

AGENDA
MAPLEWOOD CITY COUNCIL WORK SESSION
TUESDAY, SEPTEMBER 14, 2021
6:00 P.M.

1. Call to Order
2. Roll Call
3. Motion to Excuse Councilmember
4. Agenda Setting Resolution Discussion
5. Board and Commission Nomination Process Discussion
6. Human Services Commission Ordinance
7. Equity RFP
8. Adjournment

RESOLUTION

R21-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AUTHORIZING THE CREATION OF RULES FOR CITY COUNCIL AND WORK SESSION AGENDAS.

WHEREAS, the Mayor and City Council wishes to promote maximum participation and inclusion in setting the agenda; and

WHEREAS Section 3.10(b) of the City Charter provides that the “council shall determine its own rules and order of business.”

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

The Council hereby approves and adopts the following rules for setting the agenda of the Council meetings and work sessions of the City Council:

1. Council meeting and Work Session agendas shall be established by the City Manager in conjunction with the Mayor.
2. The Mayor or any member of the City Council may request an item be placed on a Council meeting or Work Session agenda.
3. The deadline for requesting an item be placed on an agenda is Wednesday, 5:00 p.m. preceding the Tuesday Council Meeting or Work Session.
4. In establishing the agendas, the City Manager, in consultation with the Mayor, may (a) determine whether the item should be placed on a Council meeting or Work Session agenda; (b) prioritize the order of the Council meeting and Work Session agendas for maximum efficiency; and (c) determine if the item should be placed on the agenda of a Council Meeting or Work Session other than the next-scheduled Council Meeting or Work Session.
5. An agenda item shall not be removed without informing the requesting party/parties.

Passed this ____ day of September, 2021

Nikylan Knapper, Mayor

Attest:

Karen Scheidt, Deputy City Clerk

Approved this ___ day of September, 2021

Nikylan Knapper, Mayor

Attest:

Karen Scheidt, Deputy City Clerk

BILL NO.

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AMENDING CHAPTER 2 – ADMINISTRATION, ARTICLE VII. BOARDS, COMMISSIONS AND AUTHORITIES, SEC. 2-361 BOARDS AND COMMISSIONS (C) TO CREATE A HUMAN SERVICES COMMISSION.

WHEREAS, the City Council desires to amend Article VII. – Boards, Commissions and Authorities, Sec. 2-361 Boards and Commissions (c) of the Maplewood Code of Ordinances; and

WHEREAS, the City Council recognizes that affordable housing, utilities, food, education, healthcare, transportation, public safety, and high-speed internet are intertwined as basic human needs for all Maplewood residents, whether renters, homeowners, or the unhoused, and that the City aspires to ensure these needs are met for all of its residents; and

WHEREAS, the City Council desires to establish a Human Services Commission to collect data, monitor needs, and advise the City Council on ways to uplift residents through policy, funding strategies and allocations, program development and implementation, collaborations with civic and nonprofit entities, housing and commercial development, and public safety initiatives that stabilize low- and moderate-income residents so that their basic human needs are met.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MAPLEWOOD, MISSOURI, AS FOLLOWS:

Section I. Subsection (c) of Article VII. Sec. 2-361. – Boards and Commissions. is hereby amended as follows:

(c) *Names of boards; number of members.*

Name	Number of Members
Board of adjustment	5
Parks and recreation commission	9
Civil service commission	5
Plan and zoning commission	7
Board of trustees to the policemen's and firemen's fund	5
Housing board of appeals	5
Library board	5

Section II. Article VII. – BOARDS, COMMISSIONS AND AUTHORITIES is hereby amended to add a new DIVISION 3. As follows:

DIVISION 3. – HUMAN SERVICES COMMISSION.

Sec. 2-400. – Creation of commission; powers and duties.

There is hereby established the Human Services Commission whose purpose is to advise the city council in all matters regarding the planning and contracting for human service programs to adequately meet the needs of the citizens of the City of Maplewood, especially the low and moderate income. To meet this responsibility, the commission shall:

- (a) Determine the human service needs of the citizens of Maplewood. This process would include the awareness of existing human services and of any proposed changes in programs and funding which would affect the community.
- (b) Prepare each year a comprehensive plan for the City of Maplewood which outlines the needs and services essential to meet those needs. The commission shall encourage and seek public input in the discussion and decision-making process. The plan shall include the recommended amount of funds to be allocated for each service, if any, and shall be reviewed by and subject to approval of the city council. The city manager shall coordinate an analysis of the plan by city staff before any final action may be taken by the city council on the plan, which analysis shall be completed and submitted to the city council for its consideration within 60 days of its submission.
- (c) Recommend to the city council the appropriate providers of the approved services, including the quality, quantity and cost of each service. Recommendations shall be submitted to the city council.
- (d) Review, as necessary, the provision of human services in Maplewood and recommend measures for increasing effectiveness and efficiency whenever possible.
- (e) Review the actions of local, state and federal government and other funding sources having an effect on human services in Maplewood and develop strategies for providing input into any decisions affecting Maplewood.
- (f) Exercise such other powers and duties as the city council may from time to time direct.
- (g) The provisions of this section related to the powers and duties of the Human Services Commission do not apply to funding requests, activities or services administered by or under the supervision of any department of the City of Maplewood.

