

Commissioners:

Keith Allen
Amanda Becker
Etienne Djevi
Richard James
Kathryn
Macomber
Laura Palmquist
David Sindiga
Peju Solarin

**Human Rights, Inclusion and
Engagement Commission****Agenda**

**Wednesday, February 15,
2023**

City Council Chambers**Address:**

2660 Civic Center Dr.
Roseville, MN 55113

Phone:

651 - 792 - 7000

Website:

www.cityofroseville.com/hriec

Members of the public who wish to
speak during public comment or on an
agenda item may do so in person
during this meeting or virtually by
registering at
www.cityofroseville.com/attendmeeting

1. 6:30 P.M. Call To Order/Roll Call
2. Approval Of Agenda
3. 6:35 P.M. Public Comment On Items Not On The Agenda
4. Commission Response To Community Issues
5. Approval Of Minutes
- 5.A. 6:50 PM HRIEC Draft Meeting Minutes 01.18.23

Documents:

[HRIEC DRAFT MINUTES 01.18.2023.PDF](#)

6. New Business

- 6.A. 7:00 PM Essay And Art Contest Discussion

Documents:

[ROSEVILLE ESSAY AND ART CONTEST ENTRY 2022.PDF](#)

- 6.B. 7:20 PM Work Plan Discussion - Current And Future

Documents:

[HRIEC-2022 WORKPLAN_ FEBRUARY 2023.PDF](#)
[AAPI RESOLUTION_EDIT.PDF](#)

7. Other New Business Or Reports

- 7.A. 7:50 PM Equity Update

Documents:

[SREAP WITH STATUS UPDATES_ FEBRUARY 2023.PDF](#)

7.B. 8:00 PM 2022 Workforce Report

Documents:

[2022 WORKFORCE REPORT.PDF](#)

7.C. 8:20 PM Staff Updates Report

Documents:

[STAFF UPDATES AGENDA ITEM 021523.PDF](#)

8. Announcements

9. Future Agenda Items

10. 8:30 P.M. Adjournment

Public Comment is encouraged during Commission meetings. You may comment on items not on the agenda at the beginning of each meeting; you may also comment on agenda items during the meeting by indicating to the Chair your wish to speak.

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Human Rights, Inclusion and Engagement Commission
Meeting Minutes
DRAFT – JANUARY 18, 2023 - DRAFT

Commissioners Present: Amanda Becker, Richard James, Kathryn Macomber, Laura Palmquist and Adepeju Solarin (Peju).

Youth Commissioners: None

Commissioners Absent: Keith Allen, Etienne Djevi, David Sindiga (excused)

Staff Present: Thomas Brooks, Equity and Inclusion Manager

Call to Order/Roll Call

The Human Rights, Inclusion, and Engagement Commission (HRIEC) meeting was called to order at 6:30 p.m.

Approve Agenda

Commissioner James moved and Commissioner Peju seconded a motion to approve the Agenda as presented. Motion passed unanimously.

Public Comment on Items Not on Agenda

Commission Response to Community Issues

Approve Minutes

a. October 19, 2022 Human Rights, Inclusion and Engagement Commission

Commissioner Macomber moved and Commissioner Peju seconded a motion to approve the October 19, 2022 Human Rights, Inclusion and Engagement Commission meeting minutes as presented. Motion passed unanimously.

New Business

a. Essay and Art Contest Discussion

Chair Palmquist provided a recap; no submissions yet; deadline is January 31st.

b. 2022-23 Workplan Review

Video started in the middle of this item.

Discussion was held regarding the June parade and how many people would be allowed to be in the parade and inclusion.

Commissioner Peju thought the parade will be a segway into Juneteenth as well as the Larpenteur party in August. She wondered what things could be done inside during the colder months to lead up to the Rose Fest parade.

Commissioner Becker indicated she was not prepared for discussion on other activities but thought discussion could help map out the activities and what they are and who could participate in each season activities.

Commissioner Peju thought even if a Commissioner is at an activity on their own the Commissioner could have their bag with them and talk to residents about the larger events that will be happening in upcoming months.

Commissioner Becker explained she reached out to Commissioner Djevi and Mr. Yunke about starting the Roseville Voices. The idea about recording Roseville resident's interviews. She indicated she was trying to schedule Commissioner Djevi as a voice in the coming weeks. That could evolve to a laundromat place where people could be interviewed and also listen.

Commissioner Peju asked if there was funding the City is putting aside for this. She noted that was one of the things discussed at the Joint Council meeting. She would be uncomfortable for managers using more resources without the City having a budget for it.

Commissioner Becker noted Mr. Yunke and Ian have offered to use their equipment and their services so in essence it is her showing up and doing the interview and organizing this and she was willing to volunteer her time for that. She would like to get, as a sub-committee, a calendar of events and work on signing up to get Commission members to show up. She thought that is the first level of outreach.

Chair Palmquist wondered for the Community Outreach Group if a meeting could be scheduled and discuss what the group wants the subgroup to look like and then the group can look at restructuring how that breaks down from there.

Commissioner James thought there could be two sub-groups that are four people each.

Chair Palmquist thought if there were two subgroups putting plans together one person from each group could meet with her, Thomas and Commissioner James to walk through the plan. She thought if the original group wanted to plan something and let the conversation flow to see where it goes and then the spokesperson could let her know when the meeting is done to schedule something and try to have that conversation.

Commissioner Becker explained the subcommittee has not really been able to connect so she thought if the Commissioners on the committee did connect it could figure out what to do differently this next year, a workplan of sorts and then that might lead to two subcommittee's.

Commissioner Peju apologized for not being able to meet with the subcommittee this previous year. She agreed that the subcommittee should regroup and then present the findings to the Commission as a whole.

Chair Palmquist indicated the Proclamation Support is now a City thing now.

Commissioner James explained he has not even tried to get the subgroup together because of attendance issues. He thought the Commission should still keep that as an objective for the coming workplan so that they can then work with and take some of burden off of Mr. Brooks and Mr. Yunke for doing proclamations. He asked if Mr. Brooks had any thoughts on this.

Mr. Brooks explained he would love if this stayed as a subgroup in the next workplan with the specific mission of updating the language of the proclamations. When it comes to the workplan in terms of articles, the display case and anything additional, he thought for the most part staff has that covered. A lot of that has already fallen on Mr. Yunke and his team or other staff. For him, the hope would be that the Commission would collectively work together to update the language to make sure it is relevant or more reflective of where the City has come as a community versus just the current basic language.

Commissioner James thought that made sense and was an achievable objective for the workgroup. He noted Commissioner Djevi is on many subgroups and his term ends in March. He thought that Commissioner Djevi's position needs to be filled in on those subgroups. He thought the Commission needed to think about if the Commissioners needed to reorganize the workgroups.

Chair Palmquist thought the Commission should plan workplan stuff knowing that they cannot rely one hundred percent on the people whose terms are coming up in the next year but also know that there will be new Commissioners and hopefully new Youth Commissioner's joining the HRIEC to fill in the gaps.

Chair Palmquist explained she was going to try to meet soon with Dr. Lake soon to try to get the youth recruitment information and maybe get a nice visual flyer to distribute.

Mr. Brooks indicated the City does have a flyer that can be used for Youth Commissioners.

The Commission discussed events where they can volunteer to be at to recruit youth for the Commissions.

Commissioner James asked if the City has gotten a HRIEC sign to use at events.

Mr. Brooks explained the HRIEC does not have a sign but the City has signs. He reminded the Commission that when recruiting, it would be for all Commissions, not just the HRIEC.

Chair Palmquist wondered if the Commission could start talking to eighth graders, not to recruit them but to talk to them about future volunteers and what it would take for them to want to volunteer. A consistent conversation that starts in middle school.

Commissioner Peju indicated she wants the youth students to know the Commissions exist and not necessarily try to recruit them to sign up. She thought this needs to be a long-term investment of the HRIEC being around.

Commissioner James thought going to the eighth grade was a great idea and if it is done right after the essay contest is complete it would be a great follow-up.

Chair Palmquist thought bringing in an AVID representative to a future meeting would be a good idea because it would be really helpful to understand who the Commission is talking to at the high schools.

Commissioner James thought if the Commission could get in touch with the various student groups to come in and talk to the Commission about what the groups do in the school and for them to get to know the Commission.

Chair Palmquist thought it would help to build relationships with the teacher during the essay contest event so the Commission is not always the group known only as pushing the flyer.

Chair Palmquist indicated she will reach out to the middle school principals as well and see what the Commission can do.

Commissioner Becker was thinking about the workplan more from the approach of Human Rights, Equity and Inclusion and it is hard to be inclusive when no one is interested so how does the Commission think about getting into the community and asking that question. She thought maybe the subgroups could be more focused around a tactical mission. She thought the Commission needed to find out how it can really engage with the youth and community in the outreach efforts.

Mr. Brooks thought one of the things the Commission talks about is how people do not show up to the meetings and provide input on whatever is happening in their life but the reality is people are not going to engage if they do not have a reason to and

the Commission needs to stop assuming that people want to be engaged just for the sake of being engaged. The City has some very basic functions it does between all of the departments and not everyone is going to be interested in everything the City does or any of those until it impacts them directly on a regular basis. He thought the City has, in some ways, engagement figured out at that larger level in terms of the current Imaging Roseville project, which is a heavy engagement project. The community survey that goes out, the ways in which the City communicates and engage on a regular basis through the work that Mr. Yunke's team does. He thought where the HRIEC comes in is helping to elevate the work Mr. Yunke's team does or helping to get some voices and perspectives on a specific issue or task.

Commissioner Peju explained building on that, she appreciated what Commissioner Becker was saying but she was not really sure that the HRIEC is going to succeed at doing anything extra. She thought Zan Associates already has a lot of information through their work and the Commission might be able to look through their information. She indicated the City already has those things that the Commission is doing and the Commission needs to find out the areas where it can plug in and connect with the community. She thought the Commission could start doing the work by just being around and going to the things that are already happening in the City.

Chair Palmquist agreed and thought the Commission could mine into the information Zan Associates have already gathered.

Commissioner James thought a basic starting point is to find out what is not working for people in Roseville. He thought that is a simple question that everyone can answer. He thought there is a value in the question for the HRIEC.

Mr. Brooks indicated he does not have an update for Envision Roseville but the Commission could follow up with Mr. Yunke.

Chair Palmquist summarized the discussion and indicated meetings for the subgroups will be planned for February.

Other New Business or Reports

a. Engagement Efforts

Equity and Inclusion Manager Brooks reported on the following:

- SREAP updates
- Commission recruitment – Adult and Youth

b. Envision Roseville Memo-Informational Only

Equity and Inclusion Manager Brooks updated the Commission on Envision Roseville. He noted the City Council was given a verbal update on this and he encouraged the Commission to view that portion of the City Council meeting. He thought one event that might be of interest to the Commission is the African American Family Night at Roseville Area High School on February 13th from 6:00

p.m. to 8:00 p.m. This is an opportunity for the Commission to go and either participate, provide some feedback to Zan Associates and meet with families and students.

Commissioner Peju thanked Mr. Brooks for the information. She thought it touched on a lot things of interest to the Commission.

Announcements

Mr. Brooks explained Tim Hunt is leaving the Police Department. The City will need to search for another Community Relations Specialist for the Police Department. Mr. Yunke is getting closer to filling the third Community Relations role for his team and he should have an update at the next meeting on who that person is.

Future Agenda Items

- a. Continued Workplan discussion.

Adjournment

Chair Palmquist adjourned the meeting at 8:00 p.m.

Respectfully submitted,

Sue Osbeck

TimeSaver Off Site Secretarial, Inc.

In a Perfect World

A Poem by Meghan Seeger

Birds chirp and
The grass hums, the
Sky sings and the water runs
No cars no wars and no politics
Just happiness, life, and enjoyment, all
Is calm and all is right the sun shines, the
Stars twinkle at night, the trees grow, and the
Animals thrive, everyone and everything in perfect harmony
No racism no, hate no anti human comity there's enough love for
Everyone, no one without a home, or food and no people are illegal, lesser
or wrong the world could be this way if we could, just decide to all get along

This poem shows what the world could be without all the pollution, racism, politics, and fights. without wars, and starvation and poverty. we have so many problems in this world, but the least the city of Roseville can do to help is to listen. Listen to these people who have suffered so much and worked so hard. These people, the people who work day and night to make ends meet, are of the same status as any rich person who can sit on their velvet cushion while watching others do their work for them.

The motto or mantra of Roseville is "Equality for All and Equality in All we do". Now if this were true our working class would have as much money as the business class. All people would truly be treated equally no matter who they are, and we would live in a better society. Now if we want true equality we need to act as such.

Please answer all questions completely and legibly and attach to your entry.

Student's name: Meghan Seeger Grade: 7

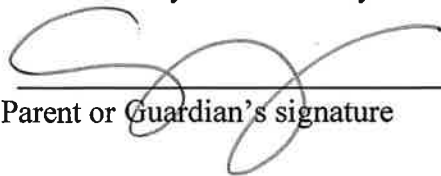
Student's home address: 1290 Alameda St
St. Paul, MN 55117
(Roseville Area Middle School)

Name of student's parent or guardian: Summer Seeger

Best phone number to reach parent or guardian: 651. 239. 6383

Parent or guardian email: summer.e.seeger@gmail.com

As the parent or guardian of Meghan Seeger, I give permission for the Roseville Human Rights, Inclusion and Engagement Commission to publish my child's entry, name and photo from the essay contest in any and all forms.


