



**City Council
Special Strategic Planning
Meeting**

Monday, January 30, 2012

6:00 p.m.

City Council Chambers

(Times are Approximate)

- 6:00 p.m. **1. Roll Call**
Voting & Seating Order for January: Pust, Willmus, Johnson, McGehee, Roe
- 6:01 p.m. **2. Public Comment**
- 6:05 p.m. **3. Consent**
a. Authorize Filing of Pay Equity Report with DMB
- 6:10 p.m. **4. Vision, Mission & Values**
- 6:15 p.m. **5. Overview of Planning Process**
- 6:30 p.m. **6. Cobalt Presentation of Survey Data**
- 6:50 p.m. **7. 2011-2012 Workplan**
- 7:00 p.m. **8. Short and Long Term Department Goals**
a. Administration
b. Community Development
c. Finance
d. Fire
e. Parks and Recreation
f. Police
g. Public Works
- 7:30 p.m. **9. Short and Long Term City Council Goals**
a. Mayor Roe
b. Councilmember Johnson
c. Councilmember McGehee

- d. Councilmember Pust
- e. Councilmember Willmus

8:00 p.m. **10. Discussion, Conclusion, and Direction**

Some Upcoming Public Meetings.....

Wednesday	Feb 1	6:30 p.m.	Planning Commission
Tuesday	Feb 7	1:00 p.m.	Police Civil Service Commission (Annual Meeting)
Wednesday	Feb 8	6:30 p.m.	Ethics Commission
Thursday	Feb 9	6:30 p.m.	Parks & Recreation Commission
Monday	Feb 13	6:00 p.m.	City Council Meeting
No Meeting in February			Human Rights Commission
Thursday	Feb 16	4:00 p.m.	Grass Lake Water Management Organization
Monday	Feb 20		City Offices Closed - Presidents' Day
Tuesday	Feb 21	6:00 p.m.	Housing & Redevelopment Authority
Monday	Feb 27	6:00 p.m.	City Council Meeting
Tuesday	Feb 28	6:30 p.m.	Public Works, Environment & Transportation Commission
Tuesday	Mar 6	6:30 p.m.	Parks & Recreation Commission

All meetings at Roseville City Hall, 2660 Civic Center Drive, Roseville, MN unless otherwise noted.

Date: 1/30/12

Item: 10

Discussion,
Conclusion & Direction

No Attachment

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: 1/30/12
Item No.: 3 . a

Department Approval



City Manager Approval



Item Description: **Council Review of Required 2011 Equity Reporting**

1 **BACKGROUND**

2 This reporting is required once every three years under the 1984 Local Government Pay Equity
3 Act (M. S. 471.991-471.999 and the Minnesota Rules, Chapter 3920. As the regulations for said
4 reporting require the follow report data is to be reviewed by City Council and approved by
5 signature of the Mayor.

6
7 In order to meet the statutory delivery requirement, this report must be signed and electronically
8 delivered to the Minnesota Department of Management and Budget no later than 1/31/12. Non
9 compliance is subject to penalties.

10
11 As is shown on the compliance report (attachment B) it indicates that the City's compensation
12 system approved by the Council is in compliance at a range rate of 98.29%. A minimum of 80%
13 is required to be compliant. Of course only the state can judge our compliance for sure.

14 **POLICY OBJECTIVE**

15 To maintain compliance with the Local Government Pay Equity Act.

16 **BUDGET IMPLICATIONS**

17 There are no budget implications unless the City is found to be out of compliance which does not
18 appear to be the case. If the City is found out of compliance fines may be assessed daily until
19 the City achieves compliance.

20 **STAFF RECOMMENDATION**

21 Staff recommends approval of the 2011 pay equity reporting through the signature of the Mayor.

22 **REQUESTED COUNCIL ACTION**

23 Motion to approve the report the 2011 pay equity reporting through the signature of the Mayor.

24
25 **Attachments:**

26 A - Pay Equity Implementation Report

27 B - Compliance Report

28 C - Predicted Pay Report Graph

29 Prepared by: Eldona Bacon, Human Resources Manager

Pay Equity Implementation Report

1/25/2012

Part A: Jurisdiction Identification

Jurisdiction: City of Roseville
2660 Civic Center Drive
Roseville, MN 55113

Jurisdiction Type:

City

Contact: Eldona Bacon
Human Resources Manager

Phone: 651 792-7025
FAX: 651 792-7030

E-Mail:
dona.bacon@ci.roseville.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Consultant System

Description: Employer's Association Inc.

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference.

3. An official notice has been posted at:

City Hall
(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

City Council
(governing body)

Daniel J. Roe
(chief elected official)

Mayor
(title)

Part C: Total Payroll

\$12,393,423.45

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted: 1/31/2012

Daniel J. Roe, Mayor

Compliance Report

Jurisdiction: Roseville
2660 Civic Center Drive

Roseville MN 55113

Report Year: 2012
Case: 1 - 2011 DATA (Shared (Jur and MMB))

Contact: Eldona Bacon

Phone: (651) 792-7025

E-Mail: dona.bacon@ci.roseville.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	37	26	5	68
# Employees	108	47	15	170
Avg. Max Monthly Pay per employee	5,556.88	4,726.06		5,348.95

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 184.46 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	16	18
b. # Below Predicted Pay	21	8
c. TOTAL	37	26
d. % Below Predicted Pay (b divided by c = d)	56.76	30.77

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 153	Value of T = -3.218
-------------------------------	---------------------

- a. Avg. diff. in pay from predicted pay for male jobs = \$14
b. Avg. diff. in pay from predicted pay for female jobs = \$117

III. SALARY RANGE TEST = 98.29 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 4.91
B. Avg. # of years to max salary for female jobs = 5.00