Sec. 2-401. Members, terms.

The Human Services Commission shall be composed of nine (9) members appointed by the mayor and city council. At least three (3) members shall be residents of the City of Maplewood. All members shall serve without compensation. Selection of members will be made so as to encourage representation of individuals with an interest in and understanding of human services and preferably have experience assisting low to moderate income individuals. Appointments shall be made by the Mayor with the approval of the City Council to become effective July 1 of each year and the term of office shall be three (3) years. The first appointments made shall be for staggered terms as follows: Three (3) members for three (3) years, three (3) members for two (2) years and three members for one (1) year; thereafter, appointments for all nine (9) members shall be for three (3) years. Appointments to fill vacancies shall be unexpired terms only.

In addition to the aforementioned nine (9) commission members, the Human Services Commission shall have one (1) Maplewood Richmond Heights School District ex-officio member and one (1) City of Maplewood public safety employee ex-officio member.

Sec. 2-402. Meetings; quorum; attendance.

Meetings shall be held in accordance with rules established by the commission. A simple majority of all members shall constitute a quorum for the transaction of business. The president of the commission is authorized to excuse any member from attendance at a commission meeting; provided, that the member requested to be excused before the meeting. Any member who is absent from fifty (50) per cent of the regular commission meetings held in a calendar year shall automatically forfeit the office. Any member with unexcused absences for three (3) consecutive regular meetings shall automatically forfeit the office. It shall be the duty of the president to promptly notify the city council of any vacancy.

Sec. 2-403. Election of officers; terms.

The commission shall elect annually a president and secretary. Each officer shall hold office for a term of one (1) year and shall be eligible for re-election. When there is a vacancy of any elected office, the commission shall elect an officer to serve until the next regular annual election. Duties of the officers shall be outlined in the commission's rules of procedure.

Sec. 2-404. Advisors appointed.

The city attorney shall be legal advisor to the commission. The city manager shall serve as an advisor and consultant to the commission.

Sec. 2-405. Conflicts of interest.

Commission members shall not serve on the board of directors or be employed by any organization which applies for funding through the commission or which receives funding upon recommendation of the commission. Any commission member who violates this section shall automatically forfeit the office.

Section III. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section IV. This ordinance shall take effect and be in force from and after its passage and approval as provided by law.

Passed this ____ day of _____, 2021

Nikylan Knapper, Mayor

Attest:

Karen Scheidt, Deputy City Clerk

Approved this ____ day of _____, 2021

Nikylan Knapper, Mayor

Attest:

Karen Scheidt, Deputy City Clerk

**Request for Proposals for Technical and Capacity Building as it
pertains to the city's goals of social and racial equity
April 26, 2021**

1. Introduction – The City of Maplewood seeks proposals from qualified firms to provide technical assistance, training, capacity building and planned creation implementation as it pertains to the city's goals of social and racial equity.

2. General Requirements

- a. All proposals received by the City of Maplewood will remain firm for a period of 90 calendar days after the date specified for the return of proposals.
- b. All questions concerning the Request for Proposals shall be submitted in writing or via email to the name below:

Anthony Traxler

Phone 314-646-3635

Email: a-traxler@cityofmaplewood.com

Any oral responses to any questions shall be unofficial and not binding upon the City of Maplewood.

- c. Proposal Submission-Proposals may be submitted in a sealed envelope at the Maplewood City Hall front desk or forwarded to the Acting City Manager's email address a-traxler@cityofmaplewood.com. Proposals must be delivered to Maplewood City Hall or the Acting City Manager's email by 10:00 a.m., June 15, 2021. Proposals received after the appointed time will be determined non-responsive and will not be opened. Sealed proposals submitted must include eight (8) hard copies, one (1) of which must be the original and so marked and one (1) digital copy. The proposals must be in a sealed envelope and marked in bold letters **RFP-Technical Assistance and Capacity Building**.
- d. An addendum to this RFP will be issued if necessary to all known interested parties.
- e. Firms may withdraw their proposal any time prior to the scheduled closing time for the receipt of the proposal. However, no proposal will be withdrawn for a period of 90 days after the scheduled closing time for receipt of the proposals.
- f. All materials submitted regarding this RFP becomes the property of the City of Maplewood.
- g. The City of Maplewood shall not be obligated or be liable for any costs incurred by firm submitting the proposal prior to issuance of a contract. All costs to prepare and submit a response to this solicitation shall be borne by the submitting organization.
- h. The final contract between the City of Maplewood and the successful firm will include:
 - Firm's proposal
 - RFP dated April 26, 2021