Parent or Guardian's signature

1/20/23
Date

City of Roseville HRIEC 2022 Work Plan					
	Essay Contest	Rosefest Parade Engagement	Proclamations Support	Youth Engagement/Outreach	Community Outreach
Lead	Richard/Beverly/Paul/Laura	Etienne/Keith/Amanda	Richard/Kathy/Paul/Etienne	Richard/Laura/David/Beverly/Ilene	Etienne/Keith/Amanda/Peju
Goal		Promote inclusivity in our community			Ask all of commission for any pre-existing relationships with those who may want to be opinion leader or liaison Rebecca resend google form links
April	Subgroup will work on determining best way to move forward	Amanda will work to submit application	Subgroup will continue to work to make sure commissioners are thinking ahead on proclamations support	Meeting to be setup with the Superintendent	Subgroup is to think ahead on Juneteenth, Rosefest, Community Visioning, and other engagement opportunities this Spring
May	Subgroup met with Superintendent and developed possible way in with teachers; developed question for HRIEC consideration	Application has been submitted; subgroup should work to confirm details and attendance			Subgroup is to think ahead on Juneteenth, Rosefest, Community Visioning, and other engagement opportunities this Spring
June	Question still needs to be finalized and provided to district leaders	Amanda has confirmed attendance is currently around 20. HRIEC being asked to help walk and hold additional tribal flags	Discussion is being added to June agenda; commissioners will vote on 3-4 proclamation priorities	No updates provided	No updates provided
July	Question still needs to be finalized and	AIPAC walked in the parade in June	September – Hispanic Heritage Month January – Human Trafficking Awareness Month February – Black History Month May – AAPI Heritage Month	No updates provided	No updates provided
August	Essay question has been forwarded to Superintendent Loecke; HRIEC needs to follow up	Parade committee needs to determine next year's theme	Karen Martyrs' Day proclamation added by staff; Hispanic Heritage Month is next and a priority for the commission		
September					
October					
November	Essay contest submissions are due in January	On hold until next year	Staff is continuing to work through supporting proclamations; a volunteer is working on updating the display case at City Hall for Native American Heritage Month	Presentation and discussion to occur at November meeting	Presentation and discussion to occur at November meeting

January	Essay contest submissions are due in January; reminder sent to Superintendent Loecke	On hold	Staff is continuing to work through supporting proclamations; two volunteers are working on updating the display case at City Hall for Black History Month	November meeting was cancelled; discussion and plan still needed	November meeting was cancelled; discussion and plan still needed
February	One essay contest entry received	Committee is starting to think through potential parade guests	Staff is continuing to work through supporting proclamations; two volunteers are working on updating the display case at City Hall for Black History Month	Discussion continues on youth engagement opportunities	Discussion continues on youth engagement opportunities

Asian/Pacific Islander Heritage Month

May 2023

Whereas: The City of Roseville is committed to recognizing and honoring the contributions of all members of our communities; community; and

~~Whereas:~~

~~In 1977, Rep Frank Horton of New York introduced House Joint Resolution 540 to proclaim the first ten days in May as Pacific/Asian Pacific American Heritage Week. This first legislation did not pass; and (delete this section)~~

Whereas: In 1992, Congress passed Public Law 102-450 which annually designated May as Asian /Pacific American Heritage Month; and

Whereas: The Month of May was selected to commemorate the immigration of the first Japanese citizens to the United States on May 7, 1843 and to mark the anniversary of the completion of the transcontinental railroad on May 10, 1869. The majority of the workers were Chinese Immigrants who were often mistreated; and

Whereas: Japanese American troops fought for freedom from tyranny abroad in World War II while their families here at home were interned simply on the basis of their ethnic origin; and

Whereas: In 1965, the Immigration and Nationality Act opened new doors of opportunity to more Asian and Pacific Islander Immigrants; and

Whereas: The end of the Vietnam War brought new Vietnamese, Cambodian, Hmong and Laotian communities to the United States of America and Minnesota; and

Whereas: There are over 20 million Asian Americans and Pacific Islanders in the United States with over 260,000 of them calling Minnesota home; and replace these numbers with current numbers

Whereas: ~~A growing number of~~ Many Roseville Residents are of Asian and Pacific Island descent. They contribute to the vibrant community of Roseville through their rich cultures and also as business owners, teachers, scientists, artists and ~~through their rich cultures; and in many other ways; and~~

Whereas: Despite all the progress, many Asian and Pacific Islanders continue to face persistent inequality and bigotry including barriers to equal access to education, employment, and healthcare. ~~South~~ Asian Americans, and especially those who are Muslim, Hindu or Sikh—too often face senseless violence and harassment ~~only~~ due to the color of their skin ~~or~~ the tenets of their faith or merely by being Asian; and

Whereas: In ~~2019~~ 2023 Asian American and Pacific Island Heritage Month honors the theme of ~~Advancing Leaders Through Collaboration~~ “Advancing Leaders Through Opportunity” and

Whereas: The City of Roseville invites all members of the Roseville Community to renew their commitment to ensuring racial equality, understanding and justice and to participate in activities designed to advance the cause of freedom and equality for all.

Now, Therefore Be It Resolved that the City Council hereby declare May ~~2023~~ to be Asian American and Pacific Island Heritage Month in the City of Roseville, County of Ramsey, State of Minnesota, U.S.A.

In Witness whereof, I have hereunto set my hand and caused the Seal of the City of Roseville be affixed this ~~25th day of April, 2022.~~ add current date

Strategic Racial Equity Action Plan 2021-24

Roseville City Government
Minnesota, USA

Version date: 5/17/22

Initiated by Lisa Tabor, CultureBrokers® LLC

Completed by: Thomas Brooks/Rebecca Olson

Mission

To provide ethical, efficient, and responsive local government, in support of community aspirations, guided by policies of the City Council, and implemented by professional staff, to ensure that Roseville remains strong, vibrant, and sustainable for current and future generations.

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 business people

Inclusion and Respect Statement¹

The City of Roseville strives to be a welcoming and inclusive place for all. We are committed to promoting respectful conduct, equitable service, and diversity in our community. We condemn

¹ <https://www.cityofroseville.com/3480/Racial-Equity-and-Inclusion>

discrimination by or against residents, visitors, workers, city employees or city businesses. In all that we do as a City government, we pledge to treat everyone fairly, respectfully, and without bias, regardless of their color, creed, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or disability.

Racial Equity Narrative²

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.

Introduction

Background

Roseville government's ("Roseville") racial equity work became organized in 2018, when a small cohort of staff members participated in a training program offered by the Government Alliance on Race and Equity (GARE). With the guidance provided by this training, the GARE cohort developed Roseville's racial equity narrative and began to create a strategic plan of specific actions the City could take to incrementally improve racial equity. Membership in this core group has changed since that time, and it is now being formalized as the DEI Strategy Team for Roseville's continuing racial equity work. The primary role of the team is to evaluate, recommend and help implement activities, programs, and campaigns that further the development and adoption, monitoring, and reporting of this Strategic Racial Equity Action Plan for the City of Roseville.

Our activities have included:

- Snow plowing and on-street parking: Evaluated community engagement feedback and analyzed current city policy using a racial equity toolkit to understand any adverse impacts the policy may have on BIPOC community. Determined that a change in the policy may have an adverse impact, and did not approve any changes. Using a model of direct, multilingual engagement method, saw a 98% increase in input over the traditional communication methods used to collect feedback. The engagement model for collecting feedback was used in additional city efforts, including the neighborhood improvement program.³

² <https://www.cityofroseville.com/3480/Racial-Equity-and-Inclusion>

³ <https://www.cityofroseville.com/AgendaCenter/ViewFile/Item/3336?fileID=28188>

- Initiated a series of all-staff trainings intended to begin the process of normalizing racial equity as part of the daily mindset of a City employee.
- Followed best practice by incorporating a racial equity “lens” in Roseville’s 2040 Comprehensive Plan to ensure decisions made about the future of the city are race conscious, not merely race-neutral as earlier comprehensive plans had been⁴.
- Updated the zoning code to identify and remove seemingly race-neutral provisions that have had the effect of fortifying structures of racial segregation and to incorporate provisions intended to foster diversity, inclusion, and racial equity.
- Adopted a Commitment to Diversity staffing program in the Police Department to retain eligible and qualified Community Service Officers, Cadets and reserve officers that are considered minorities in law enforcement.⁵
- Established the Roseville Police Department Multicultural Advisory Committee (MAC) to help strengthen community outreach and to foster honest, ongoing and focused conversation between members of the community, police officers and other city staff in Roseville.⁶
- Created the City of Roseville’s first Racial Equity Action Plan.⁷
- Incorporating equity and inclusion principles into RFP scoring plans.
- Analyzing the name of Pocahontas Park utilizing a racial equity lens and engaging the community for discussion about its cultural appropriateness.
- Developed improvements for inclusive play at Central Park – Victoria, addressing additional dimensions of diversity
- More work continues at the department and program levels.

Our Commitments

Roseville City Government fully commits to the long-term work of becoming culturally competent and responsive, welcoming, and inclusive of all people both within and outside our organization, as well as in the range of issues and challenges that we engage in. This includes (but is not limited to):

- Improving engagement among community members of different racial, ethnic, cultural, economic, religious backgrounds, and ages, as well as those with varying physical abilities, gender identities and sexual orientations to build an integrated community.
 - o While diversities of all personal characteristics are important, Roseville has decided to focus its efforts on racial equity with the expectation that work to dismantle structural racism will not only benefit all persons but, because racism intersects so widely with other forms of oppression, antiracist work will facilitate

⁴ <https://www.cityofroseville.com/3005/2040-Comprehensive-Plan>

⁵ <https://www.cityofroseville.com/AgendaCenter/ViewFile/Item/3954?fileID=29687>

⁶ <https://www.cityofroseville.com/3479/Multicultural-Advisory-Committee-MAC>

⁷ <http://www.cityofroseville.com/AgendaCenter/ViewFile/Item/4137?fileID=30015>

additional efforts dedicated to mitigate the oppression of other marginalized groups.

- Developing relationships and increased collaboration with community leaders/organizations serving BIPOC and traditionally underrepresented communities including (but not limited to) partnering with the area school districts to break the school-to-prison pipeline and better meet the needs of all Roseville families.
- Following through on intercultural lessons learned through community members by committing to listen, learn, and implement improved methods and practices to better serve the needs of all in the community.
- Recruiting, hiring, retaining, and developing a culturally competent staff, including police officers and firefighters, whose demographics more closely mirror those of our residents.
- Engaging council members, commissioners, and city volunteers in city DEI initiatives, practices, and cultural competence development as able
- Recruiting and retaining culturally competent and responsive commission members and city volunteers whose demographics more closely mirror those of our residents.
- Removing barriers and increasing access to city contracting opportunities for historically under-represented businesses.
- Committing to prioritize departmental equity challenges in addition to the SREAP Problem Statements, including (but not limited to) creating fair and bias free policies in the Roseville Police Department and improving interactions between police officers and community members of color.
- Committing the resources and funding necessary to support and achieve approved DEI action plan commitments and goals.

SREAP Purpose

We Will Deliver Results

Roseville City Government serves 33,600 residents⁸, 30,000 people who work in Roseville⁹ and countless visitors each year. More than 26% of Roseville residents identify as People of Color¹⁰; 8.8%¹¹ of our employees do as well.

According to the 2019 American Community Survey¹² Roseville's residents consisted:

- 8.3% Black or African American alone
- 0.5% American Indian and Alaska Native alone
- 8.5% Asian alone
- 74.5% White alone
- 0.1% Some other race alone
- 3.8% Hispanic
- 4.3% Two or More Races

Demographic trends suggest that Roseville's diversity is increasing¹³

The City of Roseville is actively working to provide ethical, efficient, and responsive local government to create and enforce city policies, defend the safety of all community members, support the local economy, and provide public services. We must ensure we are providing quality programs and services that reflect the unique needs of all communities within the City of Roseville.

The main purpose of this Strategic Racial Equity Action Plan (SREAP) is to help us measure and significantly improve our results with culturally diverse workforce, businesses, representation and programming. Such results include, but are not limited to, improvements in:

- Establishing work plans and a related budget that support achievement of SREAP goals
- Staff diversity and cultural competency development
- Council and commission diversity, inclusion, and cultural competency and responsiveness development
- Reflection of the city's diversity in all branding and digital communications, including, but not limited to, social media, print, video, and newsletters

⁸ Source

⁹ Source

¹⁰ Source

¹¹ EEOC Data available in Springbrook Finance System

¹²

https://censusreporter.org/data/table/?table=B03002&primary_geo_id=16000US2755852&geo_ids=16000US2755852,05000US27123,31000US33460,04000US27,01000US

¹³ ISD623 Demographic Report, October 2016

We have chosen three high-impact area(s) in which to make measurable improvements over the next year. By 2023 we will know what we are doing to achieve our goals, why we are doing those things, what the results should be, and how well we are doing compared to our own past results and the results of others. We will have processes in place to ensure our resources are sufficient and being appropriately applied to get results. Finally, we will analyze our new results and revise our plan as needed.

Equity Plan Development

This Strategic Racial Equity Action Plan (SREAP) is the next logical step toward operationalizing our commitment to diversity, inclusion, and equity. This is the second SREAP, following training and the development of a prior work plan in participation with the GARE program. It is based on activities, assessment results, feedback and lessons learned through staff development over the last few years.

We believe this plan shows careful consideration of high-impact actions, understanding of individual and organizational capacities, a desire to authentically engage people from culturally diverse backgrounds as key assets, and a commitment to achieving measurable results from our chosen activities.

Other Diversity and Inclusion Activities

Diversity and inclusion work are happening in many ways throughout the city of Roseville. This plan is not intended to restrict that work, but rather identify our required minimum efforts necessary to achieve key diversity and inclusion goals over the next year. Leaders and managers are welcome to support additional opportunities to deliver equity results as their resources allow, if the enclosed Wildly Important Goals (WIGs) are on accomplished on time.

Main Audience

This plan is written specifically to guide the city of Roseville senior leaders and staff in:

- Prioritizing DEI priorities by the unique needs of each department and the community
- Deciding how to allocate organizational resources;
- Executing work plan priorities and related tasks; and/or
- Generally supporting the city's commitment to equity

The target audience for this plan are senior leaders, supervisors, program managers and special teams. These groups will refer to this SREAP as we make decisions about where and how to assign people, money, materials, time, energy and attention. city leaders will also work to hold direct reports accountable in achieving these equity goals.

Other Audiences

For transparency and accountability, this plan will be communicated in a public meeting and easily accessible to all residents, staff, councilmembers, volunteers, vendors, partners, and other key stakeholders so they are knowledgeable about our path forward. The city of Roseville is committed to engage the community and use the feedback, where and as necessary, to meet the goals outlined in the SREAP.

Definitions¹⁴

Community

Individuals who live, work, study or visit the city of Roseville. Individuals that receive city services such as residents, businesses, and those who do not live in the geographic boundaries of the City of Roseville but participate in its activities (i.e., study, visit, or are program participants).

Culture

Culture is a social system that includes a group's shared language, customs, beliefs, values and institutions. Culture affects our thoughts and actions, often without us even being aware.

