



Community Engagement Commission Agenda

Thursday, June 12, 2014

6:30 p.m.

City Council Chambers

1. Administration of Oath of Office to Commissioner Michelle Manke
2. Introductions/Roll Call
3. Approve Agenda
4. Approval of May 8th Minutes
5. Public Comment on Items Not on Agenda
6. Commission Organization
 - a. Election of Vice-Chair
 - b. Overview of Current Committee Structure and Proposed Operations and Outreach Committees
7. Commission Communications, Reports, and Announcements
 - a. Various Announcements
8. Committee Reports
 - a. Website Redesign
 - i. Current Status of Committee Work (Commissioners Becker & Miller)
 - ii. Community Engagement Module for City Website (Chair Grefenberg & Staff Liaison Bowman)
 - b. Discover Your Parks Committee (Commissioners Mueller & Ramundt)
9. Old Business
 - a. Evaluation of 2012 Task Force Recommendations
 - i. Results of Excel Evaluations by Individual Commissioners (Commissioner Ramundt)
 - ii. Discussion and Consensus
 - b. Discussion on Informal Communications with Residents (In response to issue raised by Commissioner Ramundt at last meeting)
 - c. Uniform Standards for Commissions
10. Staff Report
 - a. Business Cards
 - b. Upcoming Items on Future Council Agendas
 - c. Other Items
11. New Business
 - a. Rosefest Parade
 - b. Other Items
12. Commissioner-Initiated Items for Future Meetings
13. 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.

50 There being no further nominations, acting chair Bowman closed the nominations, and ~~The position of~~
51 ~~Chair was called to~~ for a vote on the position of Commission Chair: Commissioner Grefenberg received
52 ~~4-5~~ votes, Commissioner Becker received 1 vote. Commissioner Grefenberg was elected as Chair.

53
54 Mr. Bowman then opened the floor for nominations for Commission Vice-Chair. Commissioner Becker
55 made a motion, seconded by Commissioner Miller, to nominate Commissioner Becker for the Vice-
56 Chair position.

57
58 Commissioner Gardella made a motion, seconded by Commissioner Mueller, to nominate
59 Commissioner Gardella for the Vice-Chair Position.

60
61 Mr. Bowman asked if there were any further nominations. Chair Grefenberg stated he had also received
62 ~~an~~ the email from Commissioner Manke stating her interest in being Vice-Chair. He suggested she also
63 be nominated.

64
65 Chair Grefenberg made a motion to nominate Commissioner Manke for the Vice- Chair position. **The**
66 **motion** ~~did not receive~~ **failed for lack of a second.**

67
68 There being no further nominations, Mr. Bowman closed the floor for nominations for Vice-Chair, and
69 ~~The position of Vice-Chair was called to~~ for a vote: Commissioner Becker received 3 votes,
70 Commissioner Gardella received 3 votes.

71
72 Staff Liaison Bowman suggested each of the nominees give a brief statement for their candidacies.

73
74 Commissioner Becker explained why he wanted to be Vice-Chair including his background in previous
75 Commission work.

76
77 Commissioner Gardella explained why she wanted to be Vice-Chair including her experience with
78 Community Engagement through her work for the last seven (7) years.

79
80 The position of Vice-Chair was called to a second vote: Commissioner Becker received 3 votes,
81 Commissioner Gardella received 3 votes.

82
83 Chair Grefenberg moved, seconded by Commissioner Becker, to table the vote for a Vice-Chair to the
84 next regularly scheduled Community Engagement Commission meeting. **The motion to table was**
85 **carried unanimously.**

86
87 Staff Liaison Garry Bowman invited newly-elected Chair, Gary Grefenberg, ~~took to over the meeting to~~
88 assume the chair for the remainder of the meeting. Chair Grefenberg ~~and stated~~ said he would be the
89 Chair for ~~one~~ a year. He also commented that he would be honored to have either Scot Becker or
90 Theresa Gardella serve as vice-chair.

91
92 **b. Confirmation of Annual Meeting Schedule (June 2014 – April 2015)**

93
94 As their first item of business Chair Grefenberg ~~stated~~ said the Commission would need to determine
95 their annual meeting schedule. In order to start discussion he recommended the second Thursday of the

96 month ~~would be~~ was acceptable to him, and asked the Commissioners present their availability on that
97 day of the month.

98
99 After some discussion Commissioner Becker motioned, seconded by Commissioner Mueller, ~~to~~
100 ~~schedule to~~ that the Community Engagement Commission meeting ~~ing~~ the second Thursday of each month.
101 **The motion carried unanimously.**

102
103 4. PUBLIC COMMENT

104
105 City Manager Trudgeon congratulated everyone on their appointment to the Commission. He stated the
106 Commission has unlimited possibilities and potential at this time and Staff is available to assist.

107
108
109 5. APPROVE AGENDA

110
111 Chair Grefenberg stated the approval of the agenda should have been done prior to the public comment.
112 He added Agenda Item 3.c. Other Organization Matters. He also stated Item 7.e. ‘Where would you like
113 the Commission to be in approximately one (1) year’ is a subset of Item 7.e. and the rest of the items
114 should be renumbered.

115
116 Commissioner Gardella asked what would be included in “Other Organizational Matters.”

