lee Subdivision.
- Continued to field questions and complaints related to land use and zoning regulations from the public either via telephone or by visits to the department.
- On January 19th, Planning Commission approved a Conditional Use Permit for four residential units on Lot 10, Cape Cheerful Subdivision, located at 2639 Airport Beach Road.
- On February 16th, Planning Commission accepted a variance for lot width for a flagpole lot and preliminary plat of the DeCuir Subdivision, located on Steward Rd.
- On March 16th, Planning Commission reviewed two applications for Conditional Use Permits (CUP) for cellular communication towers. The Commission approved the towers however an adjoining property owner has appealed the decision for Resolution 2017-06, the tower situated MAC Enterprises on Steward Road.
- Bil Homka represented the City Planning Commission as part of the appeal process for Resolution 2017-06, a CUP approval for a cell tower made by GCI and appealed by Rufina Shaishnikoff. City Council listened to the appeal at its meeting on April 11, 2017 and overturned the Planning Commission decision.
- Bil Homka worked with City Manager Dave Martinson and GCI representatives to locate potential tower sites as suitable alternatives to the one denied upon appeal by City Council. This effort was important for several reasons; first, staff confirmed GCI's appeal to court was in progress; second, upon discussing the case with City Attorney Brooks Chandler, it was safe to assume the city would lose the appeal to GCI due to incorrect application of several city ordinances; and third, the new tower is part of GCI's commitment to improve cellular service to Unalaska residents. Presently the service is 3G limited and building two new towers promises to improve service to 4G limited.
- Completed a lease agreement between GCI/Alaska Wireless and the City of Unalaska to lease a site across from Public Works for a new cell tower. Reviewed building permit applications and provided comments to the Department of Public Works.
- Completed a final plat for the DeCuir subdivision creating two parcels.
- Completed a final plat for Margaret's Bay subdivision creating three parcels.
- Worked with OC and Matson to finalize a drainage easement in the Matson yard for to drain overflow from Ilulaq Lake, preventing it from spilling over into the Matson yard.

- On July 21st, the Planning Commission approved a conditional use permit for three residential units at 189 Trapper Drive.
- On August 18th, the Platting Board approved the Coxcomb Subdivision Addition No. 1, rerouting the Summer Bay Road right of way around the landfill.
- On September 16th, the Planning Commission approved a variance for a front yard reduction at 683 East Broadway Avenue to allow for an office trailer. Planning Commission also approved a conditional use permit for a testing laboratory at 2639 Airport Beach Road to allow for a remodel of an existing commercial building.
- On September 8th, the Planning Director made a Planning Determination stating that development in an unsubdivided area shall constitute a subdivision of land only when water, sewer, and electric services are required for the development. This clarifies the interpretation of existing subdivision ordinance in UCO Chapter 8.08.
- On November 17th, Planning Commission approved a conditional use for the construction of a satellite dish at 420 Lear Road, as the property is zoned Single-Family/Duplex. A variance was approved for the construction of a satellite dish at 420 Lear Road, as the maximum height is 35 feet, and the dish is intended to be approximately 45 feet tall. Planning Commission also approved a variance for the subdivision requirements for a satellite dish at 420 Lear Road, as the intended use does not require water and sewer, but water and sewer are required to subdivide property.
- Two preliminary plats were submitted to the Planning office in November: DeCuire and Margaret's Bay Resubdivision. DeCuire is awaiting edits from the surveyor, and Margaret's Bay will be in the December 15th Platting Authority meeting.

Mapping and GIS

- Scanned and printed large scale development documents for local businesses and agencies.
- Assisted the U.S. Coast Guard by printing nearly 90 maps for the ship and crew upon request due to coast guard plotter malfunction. Maps were necessary in order for the USCGC Midget to leave harbor.
- In the spring, Anthony called Kodiak Mapping to discuss the restart of the aerial photography project. Snow cover has sufficiently melted to allow for the photography.
- Kodiak Mapping was continuing the aerial photography project. The aerial photos were not taken in July or August due to weather here or elsewhere. By late September, Kodiak Mapping informed the Planning Department that it will no longer have an opportunity conduct the aerial flyover this year, due to short day lengths. The project will be resumed next spring when the snow melts and days begin to get longer again. The window of time to collect the data should run from about May to August.
- In June, the Planning Director cancelled the Kodiak Mapping contract with only 2 weeks left because no movement was made after 2 years on the contract. It became clear that Kodiak Mapping was not intending to conduct a flyover despite clear weather. It was decided to preserve the money as a project and consider alternative methods, including drone photography, to obtain island aeriels.
- Exploring a contract with Andy Dietrick using drones began in July.

Staffing

- On November 10th, Anthony Grande abdicated his throne to begin a career in the Brooklyn, New York Planning Department. This began an active search for a new Planning Director.
- The search for the GIS Administrator was put on hold until a Planning Director was hired.
- Bil Homka, the new Planning Director officially started on February 27th.
- Began advertising the search for the GIS Administrator position.
- Interviewed by phone six (6) applicants for the newly created GIS Administrator position.
- Invited one candidate to interview personally on the island this month.
- Worked with Assistant City Manager to begin process of preparing staff reviews. The Directors short tenure in his position means he needs to hear from more peers prior to basing reviews on three (3) months of observation.
- Morgyn McConnell, Administrative Assistant II, began a one year contract for part-time on July 5, 2017.

Historic Preservation

- The final deliverable was provided to the Planning for the Unalaska Inventory of Historic Sites and Resources project. The contractor, DOWL, completed the project during the month of June and provided the final report and geodatabase, which were reviewed and approved by planning staff.
- Approved Resolutions 2017-02 and 2017-03 for two U.S. Army Corps of Engineers activities to remediate dangerous or environmentally hazardous conditions at the former Fort Schwatka and other locations. The removal of screw pickets and asbestos were the projects presented and approved.

Housing and Community Development

- Planning staff continues to review the input from the community greenhouse forum and will contact community members for further activities related to this item.

Land Management

- On July 26th the City Council approved Resolution 2016-34 and Resolution 2016-56, approving tideland leases for Ounalashka Corporation and Strong Holdings, respectively. Planning staff prepared the lease documents.
- Assisted UniSea with the Tidelands Lease 808 by working with engineering firm to identify the smaller area in the tidelands to be used in the lease. This involved obtaining a new survey and subsequently a new appraisal for the area. On August 9th, City Council approved a tideland lease agreement with UniSea, Inc. for ATS 808.
- On August 9th Planning staff presented to City Council a list of easement requests that were being processed with Ounalashka Corporation. No action was required, but the information was provided with the understanding the official approval of such easements would be presented in the near future.
- On September 8th, the City Council approved a resolution to allow a portion of the Summer Bay Road right of way to be vacated and incorporated into the landfill property (owned by

the City). This was to accommodate the existing reroute of Summer Bay Road around the landfill.

- On September 27th, the City Council approved a resolution to allow the City to acquire two drainage easements from Ounalashka Corporation for a one-time payment of \$14,046.32. This will allow DPW to continue the citywide drainage project for East Point Road and Makushin Drive. Assisted with resolving an amendment to Tidelands Lease 1492 using a five (5) year implementation schedule to increase the fee from a few thousand per year to \$18,500 to maintain compliance with the 10% value requirement.

Training

- On September 17th, the Planning Commission held a special work session as a training session with Diane Sam from the Alaska DCCED, Division of Community and Regional Affairs. The training session lasted about six hours and covered critical topics about how to be an effective Planning Commission, ethics, procedures, and planning practice.

Tasks in Progress

- Planning staff are coordinating with Aleutian Aerial Inc. to complete the GIS Orthophotography capital project. This contract will be signed and work complete in FY18. The project was planned to be completed in June 2016 by Kodiak Mapping Inc. (KMI). The company requested a contract extension through June 2017. Planning cancelled the contract in June 2017 after learning no work had begun yet and began a search for an alternative that would complete the project as soon as possible. Aleutian Aerial Inc. is a local company that will complete the project in FY18 once City Council approves a sole source contract for this drone photography company. The final product will be a full high-resolution aerial image of Unalaska for use in the City's GIS system at 1 inch per pixel.
- Preparations continue to be made for the incoming GIS Administrator position, along with general improvements to the City's GIS system. A contract with GTG is being negotiated and will include limited services due to the added expertise of the GIS Administrator.
- The Planning Department is continuing to find ways to improve the development review process, requiring interdepartmental collaboration. Streamlined interdepartmental processes have been looked at, but none have been implemented so far.
- Policies and guidelines are continuing to be developed. These are intended to standardize our procedures and create documentation of the way that operational tasks are performed by the department. This becomes most important with employee turnover, as incoming staff members need guidance on how to perform tasks. Over time, tasks will be performed the same regardless of staffing or individual circumstances, unless guidelines/policies are explicitly changed in writing by the Director. Subdivision review procedures are currently being documented in a guideline and other development review procedures will be reviewed as well.
- Organizing and digitizing files to use space efficiently and reducing response time for information requests. Assessing files for destruction based on the Records Retention Policy.

Recommended Improvements

- Update the Comprehensive Plan. Planning should continue the process of putting together the information for a new comprehensive plan. Without consultant assistance, Planning staff can do public outreach, prepare information for an existing conditions study, organize the plan into sections, and begin drafting the language of recommendations for each section. Consultant help may be required for some visualization and helping to organize the final draft, but Planning staff will always remain the project manager for the plan. A work plan for tasks relating to the comprehensive plan will need to be developed. The resulting comprehensive plan will be concise, very specific, involve mostly visualizations of its recommendations, have a strong land use component, and include a significant section on public facilities and infrastructure improvements. The plan will aim to plan out to 2030.
- Following the comprehensive plan, Planning staff will work to create an implementation strategy that identifies in detail the City's capital improvement requirements year to year, which will serve as a guide to future CMMPs. The implementation strategy will also focus on implementing the land use section of the comprehensive plan by providing guidance to the planning department on zoning and land use regulation changes.
- With the help of the new GIS Administrator, expand and improve our GIS system in keeping with our tactical plan, implementing new technologies as they arise. This includes streamlining the data editing process for users across the City and focusing on enhancing the accuracy and completeness of the GIS data.
- Finalize the updated aerial imagery and integrate into our GIS. Work with Ounalashka Corporation on this project to share costs in the data gathering per a contract signed between both parties.
- In partnership with the IS Division and the Library, create a kiosk for the public to view and print GIS maps.
- Improve the development review process. Explore the opportunity to use zoning permits to provide a standardized way to review building permits for zoning compliance. Anyone wishing to building in Unalaska would obtain a zoning permit first from Planning before going to Public Works for their building permit. There are checklists in the Planning office that have started a framework for this review.
- Explore options for amending the Historic Preservation Ordinance. Clarify the roles of members of the Historic Preservation Commission with the goal of eliminating ex-officio City staff positions on the commission and attempting to bring historic resources professionals into the commission.
- Improve the CMMP process. Some technical issues can be worked out by finding more streamlined processes for departments to submit their nominations (Munis, etc.). Also, scoring of projects needs to be standardized and links to the Comprehensive Plan and a general plan for infrastructure development need to be made.
- Continue education and training of Planning staff. The Associate Planner should continue working toward eligibility for the AICP (Certified Planner) exam. The Planning Department will cover the costs of the application and the exam fee with the APA. The Planning Director will continue to obtain Certification Maintenance credits for AICP through training and conferences. The GIS Administrator will attend conferences and obtain training to stay informed of the latest technologies in the GIS world.