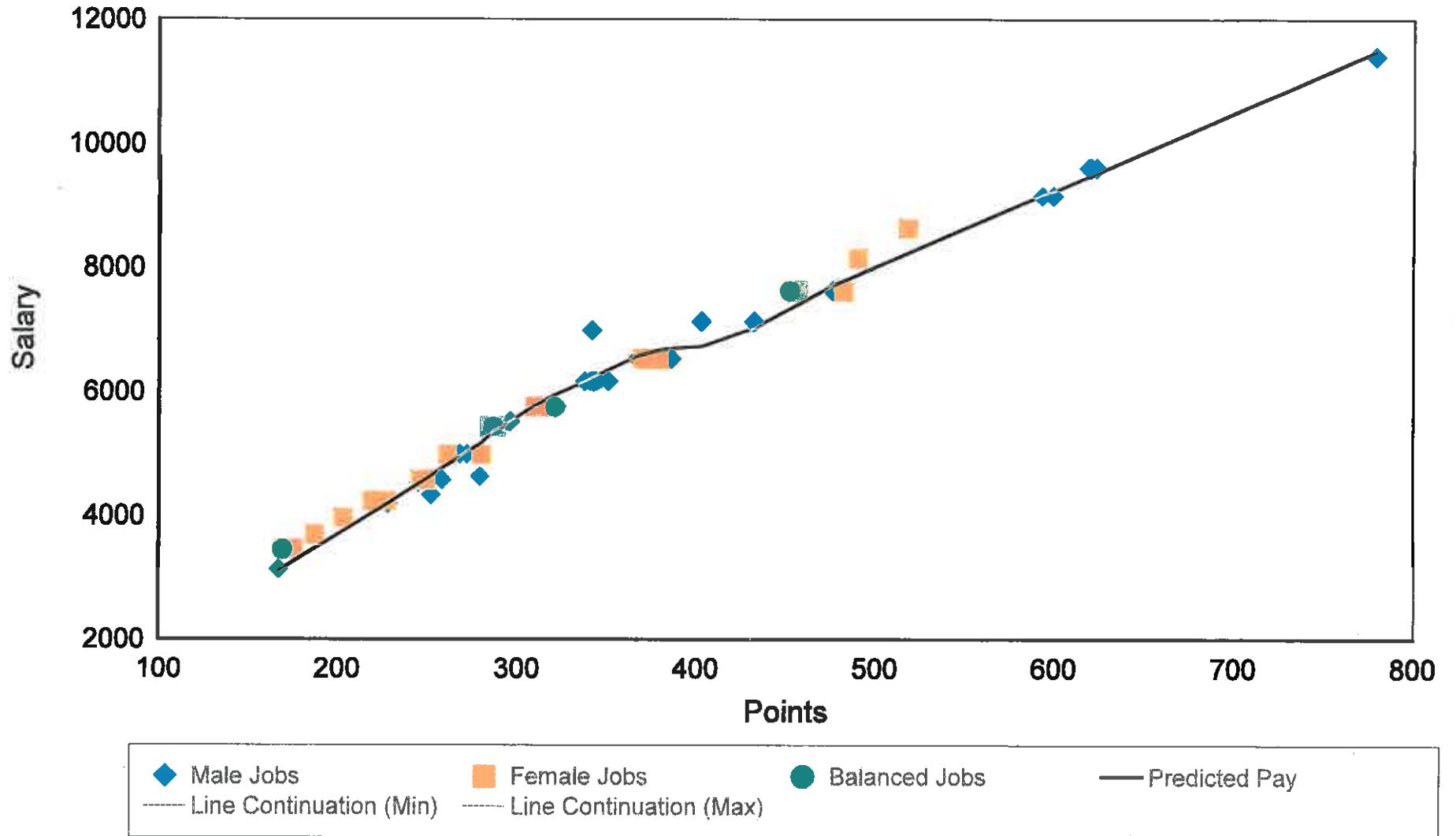
IV. EXCEPTIONAL SERVICE PAY TEST = 92.50 (Result is B divided by A)

- A. % of male classes receiving ESP 54.05 *
B. % of female classes receiving ESP 50.00

*(If 20% or less, test result will be 0.00)

Predicted Pay Report for Roseville
Case : 2011 DATA

1/25/2012



Date: 1/30/12

Item: 4

Vision, Mission & Values

No Attachment

Performance Management Program

Stakeholder Input

The City gets stakeholder input through:

- Public Hearings – budget schedule including public hearing dates
- Community Survey

Broad Policy Goals

The City Council and leadership team meet each year to set or update the City's broad strategic goals.

The City Council uses the input received through the stakeholder input to understand the interests and needs of the community.

The City Council then adopts the broad goals by resolution clarifying their commitment to the Goals.

Short Term Goals – Areas of Emphasis

The City Council and leadership team meet each year to set or update the City's broad strategic goals – as well as the “Areas of Emphasis”. These Areas of Emphasis are specific challenges, issues or tasks which the City wishes to make measurable progress on in the near future.

The City Council uses the input received through the stakeholder input to understand the interests and needs of the community.

The City Council then adopts the Areas of Emphasis, along with the broad goals by resolution clarifying their commitment to these issues. Also part of the resolution are the goals as established by the City Manager and staff. Together, they form the policy guidance for the City in it's strategic planning and budget development.

Short Term Goals – Strategic Plans

Each department updates their strategic plan on an annual basis. The plans include the goals and objectives for each department consistent with the City's goals and the needs identified by the departments. These plans are:

- Reviewed by any appropriate advisory Commissions
- Reviewed and approved by the City Manager
- Reviewed by the City Council
- Presented to the public at a televised meeting of the City Council

Macro Workshop and Financial Policies

Staff members develop the budget using guidance provided by the City Council and City Manager.

The guidance includes the adopted financial policies of the City. These policies are reviewed and updated annually by the City Council.

The City Council also conducts an annual review of the City's financial results and condition. The City Council, City Manager and staff review the prior year's audited financial report, current year budget status and prospects for the future.

The review of the City's Financial Policies and other budget review and development discussions occur at the annual "Macro Budget Workshop". This workshop provides a unique opportunity for the City to look at the "Big Picture" of the City's needs and fiscal programs.

Develop Operating and Capital Budget Requests

The City budget development process follows set annual/biennial steps.

The City Council adopts a budget and Capital Investment Plan (CIP)

Monitor Results

Once the City Council adopts a budget, it must be monitored closely.

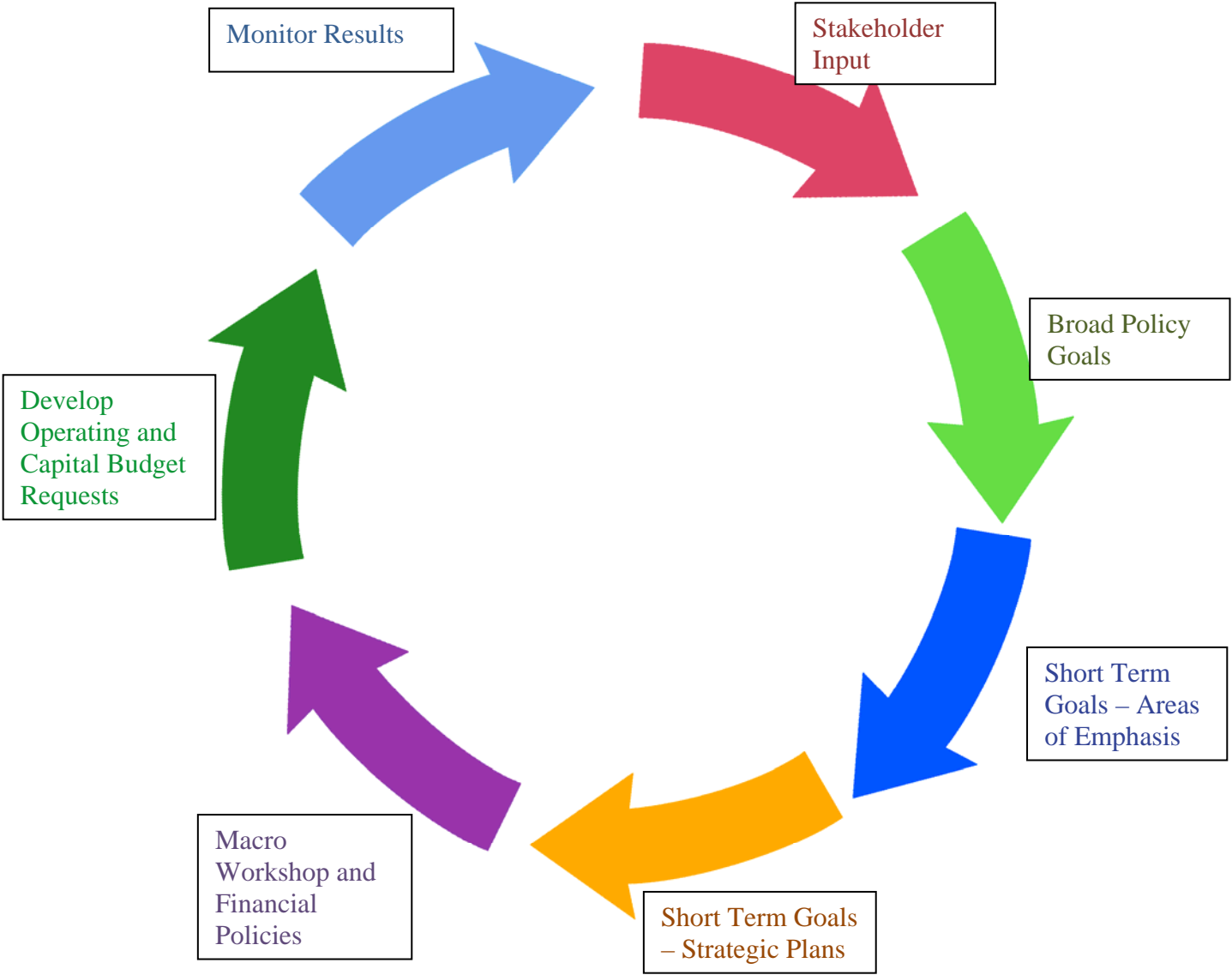
The City Council receives regular reports on the financial status of the many funds that make up the City's operating and capital budgets.

