

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: April 24, 2023

Item No.: 7.c

Department Approval



City Manager Approval



Item Description: Discuss Commission Interview Process

BACKGROUND

The City Council adopted the Strategic Racial Equity Action Plan (SREAP) in July, 2021. The main purpose of the Strategic Racial Equity Action Plan is to help us measure and significantly improve our results with culturally diverse workforce, businesses, representation and programming. There are three high-impact areas that serve as internal equity goals. These areas are identified as “problem statements” in order for us to understand *why* this particular issue is a problem. The three high-impact areas the city is currently working to improve are workforce diversity, commission diversity and using an equity lens in decision making.

In January, 2022 staff provided an update to council on work related to the SREAP (Attachment A). As part of this update, staff included recommendations regarding the commission interview process based on data and stakeholder engagement. Staff identified three areas for improvement based on the stakeholder input in order to improve the process for all applicants and address potential barriers to the goal of diversifying our commission. These areas were:

- Recruitment
- Interviewing
- Onboarding

Council discussed these recommendations (Attachment B – Minutes), provided feedback and staff made the following changes to the commission process:

Area of Focus	Improvement Made	Why
Recruitment:	Provided greater visibility of city commissions in areas such as our city newsletter, e-news, social media, word of mouth, etc. Articles, videos highlight the work of commissioners	Improved visibility in order to ensure a wide variety of applicants from across all areas of the city are aware of the opportunity.
	Shifted the management & oversight of the commission recruitment process to the Volunteer Manager who has training in best practices in	Effective management of all city volunteers helps build stronger long-term relationships and improves volunteer experiences. By leveraging the knowledge and experience of the Volunteer Manager, we can

	recruiting and managing volunteers.	
Interviewing	Provided Council and applicants a set of standardized questions to use. Applicants were given the questions before the interview.	Using a set of standardized questions allows the applicant to prepare effectively, allows them to recall meaningful experiences to provide the best evidence of their capabilities. It also allows council to evaluate similar types of information from applicants consistently.
	Provided applicants interview dates as part of application process	Allows applicants to be better prepared and know the process ahead of time.
	Provided commission workplans and link to meeting videos to applicants as part of application process	Gives applicants a better understanding of what the role of the commission is, and what type of work they would be doing.
	Scheduled interviews off-site on a separate night than council meetings	For applicants who have not been involved in government processes, having an interview experience in council chambers, can be seen as intimidating and difficult to navigate.
	Recorded interviews	The intention was to not record the interviews to allow applicants a more relaxed environment. However, in order for council to review interviews, or if they were unable to attend, they were recorded.
	Provided follow up materials to applicants after interview	Providing clear direction and expectations about the process eliminates uncertainty and apprehension among applicants.
Onboarding	Provided an online orientation session	Restructuring the orientation to be online allows commissioners to participate remotely and reduces the need for transportation as well as the amount of time needed for the meeting (eliminating travel time). It should be noted that this could also potentially be a barrier based on access to technology.
	Breakout sessions with staff liaison/chair	Facilitating a meeting with the chair and staff before the first meeting allowed commissioners an opportunity to ask questions in an environment that wasn't a public meeting, or with others with greater experience around.

	Buddy system	Some commissions have implemented a recommendation by the HRIEC to assign a current commissioner to be the “buddy” of the newly appointed. This provides a support network that can build relationships and set a foundation for successful experience as a commissioner.
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Although some of the outcomes from these various changes are hard to quantify, the city has seen an increase in the number of applicants for certain commission vacancies (this could be attributed to a variety of factors). Additionally, the feedback we continue to receive from our applicant experience survey tends to reinforce some of the changes that were made, as well as guide us in continuous improvement. Comments from the survey encompass a wide range of topics, but below is some general feedback we have received.

- *Questions were very good & having them in advance seemed to aid Council as well as the applicants. Very good experience.*
- *This time around (applicant had interviewed previously) was more focused and relaxed.*
- *Perhaps allow more time (15 minutes) for the interview (multiple responses have included this)*

Since we implemented the survey in 2021 the overall rating of applicants’ experience in interviews has increased.

Question	Year	Rating (out of 5)
How would you rate your experience in the commission interviews?	2021	3.9
	2022	4.2
	2023	4.7

As we continually look to improve our process and make it a valuable experience for applicants, future commissioners, and councilmembers, it is important to have a well defined and executed process in order to ensure good, timely communication for applicants and councilmembers and to ensure steps are not missed in the process from year to year.

Staff is seeking feedback from council regarding their experience with commission interviews. Some of the topics to consider providing feedback on are:

1. Commissioners seeking reappointments and how to handle applications/interviews
2. Location/Dates/Length of interviews
3. Interview questions
4. Selection process (e.g. extending application periods, desired qualifications)

POLICY OBJECTIVE

The city’s Strategic Racial Equity Action Plan (SREAP) has identified diversifying city commissions as a high impact area of focus. Racially and ethnically diverse policy makers and advisors are key to serving residents and other customers with excellence.

BUDGET IMPLICATIONS

None.

56 **RACIAL EQUITY IMPACT SUMMARY**

57 Racially and ethnically diverse policy-makers and policy advisors are key to serving residents and
58 other customers with excellence. The role of appointed boards, commissions, and councils is to
59 advise the Mayor and Council on city policies and practices. A governing body that mirrors our
60 population increases City government access to great ideas, strengthens innovation and problem-
61 solving, and ensures we are representing the viewpoints and considerations of all our communities.
62

63 **STAFF RECOMMENDATION**

64 Provide council feedback on what worked, what didn't work and why regarding the commission
65 interview process.

66 **REQUESTED COUNCIL ACTION**

67 Provide feedback on what worked, what didn't work and why regarding the commission interview
68 process. Based on this feedback, staff will bring forward a future agenda item regarding the
69 interview process for fall and 2024.

70
Prepared by: Rebecca Olson, Assistant City Manager

Attachments: A: January 10, 2022 staff report
B: January 10, 2022 minutes excerpt
C: Commissioner Applicant Survey Results (Spring & Fall – 2022, Spring 2023)
D: Commissioner demographics
E: Appointment/Reappointment Policy
F: Commission Application Form
G: Commission Applicant packet example (HRIEC) with questions that may be asked by City Council
H: Reappointment questions (Mayor Roe)

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: January 10, 2022
 Item No.: 7.a

Department Approval

City Manager Approval



Item Description: Receive Strategic Racial Equity Action Plan Update and Consider Commission Recruitment Recommendations

BACKGROUND

In July 2021, the City of Roseville Strategic Racial Equity Action Plan (SREAP) narrative, priorities, and timeline were approved by City Council. The Strategy Team, consisting of staff members from every department in the city, department heads, and additional staff are working through data collection, process mapping, data analysis, and process improvement for each of the identified priorities or high-impact areas.

The three high-impact areas serve as internal equity goals. These areas are identified as “problem statements” in order for us to understand *why* this particular issue is a problem. The three high-impact areas staff are working to improve are workforce diversity, board and commission diversity, and using an equity lens/toolkit in decision making.

POLICY OBJECTIVE

The on-going work of equity within the city organization reflects the work related to the Racial Equity Narrative. The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on race or ethnicity. The actions of government at the federal, state, and local level have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents. All city departments will prioritize racial equity in their planning, delivery, and evaluation of programs, policies and services. The City of Roseville is committed to taking tangible steps to normalize, organize and operationalize racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

FINANCIAL IMPACTS

There are no significant financial considerations in the proposed staff recommendations regarding the commission recruitment process changes. Future consideration of a commission stipend would be a financial consideration.

STAFF RECOMMENDATION

In addition to receiving an update on the status of the SREAP priorities, as a result of data and stakeholder feedback, staff recommends council accept the proposed recommendations on the interview process for city commissions. The recommendations include holding commission candidate interviews in a separate standalone meeting and pre-scheduling interviews. A list of possible questions and information regarding the role of a commissioner should be provided prior to the interviews.

32 **REQUESTED COUNCIL ACTION**

33 This presentation is intended for both an information update on the SREAP and consideration of staff
34 recommended changes to the city's commission recruitment process. Staff requests council adoption of
35 the recommended changes to the commission interview process and provide direction on items for future
36 consideration including reducing commissioner terms, amending the Appointment Policy, and providing
37 commissioner stipends.
38

Prepared by: Thomas Brooks, Equity and Inclusion Manager

Attachment: A: SREAP Updates and Commission Recruitment Recommendations Presentation Jan 2022.pdf

SREAP Updates & Commission Recruitment Recommendations



SREAP Updates

Purpose

To help us measure and significantly improve our results with a culturally diverse workforce, businesses, representation and programming through:

- Establishing a work plan and related budget to support the SREAP
- Staff diversity and cultural competency development
- Council and commission cultural competency development and responsiveness
- Reflection of Roseville's diversity in all marketing/branding

SREAP Updates

Background

- Follows first Strategic Racial Equity Action Plan (SREAP) created through GARE participation
- Priority Areas: 1) Diversity in hiring and recruitment; 2) Board and commission diversity; 3) Using an equity lens in decision making
- Staff throughout the organization will continue to implement and achieve their *existing* DEI initiatives which are not included in the SREAP work plan. However, staff should make sure they are able to complete the SREAP goals with excellence.
- The community will see impact on their lives as the city implements the third Strategic Improvement (equity lens).
- Main Audience: Intended to guide senior leaders and staff
- Community stakeholders will be engaged and consulted as needed throughout equity and inclusion efforts

SREAP Updates

Priority Updates

- Hiring and Recruitment
 - Staff has been working through both gathering and analyzing 2020/21 workforce data
 - Improvements and standardization is being implemented to address data gaps
 - Staff is working to identify tools to assist in ongoing analysis and measurement of hiring data
- Commission Recruitment – Recommendations to follow SREAP Updates
 - Staff has continued to prioritize and identify opportunities and methods to engage stakeholders throughout; stakeholder engagement so far has included staff, community members, and commissioners
 - Data has been reviewed from a variety of sources including two surveys to existing commissioners and prior applicants, LWV report, HRIEC, and internal stakeholder feedback
 - Surveys included Commissioner Demographic Survey and a Commissioner Experience Survey
- Equity Toolkit
 - Finalization of a 12-step equity toolkit is in process, incorporating stakeholder input and identifying future process for implementation
 - Staff leadership are working to understand and apply the toolkit to a future program or initiative
 - Initial planning for future training, communication, and rollout is underway
 - A supplemental Community Engagement Workbook (guide) is being developed to assist with the consideration of stakeholder impact and needed level of engagement

SREAP Updates

Ongoing Consideration

- As we continue this work in 2022, staff will continue to consider and prioritize:
 - Communication and Engagement
 - Equity updates are continuing to be communicated through the newsletter, City News emails, HRIEC meetings, and council SREAP updates
 - Opportunities to incorporate key stakeholder feedback are continuing to be identified
 - Timeline
 - Being mindful of the SREAP timeline and quarterly milestones
 - Hiring and recruitment milestones have been shifted back 3 months due to challenges in gathering data; we continue to implement improvements along the way
 - Resources/Capacity/Training
 - Ensuring training and communication is considered and prioritized for staff across the organization to understand improvements and changes to come
 - DEI, IAP2 Community Engagement, Equity Toolkit Analysis,