- A training program for the department will be developed, specifically outlining which conference or training sessions will be attended by which staff members each year, with rationale and expectations for each.
- Continue training for the Planning Commission members and provide educational materials and presentations. The Chair should attend the Alaska Planning Conference in Anchorage and potentially the Historic Preservation Conference in Anchorage as well.
- Staff should explore bringing training professionals from the Alaska Division of Community and Regional Affairs to Unalaska for training with the Planning Commission
- Become more involved with planning education for the youth in Unalaska, using the APA's Ambassador program as a guide.
- Identify and implement new ways to reduce the use of paper and improve efficiencies, such as new modules with Tyler Technologies.
- To better evaluate and track community positions and values on a range of topics, a Citizen Survey should be completed every two or three years.
- Continue monitoring tideland acquisition opportunities to accommodate increased development.
- Continue to organize filing system in accordance with the records retention policy and to digitize records to allow for a more efficient use of limited office space.

PORTS & HARBORS

Mission

The Port of Dutch Harbor promotes the growth and health of the community of Unalaska through the planning, development and management of marine-related municipal properties and facilities that provide moorage and other marine services on a self-supporting basis. To this end, the facilities and services are developed and operated to promote marine-related commerce, fisheries industry, safety, environmental protection, recreation and visitors.

The Department of Ports and Harbors manages, maintains and operates six City-owned marine facilities: the United States Coast Guard (USCG) Dock, the Unalaska Marine Center Dock (UMC), the Spit Dock, the Spit Light Cargo Dock (LCD), Robert Storrs International Small Boat Harbor (Storrs) and Carl E. Moses Boat Harbor (CEM). The Department also performs marine search and rescue services and marine assists. The Ports Department stores and maintains an emergency towing system (ETS) which is used to assist in the recovery of distressed vessels. The Department currently staffs a Director, a Harbormaster, six regular full-time Harbor Officers and two office staff.

The Department of Ports and Harbors also manages, maintains and operates the Tom Madsen Airport Terminal Building, as well as its short-term and long-term parking lots. The Harbor Department provides monitoring of parking areas and building security after hours and during weekends.

DIVISION: Administration

Current Condition

- Port security plan is current.
- Best Management Practices Manual is current and plan is in practice as outlined.
- Fee Schedule and Terminal Tariff 7 aligned for more congruent language and rates.
- US Army Corps of Engineers matching funds for the feasibility of dredging of the entrance channel have been approved by the Federal Government.
- Increased vessel traffic exposes inner harbor traffic to limited anchorages and undefined traffic patterns.
- Funding for UMC Expansion and Replacement Project Positions 3 and 4 has been secured.
- Additional long-term requests for containerized and other cargo space cannot be fulfilled due to lack of upland availability and berthing space.
- Robert Storrs C Float replacement has enhanced mooring opportunities and services.
- Facility security, changing regulations, and increased vessel traffic has positioned Ports in a reactionary position for operations and maintenance.
- Multiple cargo operators desire use agreements to manage their costs.

Tasks Completed

- Facility Security Plan reviewed successfully by the USCG and an independent audit
- Unalaska Marine Center is now qualified as section 126 for the movement of Hazardous materials.
- Harbor Safety Committee successfully implemented At Sea Medical Transfer procedures.
- Robert Storrs Harbor successfully renamed the new float: Discovery Float
- Light Cargo Dock Expansion is complete and staff is ready to close out the financials of the project with surplus funds for Port Net Assets.
- Best Management Practices updated.
- Leased entire warehouse at UMC and audited square footage for accuracy.
- Participated in Statewide multi-agency table top exercises for emergency response.
- Harbor Officers trained and current in Hazwoper, ICS, First Aid and CPR.
- USACE permits applied for and received for the UMC Expansion and Replacement Project.
- NEPA Process completed for the UMC Expansion Project.
- Mitigation requirements established for the UMC Expansion Project.
- IHA Permit received for the UMC Expansion and Replacement Project Pile driving.

Tasks in Progress

- Streamlining billing and data collection processes.
- Planning for Emergency Towing System and Mooring Buoy Annual Drill Summer 2017.
- Scoping for Robert Storrs A and B Float Replacement.
- Developing a Harbor Safety Committee to review and implement Standards of Care for vessel traffic, anchorages, and medevac procedures.
- Implementing a Maintenance Inspection Plan for Emergency Mooring Buoy.
- Developing an Operating Plan for Emergency Mooring Buoy.
- Updating of all Operating Plans for dock and harbor facilities.

Recommended Improvements

- Review Title 18.
- Implement User Agreements for long-term cargo operators.
- Develop scheduling procedures for cruise ships.
- Formalize the Harbor Safety Committee.
- Update Department Standard Operating Guidelines.
- Integrate Port bathymetric with GIS.
- Develop parking plans and procedures for CEM.

DIVISION: Operations

Current Condition

- Unalaska Marine Center out of commission due to construction.
- CEM at capacity during off-season tie-ups, creating a lack of mooring space.
- Offloads are being scheduled with the Light Cargo Dock being an overflow facility.

- Paving of the USCG Backreach has decreased maintenance and enhanced safety.
- Increased pot and gear movement at LCD has enhanced revenues and reduced the ability to provide off-season tie-ups.
- Future industrial vessel designs and current vessel drafts necessitate the dredging of the entrance channel and the area in front of UMC.
- CEM C Float lacks required voltage for users, limiting power.
- Robert Storrs Harbor requires on-going maintenance while planning for float replacements.
- Limited moorage for increasing summer sailboat traffic.
- CEM breakwaters continue to be monitored by USACE.

Tasks Completed

- Design for the UMC Expansion and Replacement is complete.
- Contract awarded for UMC Construction.
- Robert Storrs C Float Replacement completed and renamed Discovery Float.
- Provided Security for vessels that are under the Maritime Transportation Security Act.
- Tested Fire suppression systems.
- Rebuilt Port Engine for Tide Breaker.
- Temporary fuel headers installed at UMC for diesel, gas, and jet fuel.
- Harbor Officer hired and trained.
- Hosted 12 cruise ships.
- Completed construction for the Light Cargo Dock Expansion.

Tasks in Progress

- Parking Plan for CEM and Henry Swanson Drive.
- Continue discussion with the Alaska Marine Pilots, USCG and other agencies to discuss harbor- related issues and concerns.
- Construction of UMC Positions 3 and 4.
- Robert Storrs A and B Float continued maintenance.
- Installation of backflow preventers.
- Installation of security fencing with Homeland Security Grant.

Recommended Improvements

- Install video security monitoring system for all mooring facilities.
- Growth removal from floats at Spit Dock, Bobbie Storrs, and CEM.
- Upgrade CEM C Float power supply to 480 volts 100 amps.
- Add additional uplands south of UMC position 7.
- Resurface UMC concrete dock positions 5-7.

DIVISION: Airport

Current Condition

- Yearly revenues from tenants are not sufficient to avoid subsidy by the Airport Fund and/or the General Fund for annual operations and major maintenance.

- Long-term parking has been completely reopened and length of stay is posted at 28 days.
- The old Torpedo Building has been demolished. Some minor debris still needs to be removed.
- The airport terminal roof is nearing the end of its useful life; the rest of the terminal building is generally in solid condition.
- Baggage handling areas create significant heat loss for the building.

Tasks Completed

- All tenant subleases approved by the State and in affect.
- Fire Marshall and electrical inspection completed
- Pest control program for terminal building implemented.
- Lease agreements in place for vending machines, ATM and advertising spaces.
- New janitorial contract in place as of July 1, 2017

Tasks in Progress

- Include utility costs in Anchor tenant subleases.
- Upgrade restrooms.
- Roof assessment for major maintenance has been approved in the CMMP.
- Terminal is monitored by daily rounds of harbor personnel, maintenance personnel and contract janitorial staff.

Recommended Improvements

- Replace roof.
- Add video surveillance to terminal parking and long-term parking.
- Develop marketing strategy for leasable space.
- Redesign baggage handling to reduce heat loss from building.

PUBLIC SAFETY

Mission

We, in partnership with the community, will provide the residents and visitors of Unalaska with professional public safety services. Our members will be accountable to and respectful of our diverse population. We will exercise leadership, encourage community involvement and promote education to make Unalaska a safe and desirable place to live.

The Department of Public Safety is comprised of multiple divisions. There are a total of 34 full time positions with an additional 26 volunteers in Fire & EMS. For budgeting purposes, there are three separate areas: Police & Administration; Corrections; and Fire & Emergency Medical Services.

The Department has also developed a set of core values and a vision statement:

Core Values:

- Service
- Pride
- Integrity
- Commitment
- Excellence

Vision Statement:

- Striving for excellence, through teamwork.

DIVISION: Police & Administration

The Department's Police Division provides comprehensive police services through proactive police patrols, emergency responses and criminal investigations. Police officers responded to and investigated approximately 2,576 calls for service last year. Police Services include traffic enforcement, motor vehicle accident investigations, misdemeanor and felony criminal investigations, civil paper service, commercial vehicle enforcement, City ordinance enforcement and other Public Safety functions as needed. The Division promotes community policing, community safety education and outreach programs, and supports many community functions.

The DMV agent, through a contract with the State of Alaska, provides a full array of DMV related services. DMV issues driver licenses, State identification cards, vehicle registrations and titles, and conducts CDL testing and driver testing. In the past calendar year there were a total of 3,633 such transactions. DMV also prints City identification cards and chauffeur licenses, and conducts taxi meter inspections. The DMV agent is responsible for reporting all State transactions, and maintaining City chauffeur and taxi permit records.

The Division also includes Animal Control which is responsible for pet licensing, maintenance of the kennel, animal adoptions and animal impounds. The Animal Control Officer also coordinates with non-profit agencies to ship homeless or injured pets to facilities in Anchorage for adoption and emergency services.

Current Condition

- Manpower vacancies continue to present challenges with maintaining minimum staffing, conducting long term or complex investigations, and providing outreach projects (as well as impacting our ability to allow staff to take earned vacations).
- Lack of available and affordable housing continues to negatively impact recruitment and retention of officers.
- The Department's records management system is aging and no longer meets Federal guidelines, does not interact with statewide information sharing networks, and is no longer supported. A capital project was approved to replace the RMS in FY18.
- The Department developed a social media presence utilizing Facebook, Nixle, and the City website, which has been well received by both public members and employees. This has provided the Department an efficient means of disseminating information, and has been successfully used to assist investigations and keep the public informed of emergencies, road closures, etc.
- The kennel is small and suitable for holding animals only for short term periods.

