

REQUEST FOR COUNCIL ACTION

Date: April 24, 2017
Item No.: 7.d

Department Approval

City Manager Approval



Item Description: Consider Amending City Code Title 2 (Commissions) Regarding the Human Rights Commission and Community Engagement Commission

BACKGROUND

On February 13, 2017, the City Council voted to consolidate the functions of the Human Rights Commission (HRC) and the Community Engagement Commission (CEC) into one commission. Minutes of that discussion are included as Attachment A. Mayor Roe and Councilmember Laliberte previously met with individual members of the HRC and CEC to get an understanding of each commission's scope and duties. A summary of those discussions are included as Attachment B. Mayor Roe and Councilmember Laliberte along with representatives of the HRC and CEC worked together to prepare draft language for the new ordinance. The subcommittee met twice with the commission representatives and the product of their work is included as Attachment D. Mayor Roe and Councilmember Laliberte will be able to provide more information about the draft ordinance. Members of the HRC and CEC will be in attendance at the meeting as well.

FINANCIAL IMPLICATIONS

None.

STAFF RECOMMENDATION

Staff recommends that the City Council review and discuss the draft ordinance and consider adoption of the ordinance consolidating the Human Rights Commission and Community Engagement Commission.

REQUESTED COUNCIL ACTION

Based on discussion, motion to adopt an ordinance amending Title 2 of the Roseville City Code.

-and-

Motion to adopt summary ordinance

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

Attachment A: February 13, 2017 City Council Minutes

Attachment B: Summary of discussions HRC and CEC members dated February 14

Attachment C: Existing City Code Chapter 205 (Human Rights Commission) and Chapter 209 (Community Engagement Commission)

Attachment D: Ordinance amending Title 2, Commissions, of the Roseville City Code

Attachment E: Summary Ordinance

Ayes: Willmus, Laliberte, Etten, McGehee and Roe.

Nays: None.

c. Receive Update from City Council Sub-Committee on Commissions

Speaking on behalf of Mayor Roe and herself serving as the subcommittee, Councilmember Laliberte provided an update based on seven different meetings she and Mayor Roe held with fourteen various past and present commissioners on the Community Engagement Commission (CEC) and Human Rights Commission (HRC). Councilmember Laliberte noted that both commissions had very passionate commissioners on board who were very committed; and all agreed that more work could be accomplished with more people. Councilmember Laliberte advised that both commissions were very interested in working on today's community needs, as well as in receiving more direction for that work.

Councilmember Laliberte reported that the CEC felt good about their present work and felt they were a blank slate now, but expressed concern that past agendas may have jaded their current efforts. Councilmember Laliberte noted that it had been identified and had come through loud and clear that the City Council's original effort in creating the CEC with a hands-off approach to allow them to make the commission their own, had failed to provide clear expectations.

Councilmember Laliberte reported that both commissions had been asked to look at their current code and scope of duties and charge, while also working on their proposals for their future work as stand-alone commissions or if combined.

Councilmember Laliberte reported that the HRC was appreciative of the additional commissioners now on board; with several comments from them that they felt they "did their own thing" without feeling connected to other city organizations or advisory groups, or to the City Council itself.

With common themes heard from and among both commissions, and great feedback from them, Councilmember Laliberte noted their intersecting goals and points of connection and/or crossover. Councilmember Laliberte noted that a suggestion from the commissions had been their interest with the City Council Subcommittee on Commissions remaining in place to allow guidance for further direction or for initial refinement of recommendations and reporting before coming directly to the full City Council.

In conclusion, Councilmember Laliberte suggested that it had been obvious that the city needed to make more effective use of both commissions; and recommended that the subcommittee be directed to further study a better balance for the advisory efforts of both the HRC and CEC.

Mayor Roe agreed with Councilmember Laliberte's summary, noting especially the positive feeling among CEC commissioners about where they were at current-

ly in light of past controversies, drama and confusion. Mayor Roe also recognized the certainty expressed by the HRC based on City Council review and revision of their scope of duties and in filling vacancies on their commission.