Commission Recruitment Recommendations Overview

SREAP Priority #2 – Diversity/Representation on all commissions

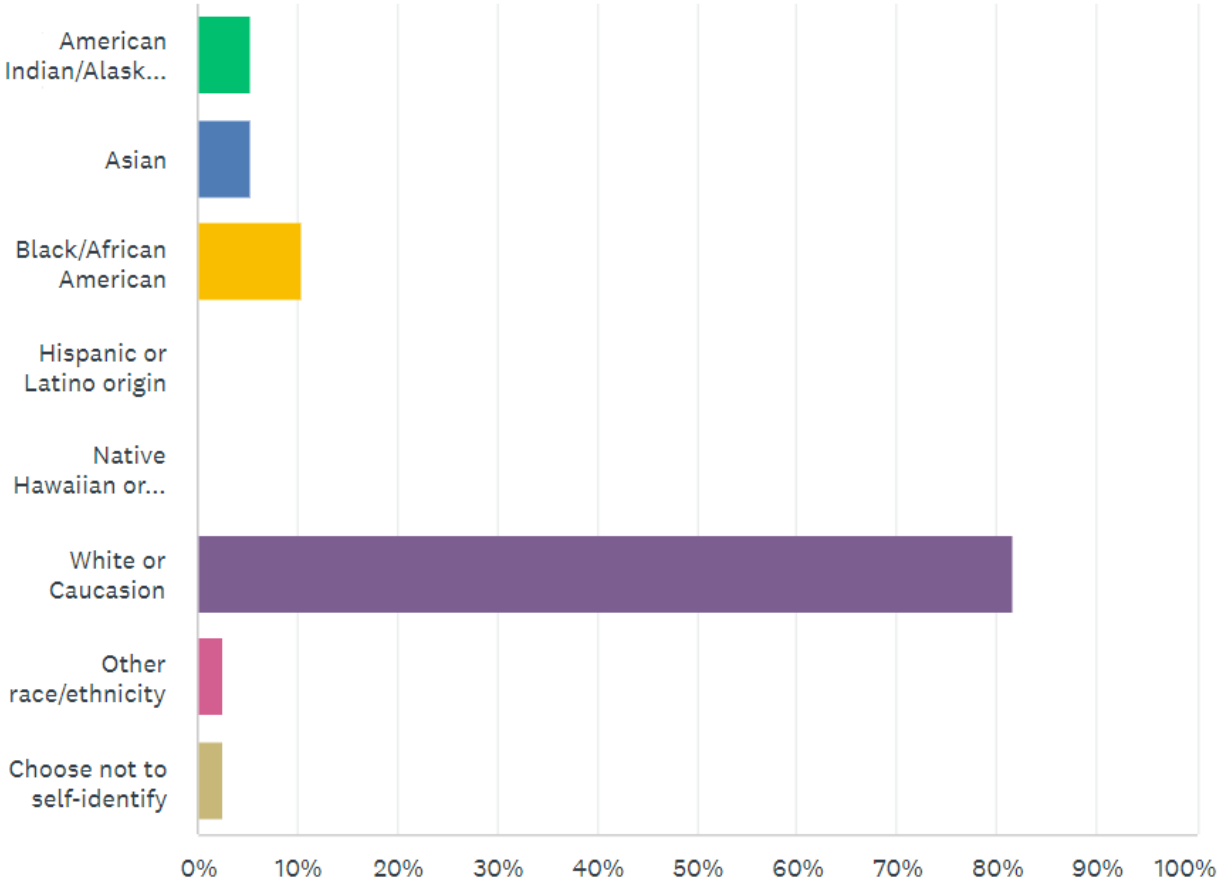
- Spring 2022 commissioner recruitment is underway
- Improvement efforts have included improving the experience of residents in the commission recruitment process and using available data to identify disparities and set target goals
- Areas to be improved in 2022 and beyond
 - Recruitment/outreach/communications
 - Application/interview experience
 - New commissioner orientation/onboarding
- Two surveys were sent to existing commissioners; one included residents not yet appointed to a commission
 - Commissioner Demographic Survey – Q3 2021
 - Commission Experience Survey – Q4 2021

Commission Recruitment Recommendations

Commissioner Demographic Survey

What is your race/ethnicity? (*check all that apply)

Answered: 38 Skipped: 0

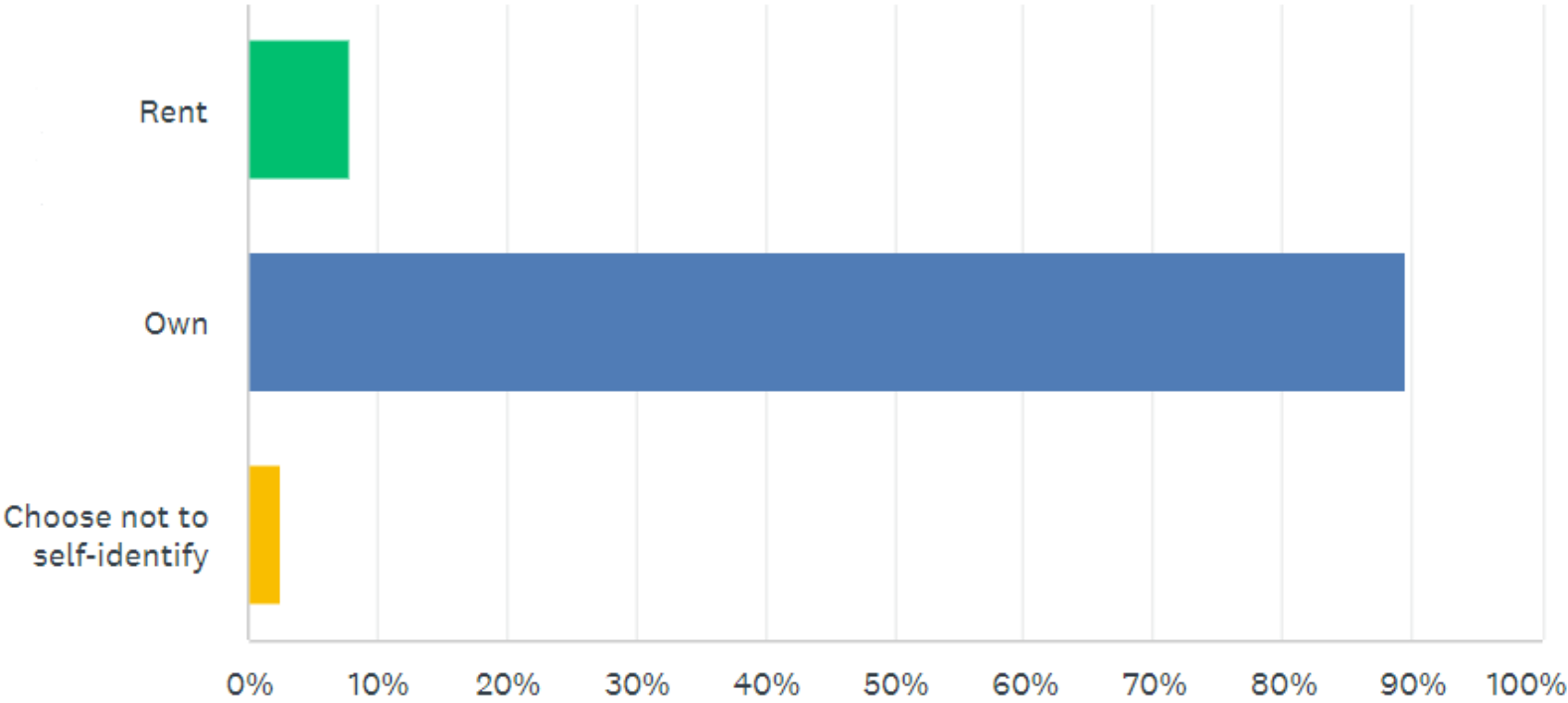


Commission Recruitment Recommendations

Commissioner Demographic Survey

Do you rent or own?

Answered: 38 Skipped: 0

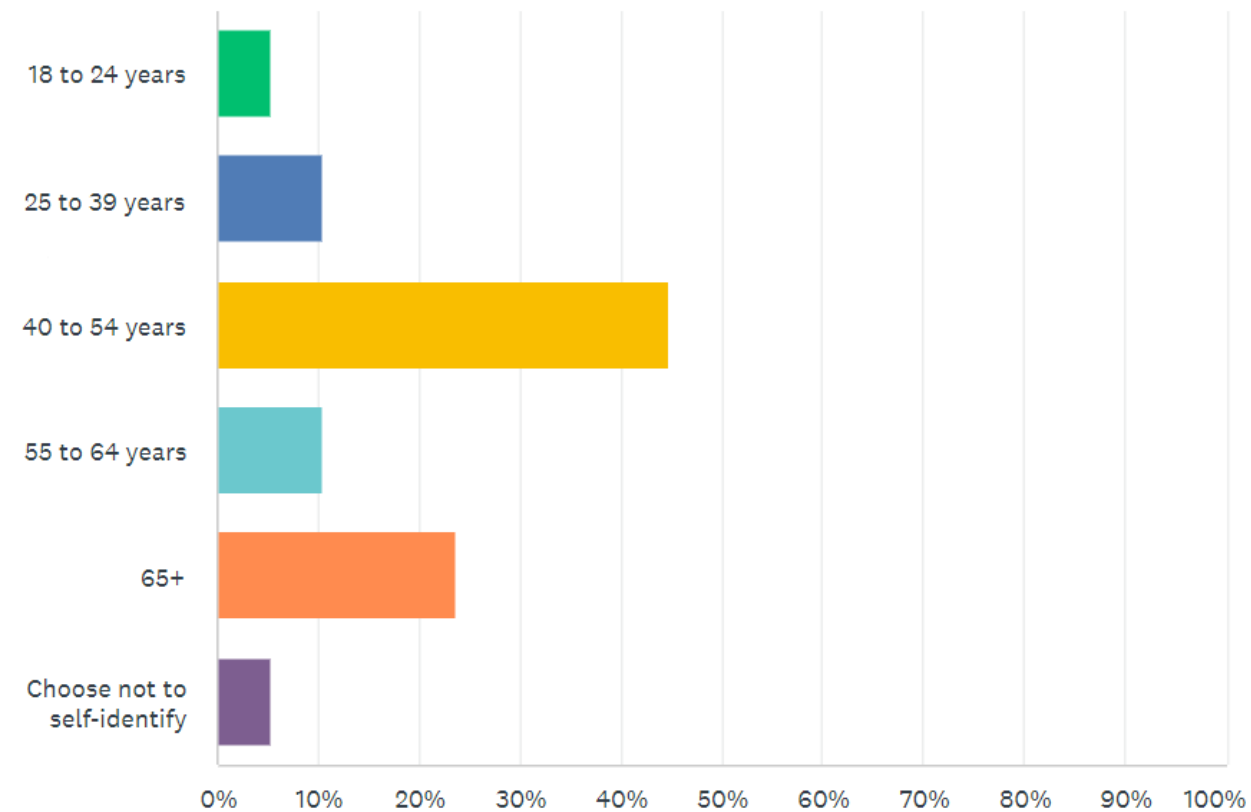


Commission Recruitment Recommendations

Commissioner Demographic Survey

Which category best represents your age?

Answered: 38 Skipped: 0

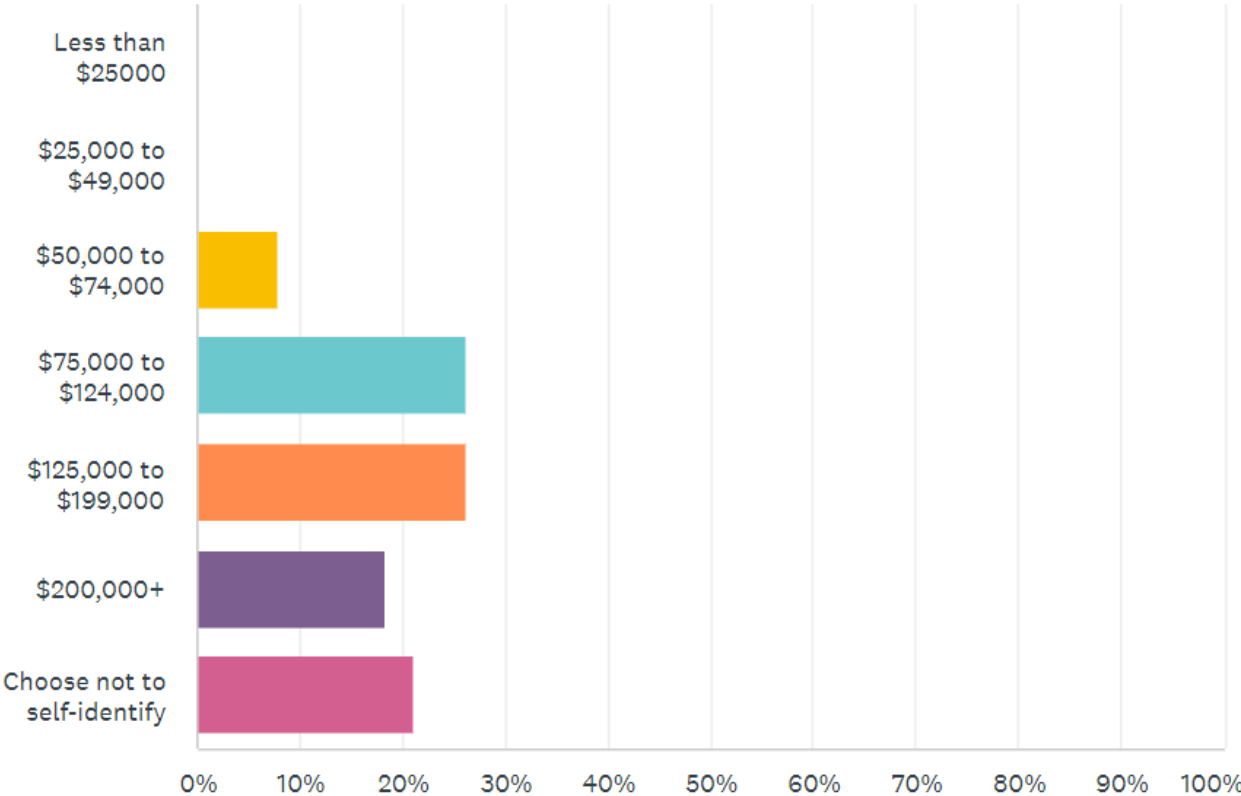


Commission Recruitment Recommendations

Commissioner Demographic Survey

What was your total household income in the previous year before taxes?