Tasks Completed

- Provided training to all city staff on ethical decision making for public employees.
- Disposed of numerous junk or abandoned vehicles.
- Provided senior city staff with training on emergency operation roles and responsibilities.
- Replaced aging radio communications system components.
- Facilitated two table top exercises for senior city staff.
- Applied for State and Federal grants from the Alaska Department of Homeland Security and Emergency Management for improvements to infrastructure security.
- Developed and implemented monthly training program on use of force issues.
- Retained the services of a private consultant to evaluate the policies, procedures and practices of all divisions of the Department, as well as to assess intra- and inter-departmental relationships.

Tasks in Progress

- Coordinating with City's project manager to develop an RFP for a replacement records management system.
- DPS is working with the Risk Manager to develop a Safety Program.
- Continuing to develop and certify in-house instructors to help reduce need for training related travel.
- Continuing to provide city staff with emergency preparedness training and regular exercises.
- Actively participating in State level organizations and committees on current issues facing law enforcement.

- Working with other City Department's to develop a citywide radio communication plan.

Recommended Improvements

- Develop long term department goals and a supporting strategic plan.
- Review and update City emergency operations plan.
- Review and implement 'best practices' identified by consultant during assessment of Department.
- Construct emergency kennel suitable in size for community needs during a disaster.
- Develop a recruitment strategy that helps identify potential new applicant pools and increases recruitment efforts.
- Explore MOU with Iliuliuk Family Health Services or alternative health care facility in Anchorage.
- Improve employee on-boarding processes.

DIVISION: Corrections

The Unalaska corrections division is responsible for providing safe, clean and secure housing for persons being held on criminal charges, and for those being held in protective custody. Additionally, Federal custodies are received from agencies such as the Department of Homeland Security and the U.S. Marshals Service. The facility operates under a contract with the State of Alaska and has a maximum prisoner holding term of 30 days. Jail staff provides inmate processing, time accounting, meal preparation, coordination of prisoner transports, and oversight of prisoner visitations.

Current Condition

- Currently fully staffed, with one employee in training.
- The division continues to operate with significantly reduced State funding, causing the City to absorb additional operational costs.
- The lack of a mental health holding facility continues to make the jail the only option instead of being a last resort for persons in severe mental crisis.
- Replacement digital fingerprint system was purchased and installed.
- Corrections staff assists with quality control on all case reports.
- One Corrections staff member continues to work as evidence custodian.
- One Corrections staff member was certified in Emergency Medical and Fire Dispatch.

Tasks Completed

- Worked with the Court System to revise and update required forms.
- Completed more than 32 hours of in-service training for each employee.
- Continued to centralize policies and standard operating guidelines in City's document management system (PowerDMS).
- Completed inventory of the evidence room.
- Upgraded door locks between sally port and jail; replaced with key card system.
- Successfully passed State audit.

Tasks in Progress

- Updating jail policies and standard operating guidelines.
- Developing plan to create a “safer cell” for high risk inmates.
- Continuing to digitize booking records as they are archived.
- Designing and equipping the interior of the evidence trailer.
- Continuing to cross train with dispatch.
- Training a new Corrections Officer.

Recommended Improvements

- Renovate equipment storage and inmate property areas.
- Coordinate with State or private contractor to provide time accounting training to staff.
- Explore possibility of installing recorded line in inmate day room.
- Review and revise facility security plan for the jail.
- Explore contract with State for transporting prisoners.
- Repaint cell block.

DIVISION: Fire & EMS; Communications

The Division of Fire & EMS, and Communications, is comprised of approximately 26 volunteer members and 9 paid employees. In 2016, the Division responded to 153 EMS calls, 15 fire calls, and conducted 61 outreach efforts. Fire & EMS also assists the State Fire Marshall, the Planning Department, and Public Works with building permit and plan reviews, and fire and building code inspections.

Public Safety’s five Communication Officers are usually the public’s first point of contact with the Department. Communication Officers greet walk-in visitors as well as answer all incoming telephone calls, including calls to 911. Communication Officers provide radio dispatch for the Unalaska Department of Public Safety, alarm monitoring, emergency message updates, and tsunami siren activation. The communications center also performs data entry, filing and other general office functions on a 24-hour a day basis. In 2016, Communication Officers answered 15,924 calls; 1,036 ‘911’ calls; 2,893 walk-in requests; and 5,319 records requests.

Current Condition

- Unalaska’s Insurance Services Office, Inc. (ISO) rating is currently a 4, but it is scheduled for re-examination this year. The ISO rating is based on three categories: fire department, water supply, and communications.
- Several positions, including Fire Chief, are currently vacant.
- Volunteer recruitment and participation is improving, helping to maintain quality Fire & EMS services for the community.
- The Department lacks updated pre-incident plans for most high risk or hazardous facilities.
- Lack of emergency medical/fire dispatch instructor causes increased costs for offsite training.
- Current records management system does not categorize incidents in reportable format as it

does not interact with statewide information sharing networks

Tasks Completed

- Updated the EMS Protocols after an annual review with the Medical Director.
- Held a fire prevention week open house.
- Participated in multiple public outreach and educational efforts.
- Selected and hired new Senior Fire Captain.
- Developed and implemented an on-boarding process for new volunteers.
- Filled vacancy within Communications.
- Trained new CPR instructors, and provided CPR training to City staff.

Tasks in Progress

- Reviewing and updating policies and SOGs.
- Continuing to update protocols and plans to ensure OSHA compliance.
- Developing a community wide fire extinguisher training program.
- Coordinating with manufacturer to develop a replacement fire engine that meets the community's needs.
- Hosting EMT I instructor training, with four staff members scheduled to attend.
- Advertising for open Fire Chief and Senior Fire Captain positions.

Recommended Improvements

- Conduct EMT I class.
- Identify replacement SCBA packs that will meet with new NFPA regulations.
- Develop pre-incident plans for high risk and high hazard facilities.
- Explore hazmat technician certification for staff members.
- Develop additional EMT instructor cadre within volunteer staff.
- Pursue emergency fire and medical dispatch certification for communications staff.
- Establish written agreements with partner agencies.

PUBLIC UTILITIES

Mission

The Mission of the Department of Public Utilities is to provide electric, solid waste, wastewater and water services that, within regulatory guidelines, meet or exceed the needs of our and expectations for safety, quality and quantity; to provide these services at a competitive price; and in a fair, equitable and environmentally responsible manner.

DIVISION: Administration

The Department of Public Utilities - Administration Division (DPUA) is responsible for the overall management of the Water, Wastewater, Electric Distribution, Electric Generation (City Powerhouse and Valley Gen/Set), and Solid Waste (Landfill) Divisions, and oversees all compliance and permitting requirements for the Department.

The DPUA operates under the authority of the Alaska Public Utilities Commission “Certificates of Public Convenience and Necessity” Electric No. 106, Water No. 113, and Wastewater No. 397, and State of Alaska Solid Waste Permit No. 0125-BA000. The responsibility of DPUA is further defined in Title X of the City of Unalaska Code of Ordinances.

The DPUA is also responsible for managing multiple capital projects in various stages of completion; the management of 32 full time permanent and 6 full time temporary employees; maintaining current operating permits for all Utilities; and submitting applications and questionnaires for project grants and funding. The Department ensures that eligible funds from grants and funds for operations and capital projects are properly used for the designated operations and capital projects.

Current Condition

- OSHA Recordable accidents decreased from 2 in 2016 to 1 this year, resulting in less lost man hours.
- 90 environmental reports throughout all utility divisions have been sent to the appropriate government entities in a timely manner resulting in no financial penalties.
- Average fuel cost for electrical generation in FY16 was \$1.99 per gallon, which is \$.12 higher than last year, resulting in increased electrical costs compared to last year.
- The Waste Water Laboratory is performing Water and Wastewater samples resulting in reduction in departmental expenditures.
- The new tire bailer is in service resulting in the bailing of 294 tons of tires.
- Good management of the Solid Waste Facility has resulted in a score of 99% from the Alaska Department of Environmental Conservation.
- Solid Waste participation in the city-wide clean up resulted in removing garbage from Unalaska streets.

Tasks Completed

- All regulatory reporting and sampling are complete.
- Captains Bay Road 35kV electrical upgrade to Westward design is complete.
- The Alyeska transformer replacement installation is complete.
- Back Flow Prevention project is complete.
- The Wastewater Laboratory quality tests have been completed.
- Solid Waste Tire Baler purchase is complete.

Tasks in Progress

- Captains Bay Road 35kV electrical upgrade to Westward construction has begun.
- The design portion of the Powerhouse Battery Replacement Project has started.
- Utility Division's Master Plan development has commenced.
- Solid Waste tire baling is ongoing.
- Powerhouse particulate emission testing is ongoing.
- The development of the Water Laboratory testing standard operating procedures is ongoing.

Recommended Improvements

- Complete the Master Plans for each division.
- Complete the installation of the Captains Bay 35kV electrical line upgrade to Westward.

DIVISION: Electric Power Generation

The Unalaska Powerhouse is dedicated to producing electrical power in the most safe and economical way as defined in our ADEC Title V permits #215TVP01 and #216GP101. The authority to provide Electric service is defined in the Alaska Public Utilities Commission Certificate of Public Convenience and Necessity #106.

The City of Unalaska generates power using two diesel-generating plants, with a total installed capacity of 19.8 megawatts. The Dutch Harbor Power Plant (Powerhouse) has an installed capacity of 18.8 megawatts and the Unalaska Plant (Valley Gen Set) has an installed capacity of 1 megawatt. Peak consumption is approximately 9.5 megawatts. Firm capacity is 15.4 megawatts. The activities of the Powerhouse division are carried out with eight full-time employees.

Current Condition

- Powerhouse suffered one lost time accident resulting in lost man hours and increased over time.
- Safety training and meetings are up to date, resulting in fewer accidents.
- Weekly and monthly safety equipment checklists are up to date, resulting in decreased maintenance costs.
- Visual emissions tests are up to date, meeting air quality permit requirements.

- Wastewater discharge reporting is up to date, meeting our NPDES permit requirements.
- Preventive maintenance plan is up to date, resulting in lower maintenance costs.
- Average fuel cost for FY16 was \$1.99 per gallon, which is \$.12 higher than last year, resulting in increased electrical costs compared to last year.
- All Generator Sets are in good running condition, resulting in approved reliability.
- Maintaining an average engine efficiency of 15.9 has resulted in decreased electrical cost.

Tasks Completed

- All engine maintenance and preventive maintenance is up to date and completed.
- Two employees are trained to perform Visible Emissions testing for the City of Unalaska per the City's air quality permit.
- Development of new reporting documents is complete.
- Operational environmental documentation is up to date.
- Fiscal Year 2016 rate study is complete.
- Powerhouse Supervisor has been hired.
- Operator I and Operator II have been hired for the Powerhouse.

Tasks in Progress

- Developing a Master Plan for the Electrical Division.
- Old Powerhouse Battery Replacement Project is underway.
- Continuing to find ways to increase electrical generating efficiency.
- Emissions testing and analysis is ongoing.

Recommended Improvements

- Complete the Electrical Master Plan.
- Complete the Old Powerhouse Battery Replacement Project.
- Upgrade Electrical Production's master plan.
- Complete the Emissions Testing and Analysis Project.