Mayor Roe agreed with the possibility of continuing the subcommittee as a way to provide better guidance of a recombined HRC/CEC going forward. While initially having good intentions, in reality, Mayor Roe recognized the unfortunate role the City Council had played in not providing sufficient direction to the CEC at their inception. As a result, Mayor Roe noted the importance of that experience going forward in the short- or long-term, whether through a City Council subcommittee or the full City Council. While that guidance could be provided through specific tasks and duties, Mayor Roe noted the equal importance as to the “why” and “purpose” being made clearer and specific for both entities. Mayor Roe opined that both the CEC and HRC were fairly unique in their role as commissions in the community; with the Planning Commission subject to statutory requirements; and the Public Works, Environment and Transportation (PWETC), Parks & Recreation (PR) and Finance Commissions (FC) each having more specific charges. With the evolution of the CEC and HRC since their receptive inceptions, Mayor Roe suggested it may be time to again update their scope, duties and functions with more specificity by the City Council.

As noted by Councilmember Laliberte, Mayor Roe advised that the recommendation by the subcommittee at this time was for the City Council’s support for the subcommittee to pursue the first step in the process of bringing the HRC and CEC together as one group by preparing more detail for consideration at a later date.

Laliberte moved, McGehee seconded, directing the City Council Subcommittee on Commissions to work with both the CEC and HRC on the details to combine those commissions into one broader commission and logistics to do so for further consideration by the full City Council.

Councilmember McGehee stated she thought both commissions were very important, especially with changing demographics and human rights environment in the community and need to reach out to minorities in Roseville. Stating that the Human Rights Commission had often not had enough members to carry out all the desires of the Council or the commission, Council member spoke in favor of merging the two commissions into one larger commission. She said that some on the Community Engagement Commission had initially applied for the Human Rights Commission and had been placed on the CEC. Thus she opined that she thought that the personalities on the commissions would be complementary and work well together. Councilmember McGehee opined that she felt that this proposed merger was a very positive step and appreciated the work of the Council taskforce.

Mayor Roe reported that one detail not yet determined was a final membership number for a combined group; but suggested starting with as many commission-

ers from both commissions who remained interested in serving, followed by the normal process of commissioners not seeking reappointment and subsequently arriving at the ultimate number desired on the combined commission if not as many as the current full group.

Councilmember Willmus stated that he was in agreement with much of what he'd heard from the subcommittee tonight; but sought their ideas as to a timeline for implementation.

Councilmember Laliberte responded that, while the subcommittee didn't come up with anything proscribed until having made this initial report to the City Council, based on feedback from the HRC and CEC, the sooner the better to the groups can get together their separate work plans to then determine their combined focus. Since the application process is underway with interviews and appointments soon, Councilmember Laliberte, with concurrence by Mayor Roe, opined that if it could happen by April 1, 2017 in conjunction with those appointments that would be ideal.

Councilmember Etten agreed that the City Council hadn't provided good guidance; thus his 2016 request for the Policy Priority Plan (PPP) goal for commissions that never came to fruition. Based on his review of meeting minutes of both the CEC and HRC, Councilmember Etten stated his concern was that both groups had robust plans going forward and he wasn't sure how a combination of their efforts would work out. If this motion is approved, Councilmember Etten opined that there was an immediate need to inform that and work on the City Council's responsibility moving forward, cautioning that if it wasn't pursued, the same situation could develop with a combined commission.

Councilmember Laliberte agreed that had been on the minds of she and Mayor Roe as well; and how to get two passionate commissions on one track; recognizing that may not happen instantly, suggesting that may be part of the subcommittees work to complete that work in progress. However, Councilmember Laliberte noted that, while the HRC was heavily involved in projects early in 2017, their plate will be somewhat cleared for the remainder of the year. Councilmember Laliberte noted that both the CEC and HRC had expressed their interest in upcoming summer community events and how their potential involvement.

Councilmember McGehee stated that it was her understanding that part of the work of the subcommittee would be to ensure that smooth transition. Councilmember McGehee expressed her confidence in both commissions and their desire to work together, reiterating the considerable cross-over in the past that could easily continue.