Answered: 38 Skipped: 0

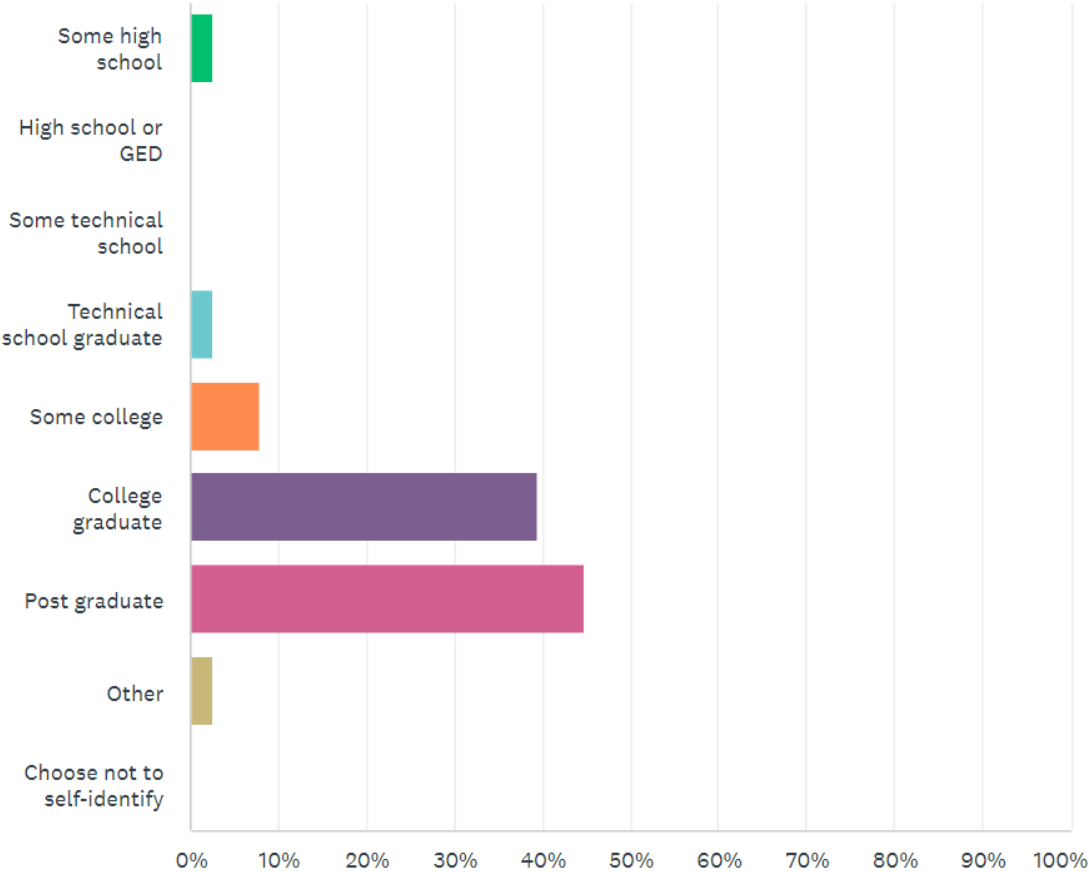


Commission Recruitment Recommendations

Commissioner Demographic Survey

What is the highest level of education you have completed?

Answered: 38 Skipped: 0



Commission Recruitment Recommendations

Commissioner Demographic Survey

38 out of 42 eligible commissioners completed the survey in August/September 2021

- 28.95% have lived in Roseville 0-5 years; 44.74% here 20+ years
- 51.43% live east of Snelling and north of Hwy 36
- 89.47% identified as homeowners; 7.89% renters
- 42.11% Female and 50% Male
- 44.74% are 40-54 years old; 78.95% are age 40+
- 7.89% make below a household income of \$75,000; 34.21% below \$125,000
- 84.21% college graduates
- 81.58% white; 21.05% BIPOC*
- 26.32% learned about commission opening on city website; 23.68% city newsletter; 10.53% council or commission member

Commission Recruitment Recommendations Commission Experience Survey

21 survey responses from current commissioners and 9 commission candidates not yet appointed from 2019 through 2021

Out of 5 stars  1 not very satisfied to 5 very satisfied

- 4.1 star average rating on overall application experience
- 3.9 star average rating on commission interview experience
- 3.4 star average rating on onboarding/orientation experience
- 4.6 star average rating on overall commissioner experience

Commission Recruitment Recommendations

Commission Experience Survey

- **Overall Application Experience Feedback – 4.1 stars**
 - “I think the questions asked when interviewing were simple, had nothing to do with the position, and finally, while I may have not have been the pick for the position – you could tell who the board liked and knew by how questions were asked during the interview process.”
 - Others mentioned the need to clarify role and expectations of being a commissioner; criteria used in decision making
- **Commission Interview Experience Feedback – 3.9 stars**
 - “Interviews should be private. It is very intimidating.”
 - “Not sure what I was getting judged on”
 - Better structure, clarity, and consistency with interview questions

Commission Recruitment Recommendations

Commission Experience Survey

- **Onboarding/Orientation Experience Feedback - 3.4 stars**
 - “Assign a “buddy” (which is a person who has served on the commission for some time) to each new commissioner to acclimate them into the position.”
 - More information on meeting protocol; background of commission
 - Social event to meet and get to know other commissioners
- **Overall Experience Serving as a Commissioner Feedback – 4.6 stars**
 - “I feel good about the opportunity to use my skills and background for the City’s benefit.”
 - “A short biography of the other commission members would be helpful, work experience and other financial experience (finance commission).”
 - “I’m not sure about the level of influence we actually have on the decision making by the City. It sometimes feels like we are just there to listen to the plans that already in place. Not sure how to change this.”
 - Even with opportunities for improvement, the data shows a general satisfaction with experience serving as a Commissioner

Commission Recruitment Recommendations

Candidate Experience Improvements for 2022

Recruitment – Tasks Underway by Staff

1. Establish target goals of reducing racial, rent/own, household income, and education disparities in commission representation
2. Seek out and use referrals from external facing staff, council, commissioners, community leaders
3. Emphasize, update, and target communications; leverage current resources regarding commission opportunities (newsletter, website, email, social media, city digital signage,).

Interviewing – Pending Council Approval

1. Hold separate (public) meeting for candidate interviews; no cameras; pre-schedule interviews; and better standardize structure and possible interview questions
2. List of possible questions and role of commissioner to be sent to candidates prior to the interviews

Orientation/Onboarding – Improvements Underway by Staff

1. Revamp orientation to include ethics, meeting protocol, expectations, and breakout groups to meet-and-greet and introduce workplan items
2. To occur virtually
3. All commission chairs assign a buddy for mentorship of new commissioners

Commission Recruitment Recommendations

Additional Recommendations/Considerations

- Reduce terms from 3 years to 2 years
 - Active commissioners may be reappointment up to 2 additional terms (to still total 6 years)
- Remove policy item regarding a possible requirement for twice the number of applications for commission openings
 - While intended to be inclusive, this policy sends the wrong message to the candidates that do apply.
 - Given recruitment challenges, in general, it is expected some recruitment seasons will be lighter/heavier than others
- Consider commissioner stipends in 2023 budget
 - Supports equity goals
 - Values time, guidance, experience, and expertise of residents
 - May help with recruitment
 - Could help assist with childcare or transportation expenses
- Consider childcare/public transportation reimbursement

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A

Questions?

THANK YOU

City of Roseville

Summary of 2020 Census Redistricting Data

Released August 12, 2021



The U.S. Census Bureau has released housing and population counts from the 2020 Census, a complete enumeration of the population as of April 1, 2020. Table 1 provides basic counts of housing units, households, and population for the City of Roseville.

Table 1: Counts of housing units, households, and population

	Housing units	Households	Total population	Population in households	Persons per household	Population in group quarters
2020 Census	16,103	15,554	36,254	34,836	2.24	1,418
2010 Census	15,490	14,623	33,660	32,234	2.20	1,426
Change, 2010-2020	+613	+931	+2,594	+2,602	+0.04	-8

Please note: To facilitate comparisons over time, all statistics provided here reflect community boundaries as they existed in 2020. For example, if a city annexed part of a township, then both communities' 2010 and 2020 numbers would reflect their 2020 jurisdictional areas. We also corrected published 2020 counts for a small number of communities where the Census Bureau's geographic files were incorrect. For more information, see the materials available at <https://www.metrocouncil.org/census2020>.

Race and Hispanic/Latino origin

Table 2 describes Roseville's population by race and Hispanic/Latino origin. BIPOC residents (Black / Indigenous / people of color) are 28.8% of Roseville's total population, compared with 31.2% for the seven-county Twin Cities region as a whole.

Table 2: Race and Hispanic/Latino origin, 2010 and 2020

Group*	2010 Census		2020 Census		Change, 2010 to 2020	
	Number	Percent	Number	Percent	Number	Percentage points
Total population	33,660	100.0%	36,254	100.0%	+2,594	NA
White, non-Latino	26,700	79.3%	25,809	71.2%	-891	-8.1
All BIPOC residents (Black / Indigenous / People of color)	6,960	20.7%	10,445	28.8%	+3,485	+8.1
Black or African American, non-Latino	2,038	6.1%	3,182	8.8%	+1,144	+2.7
Asian or Pacific Islander, non-Latino	2,447	7.3%	3,458	9.5%	+1,011	+2.3
Hispanic or Latino	1,551	4.6%	1,942	5.4%	+391	+0.7
American Indian or Alaska Native, non-Latino	132	0.4%	137	0.4%	+5	0.0
Other race not listed above, non-Latino	32	0.1%	122	0.3%	+90	+0.2
More than one race, non-Latino	760	2.3%	1,604	4.4%	+844	+2.2

* - Group names are those used by the federal government; many people prefer different terminology. See additional notes below.

Race and Hispanic/Latino origin by age

As many have noted, the population under age 18 highlights how our future population will be increasingly diverse. Table 3 provides the same breakdown by race and Hispanic/Latino origin of Roseville's population under age 18 and age 18+.

Table 3: Race and Hispanic/Latino origin by age

Group*	Under age 18		Age 18+	
	Number	Percent	Number	Percent
Total population	6,797	100.0%	29,457	100.0%
White, non-Latino	3,497	51.4%	22,312	75.7%
All BIPOC residents (Black / Indigenous / People of color)	3,300	48.6%	7,145	24.3%
Black or African American, non-Latino	1,077	15.8%	2,105	7.1%
Asian or Pacific Islander, non-Latino	869	12.8%	2,589	8.8%
Hispanic or Latino	673	9.9%	1,269	4.3%
American Indian or Alaska Native, non-Latino	26	0.4%	111	0.4%
Other race not listed above, non-Latino	25	0.4%	97	0.3%
More than one race, non-Latino	630	9.3%	974	3.3%

* - Group names are those used by the federal government; many people prefer different terminology. See additional notes below.