DIVISION: Electrical Distribution

The Electrical Distribution Division's authority to provide Electric service is defined in the Alaska Public Utilities Commission's Certificate of Public Convenience and Necessity # 106. Service is implemented to reflect these responsibilities through Title X of the City of Unalaska Code of Ordinances.

The Electrical Distribution Division delivers electric service to residential, commercial, and industrial customers throughout the City as defined in Title X of the City of Unalaska's Code of Ordinances. The Division is responsible for constructing, repairing and maintaining the electrical equipment within the City grid and is composed of two Lineman Apprentices, one Journeymen Lineman, and a Lineman Chief. The Division is responsible for performing locates for surveys; providing assistance in design and coordination of all capital projects involving electrical utilities; and performing the repair, installation and maintenance of the City's

distribution facilities. Maintenance and installation of electrical apparatus must comply with the standards of the National Electrical Safety Code (NESC).

Currently, the Electric Distribution Division has two 5MVA substations that serve 12 miles of 35kV circuit with 30 miles of 35kV cable. The substations serve customers with 17 miles of 15kV circuit with 43 miles of 15kV cable. The customer base is served with 988 meters, 181 streetlights, 190 transformers and 128 sectionalizing devices. To ensure compliance with industry standards, the meters are read monthly and routinely tested for accuracy.

Current Condition

- Electric Distribution suffered no lost time accidents resulting in less overtime.
- The Lineman Apprenticeship program is doing well and will result in a reliable source to meet the City's future personnel needs.
- Installation of monitoring equipment to major field transformers has resulted in quicker operator response time, which avoids power outages.
- Electrical line testing program has resulted in prolonged use of electrical lines.
- The replacement of weather damaged equipment in the field resulted in a more reliable system.
- Having only three 35kV transformers at the Powerhouse leaves no room for redundancy.
- The in house reconditioning of weathered transformers and sectionalizing equipment has resulted in monetary savings for the City.
- The upgrade to Alyeska Seafood's electrical transformer has resulted in increased electrical sales.

Tasks Completed

- Replaced 7 transformers throughout the City.
- Replaced 6 15kV section cans.
- Replaced 6,000 feet 15kV line.
- Installed 4 35kV vaults.
- Installed 1 15kV vault.
- Completed maintenance on street lights.
- One Apprentice completed the Apprentice training program.

Tasks in Progress

- Construction underway on Captains Bay Road 35kV electrical upgrade to Westward.
- Locate and input secondary line and equipment information into GIS database.
- Revamp the maintenance plan.
- Update the one line diagram to include system upgrades.
- Train Lineman Apprentice.
- Develop Electrical Master Plan.

Recommended Improvements

- Change out 15kV transformer with a 35kV transformer at the Powerhouse and install the existing 15kV transformer at E1 Switchgear.
- Complete the Installation of the 35kV electrical lines down Captains Bay Road to Westward.
- Complete the Electrical Master Plan.

DIVISION: Water

The Water Division (WD) operates Public Water System ID #260309 under the authority of the Alaska Public Utilities Commission Certificate of Public Convenience and Necessity #113, and is regulated by the Alaska Department of Environmental Conservation (ADEC). The WD's authority and responsibilities are further clarified in Title X of the City of Unalaska's Ordinances.

The WD maintains and operates two open and two enclosed reservoirs, four wells, ten building facilities, 177 fire hydrants, 3 post hydrants, 556 water services and 21 miles of pipeline. The WD also works with customers and the public on health, water use and water quality related issues. The WD currently staffs one state certified water supervisor/operator and three full time state certified water operators. The WD also hires temporary employees as needed. Additionally, the WD maintains a control system for our operation equipment, providing reliable service to the utility's customers.

The WD produced an average of 4.739 million gallons of water per day over the past 12 months.

Current Condition

- The Water Division had no lost time accidents resulting in less overtime.
- Installation of Radio Read system to the existing water meters has resulted in water loss accountability.
- Completion of the New Water Plant has resulted in clean and reliable water source for the City.
- Lack of ability to pipe potable water to the Crowley service when the Pyramid CT Tank is at lower levels or when maintenance is being performed results in water boiling order.

Tasks Completed

- New Water Plant construction is complete.
- Backflow prevention project is complete.
- All regulatory reporting and sampling are complete.

Tasks in Progress

- Water Division Master Plan is being developed.
- Water loss program development is ongoing.
- Installation of automatic meter reading system is ongoing.

- Preliminary planning for the Icy Dam Reservoir expansion is ongoing.

Recommended Improvements

- Investigate the need for an East Point Crossing upgrade.
- Conduct a survey of Icy Lake.
- Complete Water Division master plan.

DIVISION: Wastewater

The Wastewater Division (WWD) is mandated to discharge Primary treated wastewater to South Unalaska Bay under Permit #AK-004345-1, issued by the United States Environmental Protection Agency (EPA) and Permit #AK-0209-01AA, issued by the State of Alaska's Department of Environmental Conservation (ADEC). The City's authority to provide Wastewater service is defined in the Alaska Public Utilities Commission Certificates of Public Convenience and Necessity # 397 and clarified in Title X of the City of Unalaska's Ordinances.

The WWD cleans and maintains nine wastewater lift stations, 350 manholes, 20 miles of gravity sewer line and three miles of pressure sewer line. The WWD also cleans and maintains two additional lift stations, one each for the Solid Waste and Ports Departments. The WWD also maintains the Wastewater Treatment Plant (WWTP) which screens and disinfects an average of 0.475 million gallons per day of domestic wastewater. In addition to their routine duties, the WWD responds to calls from the private sector to aid in service blockages, damaged services and pumping of septic tanks along with public and private portable toilets.

The WWD is currently staffed by one state certified wastewater supervisor/operator, and three full-time state certified wastewater operators. The WWD also hires temporary employees as needed to assist in the annual collection cleaning projects.

Current Condition

- No lost time accidents in the WWD has resulted in decreased overtime and lost man hours.
- Overall condition of collection system is in good working condition resulting in reliable service with few interruptions.
- Safety training is up to date, resulting in the WWTP being a safe and efficient workplace.
- The completion of the New Wastewater Plant construction has resulted in the discharge of consistently cleaner water into Unalaska Bay.
- The certification of the Wastewater Laboratory has resulted in monetary saving for Water and Wastewater testing.

Tasks Completed

- As of June 2017, cleaned 30% of the collection system.
- All regulatory reporting and sampling are complete.
- Annual review of operational documentation is complete.
- Annual preventive maintenance is complete.

- Wastewater Lab certification is complete.
- Hired an Operator 1.

Tasks in Progress

- Wastewater Master Plan development is ongoing.
- Collection system cleaning is ongoing.
- GIS information input is ongoing.

Recommended Improvements

- Video inspection and assessment of the entire collection system.
- Complete the Lift Station 1&2 pipe replacement project.
- Complete Wastewater Division master plan.

DIVISION: Solid Waste

The Solid Waste Division (SWD) has a primary responsibility for operating the Landfill in accordance with the ADEC Solid Waste Permit Number SW1A009-13. All procedures and monitoring must be in full compliance with the permit. The SWD currently processes approximately 8,700 tons of Solid Waste each year. Four full-time and one temporary employee are assigned to operate the Baler Facility and Landfill in a safe and sanitary condition as defined by the permit and the City's Title 10.18 Code of Ordinances. Work includes weighing vehicles; sorting and baling solid waste and hauling bales to the cell; and stacking and covering the bales with 6 inches of daily cover.

The SWD is required to sample and analyze one up gradient well and three down gradient wells on a quarterly basis. They are also required to analyze two storm water samples on a semi-annual basis. Analyses of these samples include pH, Turbidity, Conductivity, Metals and Volatile Organic Contaminants. Other duties include hauling metal, wood, net and line to the appropriate area; preparing batteries for shipment to a recycler; removing the CFSs from refrigerant appliances; daily cleaning of the baler facility; performing scheduled maintenance and inspection of the Mosley Baler; maintaining Landfill roads and drainage; collecting litter; repairing fences; and plowing snow. The SWD is currently operating in Cell 4.

Current Condition

- No lost time accidents in the Solid Waste Division results in less overtime.
- Good management of the Solid Waste Facility has resulted in a score of 99 from the Alaska Department of Environmental Conservation.
- Participation in the city-wide clean up resulted in removing unwanted garbage from Unalaska streets.
- The purchase of the Tire Compactor has resulted in the compaction of 330 tons of tires.

Tasks Completed

- Removed 1,200 tons of metal and junk vehicles from the Landfill for recycling.
- Purchased cover material.
- Completed City-wide cleanup project.
- Completed Household Hazardous Waste Clean Up program.
- Removed 41,000 pounds of batteries from the Landfill.

Tasks in Progress

- Performing daily and monthly baler inspections and maintenance.
- Continuously repairing fence and gates.
- Ongoing surface water quality monitoring and reporting.
- Ongoing Freon removal from appliances.
- Baling of tires is ongoing.
- Solid Waste Master Plan is being developed.
- The drafting of the RFP for the Composting Project preliminary design has begun.

Recommended Improvements

- Partially cover cells three and four to decrease leachate production.
- Conduct analysis for using an incinerator for disposing of garbage.
- Complete the Solid Waste Master Plan.
- Complete the preliminary design for composting.

PUBLIC WORKS

Mission

The Mission of the Unalaska Public Works Department (DPW) is to responsibly develop and preserve the physical infrastructure which provides the foundation for our diverse and growing community, while recognizing our remote character and responding to our unique challenges.

The Department of Public Works is comprised of 5 Divisions with a total of 34 full-time employees, three seasonal employees, and an annual General Fund budget of \$6,480,352.

DIVISION: Administration

The Department of Public Works Administration (DPW-A) is responsible for the overall management of the Administration Division and Engineering Staff, Roads Division, Vehicle Maintenance Division, Facilities Maintenance Division, and the Supply Division. The DPW-A is also responsible for currently managing 46 capital projects in various stages of completion with an established budget of \$105,699,920, in-house engineering projects, building, demolition, and excavation permits, surveying and, in cooperation with the Planning and Utilities Departments, maintains the City's GIS system. This Division consists of the Director of Public Works, Office Manager, City Engineer, Engineering Technician, Data Specialist I, Data Specialist II, and Administrative Assistant II. The Division provides administrative support for all Divisions within the Department of Public Utilities and all other City of Unalaska Departments as needed.

Current Condition

- Increased regulations, contractor mobilization, housing, raw materials, land space limitations and transportation costs continue to increase project costs.
- Federal and State regulations, aging facilities, and economic growth have led to major infrastructure construction over the past 10 years. Slowdown is anticipated in the next 2-4 years as the major projects are completed.
- Ancillary utilities upgrades are often required to supplement updated facilities, expanding the scope and cost of projects.
- Costs for removing material contaminated decades ago and encountered during present day excavation work, along with remediation and monitoring to fulfill legal requirements, creates significant impacts to the City budget.
- Lack of snow dump sites creates additional work in the form of trucking snow and added costs for snow removal.
- Staff turnover and upcoming retirements impact the City in additional recruitment costs and the loss of institutional knowledge.