Customers

Individuals who currently, or potentially, interact with Roseville City Government.

Diversity

The presence of variety in one place. We often measure it based on the variety of demographics and their intersections within the city of Roseville, as defined by the U.S. Census Bureau, including race, religion, national origin, gender, marital status, familial status, immigration status, sexual orientation, age, income, or ability. Diversity may also describe a set of actions to accommodate variety. For the purposes of the SREAP, "Diversity" refers to the variety of demographics and their intersections within the city of Roseville as defined by the US Census bureau, such as race, ethnicity, age, gender, disability, income level, and other meaningful socio-economic differences.

Ethnicity

Describes a group of people who share a distinct culture, religion, language or place of origin. It is a category independent of Race. Therefore, in the U.S., people of the same *ethnicity* may be members of different *rac*es, such as Black Hispanics (such as people from Cuba, Brazil or Dominican Republic).

Equity

Freedom from systemic bias or favoritism. Parity across differences. Product and service access, opportunity, quality and outcomes that do not vary by race, gender, marital status, familial status, immigration status, sexual orientation, age, income, ability, or any other socio-economic differences.

Inclusion

Including many different types of people and treating them all fairly and equally.

¹⁴ These definitions are used by CultureBrokers in the Diamond Inclusiveness System. They are adapted from multiple sources.

People of Color

The term used in this plan as shorthand, also referenced as BIPOC, to describe a person who identifies as a member of at least one of the following racial census categories: Black or African American, Asian, American Indian and Alaska Native, Native Hawaiian, other Pacific Islander, some other race, and Hispanic. **We recognize the problems inherent in using such a broad term.** However, we use it only to increase plan readability.

Race

In the U.S., race is a construct that established various categories of people and a hierarchy of their value to society. In that worldview, people have, according to their physical characteristics, innate qualities that define them as different.

Residents

Individuals of all ages living within the geographic boundaries of the city of Roseville.

Senior Leaders

City Manager
Assistant City Manager
Equity and Inclusion Manager
Chief of Police
Fire Chief
Community Development Director
Public Works Director
Park and Recreation Director
Finance Director
City Council/Economic Development Authority
Mayor

Staff

All people actively supervised by our organization and involved in accomplishing our work, including paid employees, and paid interns.

Workforce

All people actively supervised by our organization as staff as well as contract employees and volunteers, as appropriate. Workforce also includes consultants, and independent contractors.

DEI

Diversity, Equity and Inclusion.

Principles

The following principles must be front and center when executing this SREAP.

Use Disaggregated Data and Information

One of the drivers of disparity is the inability or unwillingness to examine results of policies and activities for segmented racial, ethnic or cultural groups. To achieve equity, therefore, we must collect and analyze quantitative and qualitative information in this way. Collect data segmented (at minimum) by census-based racial and ethnic categories and use that data to create options and make decisions.

Make Data-Driven Decisions

Another driver of disparity is the unwillingness to use segmented data to make decisions that ensure parity. Consider racial and ethnic information as we work. Compare results for each group against their presence in our service areas and against results of the other groups. Provide these analyses when making recommendations.

Leverage Existing Assets

We have valuable assets at our fingertips: knowledgeable staff, board members, partners, community members, technical experts and professional services, state agencies and more. Tap into these institutional resources at all phases of your work.

Use Existing Authority

Senior leaders, supervisors, other staff members and the City Council have individual powers within their jobs and roles. Explore and utilize these authorities as necessary to deliver on this Equity Plan.

Make Policy Changes

We have dozens of policies – those with an external focus and those with an internal focus. While delivering on this SREAP, uphold or strengthen policies that will deliver strong equity results. Be ready to change policies that create barriers.

Use Equity to Balance Decisions

When making decisions, give equity sufficient weight. Use segmented data, historical information, and quality comparisons. Develop a method for considering equity results balanced against financial and other business results, such as a decision matrix¹⁵ or balanced scorecard¹⁶. This will ensure People of Color get due consideration, and that their interests are respected.

¹⁵ <http://asq.org/learn-about-quality/decision-making-tools/overview/decision-matrix.html>

¹⁶ <http://asq.org/learn-about-quality/balanced-scorecard/overview/overview.html>

Actively Listen and Engage with the Community

When making decisions, use community engagement and public participation to inform and legitimize decision-making. Those impacted by decisions have a right to be involved in the decision-making process and we will ensure their contribution weighs into the decision. As part of that commitment, we will provide participants with information they need to participate in a meaningful way, and provide information on what decision their input may influence and how their contribution will affect that decision.

Action Plan

Workforce Diversity

1. PROBLEM STATEMENT:

Roseville City Government staff¹⁷ – across its entire breadth and depth – does not reflect the racial, ethnic, and cultural makeup of Residents.

RATIONALE:

Racially and ethnically diverse employees at every level of government are key to serving residents and other customers with excellence. A workforce that mirrors our population increases City government access to great ideas, strengthens innovation and problem-solving, and ensures we are doing our fair share in providing decent-paying jobs to all our communities.

ADDRESSES:

Diversity	✓	At all stages of the recruitment, hiring, retention and promotion processes
Inclusion	✓	Especially related to retention, but also the extent to which BIPOC staff are included in activities and decision-making at all stages of recruitment, hiring, retention and promotion processes.
Equity	✓	Results do not differ for racial and ethnic groups at any stage of the recruitment, hiring, retention and promotion processes.
Justice (Repair)	X	TBD *Need to define Justice; this is a mature concept and may not be able to be addressed this year but can keep the idea top of mind for the future.

MINIMUM STANDARD:

All levels of the Roseville City Government workforce across all functions and departments should *at minimum* mirror the demographic makeup of its residents according to the latest U.S. Census estimates, specifically per the 2019 Population Estimates Program (PEP)¹⁸:

- 8.4% Black or African American alone
- 0.6% American Indian and Native Alaskan alone
- 8.7% Asian alone
- 74.5% White alone
- 4.8% Two or More Races
- 3.8% Hispanic or Latino

¹⁷ All people actively supervised by our organization and involved in accomplishing our work (i.e., paid employees and intern).

¹⁸ <https://www.census.gov/quickfacts/fact/table/rosevillecityminnesota/PST045219>

OVERSIGHT: City Manager**RESPONSIBLE: (Rebecca)****CURRENT WORK:**

- Job descriptions
- Implicit bias training

Milestones (Deliverables)	Responsible	Deadline	Status
<u>PLAN: Measure and Plan</u>			
1.1 Build a workforce profile to include segments, composition, needs, union representation, special requirements, etc. Departments Job Classes (bands) Job Descriptions (cross-department; subset of classes) Union/non-union Temporary/Seasonal/FT permanent/PT permanent/3/4 time Interns Benefit Eligible Disability Gender Veteran (intersections with race/ethnicity)	HR Generalist (Yer)	Early Q3, 2021	Completed (but always in progress) 07/2021
1.2 Map city government's workforce recruitment, hiring, retention and promotion <u>process</u> from a "customer-centered" perspective. "AS-is" model; most of the time	Thomas Yer Rebecca	End Q3, 2021	Completed 08/2021
1.3 Conduct decision-point analysis with data disaggregated by race and ethnicity to determine if and where there are any disparities.	Thomas Yer Rebecca	End Q2, 2022	In Progress through 2022 to gather adequate data

Milestones (Deliverables)	Responsible	Deadline	Status
1.4 Gather “Voice of the Customer” information as context for the process map and decision-point analysis.	Thomas	End Q3, 2022	Planning is in process with the Strategy Team
1.4A Develop a tool and process embed ongoing VOC into the system.	Thomas Rebecca	Combine with 1.4 process Q3, 2022	Complete 12/2022
1.5 Present findings to leadership	Rebecca Thomas	Process Map Beginning Q2 DPA Q4 VOC Q3, 2022	01/2022
1.6 Based on what the process map and information analysis tell us, engage customers and community to determine the: • SMART¹⁹ Goal • Benefits of achieving this goal • Oversight for the Improvement • Who is responsible for the Improvement • Solution(s) • Metrics of Urgency • Vital Few Projects • Resources needed • (ESAP 2022-2023)	Rebecca Thomas Yer Dawn	End of Q4, 2022	01/2022
1.7 Get leadership approval on all items in 1.6	Rebecca	Q4, 2022	Scheduled 02/2022
1.8 Set up the data collection and reporting mechanisms, establish the cadence of reporting.	Yer Dawn	Q1, 2023	

¹⁹ Specific, Measurable, Achievable, Relevant, Time-bound

Milestones (Deliverables)	Responsible	Deadline	Status
1.9 Prepare all stakeholders to implement the improvements; Gather and allocate necessary resources;	Rebecca Thomas Yer	Q1, 2023	
<u>DO: Execute Work Plan(s) and Measure Results</u>			
1.10 Implement the improvements.	<u>Yer</u> <u>Dawn</u>	Q2, 2023	
1.11 Track and report results	<u>Yer</u> <u>Dawn</u>	Quarterly	
1.12 6 month review of improvements	<u>Yer</u> <u>Dawn</u> <u>Thomas</u> <u>Rebecca</u>	Q3, 2023	
<u>CHECK: Learn and Improve</u>			
1.13 Evaluate activities, resource investment, and results over the past year to identify good practice, benchmarking, and improvement opportunities. Determine what is necessary to achieve desired equity results next year.	Yer Dawn Thomas Rebecca	Q2, 2024	
1.14 Share our effective practices and what we have learned with our leaders, staff, community, and peers.	Thomas Rebecca Yer	Q3, 2024	

Milestones (Deliverables)	Responsible	Deadline	Status
1.15 Institutionalize the changes through formal policy and practice documentation.	Thomas Rebecca Yer	Q4, 2024	
1.16 Monitor results	Yer Dawn	On-going	

Policy-maker Diversity

2. PROBLEM STATEMENT:

People who participate in Roseville City Government boards and commissions do not reflect the racial, ethnic, and cultural makeup of Residents.

RATIONALE:

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

ADDRESSES:

Diversity	✓	At all stages of the recruitment, hiring, retention and promotion processes
Inclusion	✓	Especially related to retention, but also extent to which BIPOC staff are included in activities and decision-making at all stages of recruitment, hiring, retention and promotion processes.
Equity	✓	Results do not differ for racial and ethnic groups at any stage of the recruitment, hiring, retention and promotion processes.
Justice (Repair)	X	TBD

MINIMUM STANDARD:

All levels of the Roseville City Government workforce across all functions and departments should *at minimum* mirror the demographic makeup of its residents according to the latest U.S. Census estimates, specifically per the 2019 Population Estimates Program (PEP)²⁰:

- 8.4% Black or African American alone
- 0.6% American Indian and Native Alaskan alone
- 8.7% Asian alone
- 74.5% White alone
- 4.8% Two or More Races
- 3.8% Hispanic or Latino

²⁰ <https://www.census.gov/quickfacts/fact/table/rosevillecityminnesota/PST045219>

Milestones (Deliverables)	Responsible	Deadline	Status
<u>PLAN: Measure and Plan</u>			
Build a profile of meaningful characteristics for each board and commission. - Demographics - Geography - Renters v. Homeowners	Liaisons Garry	Early Q3, 2021	Completed
Map current related processes from a “customer-centered” perspective.	Rebecca Katie Bruno	End of Q3, 2021	Completed 08/2021
Conduct decision-point analysis to determine metric of urgency and vital few improvements.	Thomas	Early Q4, 2021	Completed 10/2021
Determine what common improvements can be and prioritize them. For improvements specific to the department/program/service, request their individual improvement plan	Bryan Thomas	End of Q4, 2021	Completed 11/2021
Map new process from a customer-centered perspective including improvements	Bryan Thomas	End of Q4, 2021	Completed 11/2021
Present Improvement Plan to City Council and include Recommendations for Changes to Ordinance	Pat Strategy Team	Beginning of Q1	Completed 01/2022
<u>DO: Execute Work Plan(s) and Measure Results</u>			

Milestones (Deliverables)	Responsible	Deadline	Status
1.11 Implement the improvements.	Thomas Rebecca Garry	Q1, 2022 Due by start of recruitment for commissions	Completed 03/2022
1.12 Track and report results	Thomas	Quarterly	Completed 04/2022
<u>CHECK: Learn and Improve</u>			
1.13 Evaluate activities, resource investment, and results over the past year to identify good practice, benchmarking, and improvement opportunities. Determine what is necessary to achieve desired equity results next year.	Thomas	Q1, 2023	Completed 04/2022
1.14 Share our effective practices and what we have learned with our leaders, staff, community, and peers.	Rebecca Thomas	Q2, 2023	Completed 05/2022
<u>ACT: Make it Habit</u>			
1.15 Institutionalize the changes through formal policy and practice documentation.	Rebecca Thomas	Q3, 2023	Complete 02/2023

Culture of Race Equity

3. PROBLEM STATEMENT:

There is no process for senior leaders to analyze policies, programs and services with an equity lens. Ensure elected and appointed policymakers have access to and analyze racially-disaggregated data to deliver equitable decision-making and outcomes from the legislative process

DESCRIPTION:

4. Staff at all levels and across all functions make decisions about policies, programs and practices in the organization. These decisions have an impact on equity. Too often, policies and programs are developed and implemented without thoughtful consideration of racial equity. When racial equity is not explicitly brought into operations and decision-making, racial inequities are likely to be perpetuated. Many current inequities are sustained by historical legacies and structures and systems that repeat patterns of exclusion. Developing a process that is designed to integrate explicit consideration of racial equity in decisions, policies, practices, programs and budgets will help to develop strategies and actions that reduce racial inequities and improve success for all groups.