About the data

- The above tables contain the official terms for race groups as defined by the U.S. Office of Management and Budget. We use these for consistency with the data as reported by the Census Bureau while emphasizing the following:
 - Each of the groups has considerable diversity within it. For example, the Black population includes both descendants of enslaved people and recent African immigrants, while the Asian population includes Asian Indian, Chinese, Hmong, and Vietnamese residents along with many other groups. Many people prefer to be called by those more specific cultural community names rather than the federal government's broad labels. The redistricting dataset does not allow for distinctions among communities within these race groups; please see the Council's Equity Considerations dataset (<https://metro council.org/Data-and-Maps/Research-and-Data/Place-based-Equity-Research.aspx>) for more information.
 - Many people prefer different language for these broad labels. For example, in place of "Latino," some use "Latino/a," "Chicano/a," or gender-neutral alternatives like "Latinx" or "Latine." And in place of "American Indian," some use "Native American" or "Indigenous."
- Several factors may complicate the comparison of 2010 and 2020 race data; you can find an overview at <https://www.census.gov/newsroom/blogs/random-samplings.html>.
- This data release contains only the numbers needed for redrawing legislative districts. Additional data, like household type and full age breakdowns, will be released later.

For additional information, please see our interactive maps and charts, available at <https://metrotransitm n.shinyapps.io/census-2020>. This application provides data for all cities and townships in 1990, 2000, 2010, and 2020. You can access additional detail on people who identify more than one race and examine trends for areas *within* communities (census tracts and block groups).

We are happy to discuss any additional questions you have; please contact Research@metc.state.mn.us.



Regular City Council Meeting Minutes
City Hall Council Chambers, 2660 Civic Center Drive
Monday, January 10, 2022

1. Roll Call

Mayor Roe called the meeting to order at approximately 6:00 p.m. Voting and Seating Order: Willmus, Strahan, Etten, Groff and Roe. City Manager Patrick Trudgeon and City Attorney Mark Gaughan were also present.

2. Pledge of Allegiance

3. Approve Agenda

Willmus moved, Groff seconded, approval of the agenda as presented.

Roll Call

Ayes: Willmus, Strahan, Etten, Groff and Roe.

Nays: None.

4. Public Comment

Mayor Roe called for public comment by members of the audience on any non-agenda items. No one appeared to speak.

5. Recognitions, Donations, and Communications

6. Items Removed from Consent Agenda

7. Business Items

a. Receive SREAP Update and Consider Recommendations to Improve Commission Recruitment

Equity and Inclusion Manager Thomas Brooks briefly highlighted this item as detailed in the Request for Council Action and related attachments dated January 10, 2022.

Additional staff and some members of the HRIEC were also at the meeting virtually as well as Ms. Lisa Tabor from CultureBrokers.

Mayor Roe thanked Mr. Brooks for the presentation.

Councilmember Etten stated he appreciated all the work and indicated there has been discussion in the past regarding implementing something with the recruitment and hiring process. He asked Mr. Brooks to highlight a couple of the changes as they look to diversify staff and bring new perspectives into the City.

Mr. Brooks indicated the biggest thing they are working on is standardization and making sure they are using software to its fullest potential to have what they need. He reviewed some gaps in the data the City currently has. He indicated the second thing is that as jobs become available, they are looking at the job descriptions to make sure they are up to date, relevant, and marketable.

Councilmember Etten explained on the priority work for 2022, he appreciated that communication engagement is there. He thought one of the keys to engagement is finding people in various places, connecting with them where they are at, and things that are relevant to them. He asked, as that is done, what kind of steps the City taking to identify those pieces.

Mr. Brooks explained this is discussed daily and a priority for them. Another of the biggest opportunities the City has is the new Community Relations team, both in Administration and the Police Department. One of the biggest opportunities the City has is working towards a better relationship with the schools and the community liaisons that have relationships with diverse families. He noted there is still a lot more to come.

Councilmember Strahan asked with the Equity Tool Kit, who is the intended audience.

Mr. Brooks explained the document in itself, in terms of doing the analysis, research, completing it, is a staff document. The expectation is that staff will consider equity and inclusion while doing research and looking at the data. One of the things he likes about the document is that questions are intended to build on each other. The summary is the equity impact analysis that will be added to the RCA's which is for Council to consider and also information that can be shared with the Commissions as they review some of these programs and initiatives.

Assistant City Manager Rebecca Olson reviewed Human Resource processes and what staff is currently doing to change some of these.

Mr. Brooks continued with his presentation regarding Commission Recruitment recommendations.

Ms. Olson reviewed the Commissioner Demographic Survey with the City Council.

Mr. Brooks added that as staff looks a little bit deeper at the data, they will use it as a tool to know who their workforce is and who the Commissioners are. The City does value current Commissioners and the expertise that they bring. Staff knows that the City is changing, and it is continuing to do so. That is one of the reasons they want to be intentional about having voices at the table to represent all the various groups that are continuing to call Roseville home.

Councilmember Willmus thanked Mr. Brooks for getting further demographic data to the Council. He appreciated the conversation and thought everyone understood that Roseville was changing and as the City goes forward, it is important to have solid, useful, and consistent data. What they are going to be looking for in some of these decisions going forward is having a handle on that data and making sure they are comparing apples to apples. That is an aspect of this as they move forward that he would certainly like to see them drill down and refine. He thought the slide that showed the current makeup of Commissions and a map of where they reside was excellent, but it is also static, and he understands in his service on the Council that it changes significantly over time and when Commissioners come and go. He did not know if that is the type of thing that would be valuable to the Council. He thought it was something that fluctuates significantly and they needed to have a handle on as they delve in and look in to find data that is consistent and applicable.

Councilmember Groff thanked staff for all the data. He thought this is a good start and looked forward to see further data and how they can further analyze this. He would like to see this implemented by the next recruitment time for the Commissions.

Councilmember Strahan appreciated all the work. She thought the area in Southeast Roseville has had the lowest representation, at least people who are living in Britany Marion and other rental housing because there is only a small number of people who are renters. She agreed that things change over time, but she did not want to discount larger trends. She thought long term staff would be hard pressed to find a lot of engagement in certain areas of the city where there maybe would be if they were engaged and encouraged to have greater participation if they felt like they were a part of the greater process, like this was their city too.

Ms. Rachel Boggs reviewed the Commissioner Experience Survey.

Mr. Brooks continued the presentation with Commission Recruitment recommendations and the orientation and onboarding of Commissioners. He also presented a proposed interview process with the Council, noting this is what staff is asking the Council to make a motion regarding.

Mr. Brooks reviewed additional recommendation/considerations such as reducing the terms of Commissioners from three years to two years, remove policy item regarding a possible requirement for twice the number of applications for Commission openings, consider Commission stipends in the 2023 budget and consider childcare/public transportation reimbursement.

Mayor Roe thought the Council could discuss recruitment, interviewing, and orientation/onboarding first.

Councilmember Strahan indicated she was a strong advocate for standardized interviews. She thought a lot of people are thrown off when they express interest that they may be a part of a public meeting. She supported holding a separate non-televised meeting for candidate interviews. She thought something that was missing but would be helpful is when candidates receive the resources telling them about the Commission they are interested in, it would be helpful if they received detail from the work in that Commission over the last year and the goals for the next year. She found the people being interviewed really do not know enough about what the position will do and how they will fit in. She thought recruitment is important and it is important that the people in the Commission seats look like and represent the people of the city. One reason she is strongly in favor of that is because the people serving on the Commissions are the most likely people to seek spots on the Council. If the City does not provide an opportunity for people to gain leadership opportunities within the city, then they are contributing to systematic racism and the City needs to make sure they provide opportunities for other people to move ahead.

Councilmember Groff explained since the newsletter is one of the City's main resources right now, he was wondering if the newsletter went out to each renter or does it get delivered to the front desk of the complex.

Mayor Roe thought the newsletter was supposed to be mailed to every address, but it may be put in a pile by the mailboxes for rental units. Regarding the interviewing process, he thought those were wise recommendations.

Councilmember Willmus indicated he supported a separate meeting for the interviews. He thought it could be nerve wracking for people, noting there are things the city can do to help with easing people during an interview, such as a more relaxed environment and not rushing them through. He explained he was going to push back on the standardized questions beyond what they typically have in the application. He thought they needed to be true to what these Commissions are, what their service is, service is to the City of Roseville, but more specifically to the City Council at an advisory capacity. Those Commissions hold public meetings with members of the public, especially the Planning Commission. He wanted to see and gauge how that individual may react when a member of the public is perhaps challenged on a question. He thought that was an important part of the role and not something he would necessarily want to dispense with. When the Council receives the applications, he thought they were all diligent about really delving into, looking at them, and digging a little deeper on an individualized basis with respect to some of the information gleaned from the applications and resume provided. That is something he did not necessarily want to move away from. He thought the onboarding process could not be stressed enough and is an incredibly important part of making sure that Commissioners are going to be successful in service to the city and the public. He thought that was the one area where the City really needed to look at and improve.

Councilmember Etten agreed with a lot of the recommendations. He liked that this was put on the front page of the newsletter and also the QR codes in the newsletter. He suggested having a QR code for the City website for applications. He was also supportive of a separate meeting without cameras for the interviews. He was curious to see what changes would be made to the application before that becomes public. He thought the Council should be a part of the vetting for that process. He tended to agree with Councilmember Willmus on the interview questions. He always asked questions looking for more information to the questions. He thought the onboarding process was particularly important as well.

Mayor Roe agreed with what was said and thought many of the recommendations were good. He noted from a historical perspective, one of the reasons the interviews are conducted on camera is because that is how the meetings are managed once the person is on a Commission so the Council can see how a candidate responds. He understands the notion of it being pressure, was not firm on the camera's aspect of it, agreed a separate day is an innovative idea, and some of the other improvements there. He noted one thing that can help is the flexibility of being able to ask what they want to ask in an interview, but he also liked expanding the application process and have standardized answers to certain things. He thought they might include some standardized decision making criteria that is broad and could be communicated to the applicants even prior to submitting their application, let alone prior to them interviewing to help them understand the general things the Council is looking for as a Commissioner. He appreciated the newsletter being used for recruitment and suggested articles all year long with the QR code linking to the website.

Mayor Roe stated he was also thinking about length of terms and noticed other cities do some interesting things in terms of their general commission webpage that staff might want to see how it can be done differently or better all year long. He suggested they emphasize the expectations of recruitment with the existing Commissioners who are part of that process and as new Commissioners come on board, that can become a part of the onboarding. As to the onboarding process, he thought staff might want to look at the amount of time they have when they start advertising for commissioners to the time the commissioner goes to their first meeting. He thought some time might want to be inserted in that period to make sure the City is providing adequate time for a good onboarding process and procedure.

Mayor Roe also suggested the ethics training be split from the commissioner training and dedicate a separate occasion for the ethics training so more time and focus can be made to the onboarding process. He suggested either before someone applies or once they applied that some useful information goes out to them on what to research and encouraging them to watch previous Commission meetings so they can be as good of a candidate that they can when they are interviewed.

Councilmember Strahan explained one huge value to the standardized questions is that it is seen as a way to reduce bias so every person is asked the same question

and it does not necessarily veer into other directions in which the Council may not have afforded someone else to expand on. She noted she has seen that in some of their meetings and someone had mentioned that at one of the Commissions that some of the questions seemed easy and some seemed hard, which can turn into a "like me" bias. She was also hesitant to add too many other writing prompts. She thought these needed to be really deliberate, intentional, and directed because if the City is trying to have people who don't all hold Master's Degrees on the Commissions, the City cannot make it so that it is impossible. She wanted to make sure that the City brings in people who may only have a high school education. She thought maybe there should be a prescreening with standardized questions where people could speak rather than write out the answer.

Mr. Trudgeon summarized the Council thoughts and noted the consensus seemed to be a separate meeting for interviews, off camera. He indicated there was some fluctuation on the questions. He thought there was recognition that questions are important but how they are used is up in the air. He suggested the Council come up with some questions they prefer to ask and give them to staff for a separate discussion. He liked the idea of having more time for onboarding of the Commissioners and agreed with the separation of the ethics training and the onboarding training.