Tasks Completed

Capital Improvement Projects:

- Aquatics Center Renovation
- Backflow Prevention Project
- Light Cargo Dock Expansion
- Pyramid Water Treatment Plant

Non-Capital Improvement Projects:

- New building permit guidance, electronic application forms, utility inspection card, and revised processes.
- Street Lighting Load Centers Assessment and Retrofit.
- Implementation of 1st Phase of Alaska Department of Environmental Conservation (ADEC) Industrial MSGP Storm Water Pollution Prevention Plan (SWPPP) and SPCC Plans for Relevant Facilities.
- Installation of new floor coverings in Burma Road Chapel, PCR, and Public Safety.
- Painted DPS, Library, Airport Terminal, Valley Genset and Tanks, Solid Waste Baler, Tutiakoff, Sitka Spruce, and Ounalashka Park Buildings, and portions of the Powerhouse.

Tasks in Progress

Principal Capital Improvement Projects:

- Aquatics Center Column Repairs
- Unalaska Marine Center (UMC) Positions 3 & 4 Replacement
- Multiple City-Wide Drainage Projects
- Shoreline Protection and Erosion Control
- Captains Bay Road Electric Upgrade to Westward
- Unalaska City School District Playground
- Old Powerhouse Battery System Replacement

Ongoing Non-Capital Improvement Projects:

- Continuing implementation of the Record Retention Policy in paper files and electronic files
- Continuing improvement of the Building Permit application process and guidance pamphlet
- Groundwater monitoring at 8-Plex and operation of bio-remediation equipment.
- Paving Study
- City ARC-GIS mapping assistance to DPU
- Standard Details and Specifications
- Monitoring Valley Groundwater levels and transmitting information to ADNR

Recommended Improvements

- Improve capital project management systems reporting and consultant management.

- Revise Title 17 to update current building codes adopted by the City to align with State codes.
- Continue to work with the Roads and Facilities Maintenance Divisions, IS and Finance to fully utilize work order and cost tracking systems in these divisions.
- Support reimplementation of the General Hill Water Pressure Booster Pump Station.
- Establish a technical services agreement with a reputable cost estimation firm to provide improved review of capital and non-capital projects estimates and to build a database of local costs.
- Obtain a Certificate of Waiver or Authorization from FAA to operate an Unmanned Aerial System for mapping and infrastructure monitoring purposes.
- Identify snow dump areas to reduce workload during heavy snow years.

DIVISION: Facilities Maintenance

The Facilities Maintenance Division (FM) consists of eight full-time and two temporary employees who maintain more than 50 facilities, 16 housing units, eight parks, and the grounds at six facilities. We maintain the Burma Road Chapel, City Hall, two concessions/restroom buildings, two hazmat buildings, Amaknak Fire Garage, Henry Swanson House, Library, Museum, PCR, Aquatics Center, UPD, DPW/DPU, Supply Warehouse, Sitka Spruce Park Restrooms, Parks' Equipment Building, three Park Gazebos, Wash Bay, Haystack Repeater Station, Airport Terminal, USCG Dock Phone Building, UMC Warehouse, Carl E. Moses Boat Harbor Restrooms, Carl E. Moses Boat Harbor Used Oil Building, and the Sand/Salt Building. FM provides services to all of DPU's facilities: Icy Lake Control Plant, Icy Creek Control Plant, Pyramid Water Treatment Plant, Town Substation, Unalaska Chlorine Plant, Unalaska Control Plant, three Water Well Houses, Nirvana Water Pump Station, Agnes Beach PRV Building, East Point Valve House, EOD Building, Landfill Baler Building, Wastewater Treatment Plant & Liquid Stream Building, Lift Station #4 Generator Building, Leachate Facility, and both Powerhouses. Our housing units are the Ptarmigan Road 8-Plex, Loop Road 4-Plex, two Duplexes on Lear Road, and the Remediation Control Building. The Parks are Expedition Park, Memorial Park, Ounalashka Community Park, Philemon Tutiakoff Memorial Park, Sitka Spruce Park, Skate Park, Tanaadakuchax Park, and Unalaska Town Park. FM maintains the grounds at the Airport Terminal, Burma Road Chapel, City Hall, Library, Museum, PCR, Henry Swanson House, DPW/DPU, and, upon request the Powerhouse and Town Substation. FM was asked to add the two Iliuliuk River Foot Bridges to our maintenance responsibilities and have done so as of 2008. We also have completed numerous Capital Improvement Projects and assisted with several Park Development projects. FM personnel perform most elements of construction and maintenance including carpentry, electrical, plumbing, mechanical, painting, landscaping, and playground structure maintenance.

Current Condition

- Airport Terminal - An extensive renovation was completed in 2006. During the renovation, two areas of the exterior walls showed signs of degradation to the steel framing within them. There may be other areas with similar problems but these walls were the only ones opened up for the renovation. Further action at this time is not cost effective. This corrosion will need to be addressed as part of any future renovation plans. The exterior was painted in FY17. We

will install new tile flooring in the men's restroom in FY18. Work to upgrade the wall finishes in both restrooms and possibly the floor finish in the women's restroom will require Capital funding and should be added to the FY18 or FY19 request. A 20' section of 3" sprinkler pipe was replaced and the entire piping system should be evaluated. The lighting fixtures down the center of the concourse have been going thru ballasts at an alarming rate. FM is looking for alternative lighting fixtures for this area, preferably LED fixtures. When the fixtures are found, a request for funding will be made. To achieve our goal of expanding our energy conservation efforts and reduce operating costs, a Level 1 Energy Audit was performed on this facility in FY16. The Tom Madsen Airport Terminal building was ranked 3rd out of 14 buildings receiving Level 1 audits for a more in-depth audit or level 2 audits. The facility also was ranked 2nd for potential energy cost savings. The final report on system components schedule has not been given to us yet but we now have information on conservation possibilities. We also plan to use the final report the check to identify any potential energy conservation areas, and to develop a replacement schedule for system components. In FY16 a roof leak was reported above the sink in the restaurants kitchen and stop-gap repairs were made. The roofing has been in place for 17 years and was originally scheduled on the CMMP for replacement at 25 years, in FY 24. Research to determine the cause of the leak and assess the integrity of the current roof resulted in funding for Design in the FY18 Capital Budget and Construction in FY19.

- Solid Waste Baler Building - The general condition of this building structure is good. The exterior overhead doors at this facility will need a considerable amount of work over the next few years as operating cycles and the harsh environment at the site are taking their toll. This building was included in the 14 City facilities that received a Level 1 Energy Audit in FY16 and was ranked 1st among City facilities recommended to receive a more in-depth Level 2 audit to identify ways to reduce energy use and costs. This facility was also ranked highest among City Facilities audited for potential cost savings resulting from the implementation of an energy conservation plan. The plan would include work to make repairs where birds have pecked the insulation blanket apart at the exterior walls and roof followed by work to protect the repaired insulation from the birds in the future. Staff is investigating methods of keeping the birds from entering the building to reduce the costs of repairing and preserving the building's insulation.
- Landfill Hazmat Building - The structure of this building is in fair condition. No major maintenance projects are scheduled for the facility in the near future.
- Burma Road Chapel - The roof of this building develops ice dams during cold weather and temporary corrections have been completed. The temporary solution works but is not energy efficient. We can limit the energy consumption by not turning on the heat traces until temperatures approach freezing; however the heat traces do consume energy at a fairly high rate. For a more permanent correction to the problem, the roof will need to be torn off, the insulation replaced, and the ventilation corrected in the joist space just below the roofing. The roof replacement project could be deemed an energy driven project and funded as such. This will be a Capital Maintenance Project and is presently scheduled for FY 2019-2020. In FY16, a new boiler was installed leaving only the ADA access to be considered in the next 3 years. At this time accessibility for this facility is being looked at by a registered Architect who has found an upgrade to a restroom will be needed as well. When design is complete, work will be performed in-house to reduce costs.

- City Hall - The general condition of this building is good. The facility's storage areas have proven to be inadequate over the years. Some of the windows leak during rain storms with high winds. Efforts have been made to correct this problem and have been partially successful. We will continue to work to resolve the problem. Ice melt heat tubing was installed in the entrance slab. The design for the controls and pumps is ready. Funding to install the controls and pumps will be requested in FY18. We did the same point by point DDC evaluation that was done at the Airport. Our goal was to address any non-operational parts or programming and find possible energy wise options for the systems operation. Some funds were requested in the FM operations budget to make a few key changes that will make the building's ventilation system more efficient. City Hall was ranked ninth to receive a more in-depth energy audit and sixth in potential energy savings among the facilities that received a Level 1 energy audit. Only the Level 1 audits recommended EEMs will be pursued to improve energy efficiency at this facility in the near future.
- Henry Swanson House - This building requires foundation work and the floor structure needs to be repaired or replaced. This building is unusable and moisture damage continues to expand over time. Compounding the moisture issues is the lack of heat for several years now. The people of Unalaska should decide if this structure is worth the cost of repair or if it should be disposed of entirely. At present, it is not being used but utility costs and maintenance costs, although minimal, continue.
- Library - This building is in good general condition and the exterior was painted in FY17. The DDC system received a point by point check to assess the system for operational issues. Several were found and are in the process of being repaired. A couple of changes will be needed to get the ventilation system to operate at maximum efficiency. The Library was ranked tenth to receive a more in-depth energy audit and eighth in potential energy savings among the facilities that received a Level 1 energy audit. Only the Level 1 audits recommended EEMs will be pursued to improve energy efficiency at this facility.
- Museum - This building is in good general condition. The parking lot light poles are showing stress cracks. These poles are likely to fail under high winds and replacement needs to be considered. Two steel doors were replaced with fiberglass ones. A point by point check and assessment of the DDC system was completed. Some repairs were required and the system is running well at this time. The Museum was ranked eighth to receive a more in-depth energy audit and seventh in potential energy savings. Only the Level 1 audits recommended EEMs will be pursued to improve energy efficiency at this facility.
- PCR - This building has greatest public use of any City facility and maintenance costs are proportionate to that usage. Structurally and mechanically, this facility is in good condition and most repairs are to architectural finishes or equipment. In May of 2016 a point by point check to assess the building's DDC system was made. The DDC point by point check revealed some issues that have plagued the facility since the renovation project in 2010 and adjustments were made to correct these issues. At present, the heating controls are working better than ever before but there are still things that can be done to the controls that would conserve more energy. These items will require an initial investment that will ultimately pay for itself in energy cost savings. The Level 1 energy audit conducted last fall ranked this facility second among the City's facilities recommending a Level 2 energy audit be performed and third among city facilities for potential energy cost savings. Some minor work to the DDC system is part of the work planned for FY17 to improve the heating system's efficiency. Work to replace the concrete entry stoops the exterior Gym entrance doors will be

performed in FY18. Our major maintenance plan calls for re-painting the exterior in FY18 and those funds have been requested and approved.

