

CITY OF BETHEL

City Council Meeting Agenda, August 30, 2021 – 6:30 PM

Website: <https://www.cityofbethel.org/council>

Location: ONC Multipurpose Building, 334 Akiachak, Bethel Alaska

Council Members: Mayor Michelle DeWitt, Vice-Mayor Haley Hanson, Perry Barr, Alyssa Leary, Mark Springer, Rose Henderson, Conrad McCormick



Meetings are now open for in-person participation at the ONC Multipurpose Building

People to be Heard and Public Hearings will be done in-person or on Zoom only.

Join in-person or virtually on Zoom at:

<https://us06web.zoom.us/j/4888456188?pwd=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

Meeting ID: 488 845 6188

Passcode: 13871

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888 475 4499 US Toll-free
833 548 0276 US Toll-free
833 548 0282 US Toll-free

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON
5. APPROVAL OF AGENDA
6. UNFINISHED BUSINESS
7. NEW BUSINESS
 - 7.1. City of Bethel Organizational Priorities and Goals (Mayor DeWitt)
8. ADJOURNMENT

Posted August 26, 2021 at AC Co., Swanson's, ONC Multipurpose Building, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-543-1384

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

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City of Bethel Organizational Goals & Priorities

Operational Short Term ** indicates completed Goals/Actions*

Employee Morale and Retention	
GOAL	POSSIBLE ACTIONS
Decrease personnel turnover Improve desirability to work for the City Establish an Inclusive wage package Revamping management pay scales Education program for staff	• Conduct a salary and classification Study * • Send out employee surveys • Initiate onboarding policy, training and exit interviews • Improve training opportunities • Implement tuition assistance program
Status: Contractor Pontifex submitted draft Classification and Compensation Study in June 2021.	

Stabilizing the Finance Department	
GOAL	ACTIONS
Hire a qualified Finance Director Hire a qualified Assistant Finance Director*	Hire contracting firm to provide operations support*
Status: Administration contracted with a firm to provide operational support. Administration hired Assistant Finance Director.	

Creating a Five-Year Plan.	
GOAL	ACTIONS
Establishing organizational management activities and goals	Identify action plan, timeline and costs associated with the goals and priorities
Status: The organization met to establish short term and long-term goals for the organization.	

Long Term Financial Planning	
GOAL	ACTIONS
Establish a vehicle and equipment replacement plan. Establish a capital improvement plan. Identify options for diverse revenue sources.	• Create a list of our current vehicles and equipment* and the expected life of the items • Create a list of current city facilities* • Create a list of identified capital improvement needs* • Identify the financial costs for replacement of or the development of the above listed items • Create a timeline for responsible distribution of funds to account for the above listed items
Status: Administration, created a list of vehicles & city facilities. Administration, identified the costs of vehicles that will be replace in the CIP.	

Records Management	
GOAL	ACTIONS
Update records retention program. Improve consistency in file and document management.	• Coordinate with staff to make updates to the records retention schedule*

• Improve understanding of the retention program. to ensure archival and retrieval is efficient • Standardize saved file processes to create uniform archiving and retrieval • Implementation and management of annual city-wide records cleanup • Conduct annual audits of department documents to ensure the standards are being carried through	• Administration to maintain the city website with information that is consistent, timely, and accurate to allow public access to records outside of the request process • Reduce retrieval time of documents by using online forms*
Status: The Deputy City Clerk is conducting the review and update and has attended records trainings over the last few months. In July we began working with the departments to review and update our records program. Have received record change forms from departments. Will review in September and create new Record Retention Schedule. A number of organizational forms have been modified to allow for online forms.	

New Forms of Revenue for YK Fitness Center	
GOAL	ACTIONS
Reduce the dependability of the operation to the fund.	• Program Expansion • Membership Expansion
Status:	

Policy and Procedures	
GOAL	ACTIONS
Centralize policies into a city-wide policy and procedure manual.	• Consolidate current policies and procedures for review*
Status: City Attorney completed the review and consolidation of the organizations policies. City Clerk's Office will create an online filing system for the organization to use in accessibility of the approved policies and procedures.	

Diversity, Equity and Inclusion	
GOAL	ACTIONS
Establish equality and diversity goals and visions for the organization.	• Compile data on the organization's current demographics* through survey • Analyze the data to identify needs and areas of concern. • Address policies or practices affecting DE&I* • Identify how DE&I can support the organization's objectives by having a more diverse workforce we are responding to our community needs in a more diverse and responsive way • Implement initiatives to effectuate the goals outlined in the organization's objectives
Status: Updates to Bethel Municipal Code chapters to establish an overall policy on discrimination and harassment.	