Mayor Roe thought discussion should continue regarding the Commissioner terms, policy about the twice the number of applicants, the stipend for Commissioners, and other financial considerations.

Councilmember Willmus asked regarding the change in terms, what is the City trying to accomplish. He indicated that is something he is not understanding and wondered what that will do for the City.

Mr. Trudgeon thought it was trying to limit the commitment that people need to be on a Commission, as three years may be a long time. Staff is seeing people often roll off after two years. He noted the Commissioner would still be allowed to remain on a Commission for six years but this would give the Commission shorter terms so they can leave if they need to without being in the middle of a term.

Councilmember Willmus explained that from time to time there are a lot of applicants that apply for Commissions and he was not sure if staff has thought of this but if they looked at a change of terms, perhaps they could look at two-year terms, so the maximum term of service is four years.

Mr. Trudgeon indicated staff is looking to keep the same amount of time because there is some value in experience, it takes several years to ramp up in knowledge, so staff is making sure there is enough time and a mixture of experienced people with new people on the Commissions.

Councilmember Willmus indicated he would want to think more about removing the requirement of having twice the number of applicants apply for each Commission. With respect to stipends or some other financial assistance, he wanted to see data showing it is beneficial and does what they think it will before going in that direction. He also thought a stipend might have him look to the size of the Commissions and how many Commissions the City has because Roseville has a lot of Commissions with a lot of people serving on those Commissions in comparison to other communities. On a broader note, there has been a lot of reference to the League of Women Voters study report, and he wondered if staff has Roseville-specific data from them or is it combined with other communities.

Mr. Trudgeon indicated what staff has for information is what the Council has seen in the report and there is not a breakdown of Roseville.

Councilmember Willmus asked if the City should be using that as an instrument to guide what the City is doing without anything specific to Roseville.

Mayor Roe thought it should be used to the extent the City feels it is valuable information, just like anything else received in terms of input. He did not know if it was good or bad.

Councilmember Groff thought it would be like any other comparison because the City does want to do that from time to time, compare to other cities around Roseville to see what they are doing. He noted it has helped him, but the City needs to take it for what it is.

Councilmember Strahan explained for the League of Woman Voters data, it is for the five cities around Roseville and is not a national study. She thought if the City reached out to them, staff could get Roseville information specifically. She would be in favor of two years terms with six years maximum. She thought there were a lot of people who have discussed getting stipends for different things such as the School Board and for other people. She noted the Council gets a small stipend for being on the Council and it is certainly not a motivation for why the Council does this work, but it does not hurt. She thought maybe if someone needs it, they could apply for it, noting that maybe not everyone will want it. But, maybe some people need it for transportation, and it could be made available but not so hard that someone has to beg. It may or may not change things.

Councilmember Etten explained he was also supportive of the switch to two-year terms, but he did also appreciate the six years maximum because it helps with continuity and the onboarding process, the buddy system. With requiring twice the number of applicants, the City started doing that because there was concern about almost being forced to appoint people because there was one person and one opening, for example, and not feeling like that had the depth of what the Council was looking for. He indicated he would push back on that item because if there is one

candidate and one opening, the City is not going to see the demographic and location of different candidates on the Commissions. He was not sure about stipends and thought he would be more in favor of reimbursement rather than a straight-out stipend and recruit young people as babysitters while a Commissioner is at a meeting. He indicated there are people on the Commissions right now that do not need a stipend. As they look at some of these shorter terms and how commitments work out, maybe the City needs to look at committee or task force work on specific items that are interesting and engagement to people in the community and less to adding too many things to the various Commissions. He reviewed some items where Committees were involved with rather than Commissions.

Mayor Roe indicated he could support the change from three-year to two-year terms but was not sure if there was more the Council needed to do to understand that. He asked if that came out of survey work or is it more of an understanding on the part of staff that it might make a difference. He wondered if more engagement should be done to see if that will make a lot of difference because he was concerned that it sometimes takes a lot of time to get up to speed on certain Commissions. He noted the twice the number of applications policy needs to be better communicated to applicants. He wanted to know more about stipend versus reimbursement, but he would not want to have to make a Commissioner apply for a stipend based on income qualification because that is a lot someone would have to do to be on a Commission.

Councilmember Groff explained he was not sure regarding the three-year term versus the two-year term because he understood that some Commissioners do leave after two years but he did not think the majority of them did. He thought it might also complicate the twice the number of applicants because it could affect that as well. He would also like to know more about the stipend and thinks it should be for everyone and not just for some.

Councilmember Willmus indicated one thing he would be reluctant on, if the City went to the three two-year term option, is if the City would be opening the applicants to a review every two years because he did not want to do that. With the term that is in place now, he asked what is the drawback for someone that leaves early? He needed to know about what the goal is with that change.

Councilmember Etten thought twice the number of applicants is a great piece and letting the candidates know ahead of time that is what the Council is looking for. He also thought as a part of the rubric, the candidate could know the experience level that Council is looking for, looking for the unique way the candidate could serve, and the unique piece being brought to the community that will bring diversity. He indicated those are pieces he is looking for, which could be in a document given to candidates.

Councilmember Strahan indicated other cities utilize the two-year term and she wanted to give someone an obtainable goal because some people may think three years is too long and will not apply. She indicated the City is trying to get a different demographic of people who have not reached out. The past few years there have been fewer applicants and the ones who apply have been white men, who have a lot of remarkable things going for them but those are not the people that make Commissions representative of the City so the Council needs to look at diverse ways. Even though it is different, she is not opposed to trying it and is supportive of a change.

b. Approve Public Works 2022 Work Plan

Assistant Public Works Director/City Engineer Jesse Freihammer briefly highlighted this item as detailed in the Request for Council Action and related attachments dated January 10, 2022.

Councilmember Groff thanked staff for the demanding work.

Willmus moved, Etten seconded, approving the Public Works 2022 Work Plan for street and utility improvements.

Roll Call

Ayes: Willmus, Strahan, Etten, Groff and Roe.

Nays: None.

c. Local Option Sales Tax Discussion

City Manager Trudgeon and Public Works Director Marc Culver briefly highlighted this item as detailed in the Request for Council Action and related attachments dated January 10, 2022.

Councilmember Willmus thanked staff for the work done on this and calling attention to some of the issues. He thought some of the pathway segments had issues. He reviewed a few segments with staff.

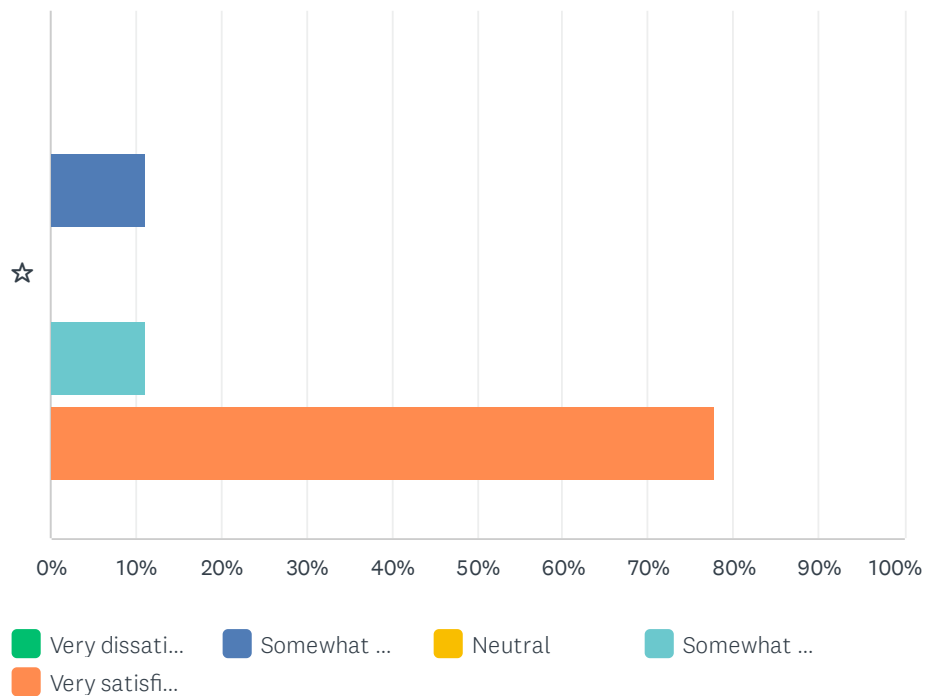
Councilmember Groff agreed with staff's analysis that the County Road C segment needed to be addressed. Regarding the pedestrian walkway, concerning Highway 36, he wondered if either of the plans was more ADA friendly or are they both equally positive for someone in a wheelchair.

Mr. Culver indicated both plans would meet ADA standards as far as grades and things like that but there could be arguments that the first one is better due to the grading.

Councilmember Etten appreciated the work at County Road C and Snelling. He indicated he was skeptical about the pedestrian crossings going across Highway 36

Q1 Overall, how would you rate your experience applying to serve on a commission in the city of Roseville?

Answered: 9 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	11.11% 1	0.00% 0	11.11% 1	77.78% 7	9	4.56

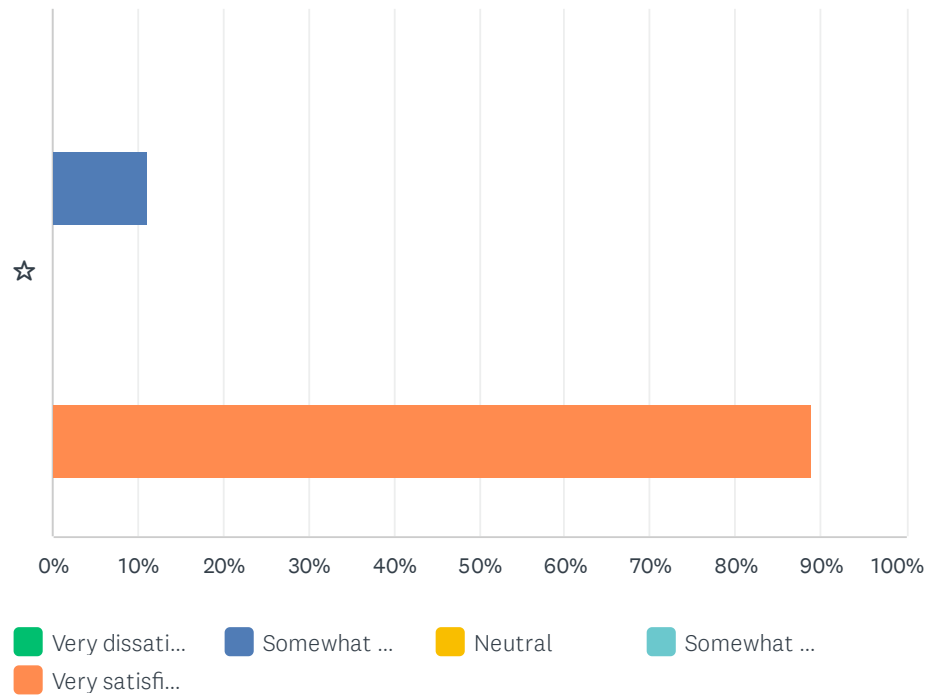
Q2 What would you change about the application process to improve the experience for yourself and others in the future?