117
118 Chair Grefenberg stated he would like to have the process for taking minutes confirmed, have the
119 Commission talk about a preliminary list serve, confirm the meeting packets would be mailed or emailed
120 based on the Commissioners preference, and discuss an email that was received in May 1, 2014
121 regarding the receipt of hard copies of emails from other Commissions.

122
123 Chair Grefenberg made a motion, seconded by Commissioner Mueller to add to the agenda a new Item #
124 3.c. Other Organizational Matters, and ~~move~~ make Item # 7.e, *Where would you like the Commission to*
125 *be in approximately one (1) year, to be a sub-item under 7.e.,* and then renumber the remaining items.
126 **The motion carried unanimously.**

127
128 3. COMMISSION ORGANIZATION

129
130 c. **Other Organization Matters**

131 a. **Minutes**

132
133 Chair Grefenberg stated if possible he would like to receive the minutes within four (4) to five (5) days
134 ~~of~~ after the meeting. He would like an opportunity to review the draft minutes prior to them being
135 forwarded to the Council.

136
137 b. **List Serve**

138
139 Chair Grefenberg stated he would like to start a list serve for the Commission. As the Commission
140 moves through the year it will be important to have a list of people interested in community engagement
141 issues. He distributed a list of 32 names of people who have expressed interest at this time. He
142 encouraged other Commissioners to continue to add to this list and that they confirm any information
143 that references them.

145 Commissioner Becker stated this should only be one of many different outreach methods that would be
146 utilized by the Commission including social media methods.

147

148 Commissioner Mueller suggested the Commission must approve what is sent to the people on the list
149 and that it cannot be used by individual Commission members.

150

151 Commissioner Becker suggested that the people who receive information from the Commission need to
152 opt for that information prior to it being mailed out.

153

154 After further discussion and there being no objection, the Chair said the consensus of the Commission
155 was to start-initiate the List Serve that was as proposed by Chair Grefenberg himself provided that the its
156 use is was authorized by the Commission and recipients have opted to receive information.

157

158 Mr. Bowman stated the City website could also be used for creating this list.

159

160 c. Commissioner Packet Preference

161

162 Chair Grefenberg stated there is an option for Commissioners to opt out of receiving a hard copy of the
163 meeting packet materials. ~~At this time,~~ After a show of hands he is was the only one that has opted to
164 receive a hard copy in the mail. He asked staff to contact Commissioner ~~Mueller~~ Manke as to how she
165 would like to receive this information.

166

167 ~~Commissioner Mueller stated she would rather receive these materials electronically.~~

168

169 d. E-mails from other Commissioners

170

171 Chair Grefenberg asked if the Commissioners would like to have these emails in hard copy for reference
172 with other Commission materials, referring to a question posed by Garry Bowman in an earlier May 1st
173 e-mail from Garry Bowman.

174

175 It was the consensus of the Commission to not get hard copy of ~~include~~ the emails between
176 Commissioners.

177

178 City Manager Trudgeon reminded the Commissioners about the Open Meeting Laws and not having a
179 ~~dialogue~~ serial meeting between Commissioners that is not a part of a public meeting. Email is included
180 in this and there should not be discussion among Commissioners through email. Grefenberg clarified
181 that the e-mails he was discussing—such as ‘for information only’ and not pertaining to a Commission
182 agenda item--did not violate the Open Meeting Law, using as an example the flyer advertising the
183 racism seminars organized by the Human Rights Commission.

184

185 After asking the Commissioners whether they were in agreement, Chair Grefenberg stated it was the
186 consensus of the Commission to not ~~include~~ transmit hard copies of emails to Commissioners that were
187 not part of an agenda item in the meeting ~~materials~~ packets.

188

189 e. Commission Calendar

190

191 Chair Grefenberg distributed a calendar of [community engagement](#) events for the Commission for the
192 next two (2) months. He asked Staff to keep this calendar updated ~~This~~ in order to ~~will~~ provide the
193 Commissioners with a calendar of [community](#) events in Roseville.

194
195 [Chair Grefenberg reviewed several deadlines on the calendar, such as](#) A [one](#) week before each
196 Commission meeting ~~will be the deadline~~ for adding items to the agenda. He ~~asked~~ also ~~indicated~~ if
197 encouraged Commissioners wanted items added to the agenda then they should send a ~~copy~~ [that](#)
198 [information](#) to the Chair and ~~to~~ Garry Bowman.

199 200 **f. Role of Chair and Vice-Chair**

201
202 Chair Grefenberg distributed a written explanation of the role of the Chair, Vice-Chair and Commission
203 members. [His intention was to make sure his understanding of the Chair's role was shared by the](#)
204 [Commission.](#)

205
206 Grefenberg stated the role of the Chair includes conducting meetings, conducting the business of the
207 Commission including development of the agenda and meeting packet, and the spokesperson for the
208 Commission on Commission items and issues. The term for the Chair and Vice-Chair is for one (1)
209 year.