- a. There is a process to measure the outcomes of policies for parity across racial and ethnic groups**

Milestones (Deliverables)	Responsible	Deadline	Status
<u>PLAN: Measure and Plan</u>			
1.1 Identify key decision-making processes - Request for Council Action (RCA's) - Administrative Policies - Department Policies - Budget Process - Programs & Services	Matt	End of Q2, 2021	Completed 06/2021
1.2 Map current decision making process by department and identify decision makers	Department Heads	End of Q3, 2021	Completed 08/2021
1.3 Develop Updated Equity toolkit to be utilized in decision making based on GARE toolkit	Thomas Matt	End of Q3, 2021	Completed 12/2021

Milestones (Deliverables)	Responsible	Deadline	Status
1.4 Gather feedback and consensus on the new toolkit; approval	Thomas Matt	Early Q4, 2021	Completed 01/2022
1.5 Present new toolkit for Department Head and City Council approval	Pat Rebecca	End of Q4, 2021	Completed 01/2022
1.6 Update RCA's and policy documents to reflect the toolkit process	Rebecca Thomas	Early Q1, 2022	In Progress
1.7 Establish reporting mechanism for use by departments (template/dashboard)	Rebecca Thomas Garry	End of Q1, 2022	Completed 04/2022 Microsoft Teams and website in the future
1.8 Develop & implement training on Equity toolkit for decision makers and others along the process map.	Thomas Strategy Team Department Heads	End of Q3, 2022	Training will be ongoing as needed
1.9 Conduct training for commissioners and councilmembers on using the equity toolkit data in final decision making	Thomas	Early Q4, 2022	In process
<u>DO: Execute Work Plan(s) and Measure Results</u>			
1.10 Launch new toolkits	Relevant Staff and Council	Q3 – Q4, 2022	Complete 01/2022

Milestones (Deliverables)	Responsible	Deadline	Status
1.11 Quarterly check in/report on usage - Align with PPP Quarterly reports	Department Heads	Ongoing	Ongoing
1.12 Review usage reports and identify areas for improvement	Thomas Strategy Team	Q4, 2022	Ongoing
1.13 Implement necessary improvements - Include additional training	Thomas	Q1, 2023	
<u>CHECK: Learn and Improve</u>			
1.14 Evaluate activities, resource investment, and results over the past year to identify good practice, benchmarking, and improvement opportunities. Determine what is necessary to achieve desired equity results next year.	Rebecca Strategy Team	Q4, 2023	
1.15 Share our effective practices and what we have learned with our members and peers.	Strategy Team	End of Q4, 2023	
<u>ACT: Make it Habit</u>			
1.16 Institutionalize the changes through formal policy and practice documentation.	All	Q1, 2024	

Stroke of the Pen

Land Acknowledgment

Appendix I

Assessment

TBD

Roseville City Government [year] assessment is available at [shared file location]

Process Map

TBD

To get to our destination, we must first know where we are in relation to it. This requires us to know at the individual, team and enterprise levels just what our current capacity is to engage in the level of intercultural knowledge and experience required to excel with culturally diverse stakeholders.

We used process mapping to get a baseline understanding of how well our organization policies, practices and situations support cultural inclusiveness, as perceived by a culturally diverse set of respondents. It identified our organizational strengths and opportunities for improvement.



2022

WORKFORCE REPORT



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The City of Roseville, MN, 2022 Workforce Report provides a snapshot of the current workforce including full time and benefit eligible employees, seasonal employees, and volunteers for the City as an employer. As City leaders and staff continue to move forward implementing new solutions, improving existing process, programs, and services, and integrating a racial equity lens in decision-making, this report should serve as a tool to help meet the organizational mission and attain the community values outlined in the City's Community Aspirations (listed below).

This report is an important tool in providing a comprehensive profile of current City of Roseville staff and community. As this is the City's first workforce report, current demographic data serves as a baseline for intentional progress from ongoing diversity, inclusion, and equity improvement initiatives. This report aligns with the first priority of the City's Strategic Racial Equity Action Plan to improve current recruitment and hiring processes to diversity the city's workforce. Primary data sources for this report include self-identified demographic data collected annually, U.S. Census Bureau data as of 2020, and 2017-21 American Community Survey data, providing the following information:

- A demographic breakdown of City of Roseville ½, ¾, and Full-Time benefit eligible employees
- A demographic summary of available, optional, seasonal, volunteer, and commissioner data.
- A summary of known current and future process improvement initiatives to lead to desired outcomes in diversifying the workforce long-term.

The data presented in this report is a start to understanding the City's current workforce profile, the systems and processes in place that led to today's environment and hiring challenges, and changes needed, based on data, to create a more diverse and community represented internal workforce. There are external challenges from a highly competitive labor market to a need to recruit BIPOC students into STEM, finance, and related career fields specific to the services provided by local government. To stay up to date on the City's racial equity and inclusion initiatives, visit [Racial Equity and Inclusion | Roseville, MN - Official Website \(cityofroseville.com\)](https://www.cityofroseville.com/racial-equity-and-inclusion).

A more in-depth demographic breakdown is provided of City of Roseville full time and benefit eligible employees below, as of November 2022. The 2020 Census confirms the City of Roseville and surrounding communities are continuing to increase in diversity. The City of Roseville strives to recruit and retain staff, as well as provide quality programs and services reflective of the changing community.

Thomas Brooks, Equity and Inclusion Manager

Mission

To provide ethical, efficient, and responsive local government, in support of community aspirations, guided by policies of the City Council, and implemented by professional staff, to ensure that Roseville remains strong, vibrant, and sustainable for current and future generations.

Community Aspirations

As a community, we aspire to be...



Welcoming, inclusive, and respectful



Physically and mentally active and healthy



Well-connected through transportation and technology infrastructure



Secure in our diverse and quality housing and neighborhoods



Safe and law abiding



Environmentally responsible, with well-maintained natural assets



Economically prosperous, with a stable and broad tax base



Engaged in our community's success as citizens, neighbors, volunteers, leaders, and businesspeople



Departments

As of November 2022, the City of Roseville had 220 full time and benefit eligible employees, over 200 seasonal employees, and approximately 2,118 active volunteers, in addition to 5 elected leaders on the City Council and 44 City Commissioners to advise the City Council.

Administration

The Administration Department is responsible for carrying out the City Council's policies and administering City business.

Community Development

The Community Development Department works to provide a safe and quality living.

Finance

The Finance Department is responsible for all City financial operations, information systems, and licensing. The Finance department includes the Roseville License Center which provides licensing for the Minnesota Department of Public Safety and passport services.

Fire

The Roseville Fire Department provides fire, first responder medical and rescue services.

Parks & Recreation

The Parks and Recreation Department works to plan and promote recreation activities that meet the needs of Roseville.

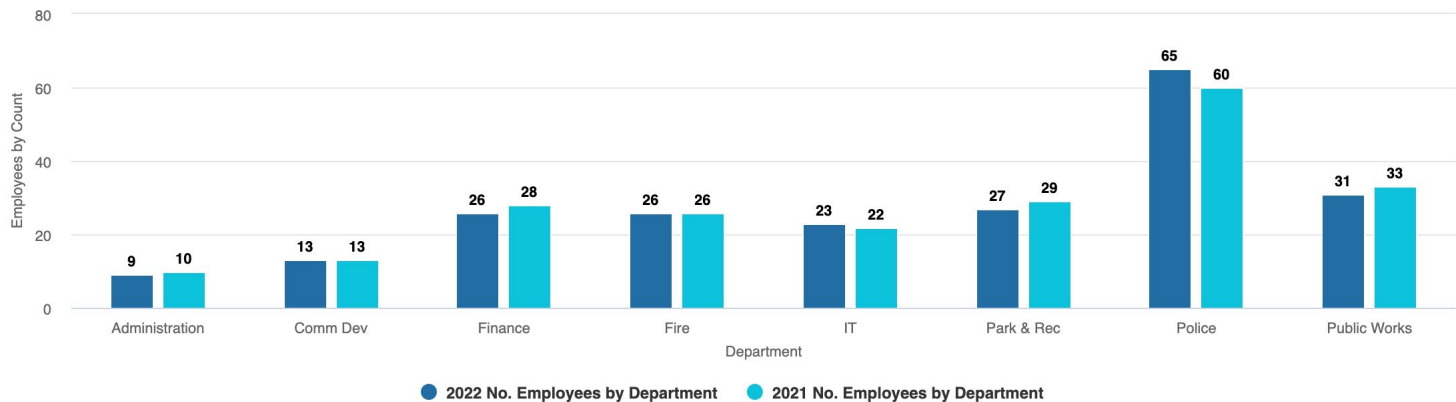
Police

The Police Department strives to keep a safe community through Community Oriented Policing.

Public Works

The Public Works Department provides construction, maintenance and utility services to the City of Roseville.

2022 Roseville Workforce - Employee Count by Department



*This data was retrieved through an annual survey administered during the City's open enrollment period in November 2022, completed by all benefit-eligible employees.

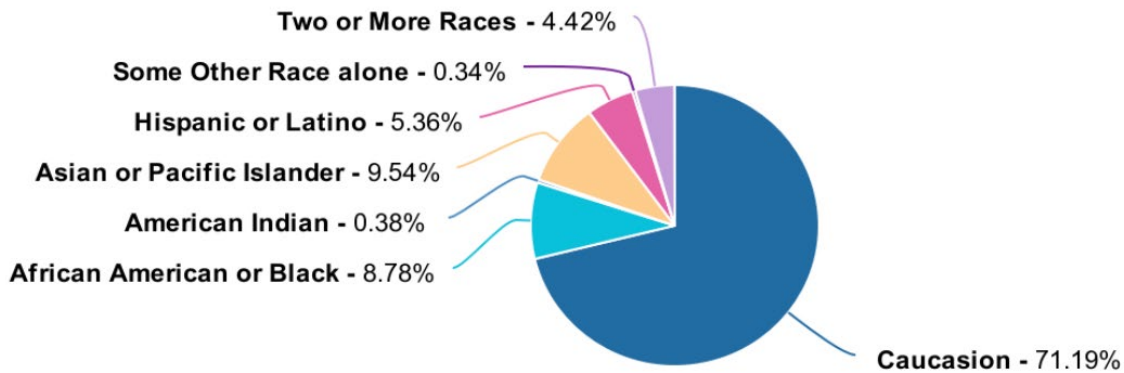
About Roseville, MN

The City of Roseville incorporated as a city in 1948 on land that was obtained through a broken treaty and served as home to the Dakota and Ojibwe people. The City serves a community of approximately 36,254 residents according to preliminary 2020 U.S. Census Bureau data. Roseville, MN is a city nestled between the two largest cities in the Twin Cities metro – Minneapolis and Saint Paul – while surrounded by a few other suburban cities – Arden Hills, Lauderdale, Little Canada, Maplewood, and New Brighton. With Rosedale Center, Roseville is a major retail and commercial destination in the Twin Cities, attracting tens of thousands of visitors a day who work, shop, eat, and play in the city. Residents identifying with communities of color have grown to represent approximately 28.81% of residents, an increase from 18.69% in 2010.

Roseville, MN 2020 Census Survey Results

Minnesota topped the nation with a 75.1% self-response rate. Ramsey County had 79.1% self-response rate, and Roseville had an 84.9% response rate.

City of Roseville Community Demographics



*This data is based on 2020 Census results.

Category	2010 Numbers	% of Population	2020 Numbers	% of Population	Net Gain (+/-)	% Change (+/-)
Total Population	33,660	-	36,254	-	+2,594	+7.71%
African American or Black	2,038	6.05%	3,182	8.78%	+1,144	+56.13%
American Indian	132	0.39%	137	0.38%	+5	+3.79%
Asian, or Pacific Islander	2,447	7.27%	3,458	9.54%	+1,011	+41.32%
Caucasian	27,369	81.31%	25,800	71.19%	-1,560	-5.70%
Hispanic/Latino	1,551	4.61%	1,942	5.36%	391	+25.21%
Two or more races	760	2.26%	1,604	4.42%	844	+111.05%
Some other race	32	0.10%	122	0.34%	90	+281.25%

Roseville, MN 2021 American Community Survey 2017-21 (AGE AND SEX)

*The following numbers are estimates based on the 2017-21 American Community Survey.

Age	Total	% of Population	Male	% Male	Female	% Female
Total	36,119	-	17,302	47.90%	18,817	52.10%
Under 5 years	2,166	6.0%	1,037	6.0%	1,129	6.0%
5 to 9 years	1,568	4.3%	752	4.3%	816	4.3%
10 to 14 years	1,840	5.1%	1,089	6.3%	751	4.0%
15 to 19 years	2,383	6.6%	1,148	6.6%	1,235	6.6%
20 to 24 years	2,608	7.2%	1,312	7.6%	1,296	6.9%
25 to 29 years	2,617	7.2%	1,444	8.3%	1,173	6.2%
30 to 34 years	2,243	6.2%	1,083	6.3%	1,160	6.2%
35 to 39 years	2,509	6.9%	1,210	7.0%	1,299	6.9%
40 to 44 years	1,810	5.0%	970	5.6%	840	4.5%
45 to 49 years	1,944	5.4%	921	5.3%	1,023	5.4%
50 to 54 years	1,712	4.7%	845	4.9%	867	4.6%
55 to 59 years	2,507	6.9%	1,125	6.5%	1,382	7.3%
60 to 64 years	2,317	6.4%	1,041	6.0%	1,276	6.8%
65 to 69 years	1,926	5.3%	892	5.2%	1,034	5.5%
70 to 74 years	1,753	4.9%	829	4.8%	924	4.9%
75 to 79 years	1,183	3.3%	468	2.7%	715	3.8%
80 to 84 years	1,297	3.6%	526	3.0%	771	4.1%
85 years and over	1,736	4.8%	610	3.5%	1,126	6.0%

Strategic Racial Equity Action Plan (SREAP) Overview

The City of Roseville is actively working to provide ethical, efficient, and responsive local government to create and enforce city policies, defend the safety of all community members, support the local economy, and provide public services. We must ensure we are providing quality programs and services that reflect the unique needs of all communities within the City of Roseville.

The main purpose of the Strategic Racial Equity Action Plan (SREAP) is to help us measure and significantly improve results for all our community members with culturally diverse workforce, businesses, representation and programming. Such results include, but are not limited to, improvements in:

- Establishing work plans and a related budget that support achievement of SREAP goals
- Staff diversity and cultural competency development
- Council and commission diversity, inclusion, and cultural competency and responsiveness development

- Reflection of the city's diversity in all branding and digital communications, including, but not limited to, social media, print, video, and newsletter
- Major decision making inclusive of data and representative of diverse community voices and lived experiences

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.

SREAP Priorities

Priority 1: Workforce Diversity

Roseville City Government staff – across its entire breadth and depth – does not reflect the racial, ethnic, and cultural makeup of Residents.

Priority 2: Commission Diversity

People who participate in Roseville City Government boards and commissions do not reflect the racial, ethnic, and cultural makeup of Residents.

Priority 3: Racial Equity Toolkit

There is no process for senior leaders to analyze policies, programs, and services with an equity lens. Ensure elected and appointed policymakers have access to and analyze racially-disaggregated data to deliver equitable decision-making and outcomes from the legislative process.