Administration is actively tracking and monitoring demographics within the organization.
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Improve Committee and Commission Interaction and Participation	
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GOAL	ACTIONS
	• Increase administrative support to the committees and commission • Continue to hold annual trainings for Ex Officio members but require participation* • Create an Ex Officio Guide* • Council engages the committees/commissions with annual tasks*

Status: Finished development of the Ex Officio Guide. Hosted ex officio training for website and calendar of events updates. Hosted ex officio training for role and responsibility Presented ex officio's guidance on committee/commission discussions of goals for the year. Initiated document tracking for all city boards document distribution. Updated the Committee/Commission Chapters to clarify standards and outline duties for each of the recommending bodies.

Improve Public Communications and Engagement	
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GOAL	ACTIONS
Create a communication's policy. Establish a newsletter*	Departments to submit monthly reports to City Manager on public outreach information.

Status: Increased community outreach through social media. Working to identify weekly/monthly public outreach topics. Began publishing the Council At A Glance Document on social media and in the Loop quarterly newsletter. Entered into an agreement for an updated budget solution that will provide the public ease in their understanding of the City's funding of operations and projects.
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Operational Long Term

Improve Housing Availability	
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GOAL	ACTIONS
	• Receive a report from the planning department on approved but undeveloped properties. • Start initiating leans on blight properties to encourage people to sell vacant houses/land. • Open up the center of town.

Status: NA

Decrease Public Nuisance Properties and Junk Vehicles	
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GOAL	ACTIONS
	• Reduced costs to customer for vehicle preparation • Establish a City hauling program to have junk vh. removed • Refer to Planning Commission-rank nuisance

	properties and determine corrective actions
Status: Council authorized the collection of junk vehicles and waved the liquid/battery removal costs and the limitation on the vehicles disposed at the landfill for a period of 60 days. Council referred to Planning Commission the review and prioritization of blight properties. The Planning Commission reviewed and rated five properties, two of which have since been cleaned up. Administration will reach out to the other three property owners to begin corrective action. Administration initiated Junk Vehicle Program- 30 removed voluntarily- 22 removed too the landfill.	

Improve Public Services for Everyone– Strategic Planning in Progress	
GOAL	ACTIONS

Capital Improvement

Boardwalk/Walking Path Connection Between the University and the Hospital	
GOAL	ACTIONS
Status: Administration directed planning to hire a surveyor.	

Extending Piped Services Throughout the Community– Strategic Planning in Progress	
GOAL	ACTIONS
Status: The piped services to the Avenues is set for construction the summer of 2021-2022.	

Improving Water and Sewer Services, Capacity and Costs– Strategic Planning in Progress	
GOAL	ACTIONS
Status: Reaching out to Alaska Rural Utility Cooperative to see if they have ideas/solutions on how to reduce the operational costs to our system. They performed a performance inspection; we are waiting for that report.	

Opening Up/Development of City Property in the City Center – Strategic Planning in Progress	
GOAL	ACTIONS

City Clerk's Office

The Plan

MAKING THE TEAM WORK SMARTER, NOT HARDER

Strategic Areas

Provide

OPERATIONAL EXCELLENCE AND EFFICIENCY

Improved operational processes and enhance our services through efficient and effective methods and solutions to ensure a department that is customer-focused, proactive, consistent, and responsible.

LEGAL COMPLIANCE

Comply with new or modified legal mandates at the local, state, and federal levels, including mandatory functions required by the City Code.

CUSTOMER SERVICE

Provide services in an open and transparent manner, build cooperative partnerships and strong working relationships. Identify opportunities to extend and improve the services that we provide in order to meet the changing needs of our diverse community and customer base.

CIVIC ENGAGEMENT

Enable and promote civic engagement and involvement through the electoral process, participation in public meetings.



Core Values *Standards*

INTEGRITY

We value moral and ethical standards, public trust, and commitment to personal and professional excellence. We do what is right with honesty. We are open to input, feedback, and suggestions from others and are willing to do things differently. We hold ourselves accountable.

RESPECT

We value the right to work in an environment where mutual respect, teamwork, and openness are practiced. We expect the best of each other and work in a cooperative spirit for the betterment of the organization as a whole. We recognize that everyone has something to contribute. We understand that the talent and institutional knowledge within our organization has tremendous benefit. We embrace diversity.

EXCELLENCE

We strive for excellence and are willing to take the extra steps beyond what is expected. We strive for effective and efficient use of resources and a quality work product. We are committed to solving problems using innovation, new technologies, effective communication, and combined effort.