210
211 ~~He~~ [Grefenberg](#) stated he had ~~taken~~ [based](#) the information [in his hand-out](#) ~~for~~ [on](#) the role of the [Chairs](#)
212 [and](#) Commission members from the orientation information ~~they had been~~ [provided by staff.](#) He stated
213 he [had](#) added to duties ~~to~~ of the [Commissioners](#) ~~members to include~~ the ability, at the discretion of the
214 Commission, [to](#) form committees and/or task forces, which report to the Commission. [Grefenberg](#)
215 [added that](#) Commissioners are to review meeting materials [before the meeting](#), advise Staff when not
216 able to attend meetings, and to keep other Commission members apprised of community events,
217 [programs,](#) and issues.

218
219 [In response to a question from Commissioner Gardella, Chair Grefenberg said there were two ways](#)
220 [commissioners could raise future agenda items for the Commission's consideration at a meeting. Every](#)
221 [Commissioner had the opportunity to send him an item they wished for which they wished Commission](#)
222 [consideration, or they could raise agenda items at the end of any Commission meeting under the](#)
223 [standard agenda item Commissioner-initiated Items for Future Meetings.](#)

224
225 [After asking whether there was any objection and hearing none, the Chair ruled it was the](#)
226 [consensus of the Commission](#) to accept the bench handout from Chair Grefenberg outlining the roles of
227 Chair, Vice-Chair and Commission members.

228 229 **6. COMMISSION COMMUNICATIONS, REPORTS, AND ANNOUNCEMENTS**

230
231 *The Community Engagement Commission would be able to do things at these events as well. She asked if any*
232 *Commission members would be interested in attending with her so they could put together ideas for what the*
233 *Community Engagement Commission could do at future events.*

234
235 *Commissioner Mueller expressed interest in working with Commissioner Ramundt to reach out to the community*
236 *during the Discover Your Parks events.*

237
238 *Chair Grefenberg suggested Commissioner Ramundt develop a questionnaire or survey that could be presented to*
239 *the Commission for review at the next meeting and conducted during the Discover Your Parks events.*

240 Chair Grefenberg indicated that he had added this standard agenda item in order to follow the process
241 used by the City Council, noting that this had been a recommendation of the Civic Engagement Task
242 Force.

243
244 The Chair then reviewed acknowledged the Commission receipt of ~~the Report on~~ the Roseville Area
245 Project's "Communities for a Lifetime", February 2014 report.

246
247 Grefenberg also acknowledged the Commission's receipt of Chapter 7: Civic Engagement and Political
248 Participation, a part of the March 2014 the Advocates for Human Rights Report entitled Moving from
249 Exclusion to Belonging, stating that the recommendations in this report provide opportunities for this
250 Commission to reach out to under-~~established~~ represented communities.

251
252 Chair Grefenberg also acknowledged the Commission's ~~received receipt of~~ an invitation to "White
253 People Facing Racism," a Human Rights Commission seminar and the 2014 Discover Your Parks
254 calendar.

255
256 The Chair asked Commissioner Ramundt to comment on another item on which the Commission had
257 received information, the Parks Department's Discover Your Parks various events scheduled in various
258 park, and. whether she wished to elaborate on this

259
260 Commissioner Ramundt explained starting June 25, every Tuesday and Thursday the Parks and
261 Recreation Department chooses a different park in the City to have an event at. The Community
262 Engagement Commission would be able to do things at these events as well. She asked if any
263 Commission members would be interested in attending with her so they could put together ideas for
264 what the Community Engagement Commission could do at future events.

265
266 Commissioner Mueller expressed interest in working with Commissioner Ramundt to reach out to the
267 community during the Discover Your Parks events.

268
269 Chair Grefenberg suggested Commissioner Ramundt develop a questionnaire or survey that could be
270 presented to the Commission for review at the next meeting, and ~~conducted~~ subsequently used during
271 the Discover Your Parks events.

272
273 Commissioner Gardella recommended looking at what questions were asked in the City survey prior to
274 developing a new survey. Garry Bowman said he would look into making the questions available to
275 Commissioners Ramundt and Mueller.

276
277 The Chair noted it was **the consensus of the Commission** to have Commissioner Ramundt and
278 Commissioner Mueller put together a questionnaire or survey for the next Commission meeting and to
279 look at the Discover Your Parks calendar to determine what events the Commission could attend to
280 conduct this survey with the community.

281
282 Chair Grefenberg noted that items in the meeting packet or distributed at the meeting needed to be
283 available at the table just inside the meeting room.

284
285 Commissioner Mueller expressed her concerns about the plastic water glasses distributed at the table for
286 tonight's meeting, and in order to promote cost-savings and environmental awareness she

287 recommended the Commission bring in their own beverage bottles in an effort to be green and keep the
288 Community clean.

289

290 7. ORIENTATION

291

292 **a. Historical Background**

293

294 Chair Grefenberg provided the historical background of how the Community Engagement Commission
295 came to be and the steps it took to make it happen. He indicated it took six years of effort to get a
296 Community Engagement Commission established, including two years at the beginning to get this
297 proposal out of the Human Rights Commission and seventeen meetings of the Civic Engagement Task
298 Force. He noted that the recommendations from the Task Force had required a threshold of at least 60%
299 support before they were adopted and included in its report.

300

301 Commissioner Gardella clarified the City Council made the decision to create a Commission to address
302 the specific community engagement issues noted in the 2012 Report.