Answered: 9 Skipped: 0

#	RESPONSES	DATE
1	The selection process could be more transparent (including any evaluation of the application responses and interview responses). Even after watching the 3.13.2023 council meeting and reading the minutes and seeing the council member vote tallies for each candidate and chair recommendations, it isn't clear why one person was selected over others. There was very little discussion about the appointments during the 3.13 council meeting. As someone who was not selected, I would greatly appreciate any feedback on my application and interview responses, including why I was not selected and how I could be more eligible in the future (and if I should even bother applying again in the future for the same commission). Also, the pre-interview informational packet mentioned that if we were not selected that someone would reach out to us to see if there are other areas in the community where we can share our time and talents. However, the email I received notifying me that I was not selected simply asked me to let the volunteer coordinator know if there were other ways I wanted to volunteer my time. It just doesn't seem like a very thoughtful process for selecting commissioners because it is not clear why people were selected (or not) in terms of their qualifications and interests. It appears that no one in the city or on the council is really considering what qualifications and interests applicants who were not selected for a commission could bring to the city in ways other than as a commissioner. I guess I had interpreted previous communications that there would be a thoughtful consideration of applicants who were not selected in terms of how they could be involved, rather than just emailing applicants who were not selected and telling the applicant to contact the city if the applicant has other ideas for participating. In other words, applicants who were not selected would probably really appreciate being followed up with individually (not just a bulk, standard email) by a council member or city employee and engaging them in a thoughtful conversation about ways they could volunteer or participate, or providing recommendations or ideas to applicants not selected for how they can participate or volunteer in the future, based on their qualifications and interests as described in the application and interview process. Lastly, in the informational packet provided to candidates prior to the interview, and on the application website, it is made clear that 'no experience is necessary' to serve on a commission. However, the limited discussion among council members in the 3.13.2013 council meeting seemed to focus primarily on candidates' expertise (and diversity). It seems misleading to emphasize that no experience is needed when clearly it is needed and considered heavily in the selection process. I think some clarification and transparency on exactly what qualifications are needed or not (and criteria for the selection process) would be beneficial changes.	3/14/2023 1:41 PM
2	Honestly, the process was straightforward and the communication was clear.	3/11/2023 8:37 AM
3	It was be re profession and very organized.	3/10/2023 11:42 AM
4	Can't think of anything.	3/10/2023 11:17 AM
5	Since this was a re-application for me, I found it a much more focused and relaxed experience. The question were excellent and I am sure that they were much appreciated, especially by those applying for the first time.	3/10/2023 10:31 AM
6	Perhaps a choice of dates for interview.	3/9/2023 9:21 AM
7	I felt the application process was succinct and user friendly. I appreciated being able to start my application form and save my progress to come back to later.	3/8/2023 10:25 AM
8	You guys were very organized, well communicative.	3/7/2023 10:42 PM
9	A more detailed description of what the commission does.	3/7/2023 7:19 PM

Q3 How would you rate your experience in the commission interviews?

Answered: 9 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	11.11% 1	0.00% 0	0.00% 0	88.89% 8	9	4.67

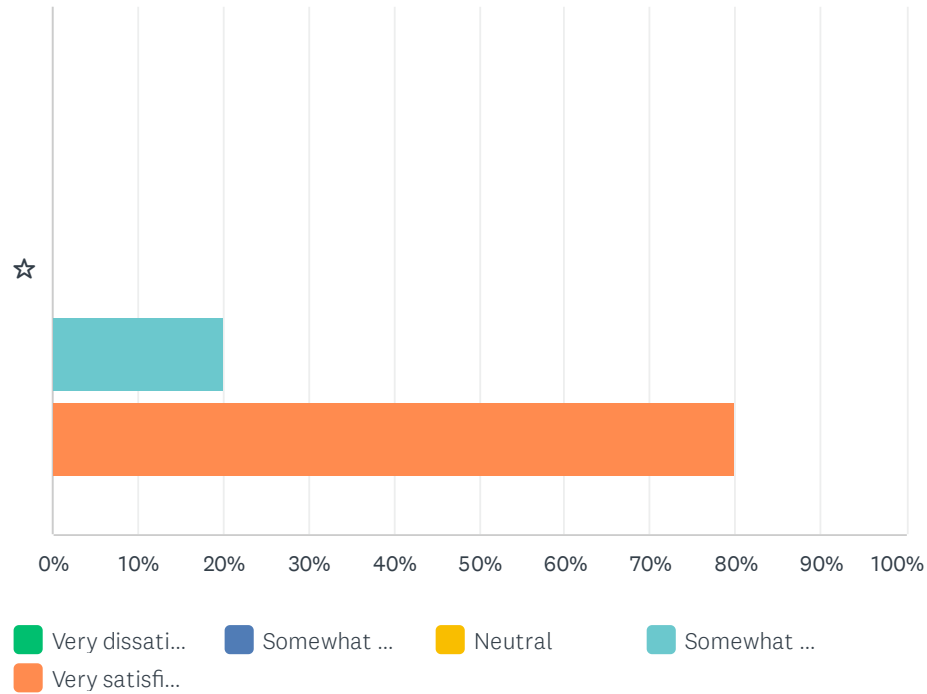
Q4 What would you change about the commission interviews to improve the experience for yourself and others in the future?

Answered: 9 Skipped: 0

#	RESPONSES	DATE
1	It would be helpful to know in advance how many questions to expect during the interview and whether they would be the questions sent to us in advance (in the PDF informational packet emailed to us) or other questions council members want to ask. There were 'potential questions' listed in the informational packet, but it wasn't clear if all of those would be asked or if application questions would be asked too, or if other questions would be asked. The first question I was asked by a council member threw me off because it was very specific based on one sentence I used in my application, then the rest of the questions were somewhat from the list of potential questions provided. It would also be helpful to have a timer or clock available during the interview, or at least someone keeping applicants posted on remaining time and how many remaining questions there are, so that applicants stay within the allotted interview time and get to answer all the questions. Basically it would be helpful to have clearer expectations of interview questions and more structure to the interview process. Lastly, getting even a minimal amount of feedback on how applicants did during their interview and application process, what council members or city employees liked or didn't like, etc. about candidates who were not selected would be very beneficial to applicants if they decide to apply again in the future. Or even just knowing their evaluation criteria and how candidates were evaluated based on their applications and interviews would be helpful.	3/14/2023 1:41 PM
2	Perhaps have some sort of time check available? I think I went over time but didn't realize it and felt bad that I impacted the schedule.	3/11/2023 8:37 AM
3	May be have the interview for 15 min :)	3/10/2023 11:42 AM
4	Can't think of anything.	3/10/2023 11:17 AM
5	I thought these were particularly well done. The questions were very good and having them in advance seemed to aid Council as well as the applicants. Very good experience.	3/10/2023 10:31 AM
6	No changes.	3/9/2023 9:21 AM
7	I would have liked to have the city council members briefly introduce themselves before beginning questioning, otherwise I felt the interview was set up well and run smoothly.	3/8/2023 10:25 AM
8	I felt heard. I truly felt in 10 mins we could accomplished a lot. I didn't even feel rushed. I was very positively surprised.	3/7/2023 10:42 PM
9	Not sure.	3/7/2023 7:19 PM

Q1 Overall, how would you rate your experience applying to serve on a commission in the city of Roseville?

Answered: 5 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	0.00% 0	20.00% 1	80.00% 4	5	4.80

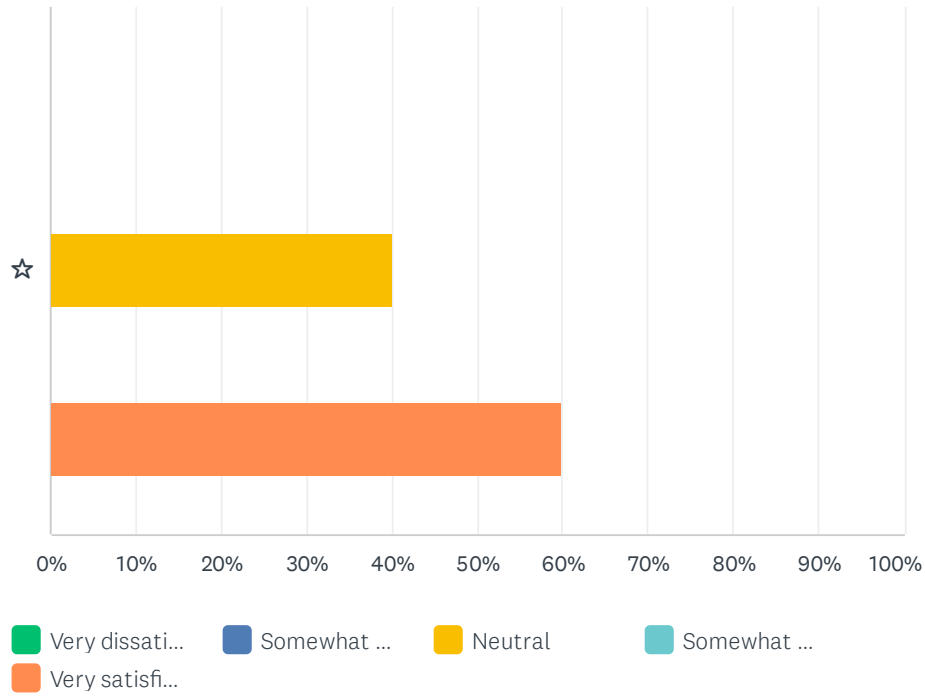
Q2 What would you change about the application process to improve the experience for yourself and others in the future?

Answered: 5 Skipped: 0

#	RESPONSES	DATE
1	All seemed to go quite well	9/14/2022 6:20 PM
2	Nothing	9/14/2022 5:52 PM
3	Overall a smooth process. One change i might suggest is more direct outreach and direct communication with applicants	9/14/2022 4:33 PM
4	Nothing really. The application and interview process was straight forward.	9/14/2022 10:08 AM
5	It was easy to find since I was seeking it out, however I feel as though it could be advertised better. Perhaps putting an advertisement in city email newsletters would get it out there more.	9/13/2022 10:01 PM

Q3 How would you rate your experience in the commission interviews?

Answered: 5 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	40.00% 2	0.00% 0	60.00% 3	5	4.20

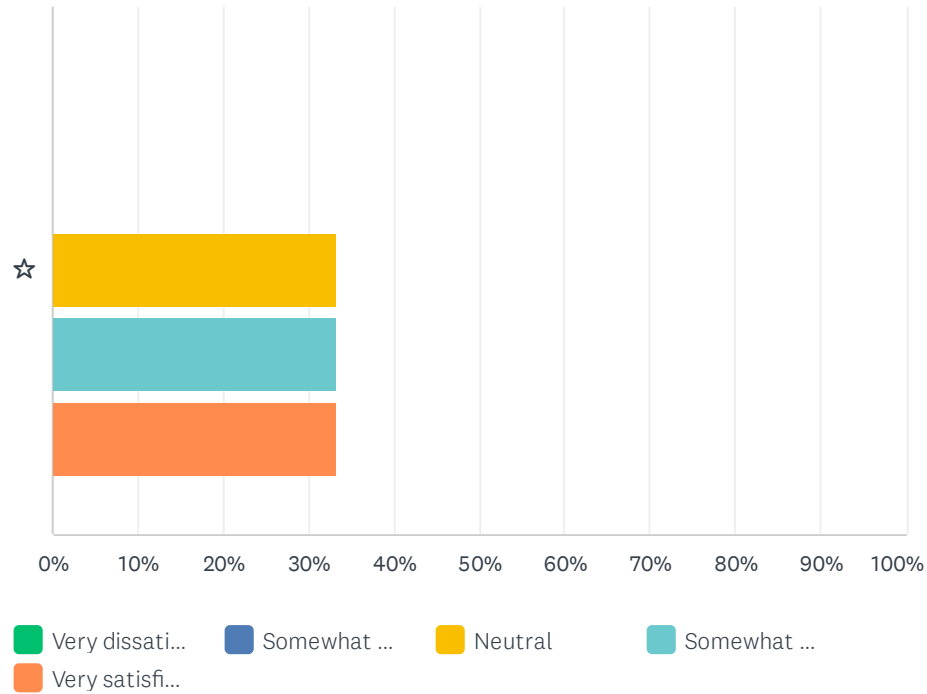
Q4 What would you change about the commission interviews to improve the experience for yourself and others in the future?

Answered: 5 Skipped: 0

#	RESPONSES	DATE
1	It went just fine. I feel that you have your process down. It was very efficient, moved right along. Thank you for the opportunity to meet the city council and interview for the open commission positions.	9/14/2022 6:20 PM
2	Not doing a panel, it's pretty intimidating since interviewers have quite a lot of positional power, white privilege, and (mostly) male privilege. If interviews are recorded each person who needs to weigh in on the decision of who best fits the position could do so by reviewing recording.	9/14/2022 5:52 PM
3	I dont think such short interviews need to be in person. Next time we should just record videos. Or maybe have these aligned with a council meeting and invite applicants to stay for the whole meeting.	9/14/2022 4:33 PM
4	Perhaps allow 15 minutes rather than 10. I felt a little rushed.	9/14/2022 10:08 AM
5	The interview was a bit short notice. Otherwise I had no issues with it.	9/13/2022 10:01 PM

Q1 Overall, how would you rate your experience applying to serve on a commission in the city of Roseville?