SREAP Priority Framework

This workforce report is directly tied to SREAP Priority 1 related to increasing the diversity of the City's internal workforce. To lay the foundation for future progress in addressing all three SREAP priorities, the City's current SREAP lays out an action plan including three critical components – process mapping, stakeholder engagement, and data collection. The intent is to use all applicable qualitative and quantitative data – including the data in this report – to guide decision making on systemic improvements and changes needed to create more equitable and efficient policies, programs, and services.

Process Mapping

Before putting into place a new system or process, incorporating process mapping into the SREAP created a uniform understanding of current processes and any relevant nuances based on department or employee. Process maps were created for all three priorities creating lines of connection through each step of the process from start to completion. For example, mapping the hiring process includes documenting each step of the process in the perspective of job candidates, from the creation and posting of a job vacancy to hiring to eventually onboarding as a new hire.

Stakeholder Engagement

Engaging impacted internal and external stakeholders and incorporating unique perspectives on current challenges and future opportunities is included throughout the actions plans for all three priorities. Stakeholder voice was used to validate the accuracy of the process maps as it pertains to various roles and departments around the city. Engagement is also a necessary component of data collection for both quantitative data – such as demographic questionnaires – and contextual qualitative data collected through interviews, focus groups, workshops, and open-ended surveys.

Data Collection

The collection of quantitative and qualitative data both helps create a wholistic profile of the City's current reality in identifying and ultimately addressing equity disparities. Data is also useful as a means to measure progress toward expected outcomes through implementing improvements and new solutions driven by data. A number of tools have been integrated into existing processes and systems to begin gathering data that can be measured and compared over time. External data sources have also been acquired to better understand all Roseville residents and how government policies directly impact individual people and families.

Workforce Statistics 2021-2022

Workforce Profile

As of November 2022, the City of Roseville had 220 benefit eligible employees, down one from 2021. Benefit eligible employees include those that work in a $\frac{1}{2}$, $\frac{3}{4}$, and full-time capacity, and does not include seasonal employees. Benefit eligible employees are hired through a different hiring process than seasonal employees, leading to disparities in available demographic and hiring process data. City of Roseville employees work across 7 different departments. It should be noted, the IT Department, will no longer be considered a city department as of 2023. Metro I-net who provides IT services, is transitioning to a separate entity.

City of Roseville Administration is continuing to find ways to gather useful employee data, which may be seen on future reports. The tables and graphs reported below are based on the 220 benefit eligible employees as of November 2022. Some comparison data is available for the 221 benefit eligible employees in November 2021. November is a notable month for data collection as this is annual open enrollment for benefit eligible employees where all are required to participate and update a demographic survey/questionnaire.

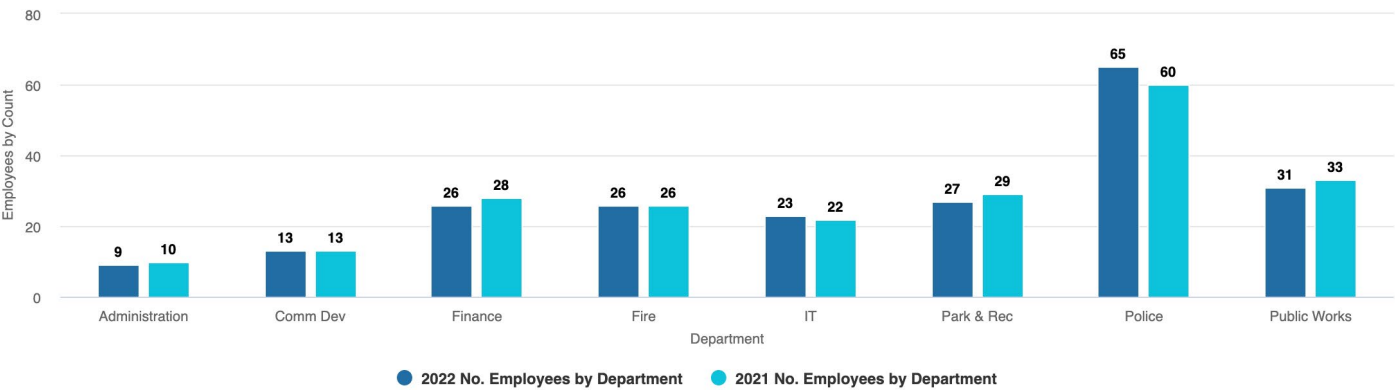
In preparation for reviewing the data below, it is important to note the sensitivity when including data in the report for individuals in a response group of 10 or fewer. BIPOC representation at the department level, further disaggregated by race, is small enough to identify individual employees. Other demographic categories impacted by small data sets are Sensory, Physical, and Mental Disability Status and Veteran Status. As the City of Roseville works to become more representative of the population served, more data will be accessible in future workforce reports.

Summary of Notable Findings:

- The overall workforce demographic profile was very similar in years 2021 and 2022, despite turnover and new hires.
- BIPOC employees represented in the City's internal workforce for benefit eligible employees trails the growing BIPOC diversity of city residents in all categories.
- The administrative team in the Finance department and Parks and Recreation department

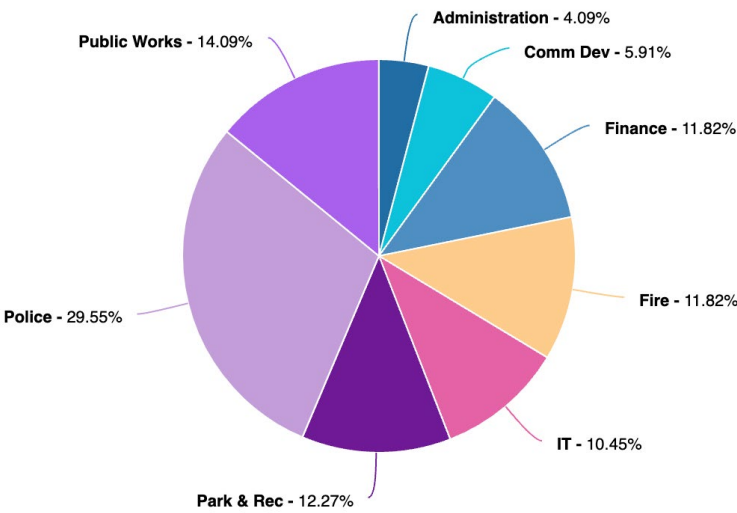
- The administrative team in the Finance department and Parks and Recreation department do not have BIPOC benefit eligible employees; however, the License Center is a division within the Finance Department with BIPOC representation.
- Current benefit eligible employees are over 2/3 male and new hires are disproportionately more male.
- Approximately ¾ of current benefit eligible employees are post-secondary educated with either a technical college, undergraduate, or graduate degree.
- The small number of BIPOC benefit eligible employees across the organization impacted confidentiality and the ability to include more specific department and team level data disaggregated by race.

2022 Roseville Workforce - Benefit Eligible Employees by Department

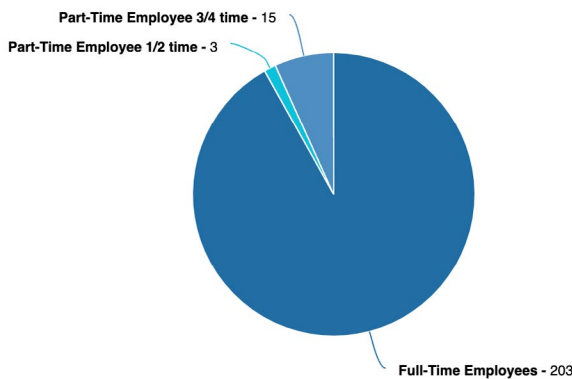


*This data was retrieved through an annual survey administered during the City's open enrollment period in November 2022, completed by all benefit-eligible employees.

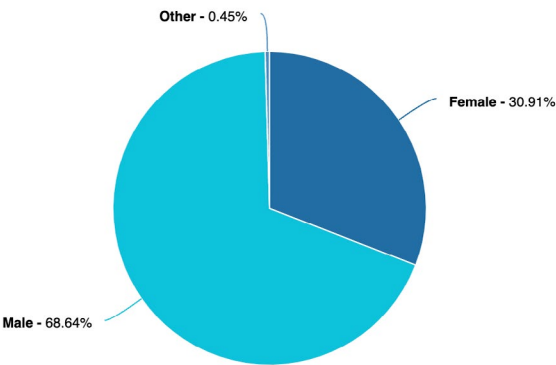
2022 Roseville Workforce - Percent of Employees by Department



2022 Roseville Workforce - Employees by Full-Time Status

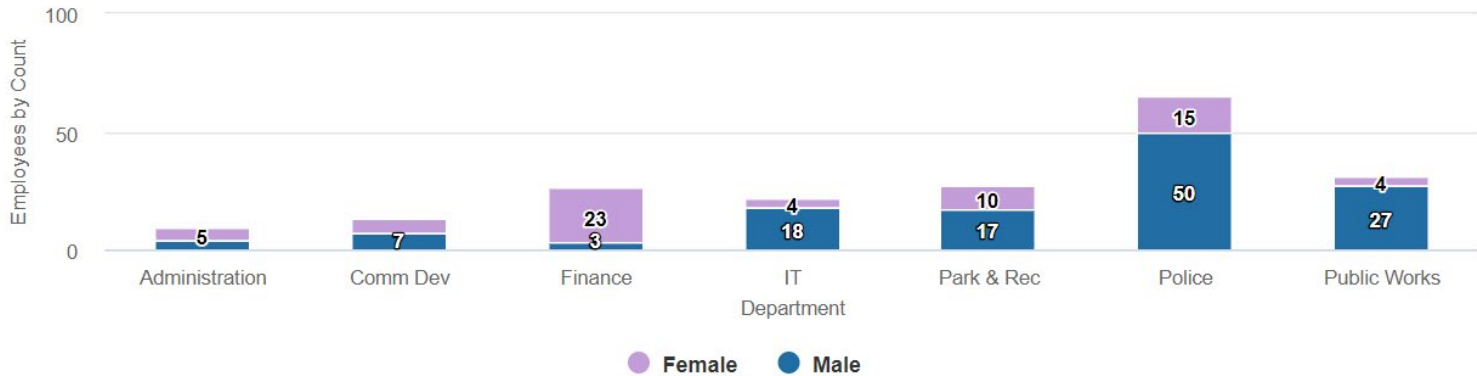


2022 Roseville Workforce - Employees by Gender



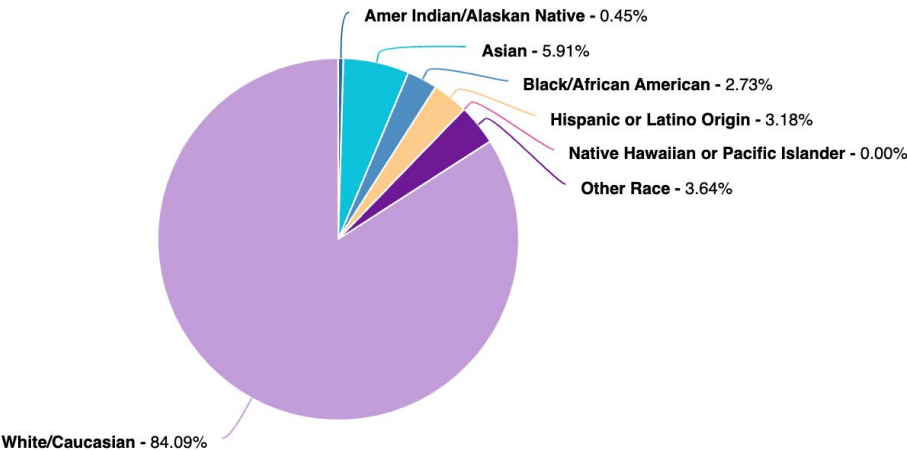
*This data is based on an annual demographic survey administered during the November 2022 open enrollment period for all benefit eligible employees.

2022 Roseville Workforce - Gender by Department



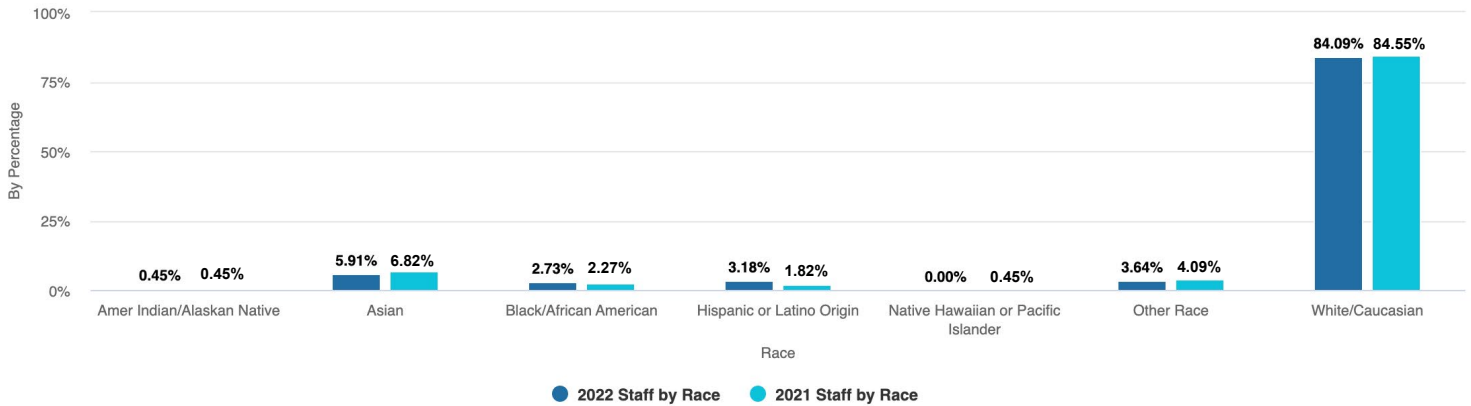
*This data is based on an annual demographic survey administered during the November 2022 open enrollment period for all benefit eligible employees. Some Fire and IT department data could not be disclosed.