303

304 **b. City Council Expectations from April 24 Joint Meeting**

305

306 Chair Grefenberg ~~reviewed~~ noted that in the meeting packet was a summary he had prepared of the City
307 Council expectations from the April 24 joint meeting, noting that the Council had gone through in
308 setting up the Commission.

309

310 **c. Council-Adopted Scope, Duties, and Functions**

311

312 Chair Grefenberg stated ~~these~~ the Commission's charge were was developed by the City Council in a
313 laborious three-month long process. The scope or purpose of the Community Engagement Commission
314 is to serve in an advisory capacity to the City Council regarding the effective and meaningful
315 involvement of the Roseville residents in the community. The Commission's overall charge, referring to
316 the Scope section of the City Ordinance, is much larger than civic engagement but ~~they are rather~~ is
317 community engagement. The Commission shall also make recommendations, review policies, and set
318 strategies that will help improve City communication and increase the sense of community.

319

320 **d. Commissioners' Individual Aspirations and Hopes (all Commissioners)**

321

322 **i. 'Where would you like the Commission to be in approximately one (1) year?'**

323

324 Chair Grefenberg indicated that Mr. Bowman had asked him this question a few weeks ago, and that he
325 was impressed with the saliency of Bowman's question, and therefore believed it would be useful for all
326 commissioners to step back and respond to this question: in a sense part of their orientation.

327

328 Grefenberg stated he would like to see in a year the Commission adopt and revise its recommendations
329 to the Council and have ~~buy~~ bought into those recommendations, and have ~~them~~ prioritized them. He
330 would also like this Commission to have other ideas and suggestions from Roseville residents, which
331 means an aggressive outreach and communication strategy. In a year from now he would also like ~~the~~
332 Commission members to feel that they have done something significant for the community rather than
333 just have having produced more paper.

334

335 Commissioner Mueller stated she would like to add that it would be a huge success a year from now —to
336 see for a great number of citizens and businesses from the community to really recognize the ~~group~~
337 Commission and the work ~~they are~~ it was doing, and that it was ~~by~~ actively seeking their input and
338 wanted to fulfill some of their ideas and rectify concerns. She would like ~~to bring more community~~
339 ~~awareness to~~ this Commission to be known, adding that the majority of residents were unaware of this
340 Commission and the City’s partnership ~~by~~ to engaging engage everyone. She wanted ~~and~~ having people
341 aware that there ~~is~~ was a collaborative effort to have a more cohesive relationship between all members
342 of the community, and she included in that community ~~She would like to see a focus not only on~~
343 citizens but also businesses.

344
345 Commissioner Becker stated he would like to echo the previous comments as well as see in a year the
346 Commission working together to accomplish its goals; he wished to ~~and~~ make sure that in a year there
347 was something established that would lay the foundation ~~and that the Commission~~ for the future of the
348 Commission and was now moving towards execution. He said that work in the next year not only
349 included the particulars of setting up the Commission—as was being done tonight—but that we need to
350 learn each other as well, since we now are a team and as happens with teams they usually go through a
351 period of ‘forming, storming, norming, and performing’. We need to not only look at the big picture but
352 get down to the micro level and make sure that we are establishing something that can carry on.

353
354 Commissioner Gardella ~~stated~~ said she would like to echo Commissioner Becker’s comments. Her
355 aspirations were more internal to the Commission; she wanted the Commission ~~see the Commission~~ to
356 be clear on how ~~the~~ its work is approached and what it means, ~~and looks like~~ in order to build a good
357 foundation ~~for the Commission to grow and expand on~~ in the future. She noted that in her day job
358 working with other organizations she was amazed that that there was a wide understanding of what
359 community engagement meant, and she would like the Commission to have a common understanding of
360 what community engagement means, and what that means and looks like in Roseville. Roseville is
361 making a statement by forming this Commission, she said, comparing Roseville to many other suburbs
362 who are changing. Roseville, however, is being proactive in responding to these changes and continuing
363 to be a welcome community.

364
365 Commissioner Ramundt stated she is a doer, not a discussor, and although she ~~does~~ respects that the
366 Commission needs a foundation she would like to see some balance in a year. She expressed some
367 frustration with the work of the previous Task Force spending over seventeen months developing a
368 report and the only concrete thing coming out of it was NextDoor, which she initiated not as a product of
369 the Task Force. She sees there are two areas for the Commission’s work: civic engagement, working
370 with the Council and the City, and community engagement, working with the residents, and she would
371 like to see things done in both areas. She was on the Commission ~~would like to see the Commission~~
372 work with the community in getting to know ~~their~~ its neighbors. She would like a balance between
373 ~~discussing~~ talking and doing something.

374
375 Commissioner Miller stated he agreed with ~~everyone~~ the notion of trying to get down to brass tacks and
376 finding something we can do to implement ‘big picture’ ideas. He stated he would like to see in a year
377 the website redesigned and ~~he would like to see~~ the Commission seen as a ~~respected~~ trusted resource for
378 staff and the City Council because of ~~their~~ its expertise. He wished to see a trusting relationship between
379 staff and Council with the Commission a year from now.

380

381 In response to an invitation from the Chair, Mr. Bowman ~~stated~~ responded that he would like to see the
382 Commission with a solid foundation and a road map for the future but also be proactive in setting goals
383 that can be accomplished and be recognized by the residents of the Community. He believed there was
384 a hunger to get involved, but most just did not know how. He would like to see a baseline of ever-
385 increasing community involvement established.