CITIZENS

We recognize that our citizens deserve excellent service. Our actions are driven by the desire to serve them better and to meet or exceed their expectations. We understand that our customers come from a diverse background and we treat everyone with the same respect, fairness, compassion, and dignity.

PARTNERSHIPS

We value cooperative partnerships with the public, our elected officials, our business community, the voters, the City's community based organizations, tribal government and other City departments. We recognize the benefit of leveraging ideas, sharing resources, and building relationships and trust outside of our organization.

GOAL 1 CITY-WIDE RECORDS STANDARDS

Organize

Records Management

Timeline Goal: 2 years- we are one year in.

The City Clerk's Office is responsible for ensuring the maintenance of the City's official records; providing research and retrieval of records for the public; codifying the Municipal Code; coordinating the citywide records archive; and leading the City's records management goals.

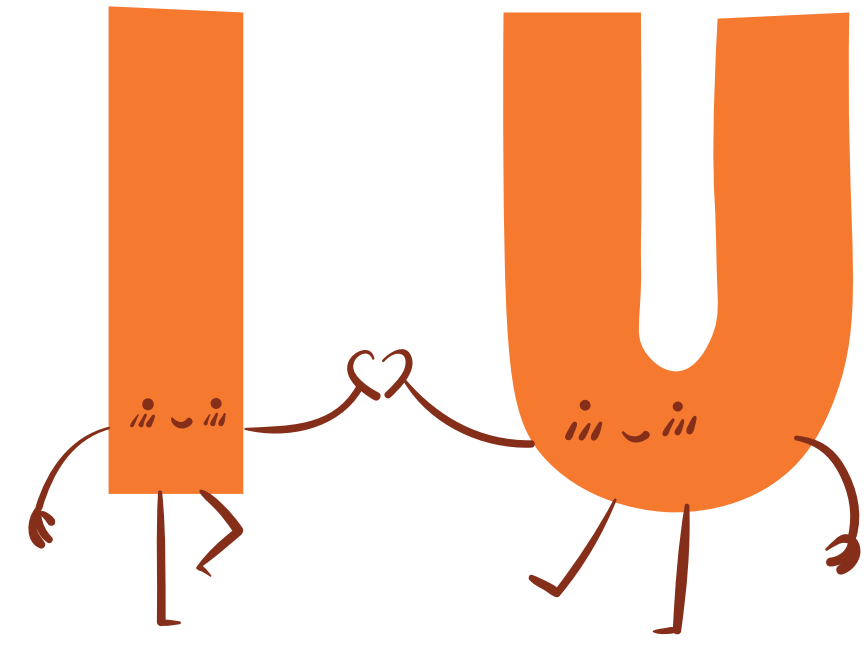
Objective: Provide and maintain organizing standards for City records that provide fast and accurate retrieval for staff and the public.

- Coordinate with staff to make updates to the records retention schedule to ensure archival and retrieval is efficient. *Completion timeline December 2021*
- Standardize saved file processes to create uniform archiving and retrieval. *Post COVID to allow eyes on the saved document process and location.*
- Implementation and management of annual city-wide records cleanup. 2022
- Train City staff on records management standards outlined in the city-wide records management code/policy to include retention, delivery of documents to the public and destruction of documents. *Ongoing, once new program is in place and we are onsite with staff we will strengthen training.*
- Conduct annual audits of department documents to ensure the standards are being carried through. *Following the training.*
- Encourage administrative staff to maintain the city website with information that is consistent, timely, and accurate to allow public access to records outside of the request process. *Began in 2020 and is on going.*



GOAL 2 BOARD INVOLVEMENT

Collaborate



Committee and Commission

Timeline Goal: 1 Year

COMMITTEES & COMMISSIONS

The City Clerk's Office is responsible for advertising vacancies on the City's volunteer boards; training boards; training ex-officio members and general support to the Council's recommending bodies. Historically the boards have faced low participation from the public resulting in the inability for some bodies to hold meetings.

Objective 1. Reduce vacancies.

Objective 2. Broaden the training and support.

Objective 3. Improve collaboration between Council and boards.