2022 Roseville Workforce - Employees by Race



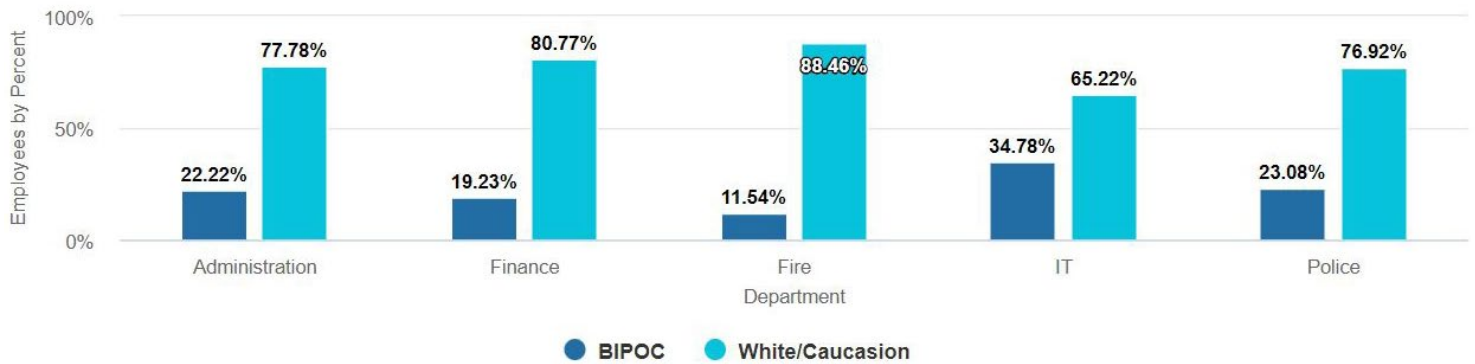
*This data is based on an annual demographic survey administered during the November 2022 open enrollment period for all benefit eligible employees.

2022 Roseville Workforce - Employees by Race 21-22



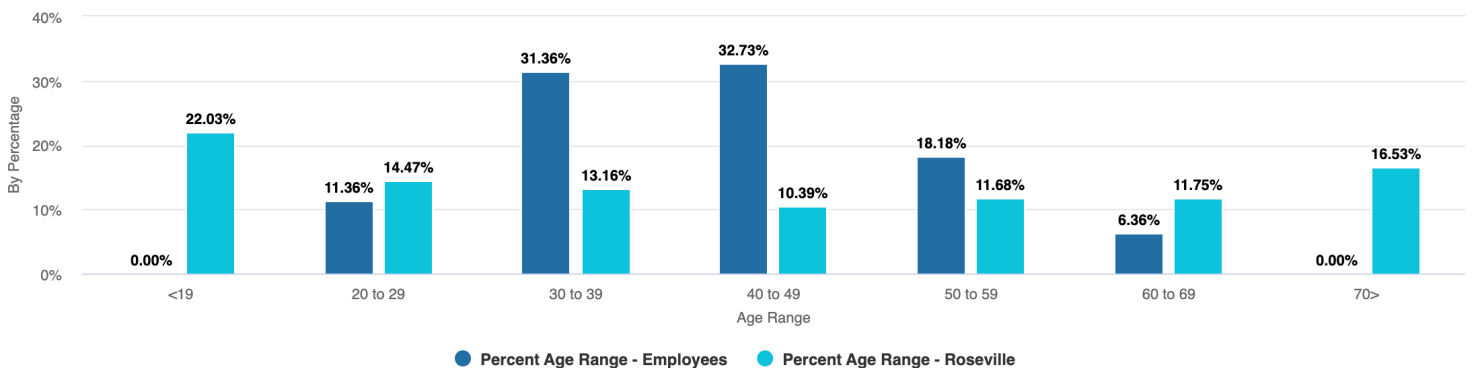
*This data is based on an annual demographic survey administered during the November 2021 and 2022 open enrollment periods for all benefit eligible employees.

2022 Roseville Workforce - Race by Department (>10% BIPOC Employees)



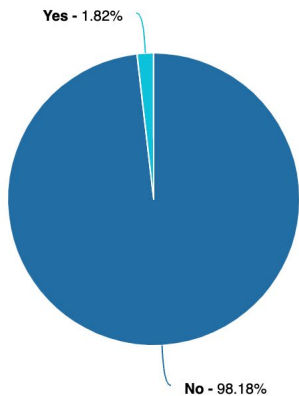
This data is based on an annual demographic survey administered during the November 2022 open enrollment period for all benefit eligible employees and only includes departments with more than 10% BIPOC employees.

2022 Roseville Workforce - Employees by Age Range



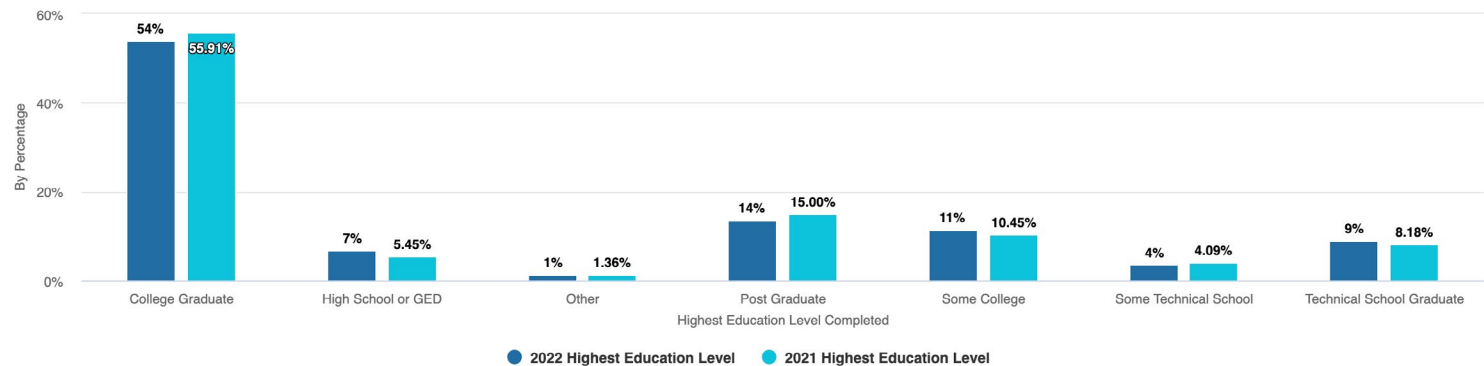
*This data was collected in November 2022 during the open enrollment period for all benefit eligible employees.

2022 Roseville Workforce - Employees by Sensory, Physical, Mental Disability Status



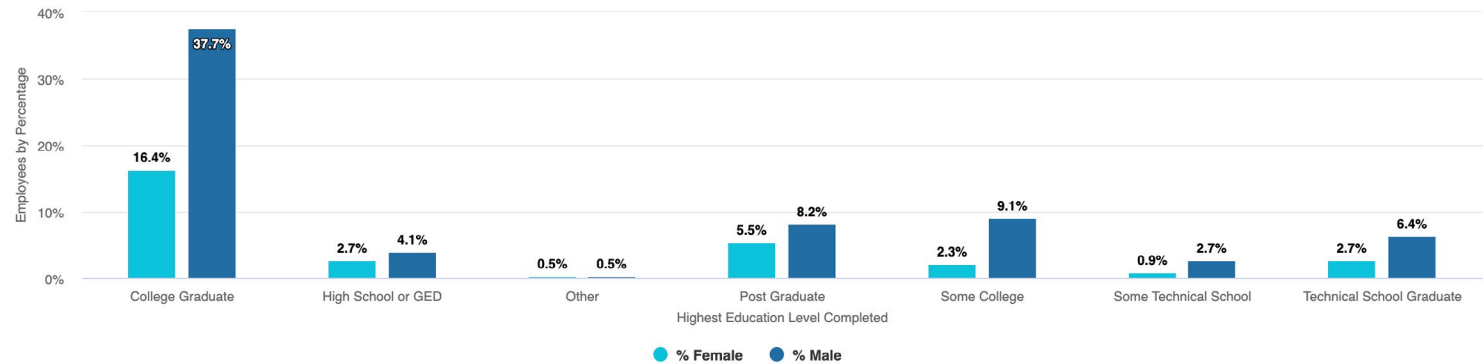
*This data is based on an annual demographic survey administered during the November 2022 open enrollment period for all benefit eligible employees.

2022 Roseville Workforce - Employees by Highest Education Level Completed



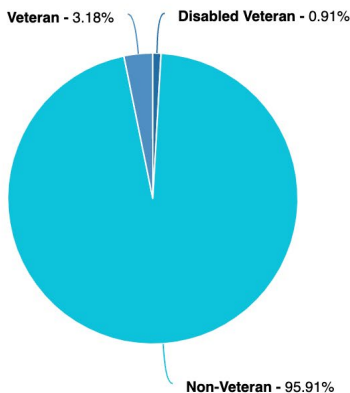
*This data is based on an annual demographic survey administered during the November 2022 open enrollment period for all benefit eligible employees.

2022 Roseville Workforce - Education Level Completed by Gender



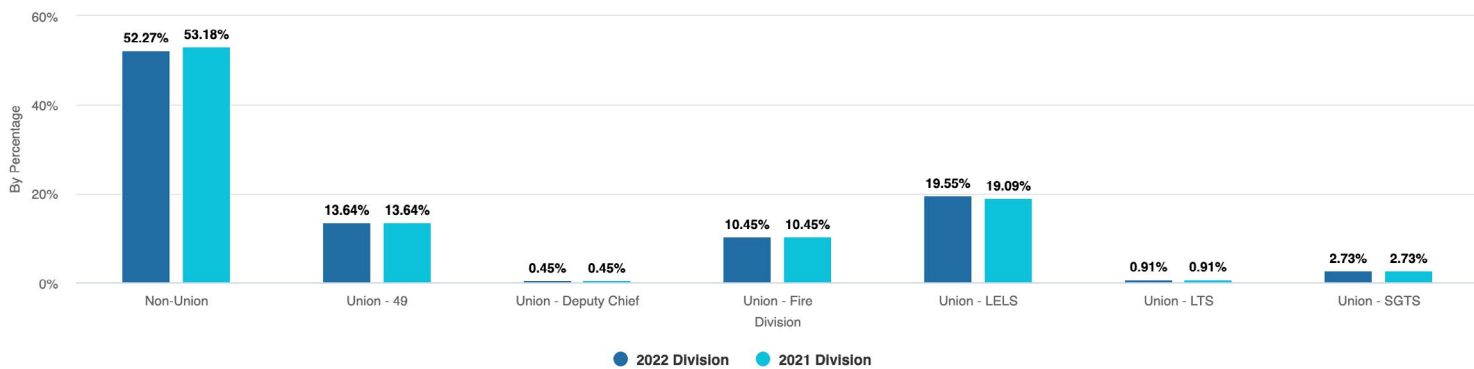
*This data is based on an annual demographic survey administered during the November 2022 open enrollment period for all benefit eligible employees.

2022 Roseville Workforce - Employees by Veterans Status



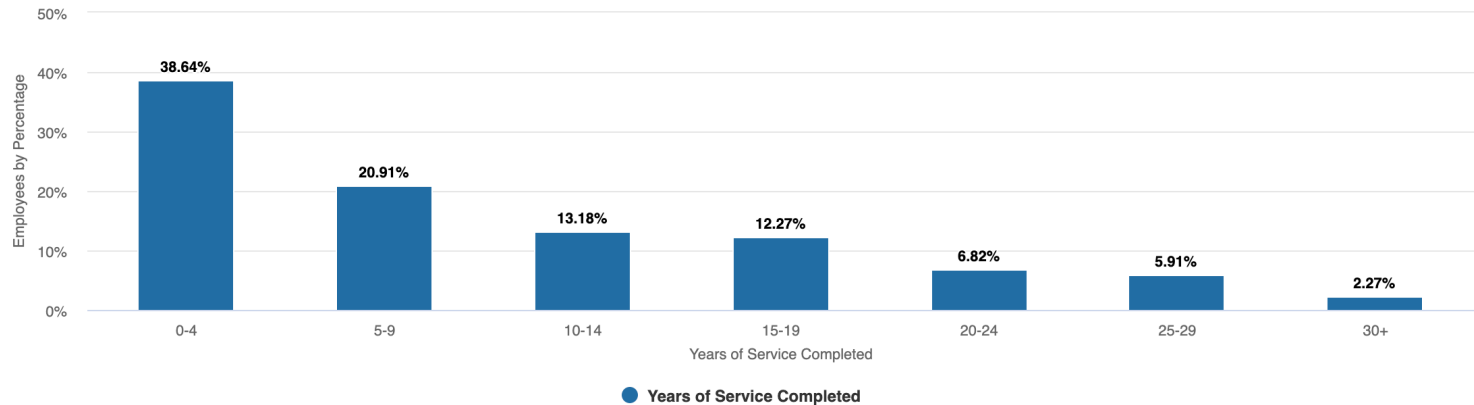
*This data is based on an annual demographic survey administered during the November 2022 open enrollment period for all benefit eligible employees.

2022 Roseville Workforce - Employees by Union



*This data is based on an annual demographic survey administered during the November 2022 open enrollment period for all benefit eligible employees.

2022 Roseville Workforce - Years of Service Completed



*This years of service data was collected internally through human resource systems and based on 220 employees as of November 2022.