386
387 Chair Grefenberg concluded the discussion by indicating that in a year from now it would be interesting
388 for the Commission to look back and see how its work and aspirations had fared.

389

390 **e. Neighborhood and Community Engagement Task Force Final Report (October, 2012)**

391 **i. Distribution of Internal Worksheet (~~commissioner Ramundt~~)**

392

393 Chair Grefenberg stated the previous Task Force had prioritized ~~the~~ its recommendations in a general
394 way, noting that Mayor Roe had mentioned this at the Commission's joint meeting with the City
395 Council April 14th, but now it was the Commission's turn to review the Task Force's recommendations
396 and make them their own.

397

398 The Chair drew the commissioners' attention to an Internal Worksheet in their packet prepared by
399 Commissioner Kathy Ramundt which would allow each Commissioner to prioritize the
400 recommendations contained in the Civic Engagement Report, and to indicate any interest in volunteering
401 to work on the execution of that priority. Commissioners expressed their appreciation to Commissioner
402 Ramundt for providing them with this valuable tool in reviewing the 2012 recommendations.

403

404 **ii. Review and Discussion of Detailed Recommendations, Section 1: Culture, and**
405 **Section 2: Increase Effective Public Participation in City Council and Commissions,**
406 **pages 10-11 of Final Report**

407

408 Chair Grefenberg ~~stated~~ said his assumption was that the Commission that evening would ~~be~~ discuss,
409 review, and rank ~~reviewing~~ the first two sections of those recommendations at this time. This will help
410 to establish what the Commission feels they should work on ~~at this time.~~

411

412 Commissioner Ramundt stated she had reviewed what the Task Force had listed and she suggested that
413 each Commissioner should individually review the recommendations and prioritize them and decide
414 what they would like to work on. She stated she would compile the results of what each Commissioner
415 views as high priority in order for the Commission to have a starting point for discussions.

416

417 Commissioner Mueller stated she would like additional time to review the recommendations to provide
418 a more accurate list of priorities.

419

420 Chair Grefenberg made some preliminary comments which he believed could impact each
421 commissioners' individual ranking; he pointed out that the Finance Commission was given the charge of
422 making the budget process more transparent, a specific recommendation of the Task Force, so ~~he~~ that
423 ~~would recommend~~ could impact a Commission's priority for that ~~removing that Item 1.1.a.ii from the~~
424 ~~list of recommendations~~. He also recommended adding a priority "0" to ~~recommend~~ which would
425 indicate dropping ~~this~~ a recommendation completely.

426

427 Commissioner Gardella recommending Commissioners include their rationale for their prioritizing so
428 that other Commissioners have an understanding. She asked if they should be reviewing the list in terms
429 of this year or more long term for the life of the Commission.

430

431 ~~Chair Grefenberg suggested looking at this as priorities for the next couple of days.~~

432

433 Commissioner Ramundt suggested looking at all the recommendations in general and then looking at
434 what items you would personally want to work on.

435

436 Chair Grefenberg ~~stated~~ said he agreed with the direction the discussion was going, but he wanted to add
437 the fact that the Council might have something that they want the Commission to focus on. He
438 recommended the Commission set their priorities first and if there is something on the Council agenda
439 that the Commission has an interest ~~on~~ in then that should be considered. He again recommended
440 looking at only ~~items~~ sections 1 and 2.

441

442 Commissioner Gardella suggested adding another column for comments. Ramundt agreed to do that.

443

444 Gardella also asked for what time frame Commissioners should rank. After some discussion it was
445 decided that Commissioners should rank what they think the priorities for the Commission should be for
446 the next several years.

447

448 Commissioner Becker suggested that if the Commissioners could use “0” as a ranking, he would
449 recommend that the Commission reverse the numerical ranking order, with “5” being the highest
450 priority.

451

452 Chair Grefenberg stated he was hearing ~~it was~~ the consensus of the Commission was to have
453 Commissioner Ramundt ~~to~~ send out a spreadsheet for Commissioners to prioritize the recommendations
454 of the Task Force and have the results provided for the next meeting.

455

456 **iii. Commission Review and Advice on pending Council Ordinance regarding Uniform**
457 **Standards for Commissions (Action Item)**

458

459 Chair Grefenberg reviewed the pending City Council Ordinance on Uniform Standards for Commissions
460 and additional recommendations that might be added. He referred to sections 1 and 2 of the Task
461 Force’s recommendations that all commissions generally follow City Council procedures, and that all
462 commissions allow an opportunity for public comment on items not on their agenda and on items on
463 their agendas. He also noted a new recommendation he was suggesting the Commission add, that is, in
464 so far as possible commissions should be advised in advance when the Council was considering an item
465 which a Commission may want to comment or make a recommendation on. These recommendations
466 include notifying a Commissioner when an item of interest is on the Council agenda so that they can
467 attend or make a recommendation. ~~–~~ [The new recommendation is included in a bench handout headlined
468 Commission Review & Advice on Uniform Standards for Commissions and dated May 8, 2014, which handout is
469 included in the minutes of this meeting.]

