

**PLEASE NOTE START TIME IS 5:30 PM**

**AGENDA**  
**MAPLEWOOD CITY COUNCIL**  
**MANAGER WORKSHOP**  
5:30 P.M. Monday, June 22 2015  
City Hall, Council Chambers

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. APPROVAL OF AGENDA**

**D. UNFINISHED BUSINESS**

None

**E. NEW BUSINESS**

1. Council Discussion
  - a. Promoting Civility in Public Meetings
  - b. Parliamentary Procedures
  - c. Review of Strategic Priorities and Key Outcome Indicators
  
2. Status Update on Labor Negotiations (No Report)
  - a. Intent to Close Meeting (§ 13D.03)

**F. ADJOURNMENT**

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## MEMORANDUM

**TO:** City Council

**FROM:** Melinda Coleman, City Manager  
Mike Funk, Assistant City Manager  
Karen Haag, Citizen Services Director

**DATE:** June 17, 2015

**SUBJECT:** Council Discussion

- a. Promoting Civility in Public Meetings
- b. Parliamentary Procedures
- c. Review of Strategic Priorities and Key Outcome Indicators

### Introduction

In response to discussions held with the Council and as a follow up to the 2015 Retreat, the following items are brought to you for discussion purposes.

- a. Promoting Civility in Public Meetings
- b. Parliamentary Procedures
- c. Review of Strategic Priorities and Key Outcome Indicators

### Background

#### **a. Promoting Civility in Public Meetings:**

Currently the City Council has two “*Civility Statements*”. One is included on the City Council agenda and the other on the Public Hearing handout. The statements are as follows:

City Council Agenda:

*“Welcome to the meeting of the Maplewood City Council. It is our desire to keep all discussions civil as we work through difficult issues tonight. If you are here for a Public Hearing or to address the City Council, please familiarize yourself with the Policies and Procedures and Rules of Civility, which are located near the entrance. Before addressing the council, sign in with the City Clerk. At the podium please state your name and address clearly for the record. All comments/questions shall be posed to the Mayor and Council. The Mayor will then direct staff, as appropriate, to answer questions or respond to comments.”*

Public Hearing handout:

*Rules of Civility for Our Community*

*Following are some rules of civility the City of Maplewood expects of everyone appearing at Council Meetings - elected officials, staff and citizens. It is hoped that by following these simple rules, everyone’s opinions can be heard and understood in a*

*reasonable manner. We appreciate the fact that when appearing at Council meetings, it is understood that everyone will follow these principles:*

*Show respect for each other, actively listen to one another, keep emotions in check, and use respectful language.*

After discussion with the council and at the direction of City Manager Coleman, staff is working on norms of behavior and civility for the council to incorporate into the *Policy and Procedures for City Council and City Council Meetings* manual. This civility statement (policy) will be used as a guide for city council meetings and our boards and commissions.

The civility statement should be somewhat brief but concise. After adoption by the city council the document will be printed in a poster form and displayed in council chambers as citizens will also be requested to adhere to the civility that governs our meetings.

Following are some examples to assist in a springboard for discussion.

1. Speak only for yourself, not for other Councilmembers or citizens - unless specifically tasked by your colleagues to speak for the group or for citizens in the form of a petition.
2. Show respect during comments and/or discussions, listen actively and do not interrupt or talk amongst each other
3. Be respectful of the process, keeping order and decorum. Do not be critical of councilmembers, staff or others in public.
4. Limit the length of comments during the meeting to three minutes per councilmember, per item and not repeat points that already have been expressed by other councilmembers.
5. Be respectful of each other's time keeping remarks brief, to the point and non-repetitive.

**b. Parliamentary Procedures:**

During the April 27, 2015 city council meeting the council appointed the city clerk position as the parliamentarian for city council meetings.

The parliamentarian is versed in parliamentary procedures and provides explanations that may arise that which covered by Roberts Rules of Order. The parliamentarian also supports the Mayor in maintaining order and adhering to rules established by the city council in how the meeting is to be conducted, and to adhere to State Statutes that govern the Open Meeting Law.

The rules of order are meant to create an atmosphere where the members of the body and the public can attend meetings that are conducted efficiently, fairly and with participation of the council and public alike. It is the duty of the chair, in this case the Mayor, to cut off discussion that is too personal, attacking, loud or interruptive. This duty may also be exercised by the parliamentarian.

Staff would like input as to what degree of freedom the clerk has to exercise the role of parliamentarian. For example, if there is a motion on the floor and discussion begins that is not

germane to the matter at hand, a point of order may be raised to call the vote or to return to discussing the matter at hand. Or, clarifications of a vote so that the record is clear, (i.e. friendly amendments, withdrawing second motions, etc.).

Additionally, generally the Parliamentarian assists the chair in maintaining decorum. To what degree would council direct the clerk in this area?