Additionally, the City conducts a Performance Measurement Program that identifies numerous activities of the City operations, and establishes goals and measures achievement of the goals and standards.

This information is shared with the Community.

The process begins again with community input for the next budget cycle.

Performance Management Program




REQUEST FOR COUNCIL ACTION

Date: January 23, 2012
Item No.: 13.d

Department Approval

City Manager Approval


Item Description: Receive and Review Proposed Strategic Planning Materials

1 **BACKGROUND**

2 On January 31 and February 6, the City Council and Department heads will meet to identify
3 goals and strategies to meet the goads for 2013 and beyond.

4 The City recently invested in two efforts, Imagine Roseville 2025 and the Community Survey, to
5 get citizen input on what is important to the community.

6 Staff reviewed the 15 Imagine Roseville 2025 goals and matched with the benchmarking from
7 the 2011 survey. Staff assigned benchmarks to specific goals and recorded the community's
8 overall satisfaction in each area. In some instances, the benchmarks measured two or more
9 IR2025 goals.

10 This data will be helpful for the Councilmembers, Mayor and Department Heads to identify "big
11 picture" goals.

12 **POLICY OBJECTIVE**

13 Provide City Council and staff with background materials to prepare for strategic planning
14 session(s).

15 **FINANCIAL IMPACTS**

16 None

17 **STAFF RECOMMENDATION**

18 Receive and review strategic plan materials.

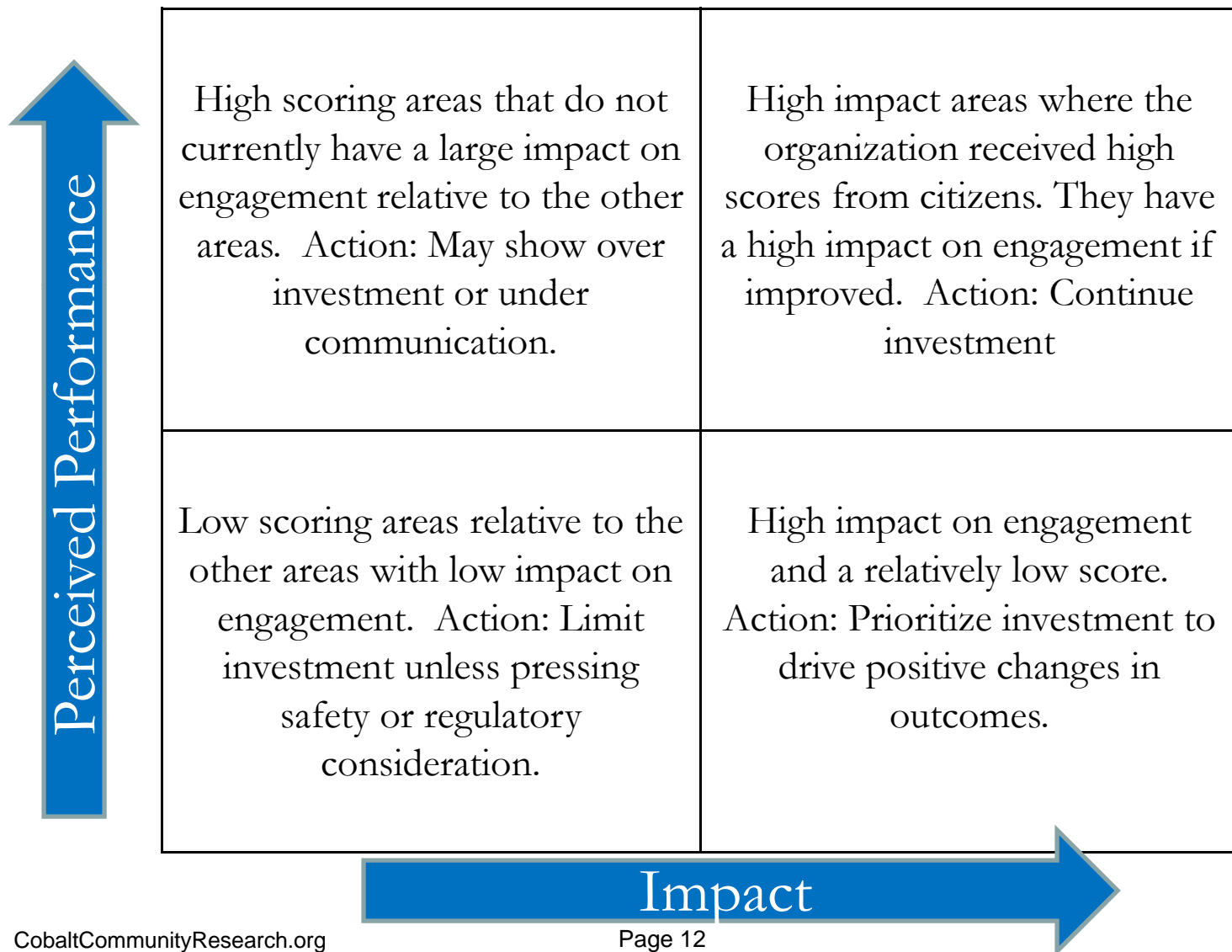
19 **REQUESTED COUNCIL ACTION**

20 Receive and review strategic plan materials.

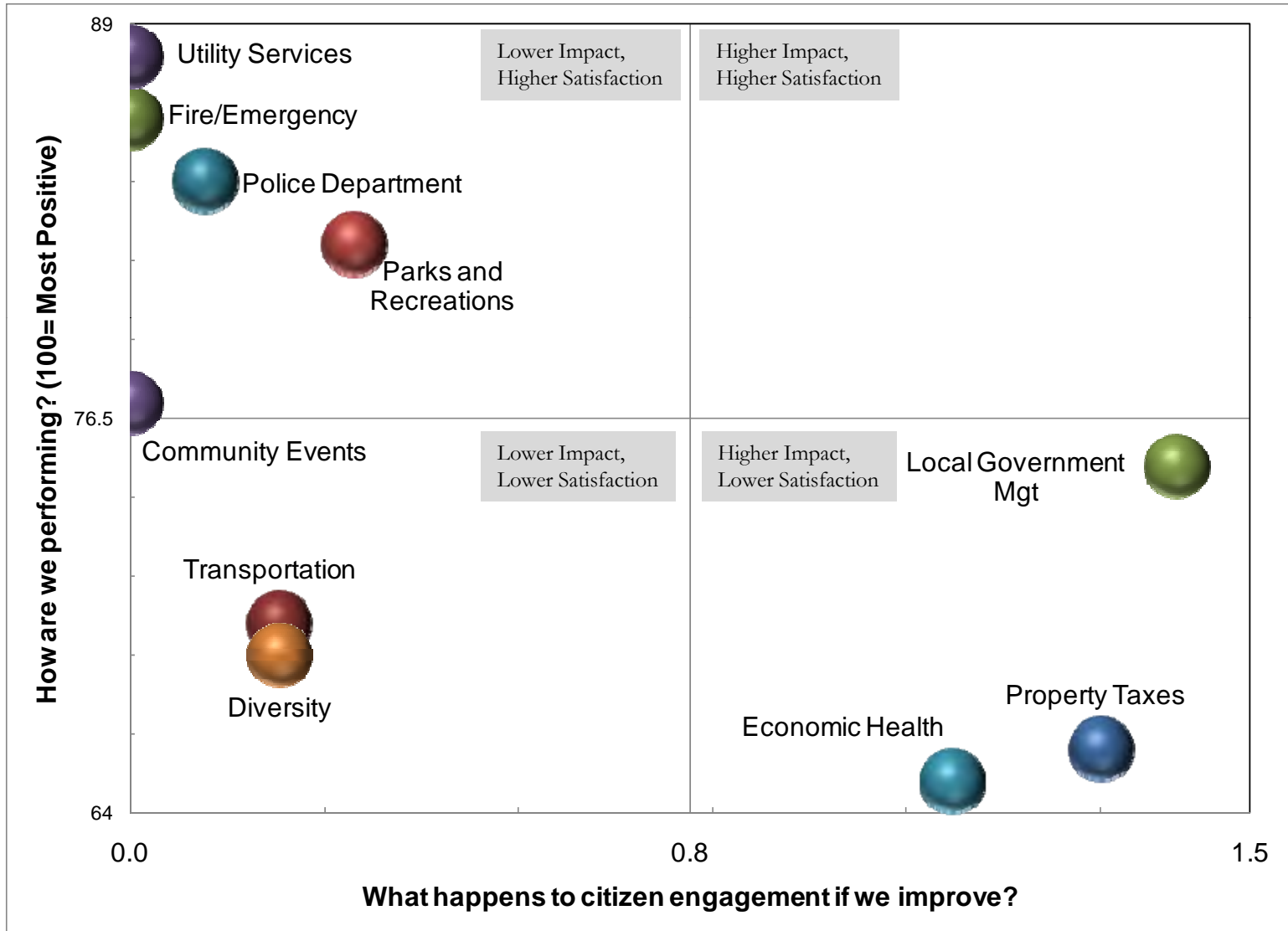
21
22
23

Prepared by: William J. Malinen
Attachments: A: Survey Identified Community Questions – Long-term Drivers and Strategic Priorities
B: Benchmark Comparisons

Understanding the Charts: Community Questions – Long-term Drivers



Drivers of Satisfaction and Behavior: Strategic Priorities



Comparison of Survey Benchmarks
Identifying benchmarks that fit with Imagine Roseville 2025 Goals

Goal: Roseville is a welcoming community that appreciates differences and fosters diversity

- Range of cultural offerings 77
- Ethnic Diversity 67
- Efforts to support diversity 72

Goal: Roseville is a desirable place to live, work, and play

- Community events 77
- Availability of jobs 57
- Stability of property values 60
- Parks and Recreation 82
- Community Image 80
- Great place to live 83
- Great place for business 78
- Perfect community for me 77

Goal: Roseville has a strong and inclusive sense of community

- Responsive to citizens ideas 72
- Efforts to support diversity 72
- Community satisfaction 72
- Enjoyable for children 84
- Enjoyable for young adults 74
- Enjoyable for seniors 84
- Enjoyable for everyone else 83

Goal: Roseville residents are invested in their community

- Remain in community 79
- Plan to volunteer 51

Goal: Roseville is a safe community

- Fire and emergency medical services 86
- Adequate fire coverage 86
- Fire prevention education 79
- Quick response to fires 88
- Quick response to emergencies 90
- Police Department 84
- Respectful treatment 84
- Safety education 83
- Fast response 85
- Safe place to bike and walk 77
- Safe place to walk at night 69

Goal: Roseville housing meets community needs

- Affordability of housing 66
- Remain in community 79

Goal: Roseville is an environmentally healthy community

- Bicycle and foot traffic space 64

Goal: Roseville has world-renowned parks, open space, and multigenerational recreation programs and facilities

