



REQUEST FOR COUNCIL ACTION

Date: April 25, 2022

Item No.: 7.d

Department Approval

City Manager Approval

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

Item Description: Approval of City Manager Goals for 2022-23

1 **BACKGROUND**

2 At the April 18, 2022 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 2022-23 City Manager Goals

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

9 Attachment A: 2022-23 City Manager Goals

2022- 2023 City Manager Goals

Listed below are the City Manager’s 2022-23 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 is 6-month (October) check-in about these goals between the City Manager and the City Council sub-committee to review progress of reaching these goals.

Implement Strategic Race and Equity Action Plan and other equity initiatives

Goal: Ensure that the City’s work is focused on eliminating barriers inherent in the system to ensure that all of Roseville’s residents are able to be served by and participate in local government.

Background: In the past couple of years, the City has made great strides in focusing on equity as a major priority for the City Council and staff. In the past year, our first Equity and Inclusion Manager began with the City, staff completed and began working of the Strategic Racial Equity Action Plan (SREAP), and allocated new budget dollars towards equity initiatives. While there has been tremendous progress on our equity work, much more work needs to be done and it is important that it remain as a top priority for the city, and more specifically, is my major focus moving forward.

Important Milestones*:

April-May-June, 2022

- Support the implementation of the SREAP
- Provide SREAP implementation update and overall equity update presentation to City Council
- Ensure City participation in Juneteenth Celebration

July-August-September, 2022

- Implement Racial Equity Toolkit as part of staff analysis of policy issues, including discussion in staff RCAs
- Plan for staff Diversity, Equity, and Inclusion (DEI) training

October, 2021 – January, 2022

- Conduct staff DEI training
- Provide update on implementation of SREAP

34 **Focus on City Council meeting efficiency and transparency**

35 **Goal:** Ensure the City Council meetings are structured in a way that effectively uses everyone's
 36 time (Council member, staff, and the public) and provides clarity on policy issues and
 37 transparency in decision making.

38 **Background:** City Council meetings provide for an ability for policy issues to be publically
 39 discussed and acted on. It is important that agenda items are considered in a public way, with the
 40 necessary information provided for both the City Council members and the public to ensure that
 41 decisions are made with the public interest in mind. Roseville has a long tradition of welcoming
 42 public comment on every agenda item in order to make sure that resident voices are heard.
 43 Given the amount of items considered at each meeting and the complexities of each, along with
 44 large resident interest on many items, City Council meetings can take a long time to complete. In
 45 some instances, cases are carried over to the next meeting due to the lack to time. As a result,
 46 decision making can appear to be rushed or forced.

47 It is important that we look to continually improve the City Council meeting process to ensure
 48 that issues are well laid out, the public has the ability to access the meeting, that Council has the
 49 time to make decision in an informed and transparent manger, and that the meetings are
 50 respectful of everyone's time.

51 **Important Milestones:**

52 Ongoing:

- 53 • Work with Mayor/City in setting agenda to ensure efficient use of time at City Council
- 54 meetings
- 55 • Ensure staff presentations are laid out well, accurate, and presented in an understandable
- 56 method

57 April-May-June, 2022

- 58 • Staff training on new agenda management software

59 July-August-September, 2022

- 60 • Implement new agenda meeting software
- 61 • Ensure that City Council and Commission meetings are available on other media
- 62 channels (i.e. YouTube).
- 63 • Review City Council Rules of Procedure to ensure efficient meeting operations
- 64

65 October, 2022 – January, 2023

- 66 • Implement changes to City Council Rules of Procedure, if any
- 67

68 **Review, recommend, and implement engagement strategies to better involve residents**

69 **Goal:** Ensure that the Roseville leads with engagement in all that it does by building a staff
70 culture of engagement.

71 **Background:** For many years, the City Council and staff have been working to prioritize
72 community engagement in all of the City's work. In 2021, the Communications Division was
73 reorganized to focus directly and lead with community engagement. Staff is now place and work
74 has begun. Continued emphasis and prioritization on community engagement is needed moving
75 forward.

76 **Important Milestones:**

77 *April-May-June, 2022*

- 78 • Key staff training on community engagement (IAP2) practices
 - 79 ○ April 4-8
 - 80 ○ May 2-5
- 81 • Plan for Community Visioning

82 *June-July-August-September, 2022*

- 83 • Conduct Phase 1 of Community Visioning
- 84 • Begin review of alternative opportunities for citizens to be involved in Roseville
85 governance (task forces, existing commissions, participation via technology)

86

87 *October, 2022 -January, 2023*

- 88 • Implement any changes regarding opportunities for citizens
- 89 • Conduct Phase 2 of Community Visioning

90

91 **Utilize Department Head leadership team in more strategic ways**

92 **Goal:** Ensure that the collective wisdom of the Department Head leadership team is directly
 93 involved in organization-wide and strategic decision making.

94 **Background:** The Department Head leadership team meets on a weekly basis to review
 95 upcoming City Council meetings, share updates on what each department is working on, and to
 96 discuss larger long-term issues. Often times, there is limited opportunity to discuss the larger
 97 issues in a proactive way since much time is used to discuss the issue of the day. Several
 98 Department Heads have noted that there is an opportunity to use the Department Head leadership
 99 team more effectively to address organization-wide and strategic issues.

100 **Important Milestones:**

101 *April, 2022*

- 102 • Reorganize Department Head leadership team meetings to provide for more time to
 103 discuss organization-wide and strategic issues

104 *May, 2022 – January, 2023*

- 105 • Utilize Department Head team on to work on organization-wide and strategic issues,
 106 including (but not limited to):
- 107 ○ Finalizing the use of the racial equity toolkit
 - 108 ○ 2023 City Budget
 - 109 ○ Community Visioning Process
 - 110 ■ Creation of Strategic Plan based on Visioning Process
 - 111 ■ Implementation of Annual Department Work Plans based on Visioning
 112 and Strategic Plan
 - 113 ○ DEI Training
 - 114 ○ Personnel Policy
 - 115 ○ City Attorney RFP
 - 116 ○ Website Update

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