- Aquatics Center - The pool building structure is in fair condition. A major project to renovate the showers, restrooms, and locker rooms was completed in FY17. The renovation work included a family dressing room and the relocation of the reception office and sauna. Multiple maintenance issues were addressed during the renovation, leaving the facility in the best condition it has been in for many years. A warranty issue with one of the pumps was resolved by the contractor. Some additional work to improve energy conservation to reduce operating costs has been lumped into a Level 1 audit conducted throughout the entire school building in FY16. The Level 1 Audit ranked the school #1 of all the facilities audited last fall and recommended a more in-depth Level 2 Energy audit. The school also ranked #1 for having the most potential for energy cost savings. A good measure of this potential energy cost savings is related to the Aquatic Centers energy use. A minor investment in the equipment and some changes to the DDC heating controls at this facility would result in energy cost savings for the School District.
- UPD – Work on this facility completed in FY17 included a renovation to the Evidence Room, steel doors replaced with fiberglass, and exterior painting. New wire was pulled for the card lock upgrade and the new ventilation system was supplied with a high pressure air compressor. UPD was ranked fourth to receive a more in-depth energy audit and fourth in potential energy savings. Only the Level 1 audits recommended EEMs will be pursued to improve energy efficiency at this facility at this time.
- Amaknak Fire Garage – This building is in good general condition and typically requires little annual maintenance. The boiler was replaced in FY17. We had a Level 1 energy audit performed at this facility and found the building to be fairly efficient in energy use. The building ranked last of the facilities audited to receive a more in-depth audit and last in potential energy cost savings. This facility is scheduled by the major maintenance plan to have the steel walls and roof re-painted in FY18 however condition assessment has pushed that project out a few years.
- DPW/DPU - This building is in good condition. Several windows still leak in high wind conditions despite efforts by FM to resolve them. This problem has not proven to cause serious extenuating circumstances and high cost repair measures will not be taken at this time. The boiler in this facility was replaced in FY17 as was the Fire Alarm Panel. The main DDC heating controller received a point by point check and repairs or programming found to be needed were completed. This check also allowed the contractor to assess the system for a schedule of component replacement as well as for energy conservation ideas. The building was given a Level 1 energy audit and was ranked fifth of the City facilities audited to receive a more in-depth audit and fourth for potential energy cost savings. A Level 2 energy audit is recommended. If funding becomes an issue the urgency is not as great as it is for the buildings ranked 1 through 3.
- DPW/DPU Hazmat Building - This building is in good condition. Due to weather conditions, this building requires extra care to maintain the doors and exterior. The exterior steel doors were replaced with composite doors which are better suited for our weather conditions and will reduce the maintenance needs. Exterior painting is scheduled for FY18.
- DPW Sand/Salt Storage Building - This building is in good condition. No major maintenance projects are planned for this building in the near future.

- UMC/Ports Warehouse - This building is in good general condition. Sidings, building trim, and doors (man and overhead) are all subject to periodic maintenance. Painting of the structural steel framing in the loading dock area is being considered, however, the new UMC dock project may eliminate the need for the loading dock at this facility altogether. Several roof leaks near the ridge cap were suspected so FM staff has worked to seal the roof. This work has had little effect on water appearing above the insulation blanket so condensation is most likely the cause. At this time, no work is planned to relieve the issue and no complaints have been made by the tenants. The exterior portion of the electrical service may yet need to be replaced and a project to do that will be investigated in FY18. No other major maintenance will be scheduled until the future dock construction determines the fate of this building.
- USCG Dock Phone Building – The metal roof on this structure was replaced in FY17. The water service room has experienced multiple flooding events because a pressure reduced back flow preventer valve has opened due to sediment in the water. This valve, when stuck open, allows a large volume of water to flow on to the floor of the service room. This flow exceeds what can be drained thru the existing floor drain and, on one occasion, the water level rose above the level of the main building's floor structure allowing water to enter other spaces of the building. This problem was addressed in the recently completed Backflow Prevention Project.
- Spit Dock Electrical Switch Van - This facility is in fair condition and no major maintenance projects are planned for the next few years.
- Carl E. Moses Small Boat Harbor Upland Structures- The facilities are in good condition and mostly minor maintenance is all that will be needed for the next few years. The clear finish applied to the red cedar siding installed on the building's lower portion of the exterior walls is proving to be a challenge to maintain. A recommendation to use another finish type will be made in an effort to curb the maintenance required each year. No other major maintenance projects have been recognized or are scheduled for these facilities until painting in FY20.
- Supply Warehouse - The steel roof of this building was painted in FY09 in an effort to slow deterioration. The roof coating is working well and will allow us to delay installing a new roof for now. No other major maintenance work is scheduled for the next four years.
- Town Substation - This building is in good condition. The transformer containment pad/pit was painted several years ago but has proven to be problematic in keeping coatings intact through the freeze/thaw cycles of winter. Maintenance work will be ongoing on these coatings for years to come. No other major maintenance work is currently scheduled for this facility.
- Wash Building - This building is in good condition. FY18 work to bring the heating fuel tank in to compliance with our new SPCC Plan is underway. On the horizon is re-painting the small entry roofs in FY19 and evaluating the unit heaters for replacement in the next 1-2 years.
- Water Facilities - Most Water facilities are in fair condition. The new Pyramid WTP was completed and operational. The Icy Creek Valve and Control building was retrofitted with new remotely actuated valves and the communications equipment needed to operate them remotely. These measures have stopped the sweating and eliminated the leaks. The FM staff was asked to install a new window in the Icy Creek Dam Control Building and no other major maintenance work is scheduled for the next three years.

- Wastewater Treatment Plant (WWTP) - This facility was recently renovated to change treatment processes for the City's waste water. There are now two structures to be maintained including an addition to the original building. This has more than doubled the amount of mechanical equipment associated with the building's heating and ventilation systems. For the most part the buildings are in good condition with few minor maintenance needs. The epoxy floor coatings in the original building are in poor condition and need to be re-painted. A major maintenance project was developed for this and included in the FY18 budget. A new major maintenance plan for this facility and the additional WWTP has been developed.
- New Powerhouse – This facility is in good condition. A point by point evaluation of the DDC system and assessment of the systems components for a replacement schedule was completed in FY16. Some work towards energy conservation was completed by making adjustments to the programming and sequence of operations. Work was done to the oil breather and air handler unit. A roof leak was found but the leak is intermittent and is most likely only present when the wind is driving rain in a particular direction. A bit more investigation will be needed to determine the location before a repair can be made. Some painting will be done on the lower portions of the AHU Towers in FY18 to help maintain their resistance to corrosion. No other major maintenance work is scheduled for this building at this time.
- Old Powerhouse – This facility's purpose has changed with the new Powerhouse up and running. It now houses a system that converts waste heat to energy from the generator cooling water from the New Powerhouse. No other major maintenance projects have been scheduled for this facility at this time.
- Ptarmigan Road 8-Plex – An 8-Plex apartment building was constructed in FY12 to house teachers and Public Safety employees. This building is in good condition at this time and no major maintenance work is currently scheduled. Our major maintenance plan was updated to include this facility, however, little if any major maintenance will need to be considered for a few three years.
- Loop Road 4-Plex - This building is in fairly good condition. A Capitol Project to replace the existing roofing, sheathing, and trusses has been brought forward for FY18 design and FY19 construction. This plan includes an energy conservation component to increase the attic insulation and install new vapor retarders. These changes add to energy efficiency and reduce issues experienced during cold weather. No other major maintenance projects are scheduled for this facility for several years.
- Lear Road Duplexes - These buildings are in good condition. No major maintenance work is scheduled for these facilities this fiscal year.
- Parks – All parks receive regular maintenance including garbage removal, restroom cleaning, grass mowing, and playground upkeep. At Sitka Spruce and Town Parks, a 2002 Playground Safety Audit showed two playground structures had a few problems, mostly due to the age of the structures and/or type of materials used when they were constructed. For these reasons two pieces, the swing set at Sitka Spruce Park and the elevated play house with the slide at the Town Park were replaced in FY16. Several pieces of the Spruce Park's play equipment and also the Town Park's play equipment are showing the wear of years of service and are nearing the end of their useful life. Replacements need to be included in the Capital Maintenance budget in the near future. Spring toys had parts replaced to make them sturdier and safer. The upper deck of the Ship is beginning to deteriorate and will render the

equipment unsafe within the next couple years. This brand of equipment is made in Europe and the material is proprietary. Therefore the material, if available at all, cannot be duplicated locally nor is it available without great expense. The ball field is in need or 2-3 inches of infield topping and that material and work has been requested in the FY18 budget. Rotted materials on some park buildings were replaced before they were painted in FY17. For an unknown reason the trees in Expedition Park are dying. A study, by experts, may be necessary to determine the cause and if anything can be done to stop tree loss. Three major maintenance projects should be considered in the near future. The replacement of the old play equipment at the Town Park and Sitka Spruce Park plus the infield material at Ounalashka Community Park.

- Iliuliuk River Footbridges - The two footbridges (one steel, one wooden) over the Iliuliuk River are in fair condition. No major maintenance work is scheduled for these bridges for several years. The wooden footbridge will not require painting but periodically all threaded fasteners should be checked and tightened as needed. FM staff will be doing this work in the near future as time allows. Both bridges are structurally sound enough to carry the design loads at this time.

Facilities Maintenance Issues

- Often materials are purchased in advance of projects and some materials need to be kept on hand for incidental repairs. Costs of these materials are greatly reduced as are shipping costs if the material can be purchased in unit lots rather than individual pieces. Dry storage of these materials is essential to retain their integrity until they are used but little space is available for this purpose. The City's new articulating boom man-lift is also a problem during the winter months not only due to lack of storage space for the man-lift but also due to transportation issues. The man-lift is a heavy piece of machinery and must be transported using the City's tilt bed trailer. The trailer is a steep climb for the man-lift which can barely crawl up the trailer's deck especially if the deck is damp. Even with the deck of the trailer dry, loading this piece of equipment is a safety concern for the operator. If any mistake is made, the situation can become critical quickly. The trailer sits out in the weather all winter and when the lift must be moved to make a repair, staff must shovel the snow off then either salt the deck or pull it into the wash building to wash the remaining ice from the deck. Once that is done, staff must then wait an hour or so for the deck to dry a bit before they can load the lift. A dry storage place for this tilt bed trailer would save the FM staff at least 8 man-hours at each move when there is snow on the deck of the trailer. An area 40' X 200' of unheated dry storage for these materials, the man lift, and other equipment is greatly needed.
- Costs of many materials and pieces of equipment have risen due to energy related manufacturing and shipping cost increases. These increases have made repairs and replacements of several additional facility components fall within what is considered "major maintenance". In order to assist in budgeting for these repairs, the Facilities Maintenance Division's fourteen-year-old Major Maintenance Plan needs to be reviewed and updated. However, it is important to note that even if the Major Maintenance Plan is updated, unforeseen material failures will continue, creating a need for an occasional budget amendment, although likely not as many as would be needed if the Major Maintenance Plan were not updated.

- The new Global Harmonized System for material safety data sheets should have been converted in 2016. This Division has a wide variety of chemicals, adhesives, finishes, and lubricants regularly used to perform our duties and conversion from our current MSDS pages to the SDS sheets is critical and time consuming. In order to continue to keep repairs current and to complete maintenance projects, this Division strongly suggests the update work be performed by an outside contractor as DPW Front Office staff has been working on the project but progress is very slow.