- Community events 77
- Range of cultural offerings 77
- Strong/vibrant art community 73
- Variety of events 79
- Parks and recreation 82
- Facilities meet your needs 82
- Facility maintenance 82
- Quality of programs 83
- Variety of programs 82

Goal: Roseville supports the health and wellness of community members

- Bicycle and foot traffic space 64
- Fire prevention education 79
- Safety education 83

- Reliability of water/sewer 89
- Safe place to live 82
- Safe place to bike and walk 77
- Safe place to walk at night 69

Goal: Roseville supports high quality, lifelong learning

- Facilities meet your needs 82
- Variety of programs 82

Goal: Roseville has a comprehensive, safe, efficient, and reliable transportation system

- Transportation 71
- Road maintenance 75
- Road signage 80
- Traffic free of congestion 64
- Public transportation options 54
- Bicycle and foot traffic space 64

Goal: Roseville has well-maintained, efficient, and cost-effective public infrastructure

- Road maintenance 75
- Road signage 80
- Traffic free of congestion 64
- Bicycle and foot traffic space 64

Goal: Roseville has technology that gives us a competitive advantage

- Services well managed 78
- Well trained employees 78

Goal: Roseville has a growing, diverse, and stable revenue base

- Availability of jobs 57
- Strength of local economy 67
- Great place for business 78
- Encourage business start up 59

Goal: Roseville responsibly funds programs, services, and infrastructure to meet long-term needs

- Utility services 88
- Reliability of water/sewer 89
- Adequate garbage collection 88
- Road maintenance 75
- Road signage 80
- Services well managed 78
- Well trained employees 78
- Facility maintenance 82
- Quality received for taxes 66

Margaret Driscoll

From: Margaret Driscoll
Sent: Thursday, January 26, 2012 1:41 PM
To: Margaret Driscoll
Subject: 6. attach FW: Explanation of the genesis of Attachment B for item 13 B Receive and Review Strategic Planning Materials

From: Tim Pratt
Sent: Monday, January 23, 2012 3:03 PM
To: Margaret Driscoll
Subject: Explanation of the genesis of Attachment B for item 13 B Receive and Review Strategic Planning Materials

The citizen led Imagine Roseville 2025 process was developed to guide planning by, in part, identifying goals for Roseville. The 2011 resident survey generated data on how well the City is doing on specific quality of life factors. Those factors are part of the American Consumer Satisfaction Index (ACSI) created by Cobalt Community Research. Residents rate each factor and a composite score is develop and shown as a number on a scale of 1-100.

Bill asked Carolyn and me to integrate the survey data with the IR 2025 goals. Attachment B represents each IR 2025 goal in bold and underneath each are the corresponding quality of life factors from the survey and their scores.

Link to the IR 2025 Goals and Strategies matrix <http://www.cityofroseville.com/DocumentView.asp?DID=1181>

Link to the survey Summary Report <http://www.cityofroseville.com/DocumentView.aspx?DID=4530>

Tim Pratt
Communications Specialist
City of Roseville, MN
2660 Civic Center Drive
Roseville, MN 55113
651-792-7027

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REQUEST FOR COUNCIL ACTION

Date: January 23, 2012
Item No.: 7.k

Department Approval

City Manager Approval



Item Description: Receive City Council Work Plan Report

1 **BACKGROUND**

2 On March 28, 2011, the City Council adopted the City's Work Plan. Throughout the year, staff
3 have reviewed the plan and incorporated steps to achieve the goals.

