

CITY OF BETHEL

City Council Meeting Agenda, June 18, 2020 – 6:00 PM

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

Location: Council Chambers, City Hall, 300 Chief Eddie Hoffman Highway, Bethel

Council Members: Mayor Perry Barr, Vice-Mayor Haley Hanson, Alyssa Leary, Mark Springer, Cece Franko, Michelle DeWitt, Hugh Dymont



City of Bethel governmental meetings will resume in-person participation. In-person participants will be required to wear face-masks while in the building and will be required to maintain six feet of distance between other participants.

We recognize there are still many people who wish to continue to maintain physical distancing, so we will continue to hold meetings through Zoom.

To join the Zoom meeting with your computer go to:

<https://us02web.zoom.us/j/6634614089?pwd=Z0xZcncwQWFPNFZiV0RaRG8xc0k4UT09>

To join the Zoom meeting with your phone call:

1-669-900-6833

1-253-215-8782

1-301-715-8592

1-312-626-6799

Meeting ID: 663 461 4089

Password: 13871

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. NEW BUSINESS

- 6.1. Administrations Report on Active City Projects and Funding
- 6.2. Administrations Report on Plans for Future Projects and Funding
- 6.3. Identifying Individual Council Member Priorities for 2020 -2025
- 6.4. Administration, City Clerk and City Attorney Priorities for 2020-2025
- 6.5. Estimated Level of City's Effort and Funding per Priority
- 6.6. Identifying Potential Partnerships for Priority
- 6.7. Ranking and Setting Priorities

Posted June 15, 2020 at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Asst. 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

- 6.8. A Resolution By The Bethel City Council Requesting That The Alaska Alcohol & Marijuana Control Office Prohibit Sales Of Alcoholic Beverages By Means of Curbside Pickup and Home Delivery By Restarant And eating Place Llensees In Bethel, Alaska (Council Member Springer)

7. ADJOURNMENT

Posted June 15, 2020 at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Asst. City Clerk

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City of Bethel Organizational Retreat June 18, 2020 @ 6:00p

Agenda Detail

6.1 & 6.2 Active Projects/Future Projects

15 Minutes-Active City Projects and Short Term Goals from Administration

Administration will share an update on current city projects.

15 Minutes Plans for Future Projects and Funding from Administration

Administration will share ideas of management team's perspective on what will be important in the coming 12-24 months and long term, five years.

Agenda Item Outcome: Develop an understanding of the current projects, costs of the projects and the capacity for additional projects.

6.3 City Council Member Priorities for 2020-2025

4 Minutes Per Council Member- Priorities and Establishing Short Term Goals

Why did you run for council?

What are your goals while on council?

What is your perspectives on public services? Identify a minimum of three areas of the City that are working well and three areas that could be improved and made more effective.

Council's goals and priorities for the coming 12-24 months and long term, five years.

10 Minutes discussion of general goals and priorities of the Council.

Agenda Item Outcome: Develop an understanding of the various perspectives of individual members of the governing body and evaluate opportunities for additional project ideas.

6.4 Administration, City Clerk and City Attorney Priorities for 2020-2025

5 Minutes Each-Priorities for 2020-2025 from Administration, City Clerk and City Attorney

Employees will share their goals for the organization over the next 12-24 moths and long-term, five years.

Agenda Item Outcome: Obtain full prospective of operational goals and project needs and evaluate opportunities for additional project ideas.

6.5, 6.6 & 6.7 Level of Effort/Funding Needed, Partnerships and Ranking

45 Minutes-Organizing the Priorities

Strategically begin narrowing down the priorities based off need, interest and resources.

Identify funding requirements and possible partnerships necessary to complete the priority.

Ranking and setting priorities.

Agenda Item Outcome: Establish obtainable goals and priorities which include:

1. Descriptive Title of Proposed Project;
2. Type of Project (e.g., capital/physical, policy, program, design/engineering, plan/study);
3. Statement of Need;
4. Activities Scope (which steps are needed to complete the project);
5. City Resources (preliminary estimate of resources needed to include personnel, financial, time).

20 Minutes-Next Steps/Assignments

Topics and priorities identified are assigned to staff, and/or Council Committees for development of specific action plans to implement these policy directions.

