

REQUEST FOR COUNCIL ACTION

Date: September 12, 2011
Item No.: 13 . C

Department Approval

City Manager Approval



Item Description: City Manager Goals

BACKGROUND

Throughout the year, the City Council provides the City Manager with goals to achieve to measure the progress of the City. Councilmember Pust volunteered to establish a method of evaluation that identified goals clearly and with measurable outcomes.

POLICY OBJECTIVE

Provide City Manager with feedback on clear goals set and measurable outcomes associated with each.

FINANCIAL IMPACTS

None

STAFF RECOMMENDATION

Discuss goals and make suggestions for additions or deletions

Direct Councilmember Pust to take the feedback from the discussion and establish deadlines to achieve goals. Council would review for further discussion and approval.

This document would be the basis for the City Manager's annual evaluation. It would also be a framework in which for the Council/Staff's annual strategic planning session.

REQUESTED COUNCIL ACTION

Discuss goals and make suggestions for additions or deletions

Direct Councilmember Pust to take the feedback from the discussion and establish deadlines to achieve goals. Council would review for further discussion and approval.

This document would be the basis for the City Manager's annual evaluation. It would also be a framework in which for the Council/Staff's annual strategic planning session.

Prepared by: Bill Malinen, City Manager

Attachments: A: Councilmember Pust's 2011-12 City Manager Goals

Roseville City Manager Goal Suggestions 9.2011-12.2012

Competency	Goal	Expected Completion Date(s)	Outcome Measurements
ORGANIZATIONAL AND HUMAN RESOURCES MANAGEMENT	1. Propose specific e-commerce and e-government concepts		Proposal, with cost estimates, presented to Council for action/funding.
	2. Create a city-wide record management system to accurately and electronically create, store and retrieve documents		System proposed to Council and/or installed
	3. Evaluate Service/Staffing Levels, Job Duty Realignment, Succession Planning		Report to Council
	4. Create a succession, leadership, career development, training, recruitment and retention management plans to ensure quality service		Report to Council
	5. Allow for field data entry and external access to the network		Proposal, with cost estimates, presented to Council for action/funding
	6. Foster collaboration between the city and community based organizations, groups and individuals		Present 2 specific proposals to Council for review/implementation
	7. Participate in regional and intergovernmental collaborations for shared service opportunities		Initiate discussions with potential partners, propose initiative(s), with cost/savings estimates, to Council for funding/action.

FISCAL AND BUSINESS MANAGEMENT	1. Fine-tune budget process by establishing budget calendar, evaluating reserve fund account ratios and policies, and incorporating Imagine Roseville 2025 strategic planning results into budget process.		Report to Council
	2. Develop Biennial Budget process		Propose refinements or elimination for action by Council.
	3. Implement Asset Management Software		Report funding implications to Council; Implement System
	4. Identify performance measurements and reallocate resources based on measured performance results and citizen satisfaction.		Attach measurable outcomes to all 160+ ratable programs; report to Council prior to budget cycle.
	5. Evaluate Roseville's costs of providing services/service levels, by program area and/or major program, against a group of peer cities.		Report to Council
RELATIONSHIP WITH MAYOR AND COUNCIL	1. Continue regular meetings with individual Councilmembers		
	2. Explore electronic meeting materials approaches		Propose cost-savings measure(s) to Council for action/funding.
	3. Continue efforts to ensure transparency and openness with Council, staff and public + Ensure meeting packets are posted electronically by Thursday noon preceding meeting. + Ensure meetings are broadcast live or taped in accordance with City policy.		Track timeliness and report to Council annually Develop backup plans for contingencies; implement zero tolerance expectation regarding deviations.

LONG-RANGE PLANNING/ STRATEGIC PLAN	1. Conduct annual/biennial Council level strategic planning process to provide overall guidance to departments		Report back to Council regarding evaluation of 2011 process and proposal for improvements for 2012 process.
	2. Analyze expansion of Campus Geothermal System throughout city hall campus		Report to Council
	3. 2012 Comp.Surface Water Management Update		Present for Council adoption
	4. Develop 10 year ordinance update schedule		Report to Council
	5. Citywide Wetland Inventory (mandate)		Present for Council adoption
	6. Administer Minnesota Department of Agriculture Grant process by 5/11		Present for Council adoption
	7. Resurrect NorthEast Corridor Planning in Coordination with Metropolitan Council		Present plan for involvement to Council for approval and participation
	8. Participate in Planning Rice St Reconstruction Phase 2, County Rd. B-2 Rosedale area Project, Lexington Ave. Interchange Replacement (2014)		Present plan for involvement to Council for approval and participation
	9. Develop Traffic Management and Overhead Electric Undergrounding Policy		Present for Council adoption
	10. Update Shoreland and Erosion Control Ordinances		Present for Council adoption
	11. Modify and update City Code to be in compliance with Comprehensive Plan and Zoning code*		Present for Council adoption
	12. Re-write land uses notice policy*		Present for Council adoption
	13. Aggressively deal with problem multi-family properties including encouraging the HRA's role in these issues .		Present plan for action to Council for approval
	14. Create a comprehensive economic development policy and mission to support existing businesses and attract new businesses		Report to Council
	15. Strategically look at City's role in fostering the redevelopment of Twin Lakes		Report to Council
	16. Support Implementation of Parks and Recreation Master Plan and support findings of Fire Building Committee.		Present plan for action to Council for approval
	17. Support Volunteer Management Program		Report to Council
	18. Explore the possibility of the creation of a regional parks district		Report to Council

RELATIONSHIP WITH PUBLIC/ PUBLIC RELATIONS	1. Foster and encourage Neighborhood development and outreach		Working with Human Rights Commission, propose strategic plan of action to Council for approval and participation.
	2. Foster collaboration between the city and community based organizations, groups, individuals and other agencies		Track contact and participation with community groups; report to Council semi-annually.
	3. Routinely seek community input to evaluate and continuously improve city services		Present plan for action to Council for approval
	4. Provide greater public access to all levels of city government. (council and commission packets/agendas/meeting minutes, contact information for council and commission members)		Present plan for action to Council for approval
	5. Implement Imagine Roseville 2025 vision to recognize and incent the spirit of “volunteerism” within Roseville*		Present plan for action to Council for approval
	6. Support efforts on civic engagement and neighborhoods*		Working with Human Rights Commission, propose strategic plan of action to Council for approval and participation
	7. Support initiatives to better communicate with local businesses		Present plan for action to Council for approval
	8. Continue and possibly expand the Department’s New American Forums in cooperation with the Human Rights Committee and the Fire Department		Present plan for action to Council for approval