- i. Financial obligations of the City of Maplewood are contingent upon funds for this project being appropriated, budgeted and otherwise made available at the beginning of each fiscal year. If funds are not appropriated, the contract will become null and void without penalty to the City of Maplewood.
3. Scope of Work – The city seeks support with the following items. Applicants can break this scope of work into several phases and associated timelines according to your recommendations regarding process and timeline:
 - a. **Leading the City Council, City Manager, and Department Heads through a series of training workshops** to develop common understanding and common language around systemic racism and institutional change and to build capacity and develop skills in applying a racial equity lens to policies, budgeting, decision-making, and practice.
 - b. **Assist City Council in writing a Racial Equity Policy** that will serve as an accountability tool for City Council when it engages in policy-making, budget decisions, and decision-making. The Racial Equity Policy (an ordinance) will be an accountability tool that builds on the Council’s Racial Equity Resolution, which served as a statement of commitment to learning and institutional change to move the city toward racial equity. It will include at least the foundational questions to consider when making decisions (*see Maplewood City Council equity resolution, 2021*).
 - c. **Perform an equity audit**, including equity indicators assessing governance, operations, programs, staff culture, leadership, vendors/contractors, boards and commissions, community partners (including businesses), communication and engagement with citizens, businesses, and other stakeholders. Other indicators relevant to municipal governance may be included.
 - d. **Help create a citywide 5-year racial equity plan** with action steps tied to measurable outcomes and timelines. The plan will include identified equity indicators (measurable outcomes), a plan for data collection and review, and annual goals.
4. Required Proposal Submittals – Interested firms must include the following information in their proposal and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.
 - **Cover letter** – The response should contain a cover letter signed by a person who is authorized to commit the offer or perform the work included in the proposal, and should identify all materials and enclosures being forwarded in response to the RFP.
 - **Table of Contents** – The table of contents providing a list of all major topics, their associated section number and starting page number.
 - **Scope of Work Proposal** – The Scope of Work Proposal shall be limited to four single-spaced, typewritten pages. The purpose of the Scope of Work Proposal is to provide a detailed proposal describing the firm’s ability to meet the requirements of each segment of the Scope of Work.
 - **Agency Information** – Provide information about your firm to include:

- Name, address, phone and fax number(s) and email address of firm
 - Brief description of the firm including parent company, affiliated companies and subsidiaries
 - History of firms experience with similar projects
 - Name and title of primary contact person
 - Date firm established
 - Proposed service team including titles, responsibilities, percentage of time to be spent on this project
 - Resume of each team member
- **Pricing** – Budget template should be inclusive of any fees related to administration, travel, sub-contractor engagement, and staff time. Proposers are welcome to add additional lines to detail the types of costs necessary to accomplish the task(s) within each segment of the scope of work but shall not add additional line items to the task(s) within any segment of the scope of work.

Task within Scope of Work	Estimated Cost
<p>Leading the City Council, City Manager, and Department Heads through a series of training workshops to develop common understanding and common language around systemic racism and institutional change and to build capacity and develop skills in applying a racial equity lens to policies, budgeting, decision-making, and practice.</p>	
<p>Assist City Council in writing a Racial Equity Policy that will serve as an accountability tool for City Council when it engages in policy-making, budget decisions, and decision-making. The Racial Equity Policy (an ordinance) will be an accountability tool that builds on the Council’s Racial Equity Resolution, which served as a statement of commitment to learning and institutional change to move the city toward racial equity. It will include at least the foundational questions to consider when making decisions</p>	
<p>Perform an equity audit, including equity indicators assessing governance, operations, programs, staff culture, leadership, vendors/contractors, boards and commissions, community partners (including businesses), communication and engagement with citizens, businesses, and other stakeholders. Other indicators relevant to municipal governance may be included.</p>	

<p>Help create a citywide 5-year racial equity plan with action steps tied to measurable outcomes and timelines. The plan will include identified equity indicators (measurable outcomes), a plan for data collection and review, and annual goals.</p>	
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5. Evaluation of proposals – Proposals will be evaluated using the following criteria:

<u>EVALUATION CRITERIA</u>	<u>POINTS</u>
Qualifications and Expertise: Number of similar projects completed and the manner in which they were achieved; qualifications of staff	25
Past Performance and References: Prior experience, references	10
Evaluation of Project Manager-Team: Past experience with similar projects; understanding of proposed project	10
Organization, Content and Completeness of Proposal: Presentation of proposal; narrative explanation of firm’s understanding of project objectives	15
Methodology: A detailed description of the proposed process	15
Time Required to Complete the Project: The time frame required to complete the process; target dates for each phase/component	15
Cost to Complete Project: Fixed total cost to the city for all services	10
MAXIMUM TOTAL SCORE	<u>100</u>

The City of Maplewood reserves the right to reject any and all proposals received in response to this RFP or to cancel the RFP if it is in the best interest of the City of Maplewood to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. All materials submitted regarding this RFP becomes the property of the City of Maplewood. Any person may review proposals after the notice of intent to award letter has been issued.

The City of Maplewood shall not be obligated or be liable for any costs incurred by organization prior to issuance of a contract.