Regarding the first two items mentioned in this report: *Promoting Civility in Public Meetings and Parliamentary Procedures*, upon approval and at the direction of the city manager, the clerk will schedule a meeting with the staff liaisons for all boards and commissions to review their responsibility in order to assist the chairs of the boards and commissions in maintaining civility and exercising parliamentary rules.

### **c. Review of Strategic Priorities and Key Outcome Indicators:**

The purpose of this discussion is to review the five (5) Strategic Priorities and Key Outcome Indicators (KOI) that were established at the retreat held on May 4<sup>th</sup>.

#### **Background**

Staff is looking to confirm the Strategic Priorities and Key Outcome Indicators (KOI) are supported by the full council. Included in the first attachment, Strategic Plan Summary, there are a couple of items highlighted in yellow that is recommended for additional discussion. The retreat process allowed each council and staff member to participate in a discussion of only one of the five (5) strategic priorities. Time did not allow for more extensive group discussion or questions. Therefore, staff is presenting this item to ensure the Strategic Priorities and Key Outcome Indicators (KOI) aligns with members of the city council.

Once staff receives direction, this item will come back to the city council at a later date for formal approval.

#### **Recommendation**

Staff recommends the city council review and provide input and direction regarding the three items presented:

- a. Promoting Civility in Public Meetings
- b. Parliamentary Procedures
- c. Review of Strategic Priorities and Key Outcome Indicators

#### **Attachments**

- (1) Strategic Plan Summary 2016-2017 (original as prepared by Mr. Rapp)
- (2) Strategic Plan Monitoring (recommended by staff)

## City of Maplewood- Strategic Plan Summary 2016-17

<u>Strategic Priority</u>	<u>Key Outcome Indicator (KOI)</u>	<u>Target</u>	<u>Strategic Initiatives/Action Plans</u>
<b><u>Financial Sustainability</u></b>	Reserve funding-facilities and equipment	All critical items identified in asset mgmt. plan funded in 3 yrs	TBD
	General Fund reserves	40% of Gen. Fund operating revenues	
	Budget	Positive change to net assets-all govt'l funds-excluding future bonded items	
<b><u>Coordinated Communication</u></b>	Citizen engagement	3 new engagement tools implemented	TBD
	Communication	Determination made regarding most effective modalities	
	Feedback from diverse communities	--Most effective methods for feedback determined --One new approach implemented	
<b><u>Effective Governance</u></b>	<b>Decisions</b>	80% of goals accomplished yearly	TBD
	Council meeting decorum	<b>90% compliance w/ rules of decorum/group charter</b>	
	<b>Survey results</b>	<b>% rate good/excellent customer service</b>	
<b><u>Targeted Redevelopment</u></b>	Gladstone area redevelopment	--3 parcels Maplewood Bowl completed --Partnerships in place-trailer park --50% agree to relocation-auto repair	TBD
	Vacant commercial space	50% of sq. ft. back in productive use	
	Century Ave. corridor	Shared vision w/Oakdale, Ramsey & Washington counties and stakeholders (prior to infrastructure)	
<b><u>Operational Effectiveness</u></b>	Performance measures	Five core effectiveness measures-all departments	TBD
	Collaboration/shared services	Two new executed service agreements-one internal, one external	
	Survey results	80% or greater favorable rating on service delivery	

# City of Maplewood - Strategic Plan Monitoring

Strategic Priority	Key Outcome Indicator (KOI)	Target	Status (0,1,3)	Comments
<b>Financial Sustainability</b>	Reserve funding-facilities and equipment	All critical items identified in asset mgmt. plan funded in 3 yrs		
	General Fund reserves	40% of Gen. Fund operating revenues		
	Budget	Positive change to net assets-all gov't funds-excluding future bonded items		
<b>Coordinated Communication</b>	Citizen engagement	3 new engagement tools implemented		
	Communication	Determination made regarding most effective modalities		
	Feedback from diverse communities	--Most effective methods for feedback determined  --One new approach implemented		
<b>Effective Governance</b>	Decisions/Strategic Plan	80% of goals accomplished yearly		
	Council meeting decorum	90% compliance w/ rules of group charter		
	Advisory Boards/Commissions	Create annual initiatives/work plans to support city 's strategic plan		
<b>Targeted Redevelopment</b>	Gladstone area redevelopment	--3 parcels Maplewood Bowl completed		
		--Partnerships in place-trailer park		
		--50% agree to relocation-auto repair		
	Vacant commercial space	50% of sq. ft. back in productive use		
	Century Ave. corridor	Shared vision w/Oakdale, Ramsey & Washington counties and stakeholders (prior to infrastructure)		
<b>Operational Effectiveness</b>	Performance measures	Five core effectiveness measures-all departments		
	Collaboration/shared services	Two new executed service agreements-one internal, one external		
	Survey results	80% or greater favorable rating on service delivery		