Answered: 6 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	33.33% 2	33.33% 2	33.33% 2	6	4.00

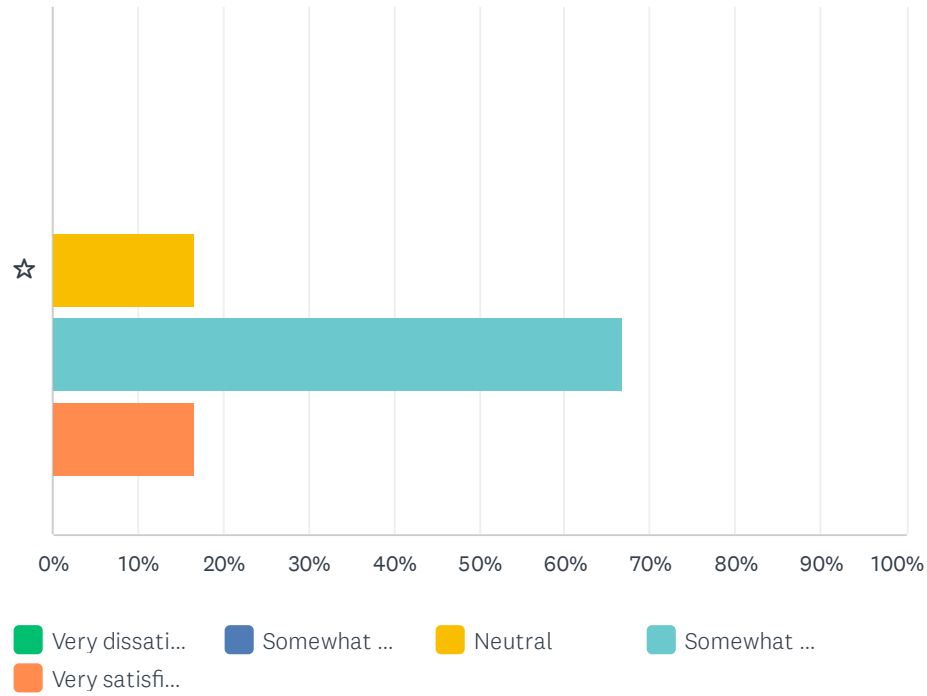
Q2 What would you change about the application process to improve the experience for yourself and others in the future?

Answered: 6 Skipped: 0

#	RESPONSES	DATE
1	- A more detailed explanation of the role and what they'll be doing. I looked through the various commission reports, but still was a little mystified in what specifically the City Council was looking for in a candidate.	6/8/2022 9:22 PM
2	be open to people that may have an opposing view to yours	3/22/2022 5:50 PM
3	Application process was fine.	3/22/2022 3:20 PM
4	A quicker decision after the interviews.	3/22/2022 2:17 PM
5	Let applicants know they'll be video taped prior to applying.	3/22/2022 1:56 PM
6	The city website seems pretty dated and could use an overall update that would make the application easier to use.	3/22/2022 1:49 PM

Q3 How would you rate your experience in the commission interviews?

Answered: 6 Skipped: 0



	VERY DISSATISFIED	SOMEWHAT DISSATISFIED	NEUTRAL	SOMEWHAT SATISFIED	VERY SATISFIED	TOTAL	WEIGHTED AVERAGE
☆	0.00% 0	0.00% 0	16.67% 1	66.67% 4	16.67% 1	6	4.00

Q4 What would you change about the commission interviews to improve the experience for yourself and others in the future?

Answered: 6 Skipped: 0

#	RESPONSES	DATE
1	I felt the questions were very good starting points. Follow up would be nice personally.... we chose this person because _____. The next time around I would then be prepared and know how to answer the questions.	6/8/2022 9:22 PM
2	consider choosing somebody with an open mind rather than someone that marches to the same tune	3/22/2022 5:50 PM
3	My fault in not being better prepared for the interview process. I appreciate the time Mayor Roe spent in reaching out and the emails from Julie Strahan.	3/22/2022 3:20 PM
4	All council members attending.	3/22/2022 2:17 PM
5	More specific questions from the commission chairperson. I watched the council meeting from 3/21/22 to learn the appointments, so I knew before receiving the email from the city. Since it was announced/voted on last night and public, a more timely follow-up from the city would have been nice. Additionally, as stated (not a direct quote) by the council members when voting, "X has served well in the past and will make a great addition to this commission," it sounds like two of the newly appointed commissioners have served on other commissions/roles. A face value, nothing's wrong with some being appointed again; however, if you're looking to increase diversity in viewpoints, new voices are needed	3/22/2022 1:56 PM
6	More dates and times. It's hard to have only one option available to schedule	3/22/2022 1:49 PM

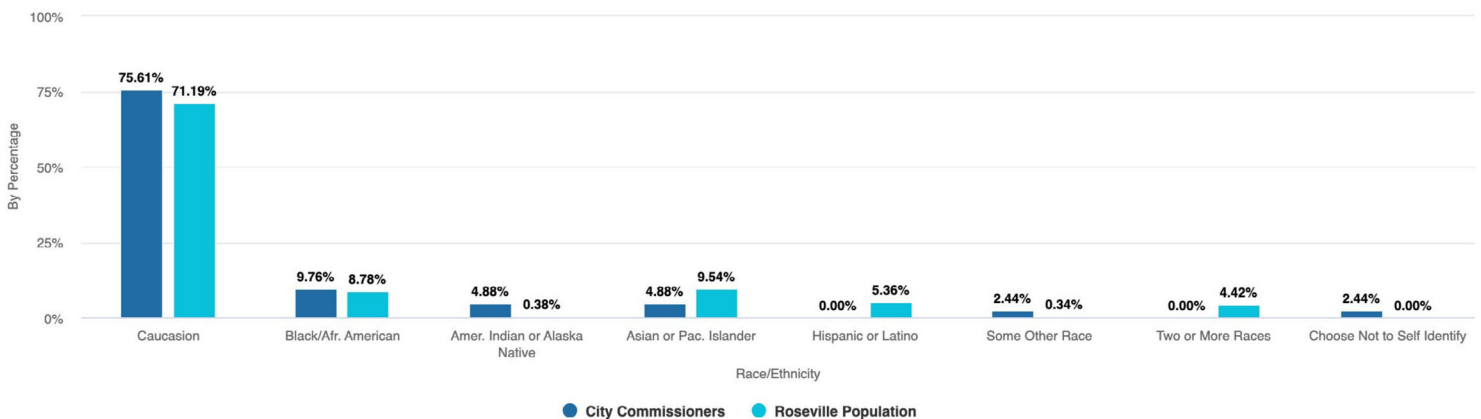
Commissions

City of Roseville Commissioners are volunteers who serve as advisory to the City Council and staff. There are currently 7 commissions, including an Ethics Commission, consisting of representation from each of the other commissions. Commissioners serve up to 3-year terms at a time. Commission candidates are appointed twice annually by the City Council in the Spring and Fall, based on available vacancies. It should be noted, as of 2021, commission demographic data is collected both on the initial application and collected comprehensively via a self-identified, optional survey annually. The next demographic survey is expected to be completed by commissioners Spring 2023. In addition to 43 commission spots held by adults, four commissions also have up to two additional youth commission positions that may be filled each year.

Some items note in the data below:

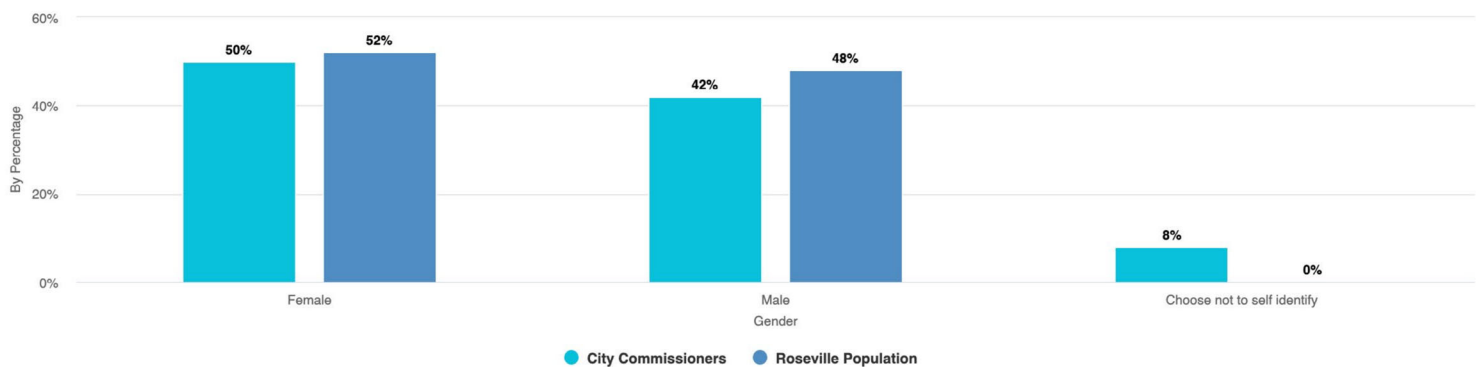
- While the racial and gender demographic data appears to be comparable between the Roseville population and city commissioners overall, an ongoing challenge is seeing this same diversity on each commission. Future data, will show the demographic breakdown of each commission separately.

Commissions - Race



Commissions - Gender

2022 Workforce - Commissioners - Gender



*This data was collected in Fall 2021 through an optional self-identified survey sent to all commissioners receiving 38 out of 43 possible responses.

CITY OF ROSEVILLE
APPOINTMENT AND REAPPOINTMENT POLICY
ROSEVILLE CITIZEN ADVISORY COMMISSIONS

BACKGROUND

The City of Roseville has seven standing Advisory Commissions: Ethics, Finance, Human Rights, Inclusion and Engagement, Parks and Recreation, Planning, Police Civil Service and Public Works, Environment and Transportation; the City also establishes other advisory groups as needed.

POLICY STATEMENT

It is the intent of this policy to establish a fair and open notification and selection process that encourages all Roseville residents to apply for appointments.

I. PROCEDURE STATEMENT – APPOINTMENTS

If a vacancy occurs because of resignation, death, moving from the City, removal from office, ineligibility for reappointment, etc. on any standing Advisory Commission, the following procedure will be used.

- A. Regular commission appointments and reappointments will occur each spring in March. If vacancies occur, the council will consider appointments to fill those vacancies in March or September.
- B. Annually, the City Council will establish dates to conduct interviews twice a year, and application deadlines to fill any commission vacancies. The time between the application deadline and interviews will be no more than 30 days.
- C. Commission vacancies will be advertised using the most relevant, effective and efficient method to reach as many residents as possible. These methods may include but are not limited to: social media, newspaper or print, electronic newsletter, cable television, city hall bulletin board.
- D. Applications received after the deadline will be held for the next round of appointments. Should a vacancy occur, any applicants on file will be notified by their preferred method listed in the application and given the date of the next round of interviews. After the next round, should an applicant not be appointed but remain interested, they will be invited to submit a new application.
- E. Names of applicants and applications will be provided to the City Council and the public after the application deadline.
- F. If fewer applications are received than twice the number of openings, the City Council may establish a new application deadline and Council meeting for interviews. If a new deadline is adopted, the vacancy will be re-advertised as

described in 'C' above. Applicants whose applications were received before the original deadline will remain under consideration and need not reapply.

- G. Applicants will be interviewed by the City Council. The Chair, or the Chair's designee, of the Commission to which the applicant is seeking appointment will be invited to attend and participate in the interview process. Interviews are open to the public.
- H. The Council may fill a vacancy outside of the biannual basis should the need arise.

II. PROCEDURE STATEMENT - REAPPOINTMENTS

If a current Commission member's term is expiring and is eligible for reappointment, the following procedure will be used.