An analysis of available data of Years of Service Completed by Race, as of November 2022, found:

- Of Asian employees, the average years of service completed was 7.1 years with 62% of Asian employees in the 0-4 year range;
- Of Black/African American employees, the average years of service completed was 2.5 years with 83% of Black/African American employees in the 0-4 year range
- Of American Indian employees, one employee completed 11 years of service
- Of Hispanic or Latino employees, the average years of service was 3.4 years with 71% of Hispanic or Latino employees in the 0-4 year range
- Of Other Race employees, the average years of service was 12.6 years with 38% of Other Race employees in the 0-4 year range
- Of White/Caucasian employees, the average years of service was 10 years with 35% of White/Caucasian employees in the 0-4 year range
- Of the 0-4 years of service range, approximately 25% of employees were BIPOC
- Of the 35 BIPOC employees, 60% had 4 years or less of completed service; 77% had 9 years or less of completed service

A similar analysis of available data of Years of Service Completed by Gender, as of November 2022, found:

- Of Female employees the average years of service completed was 8.5 years with 35% of female employees in the 0-4 year range
- Of Male employees, the average years of service completed was 9.9 years with 40% in the 0-4 year range
- Of Other gender employees, there was only 1 employee, with less than 1 year of service
- Of the 0-4 years of service range, approximately 28% of employees were female

New Hires January through November 2022

The following data summarizes time to hire and the demographic profile of 34 benefit eligible new hires to the City of Roseville between January 2022 to December 2022. This data does not include seasonal new hires. As the City of Roseville works to improve the diversity of the workforce through ensuring considerations of equity and inclusion are integrated throughout the hiring process, efforts are also underway to shorten time to hire and improve the candidate experience. Some important data to highlight in the below charts are:

- While BIPOC candidates made up 32.2% of applicants, 11.7% of new hires were BIPOC.
- Of BIPOC candidates deemed eligible (qualified) for the roles of which they applied, 35% were referred for an interview.
- Based on applications received, fewer Black/African American and Asian candidates were hired compared to any other demographic group, of which only one Black/African American candidate was hired and zero Asian candidates hired as of November 2022.
- With 27.3% of applicants self-identifying as female, the female demographic accounted for 32.25% of new hires; hiring in 2022 was over 60% male

*Applied = Application received

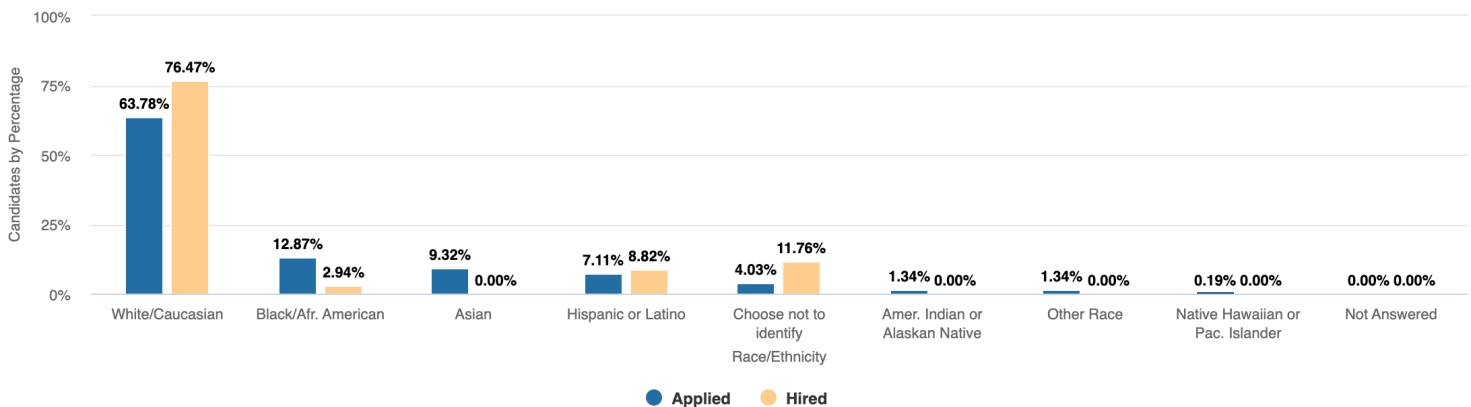
*Eligible = Meets minimum qualifications

*Referred = Referred to hiring manager for a first interview

*Offered = Letter of Offer provided to candidate

*Hired = Offer accepted and candidate hired

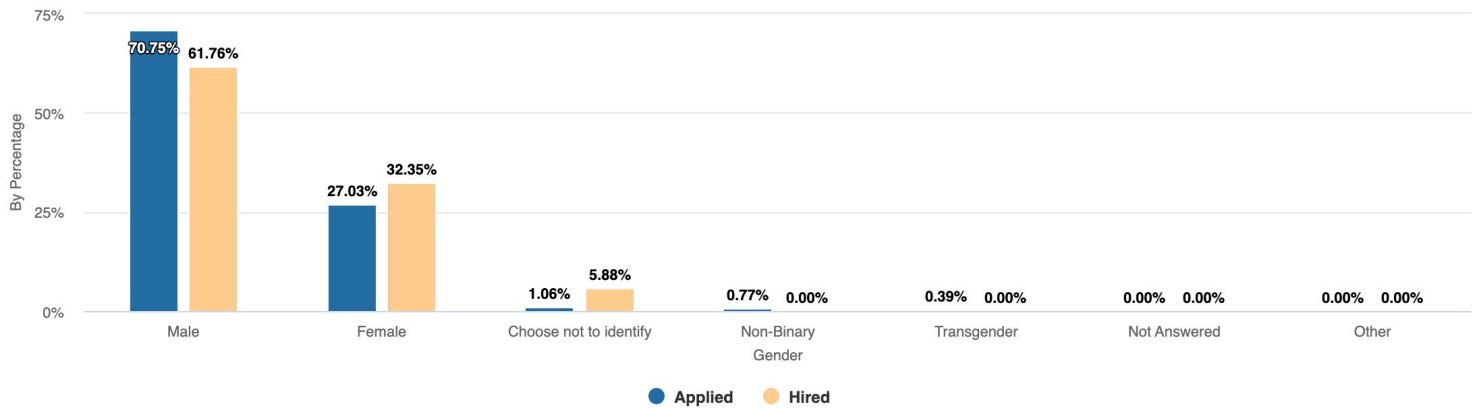
2022 Roseville Workforce - New Hires - Race/Ethnicity



This self-identified data collected during the candidate application process was based on 34 benefit eligible new hires from January to December 2022.

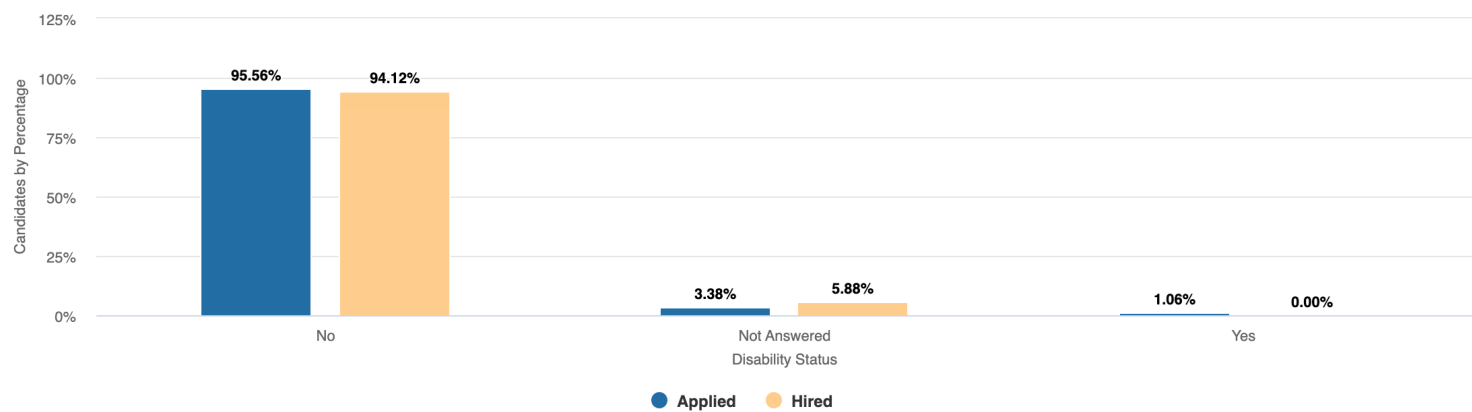


2022 Roseville Workforce - Seasonals - Gender

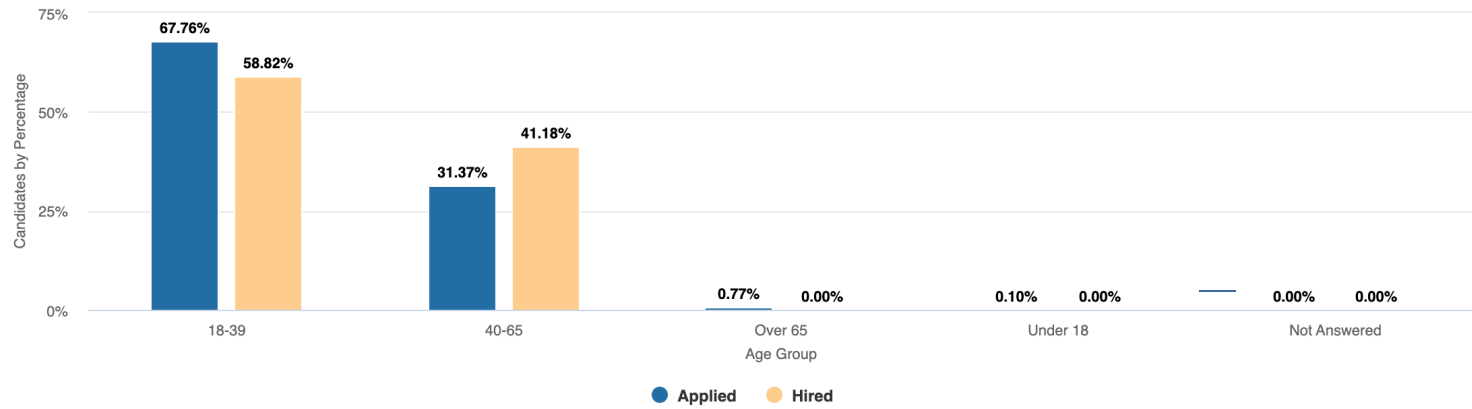


This self-identified data collected during the candidate application process was based on 34 benefit eligible new hires from January to December 2022.

New Hires - Sensory, Physical, Mental Disability Status

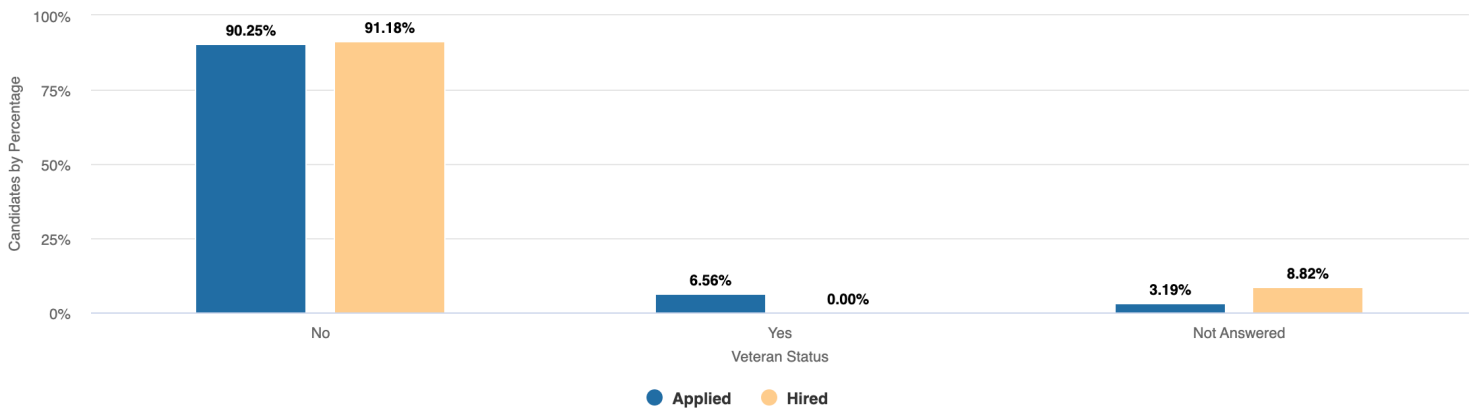


New Hires - Age Group



This self-identified data collected during the candidate application process was calculated based on 34 benefit eligible new hires from January to December 2022.

2022 Roseville Workforce - New Hires - Veteran Status



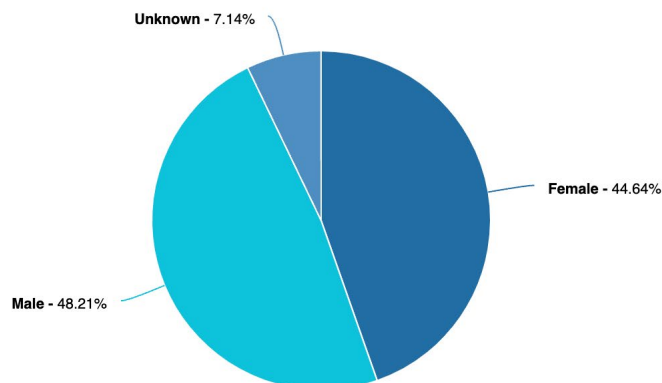
This self-identified data collected during the candidate application process was calculated based on 34 benefit eligible new hires from January to December 2022.

Seasonal

The City of Roseville annually hires approximately 200-250 seasonal employees, mostly youth and young adults, throughout the year, but primarily to assist with short-term summer and winter Parks and Recreation Department programming. The seasonal hiring process is an expedited process compared to year-round benefit eligible positions in the city. Seasonal staff generally complete an expedited application and a brief interview prior to hire and placement in a seasonal role. The collection of self-identified demographic data is currently optional and collected during the onboarding process for new hires. Continued efforts are underway to systematize the collection of seasonal demographic data for a larger and more representative sample.

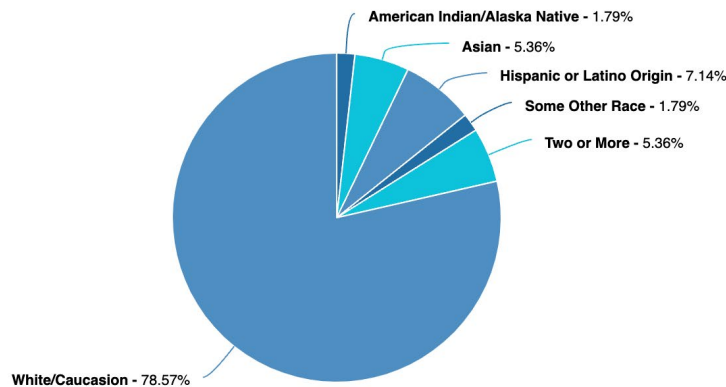
Data collected is summarized below.

