



REQUEST FOR COUNCIL ACTION

Date: April 26, 2021

Item No.: 9.d

Department Approval

City Manager Approval

A handwritten signature in blue ink, appearing to read "Patrick Trudgeon".

Item Description: Consider Approval of City Manager Goals for 2021-22

1 **BACKGROUND**

2 At the April 19, 2021 City Council meeting, Council members gave the annual performance review
3 for the City Manager. As a result of those conversations, draft goals for the City Manager were
4 drafted based on the review.

5 The draft goals are included as Attachment A.

6 **REQUESTED COUNCIL ACTION**

7 Motion to Approve the 2021-22 City Manager Goals

8 Prepared by: Patrick Trudgeon, City Manager (651) 792-7021

9 Attachment A: 2021-22 City Manager Goals

2021-2022 City Manager Goals

Listed below are the City Manager’s 2021-22 goals identified by the City Council sub-committee as part of the City Manager’s performance review. Under each goal is a purpose statement on what the goal will do, an expected outcome for each goal, and milestones towards reaching each goal. *I would suggest that there are 3-month (July), 6-month (October), and 9-month (January) check-ins about these goals between the City Manager and the City Council sub-committee to review progress of reaching these goals.*

Post-COVID Recovery

Goal: Provide full-access of City programs, facilities, and services to residents, businesses, and visitors in a safe and effective way after the COVID pandemic emergency passes while recognizing and implementing changes in City operations in recognition of the new normalcy.

Background: As society begins to emerge from the current pandemic, it is important that the City return to its full delivery of city operations. However, this action will not simply be a return to “normal”. Instead it should be defined as pivoting to a newly defined normalcy regarding the delivery of City operations. Many of the changes to the delivery of City programs and services that were necessitated by the pandemic but have been found to be beneficial for residents, businesses, and staff. The City Manager will lead the organization into the newly defined normalcy and ensure the innovations and lessons learned in the past year, such as the use of online reservations for appointments at the License Center, virtual public participation at City meetings, and the ability of employees to work from home when necessary, are kept and integrated into Roseville’s operations.

Important Milestones*:

April-May-June, 2021

- Monitor pandemic situation
- Complete re-opening plan and prepare for implementation of post-pandemic operations
- Provide regular check-ins at City Council meetings to discuss the continuing pandemic effects on City operations and bring forth needed adjustments due to on-going situation
- If appropriate, implement full resumption of City services, programs, and use of facilities

July-August-September, 2021

- Provide regular check-ins at City Council meetings to discuss the continuing pandemic effects on City operations and bring forth needed adjustments due to on-going situation
- If appropriate, implement full resumption of City services, programs, and use of facilities while keeping in place beneficial approaches in conducting City business
- Begin after-action review of City’s response during the pandemic
- If timing is appropriate, present after-action report to City Council

October, 2021 – January, 2022

- Provide regular check-ins at City Council meetings to discuss the continuing pandemic effects on City operations and bring forth needed adjustments due to on-going situation
- If timing is appropriate, present after-action report to City Council

* It is unknown how long the effects of the pandemic will continue to affect City operations. As a result the timing of this work may need to be modified to reflect what is occurring with the pandemic.

Equity and Inclusion

Goal: Ensure equity and inclusion is prioritized and valued by City staff, appointed commissioners, and City Council members and incorporated as part of all ongoing decision-making processes for new and existing City programs, policies, and services.

Background: For the past couple of years, City staff, City Council, and the community have been focused on bringing racial equity considerations into our policies, programs, services, and decision-making. Due to the killing of George Floyd by a Minneapolis police officer, equity work now has even more added urgency and importance. In 2020, the City hired a Diversity, Equity, and Inclusion (DEI) Consultant, Culture Brokers, to assist the City in implementing its racial equity plan, work on engagement best practices, and to provide for greater capacity to undertake policy review through an equity lens. As part of the 2021 budget, the City will soon have a full-time Equity and Inclusion Manager (EIM) position in the organization to further assist and advance Roseville's equity efforts. The City Manager will continue the focus of the work of the City on equity and inclusion work. To-date, there has been a lot of conversation about equity. In 2021, it is expected moving forward that direct actions will be taken regarding equity and inclusion.

Important Milestones:

Ongoing

- Conversations with employees regarding the importance and need for equity and inclusion efforts

April-May-June, 2021

- On-board the Equity and Inclusion Manager (EIM)
- Identification of EIM six-month work plan
- City Council Check-in with DEI consultant and EIM on work-to-date

July-August-September, 2021

- Complete Strategic Racial Equity Action Plan (SREAP)
- Identification of resources needed in future budgets to sustain work
- City Council check-in with the DEI consultant and the EIM on work-to-date

October, November, December, 2021

- Present SREAP to community
- Present SREAP to City Council for final adoption
- Identify benchmarks and timelines for SREAP for 2022 and beyond
- City Council check-in with the EIM on work-to-date

Communications Review

Goal: Implementation of the plan to refocus the City's Communication efforts by the end of the 2nd Quarter of 2021.

Background: For the past couple of years, there has been a focus on city communications efforts due to the community's changing demographics, evolving communications technology, equity considerations, and funding challenges for our communication operations. It is important that a full review of the communication operations take place in order to ensure that the City's efforts meet the organization's and community's needs. This review will help position the City's communication efforts to be effective and utilize limited financial resources most efficiently.

Important Milestones:

April-May-June, 2021

- Complete communications review plan
- Begin implementation of plan

June-July-August-September, 2021

- Finish implementation and transition identified in the review

October-November-December, 2021

- Provide update on new communication efforts to City Council

Budgeting

Goal: Improve the City budgeting process to provide for greater efficiency and involvement by City staff and transparency for the City Council and public on existing and future budget needs.

Background: The current budget process is nearly a year-long process for staff that utilizes numerous spreadsheets and a variety of information and data. This leads to a long and tedious process internally to craft and finalize the budget that leads inefficiencies of staff time and inconsistency of budget information. In 2021, the City Manager will work collaboratively with the Department Heads, to identify improvements to the overall internal budgeting process and in crafting future budgets.

Important Milestones:

April-May-June, 2021

- Work with Department Heads to consider adjustments to internal budgeting process
- Create budget based on strategic priorities identified by City Council and staff
- Review technology solutions for budgeting with Department Heads
- Involve Department Heads in crafting of 2022 budget
- Discuss format of budget information shared with City Council and public

June-July-August-September, 2021

- Continue review of technology solutions for budgeting
- Review City Manager Recommended Budget with Department Heads Complete and present 2022 City Budget for preliminary approval

October-November-December, 2021

- Finish up 2022 budgeting process

January, 2022

- Staff presentation to City Council regarding improved budget process and approval of that process