4 **POLICY OBJECTIVE**

5 Review the work being done on the City's Work Plan and provide additional direction to staff.

6 **FINANCIAL IMPACTS**

7 None

8 **STAFF RECOMMENDATION**

9 Review the updated work plan.

10 **REQUESTED COUNCIL ACTION**

11 Review the updated work plan.

12

Prepared by: Bill Malinen, City Manager
Attachments: A: Updated Work Plan Recommendation

**2011 Work Plan
3/28/11 (updated 12/11)**

Rank	#		Recommendations	Lead Dept	Other	Other	Notes
1 - Done	1	Civic Engagement	Routinely seek community input to evaluate and continuously improve city services	Admin			Done - Biannual survey, focus groups, community meetings (7/11 Parks survey)
Done	2	Civic Engagement	Provide greater public access to all levels of city government. (council, commission packets/agendas/meeting minutes, contact info for council & commission members)*	Admin			Done - Define what greater public access means (8/11 Publicity, Minutes, Televising, Minutes within one week, Laserfiche)
	3	Civic Engagement	Support Human Rights Commission's efforts on civic engagement and neighborhoods*	Admin	Council		Needs to be defined (7/11 Tables at Discover Your Parks; FNO; N to U engagement) (8/11 Commission Meeting for engagement)
2- Done	4	Civic Engagement	Create city-wide record management system to accurately and electronically create, store and retrieve documents	Admin			Done - departments must input information (8/11 Trained employees)
4	5	Civic Engagement	Continue and possibly expand the Department's New American Forums in cooperation with Human Rights Commission and Fire Department	Admin	Fire	Police	(7/11 - 7/14 Safety Meeting w/Karen Students; 7/25 1/2 day Karen Safety, 7/26 Discover Your Parks at Tamarack; Soccer Goals; Karen at RSC); Karen "Adopt a Family" 12/11 RM
3	6	Staffing and Organizational Management	Evaluate Service	Admin	All		Depends on results/satisfaction (7/11 Yes/Staffing Levels, Job Duty Realignment) (7/11 Yes, Succession Planning)
Low	7	Budget and Finance	Evaluate Roseville's costs of providing services/service levels, against a group of peer cities*	Admin	Finance		Challenge - find cities w/ similar programs and cost allocations/time spent profiles (8/11 Woodbury)
	8	Parks and Recreation	Support Volunteer Management Program	Admin	All		Hire .5 FTE Volunteer coordinator Is this city or P&R program - (7/11 Maximizing what we can ___ new \$ for this)
	9	Civic Engagement	Identify performance measurements	All	Council		Have identified performance measures. Reallocation depends on results/satisfaction - (7/11 Done and reallocate resources based on measured performance results and citizen satisfaction) - (7/11 Not yet)
2	10	Staffing and Organizational Management	Create a succession, leadership, career development, training, recruitment and retention management plans to ensure quality service	All			Not doable in some department. Training needed in PD PW has positions for review (7/11 PD looking at training ideas) Still looking 12/11 RM
3	11	Collaboration	Foster collaboration between the city and community based organizations, groups and individuals	All			Networking costs staff time, collaboration requires staff time and money. Consider current job responsibilities - may need new hires to take on new tasks
3	12	Collaboration	Participate in regional and intergovernmental collaborations for shared service opportunities	All			ongoing - JPA w/Maplewood for engineering - (7/11 Forest Lake JPA, Lauderdale Rec JPA) (8/11 On-line Benefits System) This seems misplaced?? 12/11 CM
	13	Environmental	Model Better Environmental Stewardship*	All - (7/11 Engaged in ___)			ID how. Geothermal, sustainability plan, rewrite building codes, environmental purchasing plan. No Hybrids or propane conversion kits Joint efforts. w/watersheds.; 7/11 CNG analysis - not cost effective; Become a Green Step City 12/11 TP.
1	14	Housing and Community Development	Adopt Sub-Area Twin Lakes Regulating Map in accordance with City Zoning Code -	Comm Dev	Council		(7/11 Almost done) Done - Adopted 9/25/11 12/11 PT
2	15	Housing and Community Development	Modify and update City Code to be in compliance with Comprehensive Plan and Zoning code*	Comm Dev	Council		(7/11 Ongoing) (7/11 Variance, Accessory, and Sign Codes) ADU approved 10/10/11 12/11 PT
3	16	Housing and Community Development	Strategically look at City's role in fostering the redevelopment of Twin Lakes	Comm Dev	Council		Cost/time depend on process undertaken. Cost/hours does not take into account action taken after review is completed. (7/11 Long Range Planning Discussion) No activity 12/11 PT

*Council initiated item

**2011 Work Plan
3/28/11 (updated 12/11)**

Rank	#		Recommendations	Lead Dept	Other	Other	Notes
4	17	Housing and Community Development	(7/11, Related to #19) Aggressively deal with problem multi-family properties including encouraging the HRA's role in these issues <i>receivership for management</i>)	Comm Dev			Depends of solution, costs count by higher than \$100,000 (acquisition). - (7/11 HRA/Staff exploring receivership for management) HRA disucssion in October meeting, will continue into 2012 12/11 PT
5	18	Housing and Community Development	Re-write land uses notice policy*	Comm Dev	Council		(7/11 Civic Engagement Task Force?)
6	19	Housing and Community Development	(7/11 Related to #17) Encourage HRA's role in multi-family housing issues, registration/licensing/inspection/HIAs* -	Comm Dev	Council		Assume hire personnel to inspect licensed properties. (7/11 Exploring registration to get info on owner and manager) HRA disucssion in October meeting, will continue into 2012 12/11 PT
7	20	Housing and Community Development	Create a comprehensive economic development policy and mission to support existing businesses within Roseville and that also markets our community to attract new businesses	Comm Dev			Costs do not include ongoing cost support for program e.g. incentives, marketing material. Staff time indicates marketing efforts & outreach to businesses. (7/11 Long Range Planning Low rate) Council discussion 9/19/11 & Navigating the New Normal 11/15/11 12/11 PT
8	21	Civic Engagement	Support initiatives to better communicate with (7/11 <u>local businesses</u>) and 2025 vision to continue to recognize and incent the spirit of "volunteer" within Roseville* - <i>No new initiative ___ Neighborhood Task Force?</i>	Comm Dev	Council		Goal unclear what trying to do Could be part of economic devel policy work. (7 above) hard to gauge \$/time commitment, Depend on how, what we do. Need communications plan to communicate IR 2025
	22	Capital Investment and Infrastructure	Dedicate new monies to eliminate funding gaps in City's asset replacement programs - (7/11 see 2012 Budget)	Council			In Progress: Funding approval pending until November 12/11 CM
	23	Capital Investment and Infrastructure	Support findings of the Fire Building Committee* - (7/11 Approve RFP for Arch & C Mgr)	Council			In Progress: Bond sale pending 12/11 CM
	24	Staffing and Organizational Management	Adequately fund police department to current staffing levels - ? (7/11 See 2012 Budget); See 2013 Budget 12/11 RM	Council			Additional funds
high	25	Budget and Finance	Establish realistic budget expectations to achieve goals	Council	Admin	Finance	In progress 12/11 CM
	26	Budget and Finance	Direct new investments (?) to high-priority programs and services	Council			(7/11 See 2012 Budget) In Progress 12/11 CM
	27	Budget and Finance	Reduce (or hold constant) General Fund budget and assess any tax levy to support infrastructure needs*	Council			(7/11 See 2012 Budget) In Progress 12/11 CM
	28	Budget and Finance	Strengthen Financial Stability of City Budget System*	Council			(7/11 See 2012 Budget) In Progress 12/11 CM
Done	29	Budget and Finance	Budget process	Council	Finance		(7/11 fine-tuning including establishing budget calendar and evaluate reserve fund account ratios*) - (7/11 Calendar done and adhering) Completed 12/11 CM
	30	Budget and Finance	Eliminate low-priority programs or services	Council			(7/11 attempted w/recommendation) No action taken 12/11 CM
Done	31	Code	Re-write gambling ordinance ~ Local Charitable Gambling *	Council	Finance		(7/11 Done July) Partially complete. Revised agreement with North Suburban Community Foundation is pending. 12/11 CM