Seasonals - Gender



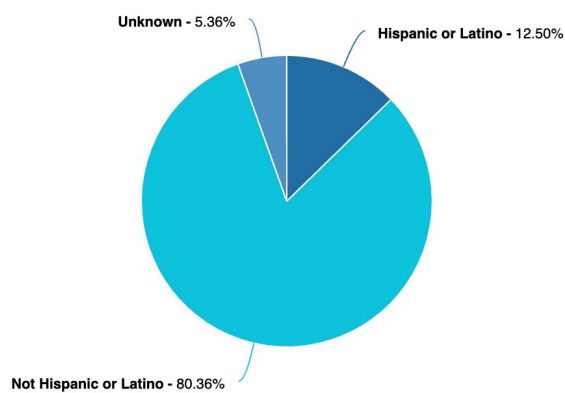
This optional, self-identified data was collected during the onboarding process for Seasonal staff in 2022. This data is based on 56 responses on the demographic questionnaire.

Seasonals - Race



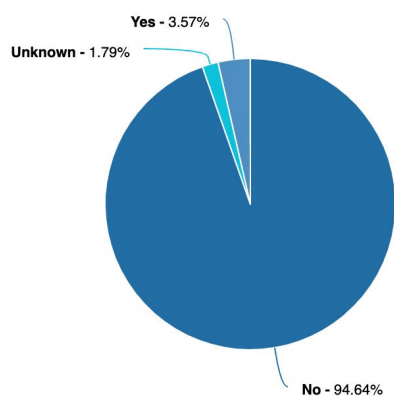
This optional, self-identified data was collected during the onboarding process for Seasonal staff in 2022. This data is based on 56 responses on the demographic questionnaire.

Seasonals - Ethnicity



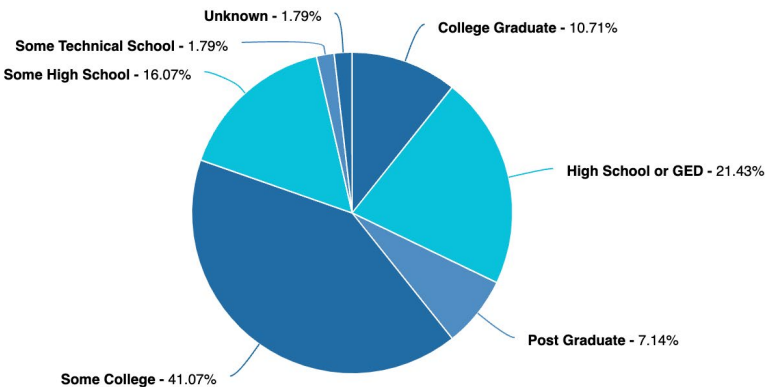
This optional, self-identified data was collected during the onboarding process for Seasonal staff in 2022. This data is based on 56 responses on the demographic questionnaire.

Seasonals - Sensory, Physical, or Mental Disability Status



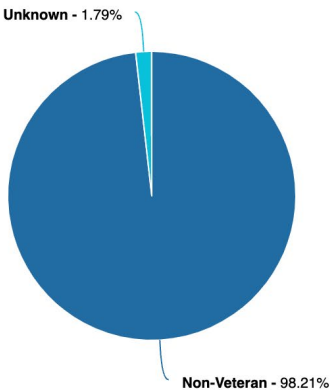
This optional, self-identified data was collected during the onboarding process for Seasonal staff in 2022. This data is based on 56 responses on the demographic questionnaire.

Seasonals - Highest Education Completed



This optional, self-identified data was collected during the onboarding process for Seasonal staff in 2022. This data is based on 56 responses on the demographic questionnaire.

Seasonals - Veterans Status

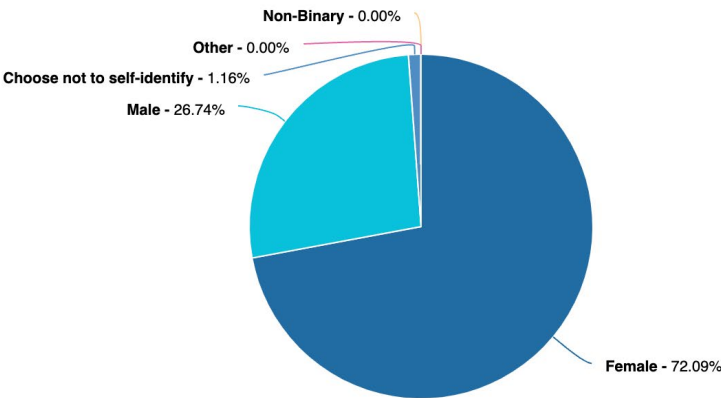


This optional, self-identified data was collected during the onboarding process for Seasonal staff in 2022. This data is based on 56 responses on the demographic questionnaire.

Volunteers

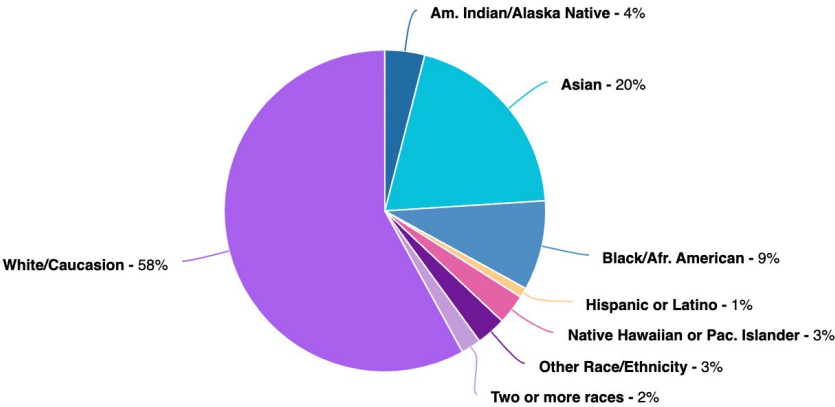
From January through December 2022, the City of Roseville had 2,118 active volunteers of which 667 recorded hours throughout 2022 totaling 6,812.50 hours of service. Volunteers ranged in age from 16 years old to 99 years old with an average age of 52 years old. Volunteers primarily assist the City in the operation, maintenance, upkeep of city programs and facilities – indoor/outdoor. Response to the demographic questionnaire provided on the volunteer application is optional to complete and all categories have an option to 'Choose not to self-identify'. Of those who responded to the demographic questionnaire on the volunteer application, the summarized data is below.

Volunteers - Gender



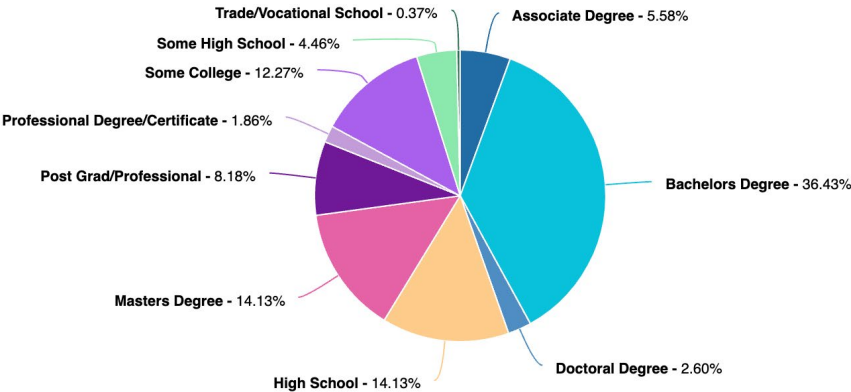
*This data was retrieved from the City's volunteer database. This self-identified information is optional to complete on volunteer applications and is based on 86 responses.

Volunteers - Race



*This data was retrieved from the City's volunteer database. This self-identified information is optional to complete on volunteer applications and is based on 100 responses.

Volunteers - Education Level Completed



*This data was retrieved from the City's volunteer database. This self-identified information is optional to complete on volunteer applications and is based on 269 responses.

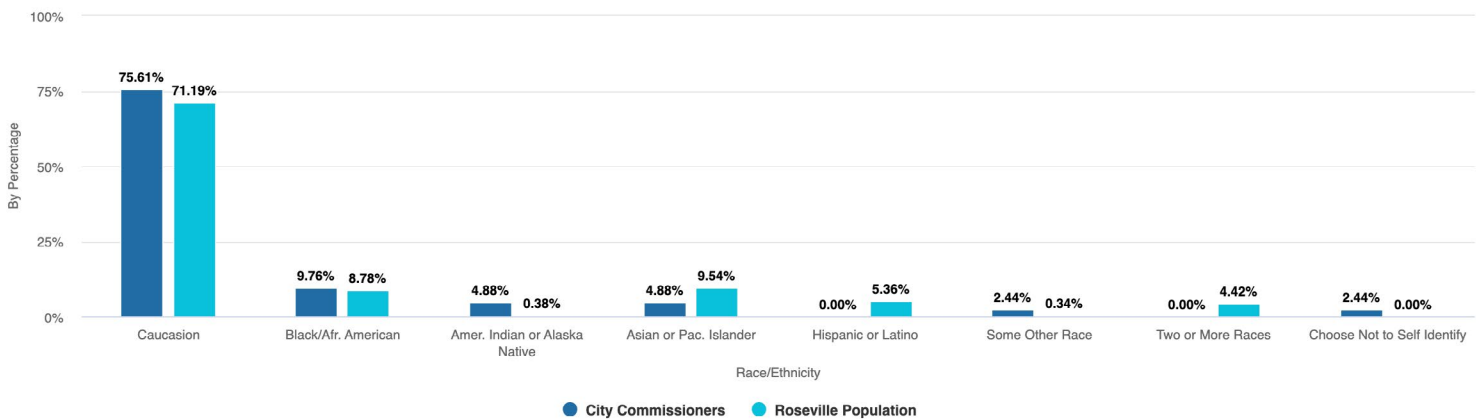
Commissions

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:

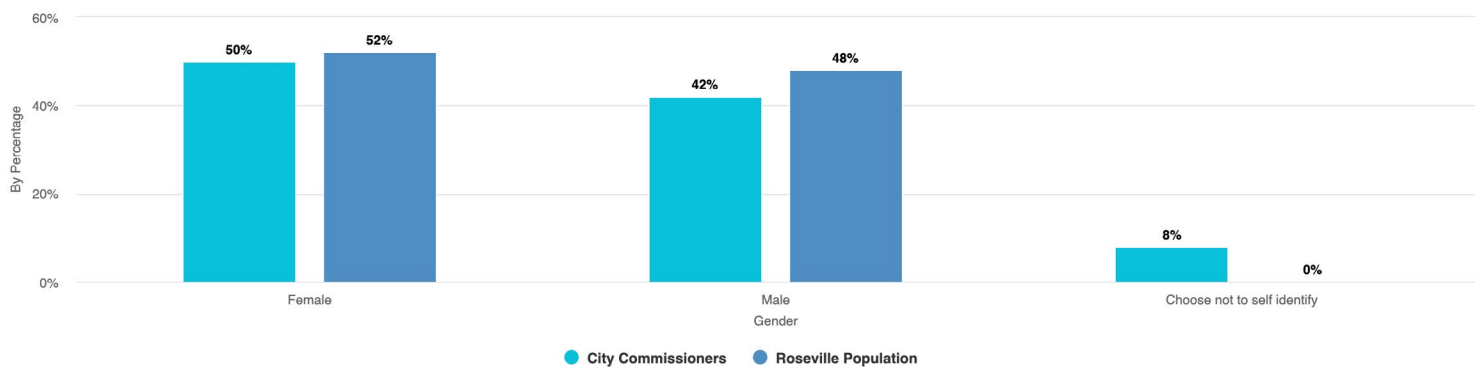
- While the racial and gender demographic data appears to be comparable between the Roseville population and city commissioners overall, an ongoing challenge is seeing this same diversity on each commission. Future data, will show the demographic breakdown of each commission separately.

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.

Letter of Commitment from City Manager

The data presented in the City of Roseville, MN Workforce Report is an analysis of available workforce data tied to the work of our Strategic Racial Equity Action Plan (SREAP). Our equity goals are directly tied to the City's aspirational goals. Our workforce, whether staff or volunteers, are the foundation to the services we are able to offer the Roseville community. As the City continues to grow and increase in racial diversity, it is more important now than ever, to ensure we are attracting diverse voices, perspectives, and lived experiences to enhance the great work city staff and volunteers already accomplish every day.

The demographic data in this report are part of a larger story of the City of Roseville workforce. While overall, it appears we are making progress toward having a workforce representative of the community we are serving, the demographic data disaggregated by race, gender, and the other categories looks different at a department level. As we remain committed to a workforce that truly represents the diversity and lived experiences of everyone in the community, a number of SMART goals have been identified as areas to focus process improvement efforts. The SMART goals, also tied to our SREAP, incorporate both equity and efficiency to ensure our hiring process and time served within the organization is a favorable experience for all. The SMART goals described below are centered around training for hiring managers on process and implicit bias, the development of a hiring manager packet, the completion of a new onboarding system, and a compensation study.

Hiring Manager Training

It is important to have a shared understanding of the process hiring managers should follow across the organization as well as a shared understanding of the scope and responsibilities specific to hiring managers. As a new process and new tools are developed to assist hiring managers, this SMART goal prioritizes learning and awareness of best practices and the biases that can directly affect how candidates are recruited and evaluated.

Hiring Manager Packet

A packet of which hiring managers would complete prior to posting any job vacancy, would encourage all hiring managers to thoroughly think through the process, timeline, updating of the job description, necessary minimum requirements, and the candidate experience through the hiring process. This hiring packet would enable human resources to better assist hiring managers and standardize the way in which we recruit talent.

Onboarding Platform

Human Resources is implementing an onboarding platform, which is a solution to standardizing the way in which new information is communicated and collected from new hires. With the implementation of this new platform, training will need to be provided to hiring managers.

Compensation Study

The City of Roseville will be completing a compensation study with a third party throughout 2023, positioning the organization to best understand compensation of our current workforce, appropriate classification of roles, competition in the market for similar talent, and best practices in moving closer to equitable compensation, matching the culture of equity and inclusion we are striving toward. This study is an important step in the city's ability to change current job descriptions and hiring processes.

City administration has already begun to lay the foundation for future progress on equity goals. Support from both staff and community are critical to continuing forward. Stay up-to-date on equity progress at CityofRoseville.com/equity.

With regards,

Pat Trudgeon, City Manager

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

Roseville Human Rights, Inclusion and Engagement Commission

Agenda Item

DATE: February 15, 2023

ITEM: 8.C.

ITEM DESCRIPTION: Staff Updates

Background

Staff will provide updates on the following:

- **Commission Recruitment –Adult & Youth**
- **Juneteenth Planning**
- **Staffing Updates**
- **All Staff and Leadership Training**