TASKS COMPLETED

- Replaced all Lock hardware on interior doors at Tom Madsen Airport Terminal Building
- Repainted the Concourse walls at Tom Madsen Airport Terminal Building
- Performed a point by point check of DDC heating controls and completed repairs at Tom Madsen Airport Terminal Building
- Replaced boiler flue with correct size at Landfill Baler Building
- Replaced vinyl floor coverings at the Burma Road Chapel
- Replaced the Boiler at the Burma road Chapel
- Installed weather screen walls at CEM Restroom/Shop facility
- Performed a point by point check of DDC heating controls and completed repairs at City Hall
- Replaced heating transfer fluids at City Hall
- Performed point by point check of DDC heating controls and completed repairs at the PCR
- Performed point by point check of DDC heating controls and completed partial repairs at the Library
- Completed interior painting at the Library
- Installed new carpets in many areas at the PCR
- Repainted the interior Gym walls at the PCR
- Installed new first floor carpets at UPD
- Performed point by point check of DDC heating controls and completed repairs at the Museum of the Aleutians
- Performed a point by point check of DDC heating controls and completed repairs at DPW/DPU
- Installed new coil and man doors at the Old Powerhouse
- Installed new separation partition between the Parts and Power Production rooms at Old Powerhouse
- Installed new Compressed Air Dryer in Wash Building
- Installed new Water Clarifier/Oil-Water Separator in Wash Building
- Installed a new stainless steel transformer at the UMC Warehouse
- Replaced failing siding on the Concessions/Restroom Building at Ounalashka Community Park
- Replaced failing siding on the Equipment Storage Building at Ounalashka Community Park
- Installed new roof at Philomen Tutiakoff Park
- Completed new stairs and ramps at the C-Float entrance of Expedition Park
- Installed new swing at Town Park
- Installed new elevated play structure at Town Park
- Installed new insulated steel siding, roofing, and entry addition at Icy Lake Valve House
- Renovating the Aquatics Center's restroom, locker, and shower rooms

- Install ventilation for new high pressure compressor at UDP

Tasks in Progress

- Replace Glycol heat transfer fluids at UDP
- Touch up exterior paint at CEM Restroom/Shop Building
- Refund and complete City Hall Ice Melt System
- Install new fiberglass doors in generator room at UDP
- Repairs to heating system controls at Library
- Replace exterior steel man doors w/fiberglass doors at Museum
- Replace glycol heat transfer fluid at Supply Warehouse
- Replace rotted loading dock beams at Tom Madsen Airport Terminal Building
- Install new steel siding at clerestory on Tom Madsen Airport Terminal Building
- Repairs of the Aquatics Center columns.
- Replace boiler at Amaknak Fire Garage
- Replace cracked boiler at DPW/DPU
- Repaint wood siding at UDP
- Repaint fuel island and Valley generator van at DPW/DPU
- Replace the roof on the USCG Phone Building
- Install day-lite floor drain in water service room at USCG Phone Building
- Repaint all painted Parks buildings
- Install new window in the Icy Creek Control building

Recommended Improvements

- Replace restroom wall finishes at Tom Madsen Airport Terminal Building
- Investigate and repair if possible roof leak at Tom Madsen Airport Terminal Building
- Perform Level 2 energy audit at Tom Madsen Airport Terminal Building
- Upgrade concourse lighting at Tom Madsen Airport Terminal Building
- Repair insulation and install PVC insulation covering at Landfill Baler Building
- Rebuild roof and roof ventilation system at Burma Road Chapel
- Install ADA compliant ramp and upgrade a restroom at Burma Road Chapel
- Decide on course of action for Henry Swanson House
- Complete new ice melt system at main entry at City Hall
- Bring all fuel tanks regulated by SPCC Plan into compliance with plan recommendations
- Replace concrete gym entries at the PCR
- Repaint epoxy coated floors at original WWTP
- Investigate and repair roof leak at the New Powerhouse
- Repaint the lower 8' of AHUs 1, 2, & 3 at the New Powerhouse
- Install new fire detection devices at both Powerhouses
- Repaint all exterior steel components at the Old Powerhouse
- Investigate and repair roof leaks at the Old Powerhouse
- Replace rotten glulam beams at the baggage loading dock at Tom Madsen Airport Terminal building
- Replace old play equipment at Town Park
- Replace old play equipment at Sitka Spruce Park

- Install new infield material at Kelty Field
- Begin study of dying trees at Expedition Park
- Install new man doors at the Philomen Tutiakoff Memorial Restroom/Storage Building
- Tighten fasteners on wooden Iliuliuk River Footbridge
- Construct additional dry storage for equipment and materials
- Update Major Maintenance Plan
- Update MSDS to SDS as directed by OSHA to comply with new Global Harmonized System

DIVISION: Roads

The Roads Division (RD) is responsible for maintenance and snow removal on approximately 42 miles of roads and five bridges, including drainage systems, traffic controls, and safety systems. Paved roads account for 9.6 miles and gravel roads comprise 32.4 miles of right-of-way. In addition to the paved roads, the City maintains 27 acres of paved and gravel parking areas. The RD equipment consists of dozers, backhoes, compactor, dump trucks, loaders, tractor-trailers, pick-ups, road graders, sander trucks, and a street sweeper. This Division is staffed with a Roads Chief, three Heavy Equipment Operators, four Medium Equipment Operators, two Light Equipment Operators, and one six-month temporary Medium Equipment Operator. The RD assists other Departments and Divisions as needed.

Current Condition

- RD equipment is at a high rate of operational readiness with all units being ready for use at a moment's notice.
- The RD has a good working relationship with other Departments and Divisions including the Unalaska City School District, Qawalangin Tribe, and local businesses allowing the RD to perform our work in a cooperative manner.
- Lack of adequate snow dump sites makes snow removal more costly especially during heavy snow years.
- Erosion on roads adjacent to the sea caused by storm surge and tidal action continues to occur.
- Drainage culverts clogged by storm run-off require frequent maintenance.

Tasks Completed

- Connected Adams Drive and Aerie Drive
- Replaced Culverts on Overland Drive near Peace of Mind Trailhead
- Annual gravel re-surfacing improved drivability and ease of maintenance of these roads, with 8,521 cubic yards emplaced.
- Annual ditch cleaning and drainage improvements were made along various roads with 12,700 feet of ditch cleaned and 4,580 cubic yards of waste from the ditches excavated and trucked out.
- Annual drainage infrastructure maintenance included cleaning sediment separators, jet rodding culverts Citywide, with 84 catch basins cleaned, 29 culverts crossings, and 16 sediment separators cleaned.

- Installed erosion control measures along 1650 feet of Captains Bay Road with 1,512 Tons of A Stone.
- Installed erosion control measures along 2660 feet of Airport Beach Road with 3,358 Tons of A Stone.
- Installed erosion control measures along Summer Bay Road with 339 Tons of A Stone.
- Built 1.3 miles of gravel walking trail along Airport Beach road to accommodate pedestrian traffic.
- Improved storage areas on Upper East Broadway and Pyramid Road.

Tasks in Progress

- Developing GIS infrastructure data.
- Continuing Erosion Control efforts City Wide.
- Providing asphalt hot patch in areas of paved roads, as needed.
- Developing more useable flat areas owned by the City.
- Replacing signs, guardrails and curbs.
- Tracking material and labor costs for all city roads.

Recommended Improvements

- Develop snow dump site on each side of town.
- Improve storm drainage system (rip rap ditches, grading, upgrade catch basins, sediment traps).
- Continue to protect roadways from sea erosion.
- Continue to expand useable flat ground for City.
- Develop a system to sell waste rock material to the Public from maintenance and capital projects.
- Replace aged safety infrastructure signs, guardrails and curbs.
- Continue GIS data collection and entry.

DIVISION: Vehicle and Equipment Maintenance

The Vehicle and Equipment Maintenance Division's primary mission is the inspection, maintenance, and repair of the City of Unalaska's gas and diesel vehicles and equipment. The City has more than 150 units requiring general upkeep and repair. The service work and repairs are accomplished by 2 light duty mechanics, 2 heavy duty mechanics and 1 oiler. The Maintenance Chief oversees the scheduling, parts ordering, and day-to-day administrative activities to keep the fleet rolling. The Vehicle Maintenance Division is often called upon by other departments to assist in a wide variety of repair and fabrication work on all manner of City related projects.

Current Condition

- The City of Unalaska continues to enjoy a high rate of operational readiness, with almost all units being ready for use at a moment's notice.
- Parts and materials availability continues to be a challenge, causing delays in repairs.

- Diagnostic procedures for newer electronic computer controlled equipment (engines, brakes, hydraulics, and transmissions) are beginning to be a challenge to conduct.
- Some occasional-use equipment suffers weather damage from long term outside storage.
- The aging fleet requires more repairs but limited warehouse space restricts the amount of parts that can be kept on hand thereby increasing the downtime of the equipment and vehicles.

Tasks Completed

- Replaced the fuel transfer pump on S2878.
- The rebuilt outboard motors were mounted on HM2.
- Diagnosed the charging system and replaced the alternator on FL4.
- The transmission in UFD7954 was replaced.
- New BSS valves and coils were installed on L9.
- The water tanker for DT4 received new valves.
- The cab and transmission were removed from RG3 to begin transmission repair.
- E6 had the crane swing motor removed for replacement.
- Water valves were rebuilt and certified on UFD0750.
- The water valves were rebuilt and certified and a hydraulic leak was repaired on UFD0592.
- UFD3535 was tested and certified.
- The O2 sensors were replaced on UPD0232.
- The VHF radio was rewired on UPD9114.
- The intercooler hose was replaced on ST1.
- The front end was aligned on HM5059.
- The radiator and hoses were replaced in HM0416.
- Diagnosed and repaired the charging system on FL4.
- Replaced the muffler on BH10.
- L9 had the ignition switch and starter delay relay replaced.
- The wiper linkage was replaced on PW9610.
- New batteries were installed for BD5 and DT6.
- Put a new starter in HM5059.
- The hydraulic pump and valve bank were removed for repair from L1.
- The passenger door was repaired and the rear bumper was painted on RC5818.
- PW4572 and E5629 required their airbag modules to be reprogramed.
- U-joints were replaced on PW4212 and W7211.
- Repaired a broken window on PW3479.
- A brake line was replaced on E9483.
- An electrical short was repaired and a headlight switch was replaced on DT5.
- A rear wheel hub and bearing was replaced E7414.
- HML1 had the water pump replaced, a fuel leak repaired, the door frame straightened, the glass replaced, an electrical short was diagnosed, and rat chewed wires were repaired.
- A new transmission arrived for RG-3 and reassembly of the grader started.
- Removed and replaced broken u-joint bolts on L7.
- Door glass was replaced in PW3479.
- Installed VHF radios in RC2682, CH5429, CH4087, and PW0688.
- Air tanks were replaced on ST1.