As referenced by Councilmembers Etten, Laliberte and Mayor Roe, Councilmember Willmus opined as the “why” or “purpose” aspect of a combined commission was critical but entirely up to the City Council.

To be clear, Mayor Roe advised that the City Council nor the City Council Subcommittee on Commissions was intended to set up the work plan for either group; but only to provide guidance from the top to retain focus for both the CEC and HRC work plans going forward. While some things may be overlapping or of lower or higher focus, Mayor Roe opined that the City Council was not in a position to dictate that beyond providing clear guidance.

Roll Call

Ayes: Willmus, Laliberte, Etten, McGehee and Roe.

Nays: None.

Councilmember Laliberte reported that both CEC Commissioners Chelsea Holub and Michelle Manke had expressed their continued interest in seeking reappointment to the CEC.

Laliberte moved, Willmus seconded, reappointment of CEC Commissioners Holub and Manke to terms on the CEC and beyond.

Councilmember Willmus recognized CEC Commissioners Holub and Manke in tonight’s audience; and when asked if they remained interested after this discussion; both verbally indicated their affirmation.

Roll Call

Ayes: Willmus, Laliberte, Etten, McGehee and Roe.

Nays: None.

Given separate work plans being considered by both the CEC and HRC at their upcoming future meetings, City Manager Trudgeon asked that the City Council Subcommittee on Commissions attend those meetings to provide follow-up information, as well as the follow-up information that he would provide to both commissions. Mr. Trudgeon advised that he would begin work on a draft revision to city code and other organizational details as indicated.

Mayor Roe suggested that a couple of commissioners from each commission be selected to focus on this combined commission for meeting with the City Council Subcommittee; and asked that City Manager Trudgeon check with them accordingly.

Councilmember Laliberte agreed that it would be helpful for the CEC and HRC to self-identify several of their members to work with her and Mayor Roe.

Mayor Roe opined that this had proven a good process for meeting outside City Council chambers and off line; and allowed for frank discussions for the benefit of all parties and the community. Mayor Roe assured the public that less than a quorum of the City Council and the commissions attended those meetings so no violations of Open Meeting Laws occurred.

d. 2017 Policy Priority Plan Discussion

At the request of Mayor Roe, City Manager Trudgeon referenced Attachments A and B to the staff report, respectively entitled, “Adopted 2016 City Priority Plan” and “2016 4th Quarter Policy Priority Plan Update.” Mr. Trudgeon noted the two main priorities were “Housing and Economic Development” and “Infrastructure Sustainability” with specific initiatives for each detailed in the Attachments.

Discussions were initiated by individual Councilmembers sharing their personal proposals for updating, revising the current document moving forward into 2017.

Councilmember McGehee

Councilmember McGehee stated her interest in a “General Connectivity” strategy as a new proposal, especially in light of the transportation plan being undertaken as part of the comprehensive plan update. Councilmember McGehee opined that the plan should include benches along pathway connections to make them more user-friendly. She opined that it was an important priority to have connections to schools and to businesses. Councilmember McGehee also noted the need to improve pedestrian connectivity around larger malls and smaller satellite malls in the community; opining that the traffic problem was significant now and would not get any better.

Also, Councilmember McGehee referenced the three years that the Rental Registration and Licensing Program had been operating in the city, with some of those properties coming up for their six-month renewal later on tonight’s agenda (Consent Item 9.f). Councilmember McGehee advised that she had spoken with staff earlier urging them to bring forward their ideas and suggestions on the policy, after the first three years of its implementation, and how to make the program better for the city and for those property owners.

Councilmember Etten

Based on tonight’s previous discussion and action for guidance and purpose for a newly-combined CEC and HRC, and review by the City Council Subcommittee for potential additions or adjustments, Councilmember Etten stated his interest in creating a more robust review and check-in process for all advisory commissions beyond once per year if and as needed.