*Council initiated item

**2011 Work Plan
3/28/11 (updated 12/11)**

Rank	#	Recommendations	Lead Dept	Other	Other	Notes
	32	Transportation Resurrect NorthEast Corridor Planning in Coordination with Metropolitan Council	Council			(7/11 Not done - Metro Cities?)
1	33	Environmental Ordinance Updates	Engineer	Council		PWETC (7/11 Shoreland-waiting on DNR, -Erosion Control-Coming, and Coal Tar-Done)
2	34	Environmental Citywide Wetland Inventory (mandate)	Engineer			
3	35	Environmental 2012 Comprehensive Surface Water Management Update (mandate)	Engineer			(7/11 preparing RFP)
4	36	Transportation Participate in Planning Rice St Reconstruction Phase 2 - yes , County Rd. B-2 Rosedale area Project - yes , Lexington Ave. Interchange Replacement (2014)	Engineer	Council		Ramsey County and State funded - (7/11 Engaged in all)
5	37	Transportation Develop <i>Neighborhood</i> Traffic Management and Overhead Electric Undergrounding Policy - <i>MNDOT at PWET</i>	Engineer	Council		
6	38	Capital Investment and Infrastructure Asset Management Software Implementation	(7/11 Parks Req) Engineer	(7/11 25%)		2012 CIP (7/11 Reviewed 10+ systems in CIP/Utilities)
7	39	Environmental Analyze expansion of Campus Geothermal System throughout city hall campus	Engineer			
8	40	Transportation Improve Walkability of Neighborhoods By Continuous Additions of Trails and Sidewalks	Engineer	Park & Rec	Finance	(7/11 Dale Street; Fairview out to bid; Acorn) (7/11 Need staffing support too.)
high	41	Capital Investment and Infrastructure Develop, implement, adequately fund long-term capital and infrastructure management program	Finance	Council		(7/11 See 2012 Budget/CIP) Long-term evaluation of CIP needs is complete. Funding app
low	42	Staffing and Organizational Management Allow for field data entry and external access to the network - <i>little done;</i>	Finance			10/11 PD took step forward by working with IT to purchase a mobile system that will support field reporting for other departments 12/11 RM; No funding available 12/11 CM
1	43	Parks and Recreation Support Implementation of Parks and Recreation Master Plan – Support Citizen Organizing and Implementation Teams including identifying other funding mechanisms	Park & Rec	Council		(7/11 In progress)
2	44	Environmental Administer Minnesota Department of Agriculture Grant process by 5/11	Park & Rec			EAB - in progress (7/11 Done Re____ grant closed)
3	45	Parks and Recreation Explore the possibility of the creation of a parks district - combine the amenities offered by Roseville with other surrounding communities*	Park & Rec	Council		(7/11 preliminary, but limited work)
4	46	Parks and Recreation Explore the possibility of the creation of a parks board*	Park & Rec	Council		- preliminary, but limited work

*Council initiated item

1 **Department of Administration Short-Term and Long-Term Goals**

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5 **Short-term Goals (2013)**

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- Continue cost containment of health insurance costs
- Work for passage of Local Option Sales Tax authority
- Implement HRIS (Human Resources Information System)

10

11

12 **Long-term Goals (2014-15)**

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- All funds achieving fund balance policy levels
- Implement sustainable financial plan with resources for all capital needs.
- Improve tax base to stabilize tax rate

1 Community Development Short-Term and Long-Term Goals

2

3 Short-term goals (2013)

- 4 • Implement multi-family regulations with effective enforcement measures that will
5 provide for well-maintained, sanitary, and safe multi-family properties.
- 6 • Implement technology upgrades to department operations that will increase department
7 efficiency as well as greater citizen access to department information.
- 8 • Implement economic development initiatives and policies currently under discussion in
9 2012.
- 10 • Expand the Neighborhood Enhancement Program proactive code enforcement efforts to
11 commercial properties.

12

13 Long-term goals (2014-15)

14

- 15 • The City, along with the HRA, aggressively address the underlying issues affecting
16 certain SE Roseville properties including possible acquisition.
- 17 • Continue to lobby for the Northeast Diagonal transportation corridor.

18

Margaret Driscoll

From: Bill Malinen
Sent: Thursday, January 26, 2012 11:11 AM
To: Margaret Driscoll
Subject: 8.c Finance Short and Long Term Goals

-----Original Message-----

From: Chris Miller
Sent: Tuesday, January 24, 2012 1:46 PM
To: Bill Malinen
Subject: Short & Long Term Goals

Bill,

Here is my list of goals for the upcoming Strategic Planning sessions.

Short-Term Goals

- v Implement phase II of the utility infrastructure financing package (remaining 50% needed).
- v Revisit program priorities and consider eliminating lesser-valued programs to create new funding for higher-valued or underfunded programs.

Long-Term Goals

- v Establish sustainable funding mechanisms for the replacement of city information systems, streets, sidewalks, and parking lots.
- v Create incentives to foster redevelopment of underutilized properties and to eradicate areas of high-crime concentration.
- v Engage industry experts to identify programs and amenities necessary for cities to remain vibrant in the future. i.e. long-term planners, retail experts, housing and transportation officials, etc.

Thanks.

Christopher K. Miller
Finance Director
City of Roseville, MN 55113
651-792-7031

2012 City Council Strategic Planning Meeting

Fire Department

2012 Goals (Short term)

1. Fire Department Station planning and construction

- a. Continue the planning stage of the station project
- b. Transition from planning to construction phase of the project
- c. Complete fire station project with anticipated move in date of September 2013

2. Staffing Program Support

- a. Community based staffing program allowing firefighters to be on-duty in the fire station ready for immediate response to fire and medical emergencies
- b. Expanding our current recruitment plan
- c. Continue to explore ideas to assure stable staffing levels with continued focus on daytime available firefighters

3. Complete Department Reorganization

- a. Reorganization process/roles and responsibilities at all officer levels

2013-15 Goals (Long Term)

1. Shared Services

- a. Continue to pursue opportunities for sharing of services with surrounding fire departments

2. Emergency Medical Care, Services, & Training

- a. Evaluate current and future opportunities for service improvements and cost recovery
- b. Evaluate current service levels and make adjustments as needed and practical
- c. Evaluate current medical direction and continued training levels and pursue opportunities for improvement
- d. Evaluate current services available for our senior population and recommend opportunities for expanded levels of service

3. Firefighter (Part-time) Pay & Benefits

- a. Review current part-time wages and make adjustments as needed
- b. Review current part-time benefit package and begin the process of bring them in line with other part-time staff programs

4. Update Emergency Operations Plan

- a. Assure all city staff have completed necessary Federal training
- b. Conduct emergency operations training for all city employees



Short Term Goals - Parks and Recreation Department – 2012-2013

- Successfully complete 2012 Park and Recreation Renewal Program (PRRP)
- Refine the process for 2013-15 Park and Recreation Renewal Program
- Research and implement sustainable methods in areas where appropriate
- Support Maintenance Program to a level needed to maintain current assets as well as future acquisitions
- Redefine Park Improvement Program (PIP) / Capital Improvement Plan (CIP)
- Establish Volunteer Management Program
- Respond to community interests in recreation and wellness opportunities
- Define a strategy for a Community Center – conduct feasibility study
- Update City Comprehensive Plan
- Maintain annual accreditation status and be prepared for full audit in 2014
- Explore the potential for implementing a park board or park service district