- Identify alternative marketing options for vacancy notices to reach community populations missed with current outreach. *Out of 56 voting members on committee/commissions, there are only three vacancies. The lowest we have had in at least 15 years.*
- Expand the training opportunities from the current staggered every other year to every year for members. Did not provide training to Planning, Community Parks, Community Action Grant and Public Safety and Transportation.
- Require annual training for all ex-officio members and create a ex-officio guide for new hires. *Annual training provided to ex-officio members 2021.*
- Supplement training with a more comprehensive member guide packet. *Completed 2021 ex officio and updated committee member guide.*
- Create strategic plan and goals with Council that can be delivered to the boards for task review and action plan recommendations. *Completed 2021 Code amendment and task outline.*
- Improve administrative support to the boards to help members formulate recommendations based off City law and policy. *Ongoing*
- Integrate the annual review of the Comprehensive Plan for each body. *Included in 2021 code amendment.*
- Implement student/youth involvement in our recommending bodies. *Included in 2021 code amendment, currently working on program administration.*

GOAL 3 IMPROVED VOTER TURN OUT

Educate

Elections

Timeline Goal: Ongoing

The Office is responsible for conducting City elections and handling all legal requirements in connection with the elections. Historically the election turn out has been low for City elections. We will continue to take special steps to increase voter turnout through improved voter access and voting programs such as the kids vote elder vote.

Objective: Improve voter turn out.

- Increase distribution of voter registration information to young adults and new community members. *Nothing implemented.* 😞
- Make the ballot easy to understand. *Proposition questions are the focus of this goal, we haven't had any recently.*
- Expand absentee voting opportunities. *Early Voting code amendment approved 2020*
- Educate voters on the process of voting. *Kids Vote pamphlet produced 2020.*
- Increased marketing of elections. We have increased our outreach through radio and newspaper advertisements in English and Yugtun.
- Strengthen school engagement and education. *Still finding our footing with the kids vote program amidst COVID complications.*



GOAL 4 Public Transparency

Assure

Public Information

Timeline Goal: Ongoing

The City Clerk's Office acts as the Public Information Officer for the City Council through dissemination of council material and legislative documentation. Coordination with Administration to help improve public education on City projects will help educate the public and provide for greater transparency. If we can improve our transparency with the tax payers, the more trust they are likely to have in us.

Objective: Improve public transparency and public trust.

- Identify and remove potential barriers to access public information. *Implementation of budget solution through contractor that will help the public better understand how the city spends money. Administration is assigned with implementation.*
- Work with administration to ensure the city website is updated with information that is consistent, timely, and accurate. *Ongoing although the Office is regularly working to update the website content.*
- Expand online applications and services. *Implemented online forms for Human Resources, City Clerk's Office, and Utilities.*
- Develop a strategy that implements the distribution of press releases, web site information and social media posts that identify current city projects. *Regular outreach to departments to see if they have content is occurring, however responses to that outreach is low.*
- Encourage dissemination of city material in an citizens can access and read easily-accessible and understandable format. *Ongoing-we started IN THE LOOP which we hope is helping to improve outreach.*
- Educate the public on how and why the organization makes decisions. I think this star
- Improve public access to city documents through the city's website.
- Increase public participation in recommending bodies. *Ongoing, improvement made through codification of tasks.*
- Attend PIO training. *I wish! Maybe next year.*

City Clerk's Office Project List

Produce

Short Term Projects

- Increased Public Outreach and Information Distribution
- Policy Development for Early & Electronic Voting
- Action Plan for October Regular Election



Long Term Projects

- Cemetery Mapping for Owl Street and Ridgecrest
- Enhanced Training Material for Ex-Officio Staff, City Council and Boards
- Improved Website Search/Research Council Legislation
- Restructuring of Appeals - Significant Code Modifications
- City- Wide Records Management Program