470

471 Commissioner Ramundt stated this would be a good a recommendation to include in this Ordinance.

472

473 Commissioner Becker ~~said~~ agreed this was a good idea but expressed concerns on ~~the implementation of~~
474 ~~this~~ how this would be implemented because civic engagement is a broad area and community

475 engagement is even broader. It is an excellent idea, he concluded, but He suggested a set of criteria also
476 be established for notification.

477

478 Mr. ~~Brown~~ **Bowman** agreed with Commissioner Becker. It will be different from Commission to
479 Commission and Board to Board. He stated he is not familiar enough with the other Commissions and
480 he would like to hear input from them. He thinks having a threshold for notification would be
481 acceptable so that ~~if that is met then~~ it is clear when Staff ~~would~~ should notify the Commission. Also
482 there is not always a lot of time, he said, between being put on the agenda for discussion and the time of
483 the meeting.

484

485 Chair Grefenberg recognized that the time for alerting a commission was compressed, stated if the role
486 of the a commission is going to give advice and recommendations to the Council then they should do
487 this before the Council makes a decision.

488

489 Commissioner Ramundt stated it would be nice if Staff could notify the Commission but it should not be
490 included as policy because they might miss something because they are not as familiar with what the
491 Commission should be notified of.

492

493 Commissioner Gardella stated the way the recommendation is as written is fine but it is the
494 implementation which is raising some questions. The issue was “How does the Commission help Staff
495 in determining what they should be notified of?”

496

497 Chair Grefenberg asked if this recommendation should be added to the Detailed Recommendations as
498 Item 1.1.e.

499

500 Commissioner Gardella made a motion, seconded by Commissioner Becker to add Recommendation
501 1.1.e., *Advise Commissions and Boards of items on the Council agenda, that meet their specific charge*
502 and to invite City Manager Trudgeon to comment at a future meeting on its implementation. **The**
503 **motion carried unanimously.**

504

505 Chair Grefenberg ~~stated~~ raised another recommendation that ~~is suggested~~ would include on ~~the a~~
506 Commission’s webpage individual Commission members contact information ~~be included.~~

507 Mr. ~~Brown~~ **Bowman** explained the email or phone number that the Commission members had provided
508 is required of all public officials but this information is not displayed on the webpage. This information
509 can be obtained at someone’s request.

510

511 Chair Grefenberg stated the recommendation is to include only the contact information for the Chair and
512 Vice-Chair or for all Commission members. He stated this would provide a direct contact for the
513 community to reach someone on the Commission.

514

515 Commissioner Becker stated he would be ok with either option (chair and vice-chair, or all commission
516 members) as long as he could choose either phone number or email for his listing.

517

518 Commissioner Mueller stated she would prefer having her email listed only but would be ok with both.

519

520 Commissioner Gardella agreed with having an email listed. Commissioners Miller and Ramundt were
521 fine with both, with Commissioner Ramundt suggesting that if practical all commissioners' contact info
522 could be used.

523
524 Commission Becker moved, ~~S~~seconded by Commissioner Ramundt, to recommend to the Council for
525 inclusion in the Council an Ordinance of Uniform Standards for Commissioners having individual
526 contact information ~~might~~ may be posted at ~~the~~ each Commissioner's discretion on the Commission's
527 website along with as well as on any printed general information. **The motion carried unanimously.**

528
529 **f. Commissioners Areas of Interest and/or Committee Structure**

530
531 **i. Website Redesign**

532
533 Chair Grefenberg stated Commissioner Becker and Commissioner Miller are willing to take the lead on
534 working with Staff on integrating the Commission's advice into CivicPlus's upgrading the City's
535 website. He asked if anyone else was interested in working on this, and the Commission authorizing the
536 creation of this group as a Commission committee. Staff would be looking for input in the next couple
537 of months.

538
539 Mr. Bowman stated the website will be redesigned in the next few months.

540
541 Commissioner Mueller stated she be interested in this project from an organizational standpoint and ~~the~~
542 streamlining the website.

543
544 Commissioner Becker stated the project deadlines would need to be reviewed in order to set deadlines
545 for ~~and then the Committee can bringing things~~ issues back to the Commission for ~~more review~~ its input.

546
547 Chair Grefenberg moved, seconded by Commissioner Mueller to form a Website Committee ~~with of~~
548 Commissioners Becker and ~~Commissioner~~ Miller to be point persons for the Commission on the
549 Department of Administration's update of the City's website. ~~as members with updates to the~~
550 ~~Commission.~~ **Motion carried unanimously.**

551
552 **ii. Others**

553
554 Chair Grefenberg that a Commission committee structure seemed to be evolving with the establishment
555 of the Website Redesign Committee and ~~He stated the Commission has provided~~ ing direction to
556 ~~Commissioner Gardella and Commissioners~~ Ramundt and Mueller to develop a survey about
557 community engagement and talk to residents during the Discover Your Parks events. He asked the
558 Commission for a label for this later committee, but that went nowhere, the Commissioners wanting to
559 keep it informal.