- A. No later than sixty days prior to the expiration of a term, each commission member whose term is expiring will be contacted in writing to determine their interest in reappointment. For persons seeking reappointment, if they have an application on file 3 years old or less, that application will be provided to Council. Should their most recent application be older than 3 years, they will be asked to submit a new application.
- B. Council will be advised of the attendance record of the individual whose term is expiring. The Council will also be provided with written comments from the Chairperson of the Commission regarding the reappointment of the individual. Chair recommendations are not public data. At that time, Council will consider whether to interview the commissioner. If two councilmembers request it, a commissioner seeking reappointment will be scheduled to attend an interview before the entire council.
- C. Should the Council determine that the individual merits reappointment, that person will be reappointed.
- D. Should the incumbent not wish to be reappointed or should the Council determine that the individual does not merit reappointment, the Council will follow the procedure for filling vacancies as described above.

III. APPOINTMENT TO OTHER CITY ADVISORY GROUPS

The Council may use the procedure outlined in Section I. and II. above for making appointments to other advisory groups, committees, task forces, etc.



Form Center

By [signing in or creating an account](#), some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

Commission Member Application

[Sign in to Save Progress](#)

This application is for Roseville residents interested in volunteering with a City of Roseville Advisory Commission.

In order to complete this application, you will need a valid email address. All items marked with a star (*) are required fields.

Contact Information

Under state statute, commissioner's names, addresses and either a phone number or an electronic address where you can be reached are public information. All other personal information is private data and cannot be released to the public unless the commissioner gives permission for the city to release it. Information relating to a student representative is private data and will not be released.

First Name*

Last Name*

Address 1*

Address 2

City

State*

Zip Code*

Home or Cell Phone Number*

Email Address*

How many years have you been a Roseville resident?*

Have you applied for a commission before?*

[Select Language](#) ▼

If yes, what commission(s) have applied for? (dropdown, Finance, Police Civil Service, HRIEC, Parks, Planning, PWET)*

Attachment F

City of Roseville Commissions

Finance

Human Rights, Inclusion and Engagement

Parks and Recreation

Planning

Police Civil Service

Public Works, Environment and Transportation

Commission preference*

-- Select One --



1st Choice

Commission preference

-- Select One --



2nd Choice

This application is for*

-- Select One --



Note

There is no character limit for the fields below.

The City's commissions review specific areas of interest and provide advice to the city council. Please describe why you want to serve on the commission(s) you listed. *

If you chose a 2nd preference, please also include your answer for that commission choice in your response.

Please describe any activities, specific skills or experiences you have that you feel would be beneficial to serving on the advisory commission(s) for which you are applying.*

If you chose a 2nd preference, please also include your answer for that commission choice in your response.

As a commissioner on your preferred commission(s), how could you contribute to the City's equity and inclusion initiatives?*

Attachment F

If you chose a 2nd preference, please also include your answer for that commission choice in your response.

Please indicate any reasonable accommodation needed during commissioner interviews and onboarding.

Preferred method to be contacted

City staff contact all applicants approximately four days before the interviews to confirm interview date, time and location. Please indicate your preferred way to be notified.

Preferred method to be contacted*

-- Select One --

Please provide alternative phone number or email if different from above

Demographics

The City of Roseville seeks to increase diversity on volunteer commissions; diversity in terms of: racial, economic, age, gender, geographic, sexual orientation, ownership, disability and education attainment. Your answers on this form help us determine the success of our efforts and are not used in determining appointments to boards and commissions. **Your information is kept strictly confidential and when reported, will not identify any individual.**

How do you identify your gender?*

-- Select One --

Do you rent or own?*

-- Select One --

Do you have a sensory, physical, or mental disability?*

-- Select One --

How did you hear about this board or commission?*

-- Select One --

What category represents your age?*

-- Select One --

What was your total household income in the previous year before taxes?*

-- Select One --

Attachment F

**What is your employment status? (Check all that apply)***

- ☐ Employed - Full Time
- ☐ Employed - Part Time
- ☐ Full time student
- ☐ Retired
- ☐ Unemployed
- ☐ Self-employed
- ☐ Homemaker
- ☐ Other
- ☐ Choose not to self-identify

What is the highest level of education you have completed?*

-- Select One --

**What is your race/ethnicity? (Check all that apply)***

- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black/African American
- ☐ Hispanic or Latino origin
- ☐ Native Hawaiian or other Pacific Islander
- ☐ White/Caucasian
- ☐ Other race/ethnicity
- ☐ Choose not to self-identify

Additional Information if you become Board or Commission Member

Additional information may be emailed to info@cityofroseville.com or delivered to Administration Department, City of Roseville, 2660 Civic Center Drive, Roseville, MN 55113 or faxed to 651-792-7020.

Minnesota Government Data Practices Act*

I understand that information provided in this application may be distributed by the City to the public including, but not limited to, being posted on the City of Roseville website. I agree to waive any and all claims under the Minnesota Government Data Practices Act, or any other applicable state and federal law, that in any way related to the dissemination to the public of information contained in this application that would be classified as private under such laws. I understand that I may contact the responsible authority for the City of Roseville if I have any questions regarding the public or private nature of the information provided.

- ☐ Yes

Minnesota Statute §13.601. subd. 3(b)*

Occasionally, City staff receive requests from the media or from the public for ways to contact Commission members. The Commission roster is periodically made available. Under Minnesota Statute §13.601. subd. 3(b), either a telephone or electronic mail address (or both) where you can be reached must be made available to the public. Please indicate which contact method the City may make available for inclusion on the Commission roster.

- ☐ Home/Cell Phone
- ☐ Email Address

Background Authorization*

I understand that the Commission position for which I am applying may require the City of Roseville to perform a background check. As a result, an investigation may be made in which information is obtained through personal interview(s), information held by law enforcement or governmental agencies, present or former employers, financial institutions, or references I have provided. I understand that the City of Roseville will use the services of the Roseville Police Department to assist with the research and verification of the information I have provided on my application. The City of Roseville will utilize various sources of information it deems appropriate, including, but not limited to, credit reporting agencies, Department of Motor Vehicles records, criminal conviction records, current and former employers, military records, education records, and professional and personal references. I request, authorize and consent to the release and disclosure of any and all information, including, but not limited to, the above to the City of Roseville and the Roseville Police Department, and hereby expressly release any person who provides information pursuant to this investigation from any claims or liability by me or on my behalf.

- ☐ Yes

Acknowledgement*

I have read and understand the statements on this form, and I hereby swear or affirm that the statements on this form are true.

- ☐ Yes

protected by reCAPTCHA

[Privacy](#) - [Terms](#)

- ☒ Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

Submit and Print

* indicates a required field

More



THANK YOU

FOR APPLYING TO BE A CITY OF ROSEVILLE COMMISSIONER!

We are excited that you have applied to the City of Roseville. Because the city frequently has more applicants than vacancies, there is a process established to help the City Council decide who to appoint to fill those vacancies.

You have already completed the first part of that process by applying. The next step is to get to know you a little more.

As part of the next step, we wanted to let you know what to expect at the upcoming informal interviews.

Informal Interviews

Date: Tuesday, March 7
Time: 6:00 p.m. – 8:00 p.m.
Where: Roseville Skating Center Fireside Room
2661 Civic Center Dr
Roseville, MN 55113

The City Council would like to take some time to ask you some questions and get to know you in an informal setting. Each applicant is invited to participate and meet with the City Council for a brief time (approximately 10 minutes) and answer some questions.

POTENTIAL QUESTIONS

- How do your experiences and skills relate to serving on a city commission?
- Why do you want to serve on a commission?
- Can you explain your understanding of the scope or duty of the commissions you applied for?
- What do you believe should be the focus of the commission?
- What do you love most about living in Roseville?
- Sometimes the commission must make a recommendation on a matter that has a lot of strong feeling from the public, perhaps from opposing perspectives. How would you expect to deal with such situations while serving on the commission?

COMMISSIONERS SERVE AS ADVISORS TO THE CITY COUNCIL AND STAFF. NO EXPERIENCE IS NEEDED. TRAINING AND ONBOARDING ARE PART OF LEARNING HOW TO BECOME AN EFFECTIVE COMMISSION MEMBER.

**MORE DETAILS ON THE
FOLLOWING PAGE**

Details

1. Please make sure you arrive at least 15 minutes before your scheduled time on the evening of **March 7th**. We understand that childcare can be difficult, Please notify us if you will need to bring a child with you to your interview.
2. Interviews will be recorded, but they will not be televised.
3. If you are unable to attend for any reason, please contact me as soon as possible at 651-792-7028 or rachel.boggs@cityofroseville.com.
4. It is expected that the City Council will be making appointments at its March 13th meeting.
5. Should you be appointed, you will be expected to attend a virtual orientation session on **Wednesday, March 29 from 6:00 p.m. - 7:00 p.m.**

Information

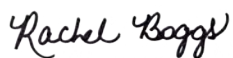
We encourage you to learn more about the commission to which you are applying. Included is information specific to the commission you selected on your application. We also encourage you to check out the latest commission agendas, minutes and video found on our website at cityofroseville.com/agendacenter.

Follow-Up or Questions

If you are not chosen to serve on a commission, do not be discouraged!

Your skills and time are very valuable and we have many other ways in which you can contribute to your community. If you are not chosen, we will reach out to you to see if there are other areas in the community where you can share your time and talents.

If you have any questions, please feel free to contact me. You can reach me via email at rachel.boggs@cityofroseville.com or via phone at 651-792-7028.

A handwritten signature in black ink that reads "Rachel Boggs".

Rachel Boggs

Volunteer Coordinator

THE MOST VALUABLE ASSETS YOU BRING ARE YOUR VOICE AND YOUR TIME

ROLE OF A COMMISSIONER

Serving on a commission is a privilege that implies a responsibility to act in the best interest of the City of Roseville. Members serve as ambassadors of the city, and represent the interests of the city both at official meetings as well as outside of City Hall. As an ambassador of the city, it is important to understand that your words and actions reflect that role at all times.

COMMISSIONER EXPECTATIONS

- Attend scheduled meetings or let the staff liaison know if you will be absent from a meeting.
- Read agenda packet carefully and be familiar with issues on the agenda prior to the meeting.
- Contact the staff liaison if the member requires additional information on an agenda item prior to the meeting.
- Fully participate in meetings and carry out assignments.
- Engage with community members to obtain feedback on topics under consideration.
- Demonstrate respect, kindness, consideration, and courtesy to fellow members and staff and others
- Be respectful of other people's time. Stay focused and act efficiently during meetings.
- Act and speak with honesty and integrity.
- Do not direct staff.
- Do not speak for the commission unless authorized by the commission.
- Do not speak for the City unless authorized to do so by action of the City Council.

ROSEVILLE RACIAL EQUITY NARRATIVE

Attachment G



The City of Roseville is dedicated to creating an inclusive community where the predictability of success is not based on race or ethnicity.

The actions of government at the federal, state, and local level have created racial disparities that continue to harm our community. Rectifying these disparities is critical to the development of a vibrant community and a high quality of life for all residents.

All City Departments will prioritize racial equity in their planning, delivery, and evaluation of programs, policies, and services.

The City of Roseville is committed to taking tangible steps to normalize, organize, and operationalize racial equity principles and tools, with an eye toward impactful and sustainable outcomes that create a more equitable community.

COMMUNITY ASPIRATIONS

As a community, we aspire to be:

- **Welcoming**, inclusive and respectful
- **Safe** and law-abiding
- **Economically prosperous**, with a stable and broad tax base
- **Secure** in our diverse and quality housing and neighborhoods
- **Environmentally responsible**, with well-maintained natural assets
- **Physically and mentally active** and healthy
- **Well-connected** through transportation and technology infrastructure
- **Engaged** in our community's success as citizens, neighbors, volunteers, leaders, and businesspeople.



HUMAN RIGHTS, INCLUSION AND ENGAGEMENT COMMISSION (H.R.I.E.C.)

This commission acts in an advisory capacity to the City Council on matters of human rights, inclusion and engagement.

Meeting Time: 6:30 p.m. 3rd Wednesday of the Month

INTERVIEWS

MARCH 7TH

6:00 P.M. - 8:00 P.M.

Roseville Skating Center

SCAN THE QR CODE

TO ACCESS RECENT AGENDA AND MINUTES:



Reappointment question suggestions:

1. What has been something you've learned while serving on the commission?
2. Describe a highlight to you from your time on the commission.
What was a particularly challenging issue or subject you and the commission had to deal with?
3. What are you looking forward to if reappointed?