Done



Working on it

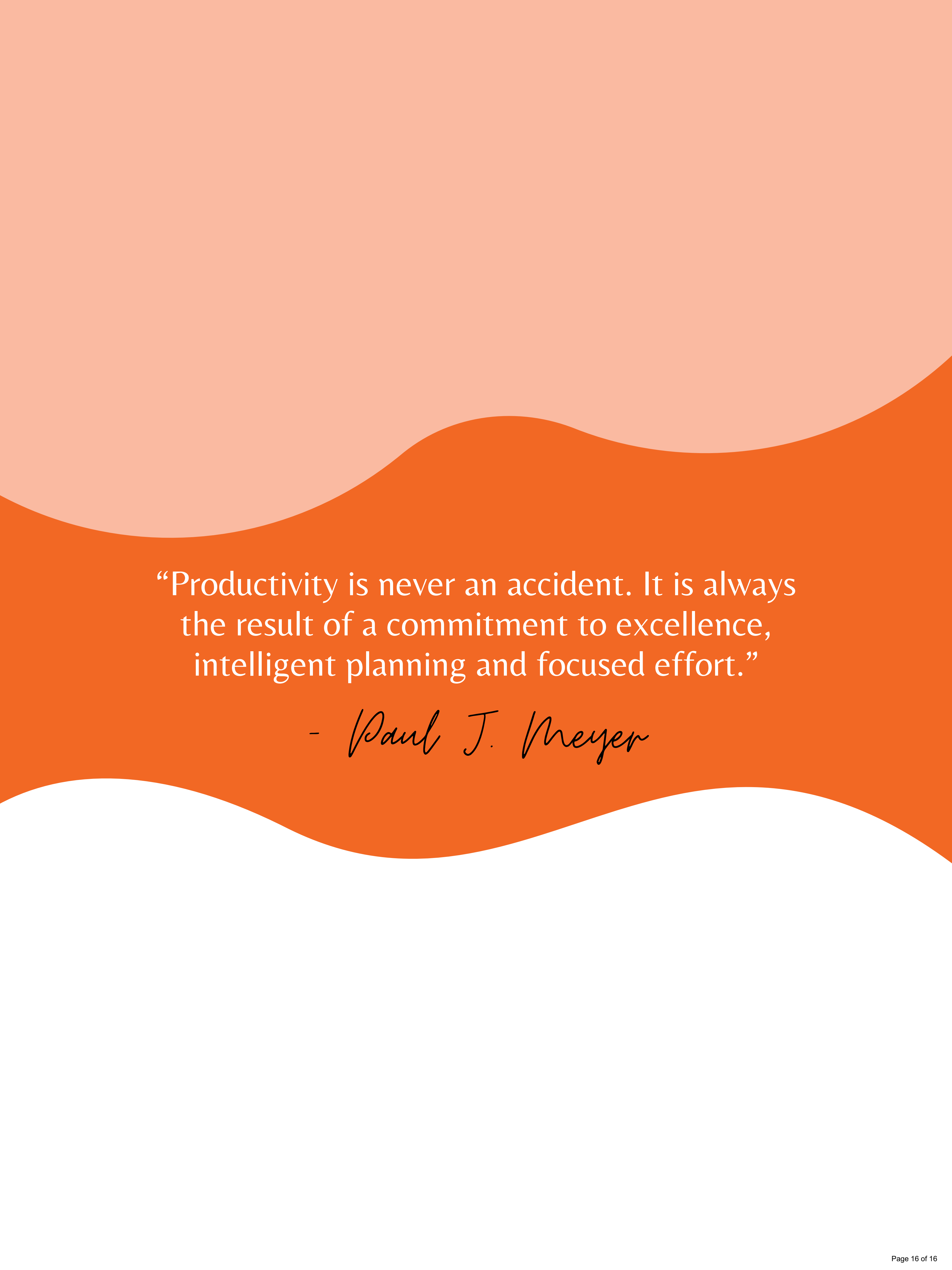


City Wide Big Ideas from the Clerk's Office

Aspire

- ✓ Centralize policies into a city-wide policy and procedure manual. (1 yr)
 - Establish a long term financial plan for the City to include:
 - vehicle and equipment replacement and capital improvement plan.
 - explore options for capital replacement where capital facilities have a defined lifespan and are scheduled for replacement.
 - identifying options to diversify revenue sources. (1 yr)
 - Establish a central list of City owned properties. (1 yr)
 - Update City's purchasing policies/procedures. (1 yr)
 - Create tracking of contracts/leases & expand lease revenue. (1 yr)
- ✓ Short term rental (airbnb) code modification. (1 yr)
 - Support and promote the health and well-being of City employees through the initiation of a City Wellness Program. (2 yrs)
 - Establish ADA access to Public Works/Utility Billing. (2 yrs)
- ✓ Evaluation of the City's salary and classification structure and develop a fiscally responsible, equitable and an inclusive wage package. (2 yrs)
 - Evaluation of department operations to help improve the delivery of services in an organized, efficient and friendly manner. (3 yrs)
 - Put some make up on city facilities - Paint Ridgecrest Water Treatment Plant and Public Works Building. (3 yrs)
 - Conduct road surface test sites and determine the most cost effective to maintain roads in our unique environment. (3 yrs)
 - Decrease public nuisance properties/junk car collection. (3 yrs)
 - Expand recreational opportunities within the community through boardwalk expansion & park development and maintenance. (5 yrs)
 - Foster and maintain a learning environment by developing a cost effective, quality training and professional development program for employees to include a succession/career path program. (5 yrs)
 - Improve operational cost by investing in energy improvements. (5 yrs)
 - Expand piped water/sewer lines to reduce enterprise fund overhead. (5 yrs)

Set Goals/ Provide Support  *Grow*



“Productivity is never an accident. It is always
the result of a commitment to excellence,
intelligent planning and focused effort.”

- *Paul J. Meyer*