Councilmember Etten suggested a new priority entitled “Inclusive City and Civic Life, Activities and Governance.” Councilmember Etten suggested that category could include taking action steps on the recent Imagine Roseville community dis-

To: Members of the Community Engagement Commission (CEC) & the Human Rights Commission (HRC)
From: The Subcommittee on City Advisory Commissions; *Mayor Dan Roe & Councilmember Lisa Laliberte*
Date: Tuesday, February 14, 2017
Subject: City Council action to combine the CEC & HRC

We wanted to give you an update on the discussion and actions that took place during Monday night's City Council meeting. The subcommittee gave an update on their work from the past three weeks and we've included some of that information below. Based on the conversations that were held during that time and other factors related to staffing support, the subcommittee also made a recommendation to combine the CEC and HRC commissions and to allow the subcommittee to stay in place and continue working with members of both commissions during and after the transition (and possibly on a long-term basis).

Council Action:

The council then had a full discussion and voted unanimously to approve the recommendation for combining the two commissions. Another motion was made and approved unanimously to reappoint two members of the CEC (Chelsea Holub and Michelle Manke) who had expressed a desire to continue their work for the city.

Summary:

It was important to the Subcommittee and the Council that CEC & HRC members understand that this combining is not a punishment for either commission, but an opportunity to take the best of both commissions and create a renewed definition for the Purpose and the "why", along with a revised scope, duties and functions section for the city code. The goal is to retain some of what makes each commission unique but also provides a better balance of engagement, evaluation and advisory efforts going forward and without duplication. This will also allow a more effective use of city resources by streamlining the efforts of staff with one commission, plus fewer meetings to transcribe and televise.

The unanimous action by the Council proves that everyone believes this to be a great opportunity for the City and for commission members themselves. We expect that with some work and good direction from the Council, this will have positive outcomes. The Council also discussed new inclusiveness initiatives as part of its priority plan for 2017, so there should be lots of great work.

Mayor Roe and Councilmember Laliberte will be getting together soon to outline a plan for moving forward and working with members of both commissions. Each commission might want to consider appointing a couple members to be part of a workgroup to take the next steps. If you have any questions in the meantime, please don't hesitate to reach out the subcommittee members. Emails are shown below and phone calls or meetings can also be arranged.

Mayor Dan Roe – dan.roe@cityofroseville.com

Councilmember Lisa Laliberte – lisa4roseville@gmail.com

The subcommittee's update to Council:

- Over the past few weeks, City Manager Pat Trudgeon helped the subcommittee to meet and talk with 14 different commission members, broken into small groups at 7 different meetings
- We started those conversations with CEC members and those conversations also prompted us to have conversations with HRC members as well
- We asked a standard set of questions as a guide, but welcomed an open and honest dialogue, which was appreciated by all

Members of the CEC:

- feel very good about their current group, commitment, work plan, etc. / lots of passion
- feel that "drama" and confusions of the past are being held against them - they feel they are a blank slate without past agendas
- feel their work has been solid even though it may not always get to Council for the Council to know what they've been doing
- had identified that the Council's original effort to let CEC members "make the commission their own," left them without clear direction and expectations. The Council failed them in that regard and could do better.
- have been asked to look at scope, duties & functions and evaluate what could be defined better. They are also working on a proposal for what the future of their commission might look like

Members of the HRC:

- feel good about their current group, especially after a time when their vacancies weren't filled
- like the idea of having a bigger team of people working on programs
- have a lot of passion for their work
- do their own thing and do not feel especially connected with the work of the council, other commissions and/or other work being done by the city as a whole

Members of BOTH commissions:

- identified intersecting goals and several places for connection and crossover with the other commission
- felt that more work could be done with more people
- recognized the need for the city to adapt to a changing community and wanted to work on that, which could result in duplication
- commented that more guidance from the Council would be good
- expressed interest in the subcommittee staying in place, at least for a while

CHAPTER 205

HUMAN RIGHTS COMMISSION

SECTION:

205.01: Establishment and Membership

205.02: Scope, Duties and Functions

205.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a human rights commission of the city, which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code. (Ord. 566, 2-19-1968)

205.02: SCOPE, DUTIES AND FUNCTION:

The purpose of the commission is to encourage full participation in the affairs of this community and uphold the Minnesota Human Rights Act by advising the City Council on long range programs to improve community relations in the city. Additionally the commission will work to increase inclusion by providing educational and social opportunities that support topics and issues of human rights. (Ord. 566, 2-19-1968; amd. 1995 Code, Ord. 1324, 08-08-2005) (Ord. 1381, 04-27-2009) (**Ord. 1498, 4/11/2016**)