560
561 Chair Grefenberg mentioned that the involvement of businesses in the Commission's work had been
562 mentioned several times by the Council during the Commission interviews, and even earlier this evening
563 by a couple Commissioners. ~~He stated business engagement had been brought up during earlier~~
564 ~~discussions. and reported that he had suggested to Commissioners~~ Scot Becker and Commissioner
565 Jonathan Miller have been given direction to work with Staff regarding the redesign of the City's
566 ~~website.~~ He suggested discussing possible outreach projects for businesses at a future meeting.

567

568 Grefenberg also reported ~~He stated~~ he had a phone call heard from Megan ~~Duschene~~ Dushin, a former
569 Task Force member, volunteering her time for the website redesign. He asked if there was objection to
570 adding this resident to the group working on the website.

571

572 Commissioner Becker stated he would agree to this. Commissioner Miller also agreed. There being no
573 objection the Chair recognized the Commission's consensus on adding Roseville resident Dushin to
574 the Website Redesign Committee and expressing its appreciation for her volunteering.

575

576

577 8. STAFF REPORT

578

579 Staff Liaison Mr. Garry Brown ~~Brown~~ Bowman provided an update to the Commission on the contracts for
580 Civic Plus. There will be a kick off meeting on Monday, May 12. After this meeting he will meet with
581 the Website Committee.

582

583 ~~He~~ Bowman asked if the Commission would be interested in adding a Youth Commissioner and this can
584 be discussed in the future. Commissioner Gardella asked what the role of a youth member would be.

585

586 ~~Mr. Brown~~ Bowman ~~stated~~ responded that it is an advisory position and would provide exposure to for
587 the Community Engagement Commission; and they youth commissioners are also ~~do~~ not able to vote.
588 They will also work with the Commission.

589

590 Commissioner Ramundt thought it was a great idea. Chair Grefenberg was more skeptical about its
591 value, and indicated that he did not understand that this was a Council directive.

592

593 Chair Grefenberg stated these individuals would also work within their schools on behalf of the
594 Commission and its activities.

595

596 9. NEW BUSINESS

597

598 Chair Grefenberg stated there had been discussions on a retreat. He asked if anyone would like to
599 follow up with such an informal meeting, turning to Commissioner Gardella for a response.

600

601 Commissioner Gardella stated that the Commission should get to know each other better but they would
602 not be able to meet informally due to the Public Meeting Laws. She would recommend taking the
603 retreat issue off the table.

604

605 Commissioner Becker noted that the Commission could meet informally as long as that social meeting
606 was notified.

607

608 Chair Grefenberg suggested looking into a reception for Commission members and Staff and have it
609 noticed for the public. He suggested this could be done after the June meeting.

610

611 Chair Grefenberg also raised the issue of ~~He would like to advise~~ ing the Financial Committee about the
612 Commission's willingness to cede to it the task of finding ways to transparently track financial issues
613 on the City website.

614

615 10. FUTURE AGENDA ITEMS

616

617 Chair Grefenberg ~~stated~~ [said](#) for Commission-initiated items the Commission has agreed to take a look
618 at the ranking of the Civic Engagement Task Force Recommendations, ~~taking a look~~ [deciding](#) at what
619 point ~~the Commission~~ [it](#) should become involved in the redesign of the website, and receiving a
620 Committee report from Commissioner Ramundt and Commissioner Mueller on the Discover Your Parks
621 project and future ideas.

622
623 Commissioner Becker stated the Commission has also invited City Manager Trudgeon to comment at a
624 future meeting on implementation of notification of agenda items for Commissions and Boards.

625
626 Commissioner Miller stated that the List Serve was also agreed to.

627
628 ~~Mr. Staff Liaison~~ [Brown Bowman](#) asked if this was something the Commission would like included on
629 the website for residents to get information.

630
631 It was the consensus of the Commission to utilize the website at this time for the list serve.

632
633 Commissioner Ramundt asked what the process would be if she were to have a conversation with
634 someone regarding community engagement.

635
636 Chair Grefenberg suggested adding an item to the agenda regarding the process for these types of
637 conversations.

638
639 ~~Mr. Brown~~ [Bowman](#) ~~stated~~ he recommended not moving ahead with recommending including
640 individual contact information on Commission members until the Council has more information.

641
642 Chair Grefenberg stated he would like to have his [contact](#) information on the website.

643
644 Commissioner Ramundt stated this should be added to the next agenda for further discussions.

645
646 Chair Grefenberg requested [the provision of](#) business cards [for Commissioners](#) be added to the next
647 agenda.

648
649 ~~Mr. Brown~~ [Bowman](#) suggested sending ideas [for these cards](#) to him and he would bring examples to the
650 next meeting.

651
652 **11. ADJOURNMENT**

653
654 Commissioner Becker made a motion, seconded by Commissioner Ramundt, to adjourn. **The motion**
655 **carried unanimously.** The meeting was adjourned at 8:42 p.m.

656

657

658 [Attachments: May 8th Bench Handout entitled *New Agenda Item 3c: Other Organizational Items,*](#)
659 [referenced on lines 225-227 above](#)

660

661 [May 8, 2014, Bench Handout headlined *Commission Review & Advice on Uniform*](#)
662 [Standards for Commissions, referenced on lines 500-503](#)

663

664

665 [Timesavers;sb;gg](#)

666

667 Community Engagement Commission

New Agenda Item 3c: Other Organizational Items

668 May 8, 2014, Meeting

669 **Role of Chair and Vice-Chair**

670 **Chair** convenes and conducts Commission meetings, conducts the business of the Commission including but not
671 limited to the development of the agenda and the meeting packet, is the official representative and
672 spokesperson for the Commission on Commission positions, issues and priorities.