Long Term Goals - Parks and Recreation Department – 2013- 2014 -2015

- Execute 2013-15 Park and Recreation Renewal Program Projects
- Expand application of Best Value Procurement concepts
- Support and maintain Forestry Program
- Support Parks and Recreation Management of facilities to a level needed to provide full use
- Pursue local option sales tax to support facilities of regional or statewide significance

Energies and efforts are focused on the following foundations:

- Aligning actions with available resources
- Aligning actions with Imagine Roseville 2025 goals and objectives
- Aligning actions with accreditation standards as a way of doing business
- Aligning actions with Parks and Recreation System Master Plan
- Aligning actions with the Park and Recreation Renewal Program
- Allowing citizens and volunteers to participate in a variety of ways; within the capabilities of effective supervision, to accomplish the provision of facilities and services
- Maintain safe and enjoyable environments to work, play, and visit as overarching goal/plan
- Use Master Plan, Community Survey, Parks and Recreation Survey, HANC Planning Report, OVAL Task Force Report to guide direction
- Appreciation of residents and others
- Invest, divest, collaborate analysis where appropriate and makes sense
- Implement performance measurement system
- City Commissions and City Council ongoing reviews. communications, approvals, etc.

Other

- Standard identification

Margaret Driscoll

From: Bill Malinen
Sent: Thursday, January 26, 2012 11:11 AM
To: Margaret Driscoll
Subject: 8.f Police Short and Long Term Goals

-----Original Message-----

From: Rick Mathwig
Sent: Tuesday, January 24, 2012 4:24 PM
To: Bill Malinen
Cc: Lorne Rosand; Erika Scheider; Scott Williams
Subject: Short term/long term goals

Mr. Malinen,

Information for the 1/30 Council Meeting.

Short Term Goals

- 1) Increase traffic and pedestrian safety
 - a. Increase the number of traffic related contacts
 - b. Establish a city-wide process to address traffic concerns expressed by citizens
- 2) Increase residents, visitors and business community's feelings of safety
 - a. Increase the number of active Neighborhood Block Watch groups
 - b. Increase the number of Trespass notices related to theft incidents
 - c. Increase the number of deployments of Metro Transit Police Department's mobile platform
- 3) Increase the quality of Police Department Employees to better promote public safety in Roseville
 - a. Increase training of all staff
 - b. Increased training in technology related criminal investigations
- 4) Updated City of Roseville dispense plan related to mass inoculations and vaccinations of area residents

Long Term Goals

- 1) Develop cultural liaison program to develop stronger partnerships with new Americans and minority groups
- 2) Implement a stake holders group that routinely exchanges information on cultural differences and their interactions with the police and other governmental service providers
- 3) Add two commercial patrol officers to enhance the Police Department's ongoing efforts with the retail community
 - a. Retail and commercial development, especially a big-box store, in the Twin Lakes area will increase theft related incidents. One big-box store is anticipated to bring 700-900 extra calls for police services each year.
 - b. The Police Department's resources will be taxed by the development and the resources currently in place at Rosedale will be stretched

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Public Works Department/Engineering

Memo

To: Bill Malinen, City Manager
From: Duane Schwartz, Public Works Director
Date: 1/26/2012
Re: Short and Long Term Public Works Goals

The following are short and long term goals for the Public Works area for discussion:

Short Term

Provide engineering related assistance to the Parks Master Plan Implementation

Update the department strategic plan- ensure adequate resources are available to meet department goals

Capital Improvement Plan implementation-Ensure best use of resources through analysis of condition assessments and tracking of maintenance in asset management program implementation

Long Term

Partnerships- strengthen existing and seek out new partnerships to improve service delivery and reduce costs where feasible

Strengthen customer service-by reviewing existing and documenting new operating policies where appropriate and communicating them to residents

Participate in regional transportation planning efforts-to ensure adequate regional resources are allocated to transit and transportation infrastructure to serve Roseville needs

Continue to improve efficiency and effectiveness of Public Works functions

Improve sustainability through purchases and practices

Margaret Driscoll

From: tlpust@aol.com
Sent: Thursday, January 26, 2012 2:23 PM
To: Margaret Driscoll; Bill Malinen
Subject: 9.a Councilmember Pust Short and Long Term Goals

3 short term goals

- Increase walkability within Roseville and regional community
- Stabilize property tax rates to encourage investment in and improve quality of Roseville housing
- Increase support for and quality of services/programs for seniors

3 long term goals

- Increase availability and access to public transportation, including bus, light rail, etc
- Improve/increase shared services by better collaboration with other local government (public safety/administration/parks and recreation)
- Build effective partnerships with the private sector to actualize new urban design concepts in future redevelopment

Margaret Driscoll

From: Bob [rwillmus@msn.com]
Sent: Friday, January 27, 2012 12:37 PM
To: Bill Malinen; Margaret Driscoll
Cc: Dan Roe
Subject: Homework 1-30-11 council meeting

Sorry for the delay.

Note: I have also included my Suggestions from last year.

2012 Willmus

- Develop and implement a tiered water and sewer rate structure for Residential vs. Commercial. (short)
- Re-evaluate "nuance code" language – is a flat tire a nuance? (short)
- Re-evaluate the Parks Improvement Plan. (short)
- Resume monthly council work sessions – 2 action meetings, 1 work session meeting per month. (short)
- Actively pursue and implement a local option sales tax. (short – long)
- Implement the Parks Renewal Program and the Parks Master Plan. (ongoing – long)
- Continue implementation of the CIP program. (ongoing – long)
- Engage in regional transit and transportation planning efforts. (long)
- Explore the possibility of creating a finance commission – re-evaluate existing commissions charge and duties.
- Establish a Parks Board.

2011 Willmus Initiatives/Suggestions:

Seek opportunities to partner or share city resources / services with other governmental agencies.

Encourage the HRA's role in multi-family housing issues, registration / licensing / inspection / HIA's

Explore the possibility of the creation of a parks board (similar to our existing HRA) I believe this would take state legislative action.

Explore the possibility of the creation of a parks district - combine the amenities offered by Roseville with other surrounding communities.

Evaluate Roseville's costs of providing services / service levels, against a group of peer cities.

Continue city-wide reevaluation of service levels / staffing levels / job duties.

Support investment in the repair and replacement of existing infrastructure.

Provide greater public access to all levels of city government. (council and commission packets / agendas / meeting minutes, contact information for council and commission members)

Establish and follow a budget calendar.

Reevaluate reserve fund account ratios.

Bob Willmus
Roseville City Council
651-633-4601
rwillmus@msn.com

Date: 1/30/12

Item: 9.c

Councilmember Johnson

Council Member Johnson

Priorities List 2012

Submitted: 1/25/2012

Short Term (these short term priorities should all have a long term approach as well):

- Continue CIP Task Force to assess Parks and Recreation Parks Improvement Plan (P.I.P) and continue working on the CIP component for the streets replacement program
- Implement strategies to support the initiative to educate and assist senior citizens and caregivers
- Develop budgeting strategies to achieve a more united (even) compensation structure for union and non-union employees
- Continue Bonding strategies for completion of the approved firehouse and parks improvement plan
- Implement strategies to better connect and communicate with the Roseville business community
- Implement strategies to encourage civic engagement and volunteerism
- Implement strategies to move forward with a multi-community pooled state sales tax
- Implement ASU policy for professional contracts
- Discuss and evaluate council goals and directives for city commissions

Long Term:

- Continue to implement strategies to maintain funding for future capitol replacements/improvements
- Discuss and implement long term goals and strategies and alliances for public transit in the northeast suburbs
- Discuss and implement an ongoing, community driven visioning process

Margaret Driscoll

From: Bill Malinen
Sent: Thursday, January 26, 2012 9:11 AM
To: Tammy McGehee
Cc: *RVCouncil; *RVDepartmentHeads; Margaret Driscoll; Carolyn Curti; Tim Pratt
Subject: 9.c1 Councilmember McGehee Short and Long Term Goals with [Links](#)

Tammy:

Per your request to please include a sheet in the packet with a link to the following background materials that are on the city site in various places, I'm providing you this email with links, as it will be more effective for users as an electronic link. We can provide a written copy of this page for the packet.