In fulfillment of its purpose, the commission's duties and responsibilities shall be to:

- A. Enlist the cooperation of agencies, organizations and individuals in the community in an active program directed to create equal opportunity and eliminate discrimination and inequalities.
- B. Advise the mayor, the City Council and other agencies of the government of human relations and civil rights problems. Act in an advisory capacity with respect to planning or operation of any city department on issues of civil and human rights and recommend the adoption of such specific policies or actions as are needed to provide for full equal opportunity in the community.
- C. Develop such programs of formal and informal education as will assist in the implementation of the Minnesota state act against discrimination, and provide for the commission's assumption of leadership in recognizing and resolving potential problem areas in the community. (Ord. 566, 2-19-1968; amd. 1995 Code)
- D. Monitor statistical and other data trends in our city and identify and recommend to the city council ways to encourage mutual understanding among our citizens about the community's diversity through, but not limited to:
 1. connecting and partnering with neighborhood, community, educational, business and social services groups and organizations;
 2. co-sponsoring citywide neighborhood or facilitating community events which would include opportunities for heritage and cultural events; and
 3. programs for engaging citizens and community leaders in a holistic approach including dialogues, education and training about diversity issues.
- E. Partner with various commissions on new ways to bring the community together.

CHAPTER 209

COMMUNITY ENGAGEMENT COMMISSION

SECTION:

- 209.01: Establishment and Membership
 209.02: Scope, Duties and Functions

209.01: ESTABLISHMENT AND MEMBERSHIP:

There is established a Community Engagement Commission of the City which shall consist of seven members appointed by the City Council and which shall be subject to Chapter 201 of the City Code..

209.02: SCOPE, DUTIES AND FUNCTIONS:

The City Council has created the Community Engagement Commission to serve in an advisory capacity regarding the effective and meaningful involvement of Roseville residents in their community. The Commission shall make recommendations, review policies, and suggest strategies that will help to improve City communication and increase a sense of community.

The duties and functions of the Commission may include:

- A. Review and recommend opportunities to collaborate with neighborhood, community, educational, business, and social services groups and organizations.
- B. Recommend strategies for and actively promote and encourage effective and meaningful volunteerism as well as participation on advisory boards, task forces, commissions, and other participatory civic activities.
- C. Review and recommend ways to improve the City's public participation process and policies, identify under-represented groups, remove any barriers, and engage and promote increased participation of all residents (both homeowners and rental populations), businesses, and community and neighborhood organizations.
- D. Review and recommend ways to improve the City's communication efforts, both printed and electronic, to facilitate effective two-way communication between the City and its residents, businesses, community and neighborhood organizations including making information available in multiple languages.
- E. Collaborate with City staff to explore and inform the City Council regarding other government efforts in the area of community engagement, as well as the latest trends, technologies, tools, methods, and information used to facilitate community engagement, communication, and volunteer efforts.
- F. Advise the City Council on the community's visioning process.

(Ord. 1462, 2-10-2014) (Ord. 1481, 07-20-2015)

**City of Roseville
ORDINANCE NO.**

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY
CODE, TITLE 2, COMMISSIONS**

THE CITY OF ROSEVILLE ORDAINS:

SECTION 1: Title 2, Chapter 205 (Human Rights Commission) is repealed and replaced in the Roseville City Code as follows:

Chapter 205 EQUITY AND ENGAGEMENT COMMISSION

205.01: ESTABLISHMENT AND MEMBERSHIP:

There is established an Equity and Engagement commission of the City, which shall consist of nine (9) members appointed by the City Council and which shall be subject to Chapter 201 of the City Code.

The City of Roseville believes decision-making in a representative democracy best reflects the views of the people when the greatest numbers of people are engaged in that civic decision-making. The City recognizes the need to adapt to an always changing community and to proactively examine and improve the city's engagement and outreach practices with its residents, as well as opportunities for residents to engage with the work of the City.