Agenda Item Outcome: Finalize assignments and reasonable timeline goals for each priority.

Administration Report on Active City Projects and Funding

Department	Project	Cost	
Public Works			
	1) Avenues Piped Water/Sewer Project	\$8,250,000.00	
	2) City Hall Improvement Projects	\$1,500,000.00	
	3) Public Works Improvement/Repairs	\$554,000.00	
	4) Lift Station Improvements	\$860,000.00	
	5) Courthouse Water Service Replacement	\$300,000.00	
	6) Sewer Lagoon Dredging	\$195,000.00	
	7) Heat Trace – FAA Line & Police Station	\$128,000.00	
	8) City-Sub Water Plant Fencing	\$44,000.00	
	9) Akakeek, Ptarmigan, Delapp-Heavy Use Improvement	\$657,000.00	* City Match Cost
	10) Boardwalk Lighting Project	\$89,000.00	
Police Dept			
	1) Dispatch Radio Console Upgrade	\$103,000.00	
	2) Highschool Security Features	\$167,000.00	* City Match Cost
IT			
	1) Alaska Communications Transition - IT Contractor	\$100,000.00	
	2) Phone System Replacement	\$120,000.00	
	3) Server Refresh	\$180,000.00	
	4) Office 365 Migration	\$50,000.00	
Finance			
	1) Recruitment and Retention (Full Staffing)		
	2) Reconfigure Front Entry		
	3) Finance Equipment at Public Works		
Port			
	1) Tow at Approaches	\$10,000.00	
	2) Vegetation Prevention	\$135,000.00	

Planning

- | | |
|---------------------------------|-------------|
| 1) Subdivision Road Inspection | \$83,000.00 |
| 2) Tract-N Road/Code Compliance | \$10,000.00 |

Human Resources

- | | |
|--|--|
| 1) Management Pay-Scale Revision | |
| 2) Training | |
| a. Sexual Harrassment | |
| b. Hostile Work Environments - Equal Opportunity | |

Administration Report on Future City Projects and Funding

Department	Project	Cost
Administration	1) Temporary Employee Housing	\$1,000,000.00
Public Works	1) City-wide Sewer/Water Piped System	\$300,000,000.00
	2) New Public Works Shop	\$35,000,000.00
	3) Bus Barn Rehabilitation	\$750,000.00
Police Dept	1) Tower Development for Improved Radio Coverage	\$500,000.00
Fire Dept	1) Unmanned Fire Substation	\$2,000,000.00
	2) Public Safety Training Facility	\$1,000,000.00
Port	1) Excavating Brown Slough	\$10,000.00
	2) East Timber Wall	\$3,000,000.00

Planning

- | | |
|----------------------------|--------------|
| 1) Comp Plan Update | \$100,000.00 |
| 2) Development Impact Fees | \$25,000.00 |

Human Resources

- 1) Management Payscale Right-sizing

IT

- | | |
|---|--------------|
| 1) Improved Infrastructure Between City Buildings | \$35,000.00 |
| 2) Phone System Replacement | \$120,000.00 |

Administration, City Clerk, City Attorney Priorities 2020-2025

Department	Priorities
Administration	1) Decrease Personnel Turnover 2) Retain and grow workforce internally
Public Works	1) Recruitment
Police Dept	1) Expand Supervisor Coverage (Weekends) 2) Expand Youth and Adult Community Programs and Education 3) Leadership Development and Career Progression 4) Workforce Diversity (Local Hiring)
IT	1) Improved Internet Bandwidth 2) Maintenance Programs for Copiers

Finance

- 1) Recruitment and Retention**
- 2) Add Account Specialist 2 Position**
- 3) Reconfigure Front Entry**
- 4) Finance Equipment at Public Works**
- 5) Develop Policies and Procedures**

Planning

- 1) Comp Plan Update**
- 2) Development Impact Fees**
- 3) Zoning All Subdivisions**
- 4) Improve Code-Enforcement, Hire Code-Enforcement Officer**
- 5) Workspace Improvement/Relocation**
- 6) Public Education for Development Permits**

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

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.