- The alternator and column tilt cylinder were replaced on RG8.
- L1 had the hydraulic motor rebuilt and installed.
- Welded a hydraulic cylinder on FL5.
- UFD7954 had the heat blend door actuator replaced.
- The backup lights and alarm on DT5 were rewired.
- The door latch and window regulator was repaired on UFD0592.
- The gearshift cable and column bushings were replaced on E1451.
- Installed new front hubs, ball joints, u-joints, and battery in PW6372.
- Replaced the hydraulic pump on ML2.
- The glass entry door on RC5818 was replaced.
- Rebuilt the engine and replaced the steering cylinder and reverse pressure switch on DT7.
- New front brake calipers were installed on W7211.
- Installed a new transmission in RG3
- U-joints and the climate control were replaced in RG8.
- Replaced the crane swing motor in E6.
- A bucket lock pin was fabricated and installed on BH2.
- Replaced the wiper motor and linkage and repaired the fuel tank on HM8387.
- The climate control blend door was replaced in UPD3672.
- DT5 received new tie rod ends, a front shock, tachometer sensor, and lug bolts.
- DT7 had the muffler and window regulator replaced.
- New glow plugs and door latch linkage were installed in E5629.
- UPD8025 had the windshield replaced and rust spots repaired and painted.
- Corroded wires to the ECM on DT2 were diagnosed and repaired.
- LF1 had the alternator replaced and hydraulic leak repaired.
- Rust holes in the utility box were repaired and spring bolts tightened on W7211.
- The rear wiper motor, fuel filler tube, and right rear half shaft on HM9290 were replaced.
- Hydraulic hoses, hard lines, hydraulic pump, and rebuilt valve bank were replaced on L1.
- RG3 had the hydraulic pumps removed and a spring coupler ordered.
- ST1 had the brakes rebuilt, cab painted, windshield, air tanks, rear springs, and starter replaced and is being prepped to install a new dump box.
- LF-1 had hydraulic hoses replaced.
- The radiator was flushed and the thermostat replaced on HM-9290.
- Door window regulators in CH-5249 , UPD-5563 and DT-5 were replaced.
- UPD-3672 had the windshield repaired.
- Rear brakes were replaced on UFD-7413.
- The starter in HM-0416 was replaced.
- A door latch was replaced in L-1.
- HML-1 had a hydraulic valve and door glass replaced.
- Wiring was repaired on WSW-3.
- RG-3 had the spring coupler and main seal replaced, and hydraulic pumps reinstalled.
- A leak in the cab was repaired on BH-1.
- PW-0688 had a window in the door and canopy replaced.
- SD-5275 and PW-9611 had brake lines replaced.
- An electrical short, air line and filter bracket were repaired on DT-2.
- DT-7 had a starter problem diagnosed and repaired.
- A section of suction tube was replaced on VT-2.

- S6 had lights mounted, tie downs welded on, and new hydraulic lines installed.
- Brake lines were replaced in L4 and PW9611.
- The injector pump was rebuilt on DT7.
- UFD0592 and UFD0750 had their thermal imager charging docks rewired.
- The alternator was replaced in DT6.
- DT2 had an electrical short repaired and a new AM/FM radio installed.
- The front struts on W7587 were replaced.
- Replaced the right door window on PW3448.
- Installed new door hinges on BH1.
- The multi-function switch, rear spring hangers, and shackles were changed out on PW8586.
- The boom lift cylinder was replaced on VT2.
- Hydraulic hoses were replaced on RG2 and the sweeper attachment for L1.
- An electrical short for the reverse solenoid on FL4 was repaired.
- HM0416 had a spark plug hole rethreaded, u-joints, rear brakes, and the starter relay replaced.
- CC3 and RG2 received new hydraulic lines.
- A wheel bearing and hub assembly was replaced on HM9290.
- DT7 had the exhaust pipe and P.T.O. valve replaced.
- L9 had L.E.D. strobe lights installed.
- Brake lines were replaced on E1451.
- Braces were fabricated for securing the snow wing mast on RG-8.
- Replaced the fuel pumps on PW4751 and W7211.
- HM8387 and PW9610 received new front brakes.
- Hydraulic lines were replaced and a mounting plate for the hydraulic swivel was fabricated on BH-3.
- Repaired the rusted out floor board in CH3710.
- Installed a new VHF radio in LF4839 and PW2683.
- Rust was removed from the front struts on WSM3 and WSM4.
- SD5275 had the crane controls rewired with a new plug.
- Fender spacers for tire chains were fabricated and installed on BH11.
- New axle pivot bushings for DT5 and DT6.
- SD5542 had the rear brakes and 4x4 repaired.
- The 4x4 locking hubs were replaced on PW3448.
- Replaced the front wheel bearings and locking hubs on W8582.
- The fan belts and a coolant hose were replaced on DT5.
- Installed new fuel tank filler on PW4751.
- The turbo charger on DT6 was replaced.
- The stabilizer hydraulic cylinder was rebuilt and re-installed on BH11.
- Lift eyes were fabricated and installed on S7.
- The window wiper arm linkage was repaired on RG2.
- The mass air flow sensor on SD5542 was replaced.
- Replaced the hydraulic hard lines and battery on BD7.
- The rat chewed wires on LF1 were replaced and new tires were installed.
- A new carrier bearing and accelerator were installed on RG3.
- The shift tube was repaired on E8585.
- RG8 received new hydraulic hoses and the serpentine belt tensioner was replaced.

- Installed new light brackets and a safety cut out switch on ML1.
- The wiper motor and cab lift switch were replaced on FL4.
- The hydraulic hoses and shift controller were replaced on HML1. The tool coupler was rebuilt.
- Scratches on UFD3505 were buffed and painted.
- Installed new batteries and an air hose and repaired the air valve repaired on SS1.
- The turbo charger and coolant tank were replaced on VT2.
- L7 received new tires and the horn and back-up alarm wires were repaired.
- Replaced batteries and repaired the battery cables on GS18.
- Replaced the rear brakes on UFD7954 and PW3448.
- Replaced the exhaust DPF filter and the exhaust sensors were cleaned on DT4.
- Installed a new windshield on L4.
- E1451 had the shifter tube, front axle u-joints, and brakes replaced.
- New brake lines were installed on PW4212 and PW9610.
- The shifter was repaired on SD5542.
- A gasket for the turbo charger was replaced on DT6.
- Replaced the tool lock pin cylinder on L1.
- The rear differential seal was replaced on E7414.
- Crane inspections were performed on vehicles and building cranes.
- Replaced the wheel studs on DT5.
- New fuel injectors were installed in ST1.
- HM0416 received a new alternator, P.V.C. valve, and thermostat gasket.
- Diagnosed and repaired electrical shorts in UPD8407.
- The front brakes were replaced on PW0688.
- HML1 had a broken window repaired.
- Replaced the fuel shutoff, axle seals, brake shoes, wheel studs, bearings, and brake drums on DT2.
- The asphalt hot box was modified to fit the new truck PW3488.
- Diagnosed and repaired battery charging problems in UFD3503 and UFD3535.
- The trailer lights were rewired on DT7.
- The hydraulic valve was repaired on RG8.
- Installed a new transmission in CH4087.
- New hydraulic motor seals were installed in L7.
- Replaced a window and a fender, and rebuilt the door on HML1.
- A fuel line was replaced in LF1.
- S2878 received a new brake line and new spark plugs, and the wires were replaced.
- The seals on the hydraulic lift and tilt cylinders were replaced on RG8.
- A new window regulator was installed on UPD9826.
- The fuel pump was replaced in E1451.
- HM2 had the anodes replaced, the outboards inspected, and the oil changed.
- U-joints and the carrier bearing were replaced on DT2.
- A rear panel was painted and re-installed on the utility box of E5629.
- Rear brakes are being completely rebuilt on DT4.
- DT5 received new rear hubs, bearings, seals, and coolant level sensor.
- The oil pressure sensor was replaced and the hydraulic motor was rebuilt on the sweeper on L1.

- A new start switch was installed on DT7.
- DT4 had its rear brakes, slack adjusters, air cans, s-cams and shocks replaced.
- The side shift cylinder brace was replaced on RG3.
- Installed a headache rack and strobe light on HM2309.
- The window regulator was replaced in CH5249.
- PW6372 received a new fuel pump and tank.
- The throttle cable was replaced on GM2.
- E1214 had the hydraulic control levers freed up and the signal horn rewired.
- The rear brakes were replaced on S2878.
- Replaced the air compressor governor, an air can, slack adjuster and the air purge valve WT2.
- The bucket for BH11 was hard faced.
- DT2 had the rear hubs, bearings, air cans, brake shoes and the wheel speed sensor replaced.
- The steering cylinder was rebuilt on L7.
- TR8 had the battery replaced and the exhaust manifold was rewrapped.
- PW0688 received a new brake line.
- DT5 had the shock mount replaced.
- The turbo charger, manifold gaskets, thermostat, flywheel sensor, and cam shaft speed sensor were replaced on L9.

Tasks in Progress

- Vehicles maintenance continues inspection, maintenance, and repair of the City of Unalaska's gas and diesel vehicles and equipment.

Recommended Improvements

- Construct 50' x 200' unheated storage garage to preserve infrequently used equipment and parts which are presently exposed to year-round weather and are in various states of deterioration.
- Modify existing facility or look for space to rent in the community to complete necessary vehicle, equipment and parts painting.
- Replace vehicles that are unsafe due to irreparable rust damage.

DIVISION: Supply

The Supply Division (SD) is responsible for maintaining inventory for General Fund, Electric, Water, Wastewater, and Solid Waste. SD is in charge of shipping and receiving for all non-service purchase orders. Mileage and hour tracking is performed on 166 pieces of equipment for preventive maintenance scheduling. SD maintains accurate records of new and surplus equipment. SD is also responsible for registration and licensing of the City of Unalaska's fleet. The SD processes work orders for Capital Projects, Vehicle Maintenance, Facilities Maintenance, Roads, Water, Wastewater, Solid Waste, and Electric Divisions. SD creates monthly credit/debit reports for the Finance Department. The SD is responsible for the approval of fuel and freight invoices to insure proper billing. SD maintains up to date information in the fuel island software. This Division also aids various Departments in locating items for their specific needs. This Division is comprised of a Supply Division Supervisor and three Storekeeper I positions.

Current Condition

- SD Works closely with Vehicle Maintenance to ensure parts are in stock to reduce equipment down time.
- SD continues to support all departments with locating and ordering supplies.
- The lack of an effective policy for disposal of broken, irreparable or low-value equipment results in inefficient use of valuable storage space and unnecessary staffing costs for moving the items for storage and surplus.

Tasks Completed

- Ordered 13 pieces of new equipment.
- Received 10 pieces of new equipment.
- Sold or disposed of 7 pieces of equipment.
- Conducted 2 surplus sales in FY17.
- Provided information for Cartegraph data entry.
- Purchased paper products & cleaning supplies for eight divisions.
- Conducted annual inventory count.

Tasks in Progress

- Due to the closure of a local vendor, Supply Division is looking for a solution to storage of paper products & cleaning supplies for numerous divisions.
- Fill vacant Storekeeper I position.

Recommended Improvements

- Continue to remove parts pertaining to vehicles that are sold during the year.
- Continue to be meticulous in recording “charge out” items to keep our inventory inconsistencies low.
- Continue to work in Munis work order modules in support of Facility Maintenance.
- Continue to supply data requested for Cartegraph.