Comprehensive Plan <http://www.ci.roseville.mn.us/index.aspx?NID=544>

Imagine Roseville 2025 <http://www.ci.roseville.mn.us/index.aspx?NID=544>

Vista 2000
<http://www.ci.roseville.mn.us/DocumentView.aspx?DID=1446>

City Survey (Cobalt)
<http://www.ci.roseville.mn.us/DocumentView.aspx?DID=4530>

Parks and Rec Master Plan Adopted Plan: <http://mn-roseville.civicplus.com/DocumentView.aspx?DID=4843>

Appendixes:
<http://www.cityofroseville.com/DocumentView.aspx?DID=4076>

Parks and Rec Survey Summary:
<http://www.ci.roseville.mn.us/DocumentView.aspx?DID=4826>

Graphs:
<http://www.ci.roseville.mn.us/DocumentView.aspx?DID=4825>

U.S. Census Report Data for Roseville
<http://quickfacts.census.gov/qfd/states/27/2755852.html>

Civic Engagement Work in Progress Report
<http://www.ci.roseville.mn.us/DocumentView.aspx?DID=5143>

Hope this meets the City Council needs.

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Items for Strategic Planning Meeting

What is our Vision for Our Community and How Do We Get There

During the past year on the Council I have been continually impressed with the great untapped resources and talents of the citizens of Roseville. I believe they have expressed themselves well and clearly through the many documents produced in the form of civic engagement over the past several years. **Vista 2000, Imagine Roseville 2025, the Comprehensive Plan, the Parks and Recreation Master Plan, the City's recent survey, the Parks and Recreation Survey, the U.S. Census Information, and the work n progress by the Civic Engagement Task Force** all help to clarify and identify the needs and vision our residents have for their community.

I believe it is our duty as their government to merge these documents into a vision and from there into a work plan. The vision must come first, and it should be based not on our individual or staff ideas of what we believe, but based squarely and soundly on the accumulated information from our citizens. If we need further guidance, we should seek input from any and all members of the community without barriers or limitations on their participation. Our citizens must be fully and accurately informed of all the business and efforts of their government, and they must have timely and relevant information so they can participate fully and actively.

Below are a few topics I believe are only a portion of the community's vision. Together with those of other Council members and staff, I hope we will be able to clearly define a vision that matches that of our residents.

Short Term Goals:

Improved Communications with Residents

- Televised materials
- News letter
- Newspaper
- Mailings

Civic Engagement (open to all)

- Task Force Opportunities
- Research Groups
- Planning Groups

Insurance for Community Accidents

- Self Insurance Programs
- Policies for Assistance
- Assistance in Protecting Homes

Programming for Seniors

- Informational Programs
- Community Space

Long Term Goals:

Diversified Economy

- Variety of Employment Opportunities
- Head of Household Wage Jobs

Shared Resources

- Shared Programs that Financially Benefit Roseville
- Exploring New Markets for Services
- Offering Fee Based Services to Residents

Environmental Protection

- Zoning Upgrades to Promote Sustainability
- Programs to Strongly Encourage Protection of Lakes, Ponds, and Wetlands
- Improved Regulations of Parking Lots
 - Safety
 - Aesthetics
 - Runoff

Support Boulevard Areas through Enhanced Design

Green Initiatives

- Walk the Walk of Living Smarter and the Comprehensive Plan
 - LEED Certification of Public Buildings
 - Upgrade Efficiency of Public Buildings
- Special Initiatives for Housing Updates and Upgrades
- Zoning Changes that Encourage and Require Energy Efficiency

Administrative Restructuring

- Evaluate Programs and Departments for Efficiency

Budget Improvements

- Transparency
- Planning
- Efficiency of Evaluation

Pathway System

- Expand Pathway System
- Make Pathways and Bikeways Safe
- Maintain Pathways during All Seasons

Tammy McGehee

Memorandum

Date: January 25, 2012

To: City Council & Staff Participants in Council Work Plan Meetings

From: Mayor Dan Roe



Subject: 2012/13/14 Strategic and Work Plan Suggestions/Items of Interest

Dear Fellow Councilmembers and Staff:

Per our homework assignment, I offer my suggestions for 2012/13/14 strategic/work plan items, in no particular order:

1. Increase efforts toward business and economic development (short term and long term).

Develop strategies; dedicate staff resources; engage the business & development community; enhance our “tool box”

Vision Connection:

Goal: Roseville is a desirable place to live, work, and play

Strategies:

Provide regional leadership in creative and sustainable redevelopment
Enhance the city’s diverse business community

2. Increase connectivity and improve transportation (short term and long term)

Develop a build-out plan for existing pathway master plan and parks & rec master plan pathway components, including projected costs and timing (year 1, year 2, etc.); add missing short links to connect multi-family to bus stops and school crossings (on the same side of the street as the complex)

Vision Connection:

Goal: Roseville has world-renowned parks, open space, and multi-generational recreation programs and facilities

Strategies:

Provide high quality and well maintained facilities, parks and trails

Goal: Roseville has a comprehensive, safe, efficient, and reliable transportation system

Strategies:

Expand, maintain, and promote a system of continuous and connected pathways that encourage walking and biking

3. Develop strategies and plans for supporting our senior community (short term and long term).

Work to develop partnerships with existing agencies; better catalog existing City spending related to seniors (rec programs, etc.); explore additional financial support;

Vision Connection:

Goal: Roseville has a strong and inclusive sense of community

Strategies:

Promote and support city-sponsored and community-based events

Goal: Roseville supports the health and wellness of community members

Strategies:

Promote and encourage active and healthy lifestyles for all

Goal: Roseville supports high quality lifelong learning

Strategies:

Promote the benefits of lifelong learning and intergenerational education

4. Develop better connections between city government, school districts, and public and private providers of services to those in need in our community (short term and long term).

Regular, routine meetings between key players – school reps, police & fire reps, code enf and HRA reps, parks & rec reps, county reps, local faith group reps (churches, Love INC, Habitat groups, etc.), NWYFS, Keystone, senior programs, etc. Work to establish strong connections between those who encounter folks in need (schools and city staff) to those who provide services for folks in need (volunteer groups, county agencies, etc.)

Vision Connection:

Goal: Roseville is a desirable place to live, work, and play

Strategies:

Create an attractive, vibrant, and effective city with a high quality of life

5. Continue to emphasize and refine our performance measurement (short term).

Define links between budget programs/functions and city goals/outcomes; define performance measures in terms of achievement of those goals/outcomes.

Vision Connection:

Goal: Roseville is a desirable place to live, work, and play

Strategies:

Provide excellent, effective, and efficient city services

Goal: Roseville responsibly funds programs, services, and infrastructure to meet long-term needs

Strategies:

Incorporate community priorities in funding decision-making process

6. Support Human Rights Commission efforts on civic engagement and neighborhoods (short term).

Vision Connection:

Goal: Roseville residents are invested in their community

Strategies:

Provide meaningful opportunities for community engagement

Ensure that city government is civil, informative, and responsive

Date: 1/30/12

Item: 10

Discussion,
Conclusion & Direction

No Attachment