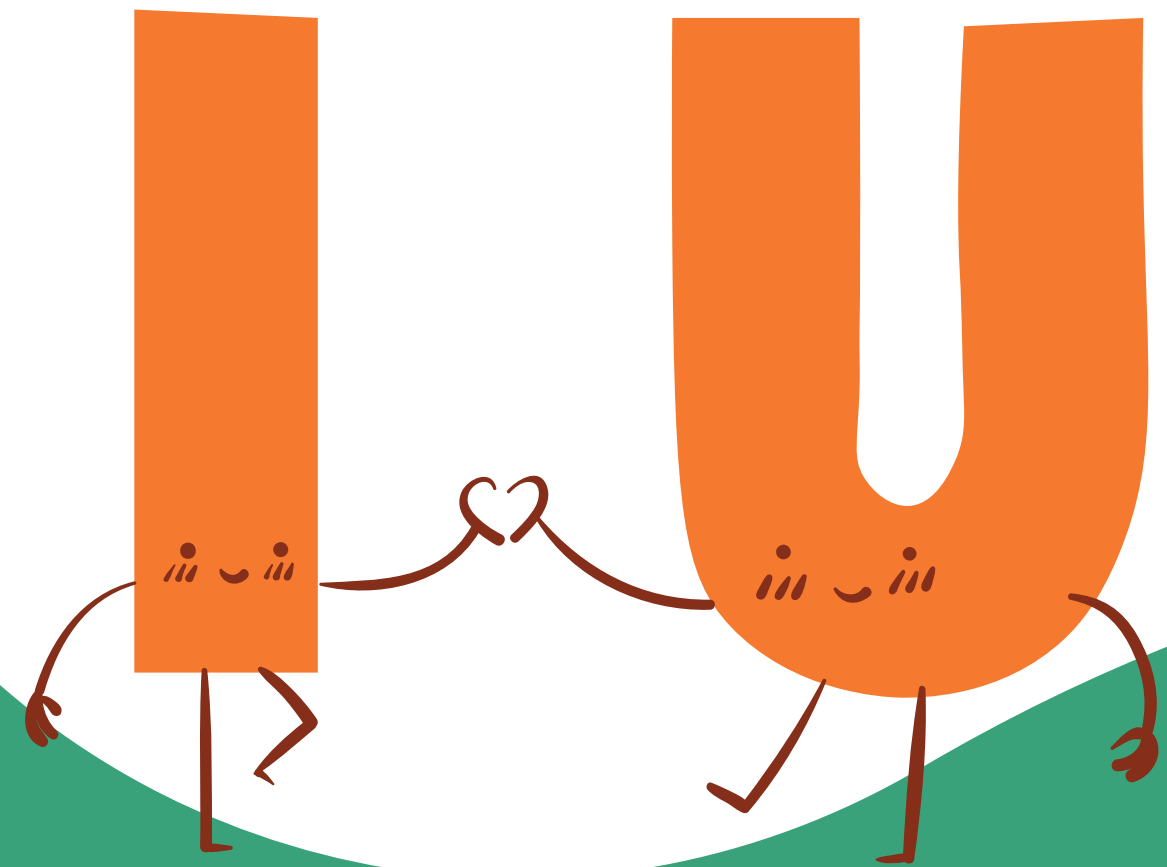
Objective: Provide and maintain organizing standards for City records that provide fast and accurate retrieval for staff and the public.

- Coordinate with staff to make updates to the records retention schedule to ensure archival and retrieval is efficient.
- Standardize saved file processes to create uniform archiving and retrieval.
- Implementation and management of annual city-wide records cleanup.
- 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.
- Conduct annual audits of department documents to ensure the standards are being carried through.
- 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.



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.
- Expand the training opportunities from the current staggered every other year to every year for members.
- Require annual training for all ex-officio members and create a ex-officio guide for new hires.
- Supplement training with a more comprehensive member guide packet.
- Create strategic plan and goals with Council that can be delivered to the boards for task review and action plan recommendations.
- Improve administrative support to the boards to help members formulate recommendations based off City law and policy.
- Integrate the annual review of the Comprehensive Plan for each body.
- Implement student/youth involvement in our recommending bodies.

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.
- Make the ballot easy to understand.
- Expand absentee voting opportunities.
- Educate voters on the process of voting.
- Increased marketing of elections.
- Strengthen school engagement and education.