In addition, the people of Roseville aspire to be welcoming, inclusive and respectful. The City believes that achievement of that aspiration requires the creation and fostering of positive connections between people in the community as well as monitoring of issues and concerns that may be counter to achievement of that aspiration.

205.02: PURPOSE, OBJECTIVES, DUTIES AND FUNCTION:

The purpose of the commission is to encourage full participation in the affairs of the City and advise the City Council on programs and efforts that could improve civic engagement and community relations. The commission will advise the City Council regarding the effective and meaningful involvement of Roseville residents in their local government. Additionally the commission may propose programs, events, and projects to increase understanding, engagement, and inclusion with the work of the City. The commission shall maintain a balance of work to include ongoing evaluation, recommendations and engagement in support of the commission's purpose. The commission's work is to be balanced between programs/events and evaluation projects.

In fulfillment of its purpose, the commission's objectives, duties and functions shall be to:

- A. **Evaluate** - The commission shall review and evaluate on an ongoing basis the City's outreach efforts, policies, activities, and engagement opportunities to

ensure the best and the most equitable practices are being used to engage residents and businesses with the work of the City.

1. Review policies and actions taken by the City that may be inhibiting full inclusion for those of diverse or underrepresented backgrounds.
2. Understand the demographics of the community.
3. Review opportunities to collaborate with other city commissions, neighborhood, community, educational, business, and social services groups and organizations, identifying ways to encourage mutual understanding among citizens and bring the community together.
4. Have an awareness of human rights related matters in the community and assist the City Council in identifying opportunities to address those matters

B. Advise – The commission shall advise the City Council on recommendations and strategies to improve outreach and communication and increase engagement, equity, and inclusiveness in the City’s efforts to foster a sense of community with residents and businesses.

1. Advise the City Council with respect to providing for equitable opportunity through the City’s policies and actions.
2. Review and recommend ways to improve the City’s interactions with residents, businesses, and community and neighborhood organizations through:
 - a. Communication efforts to facilitate effective two-way communication whenever possible.
 - b. Public participation processes, to identify under-represented groups, to remove any barriers and to engage and promote increased participation, including with the community’s various visioning efforts.
 - c. Recommend strategies for actively promoting and encouraging effective and meaningful volunteerism and service with the City including task forces, commissions and other participatory civic activities.
3. Serve as subject matter experts with regard to community engagement in local government. Explore and recommend to the City Council innovative ideas, including the latest trends, technologies, tools and methods.

C. Engage - The commission may engage residents and businesses through developing or supporting City Council-approved programs, events, and projects that support the commission’s purpose, including:

1. Education programs and community dialogues to assist in creating equitable opportunity and eliminating discrimination.
2. Events or projects that promote connections in the community
3. Events or programs that engage residents and businesses with their city government, facilitating community feedback.

SECTION 2 : Title 2 , Chapter 209 (Community Engagement Commission) is repealed.

91 SECTION 3 : Effective date. This ordinance shall take effect upon its passage and
92 publication.
93

(SEAL)

CITY OF ROSEVILLE

BY: _____
Daniel J. Roe, Mayor

ATTEST:

Patrick J. Trudgeon, City Manager

**CITY OF ROSEVILLE
OFFICIAL SUMMARY OF ORDINANCE NO.**

**AN ORDINANCE AMENDING SELECTED TEXT OF THE ROSEVILLE CITY CODE,
TITLE 2, COMMISSIONS**

The City Council of the City of Roseville adopted Ordinance No. _____ on April 24, 2017 which is summarized as follows:

The Roseville City Code, Title 2, Commissions been amended to create the Equity and Engagement Commission.

A printed copy of the ordinance is available for inspection by any person during regular office hours in the office of the City Manager at the Roseville City Hall, 2660 Civic Center Drive, Roseville, Minnesota 55113. A copy of the ordinance and summary is also be posted at the Reference Desk of the Roseville Branch of the Ramsey County Library, 2160 Hamline Avenue, Roseville, MN. 55113, and on the internet website of the City of Roseville (www.cityofroseville.com).

Attest: _____
Patrick Trudgeon, City Manager

Date: _____