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 education the public and provide for grater 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.
- Work with administration to ensure the city website is updated with information that is consistent, timely, and accurate.
- Expand online applications and services.
- Develop a strategy that implements the distribution of press releases, web site information and social media posts that identify current city projects.
- Encourage dissemination of city material in an citizens can access and read easily-accessible and understandable format.
- Educate the public on how and why the organization makes decisions.
- Improve public access to city documents through the city's website.
- Increase public participation in recommending bodies.
- Attend PIO training.

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

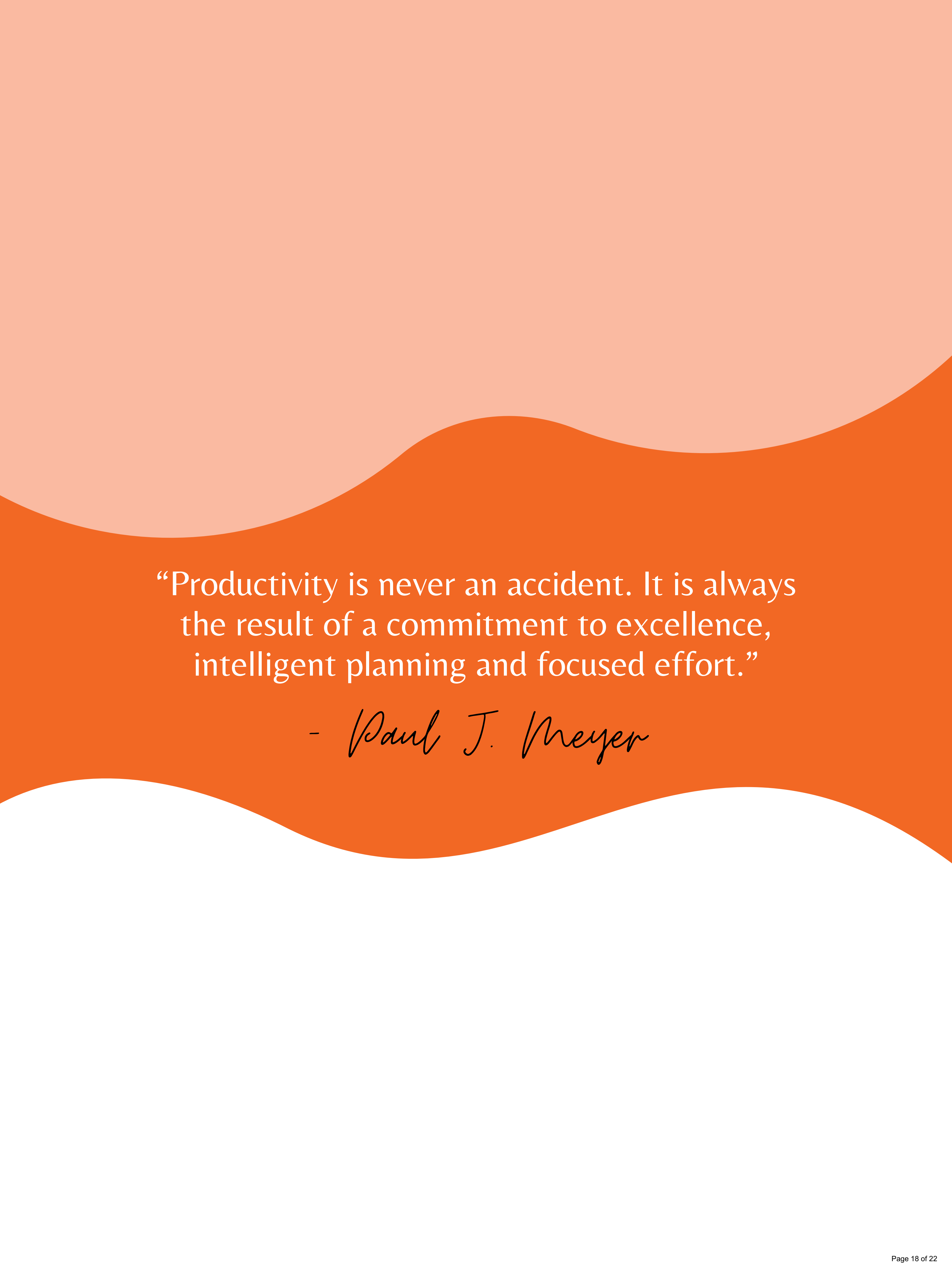


City Wide Big Ideas from the Clerk's Office

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*

CITY ATTORNEY PRIORITIES: COUNCIL RETREAT-JUNE 18, 2020

1. Favorably resolve all existing litigation against the City
2. Pursue all available legal remedies for YKFC repairs
3. Work with Finance Dept. to ensure City is obtaining all collections due on sales tax & utilities
4. Work with Planning Department on enforcement issues
5. Travel to Bethel as soon as COVID is over; meet and greet everyone
6. Offer council or administration legal trainings on requested topics
7. Work with departments to develop systems and checklists for liability reduction
8. Join/attend municipal attorney orgs and conferences to expand knowledge base
9. Continue to trim budget by minimizing use of outside counsel where possible
10. Work with City Clerk to streamline code provisions where there are gaps/ambiguities
11. Work with administration on internal P&P for litigation-prone departments (e.g. HR, PD)

City Council Project Priority-2020

Title of Proposed Project (descriptive title)	
Type of Project (capital/physical, policy, program, design/engineering, plan/study)	
Needs Statement (why does the community need this)	
Activities Scope (which steps are needed to complete the project)	
City Resources (preliminary estimate of resources needed to include personnel, financial and time)	
Assignment (staff, committee)	
Estimated Timeline	

CITY OF BETHEL, ALASKA

Resolution #20-06

**A RESOLUTION BY THE BETHEL CITY COUNCIL REQUESTING THAT THE
ALASKA ALCOHOL & MARIJUANA CONTROL OFFICE PROHIBIT SALES OF
ALCOHOLIC BEVERAGES BY MEANS OF CURBSIDE PICKUP
AND HOME DELIVERY BY RESTAURANT AND EATING
PLACE LICENSEES IN BETHEL, ALASKA**

WHEREAS, on October 1, 2019, the City of Bethel voted to adopt Local Option identified under Alaska Statutes 04.11.491(a)(2)(A), to prohibit the sale of alcoholic beverages except through a restaurant or eating place license;

WHEREAS, Alaska Statute 04.11.100 authorizes a restaurant or eating place license to sell beer and wine for consumption only on the licensed premises;

WHEREAS, on March 11, 2020, the governor declared a public health disaster emergency under AS 26.23.020 due to the spread of COVID -19; on April 14, 2020, the governor suspended a number of provisions of Title 4 of the Alaska Statutes in response to the public health disaster emergency;

WHEREAS, on April 16, 2020, the Alcoholic Beverage Control Board issued emergency regulations, effective through August 13, 2020, implementing the governor's suspension of these Title 4 statutes;

WHEREAS, the suspension of AS 04.11.100, Restaurant and Eating Place Licenses, and emergency regulations implementing that suspension, are permitted only to the extent necessary to allow for: (1) curbside pickup of alcohol; and (2) delivery of beer and wine when included with an order of food being delivered by a licensed restaurant or eating place establishment;

WHEREAS, on May 22, 2020, the governor lifted all corona-virus related restrictions on bars and restaurants, allowing them to re-open without capacity limits just as they were prior to the virus;

WHEREAS, the Bethel City Council finds that the suspension of AS 4.11.100 and implementing regulations directly contravenes the intent of the local option vote, which was to prohibit the sale of beer and wine except for consumption on the licensed premises, by temporarily enabling restaurant or eating place licensees to sell alcohol beyond the scope of their license;

Introduced by: Council Member Springer
Date: June 18, 2020
Action:
Vote:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BETHEL: the Bethel City Council hereby provides notice, consistent with AS 4.11 and BMC 5.08, to the Alaska Alcohol & Marijuana Control Office, of the local governing body's request that the Alcohol Board prohibit alcohol sales through curbside pickup or delivery for Restaurant and Eating Place Licensees in Bethel, Alaska, and that such licensees may sell beer and wine for consumption only on the licensed premises, consistent with the scope of the license issued to them.

ENACTED THIS ___ DAY OF JUNE 2020 BY A VOTE OF _ IN FAVOR AND _ OPPOSED.

ATTEST:

Perry Barr, Mayor

Lori Strickler, City Clerk