673 **Vice-Chair** performs the duties of the Chair in the absence of the Chair. The Vice-Chair also consults with the
674 Chair upon his or her request.

675 **Term:** The Chair and Vice-Chair serve for approximately one year until the regularly-scheduled Commission
676 meeting in April of each year.

677 **Role of Commission Members**

678 (as found in the Handbook for Roseville Councilmembers, Advisory Commission Members..., page 8-9, except
679 where language in blue font is found)

680 Citizens Advisory Commission members are residents and community volunteers who help the Council by
681 making recommendation regarding certain important issues.

682 **1) Commissioners Act as a Group**

683 You work with your fellow commission members on the issues the City Council as a body has assigned to
684 your commission. The Council has assigned issues to us through the City Code (Chapter 208).

685 As an individual commission member you should work cooperatively with your fellow commissioners.

686 Staff do not work with individual commissioners but for the commission as a body....

- 687 • At its discretion a Commission may form committees and/or task forces which report to
688 the Commission any recommended actions or programs. (A committee is an
689 organizational entity whose majority of members are Commissioners; a task force is an
690 entity whose majority are not sitting Commissioners.)
691

692 **2) Commissioners are a Link to the Community**

693 Citizen advisor commissions are an important link between the City Council and City Residents.

694 Individual commission members can be the eyes and ears of the Council, helping Councilmembers
695 understand the perspective of City residents on City issues.
696

697 **3) Commission Members May Have Special Expertise in a Subject**

698 In addition certain commission members may have special training or experience regarding some aspect
699 of City operations. Their service on a commission, therefore, brings informed insight to bear on the
700 important issues facing the City.

701 **Other Responsibilities:** Commissioners are expected to review materials in the meeting packet before the
702 Commission meeting; advise staff when they will be missing regularly-scheduled Commission meetings and
703 provide a reason; and to keep themselves and other Commissioners apprised of community events, programs,
704 and issues relevant to the Commission's duties.

705

706
707 Re: Commission Agenda Item 7e,iii, Commission Review & Advice on Uniform Standards for
708 Commissions

709 **Section 1: Integrate Citizen Engagement into City Hall Culture**

710 **ADD A NEW SECTION & RECOMMENDATION 1.2:**

711 **1.2: Policy Intent or Practice:** Since Commissions are responsible for advising the City Council on issues
712 or proposals before them, it makes sense that Commissions should be alerted when their advice
713 will be timely, that is, prior to final Council decision-making. Therefore the Council should direct
714 staff to alert Commissions to meetings where Council Action is being requested on items the
715 Commission has or is considering or fall within the Commission’s purview.

716 **Rationale:** Since advice is only effective prior to a decision, the effectiveness of a Commission is
717 largely determined when its advice is timely and presented to decision-makers prior to their
718 decision-making.

719 **We recommend the City:**

- 720 a. Establish a policy and process whereby in so far as possible Commissions are notified by staff
721 prior to Council action on items which the Commission has or is considering or could be
722 reasonably considered to fall within the Commission’s purview, and the Commission chairs and
723 vice-chairs are invited to attend and participate in said meeting.
724

725 **Section 2: Increase Effective Public Participation in City Council and Commissions**

726 **ADD A NEW RECOMMENDATION 2.4:**

727 **2.4 Policy Intent or Practice:** Contact information for each Commission should be readily available to
728 the public, as well as the individual contact information for each Commission, so as to facilitate
729 direct communication between commissioners and the public.

730 **Rationale:** Since Commissions are a link to the community (*Handbook of Roseville City Council*
731 *Members, Citizen Advisory Commission Members...*, as included in Orientation Materials distributed
732 at Commissioner Orientation April 9, 2014), the individual contact information of either a
733 Commission’s officers or all its members should be easily available. Phone numbers should also be
734 included since not all Roseville residents have access to e-mails.

735 **We recommend the City:**

- 736 a. Include Commission members’ individual contact information on a Commission’s web page and
737 any general printed information describing the Commission, such as brochures.

738 **OR**

- 739 a. Individual contact information for Commission chair and vice-chair should be included on a
740 Commission’s web site and any general printed information describing a Commission, such as
741 brochures.
742

Community Engagement Commission

Standing & Ad Hoc Committee Structure

As of May 8, 2014

At its May 8, 2014, Meeting the Commission agreed by consensus that at its discretion the Commission may form committees and/or task forces which report to the Commission any recommended actions or programs. (A committee is an organizational entity whose majority of members are Commissioners; a task force is an entity whose majority are not sitting Commissioners.)

There are two types of committees, a standing commission whose duration is on-going although its membership may change, and an ad hoc committee is task-specific and of a duration less than a year.

At its May 8, 2014, meeting the Commission approved two ad hoc committees as follows:

Ad Hoc Committees:

Discover Your Parks Committee

Created May 8, 2014

Kathy Ramundt
Desiree Mueller

Website Redesign Committee

Created May 8, 2014

Scot Becker
Jonathan Miller
Megan Dushin

Proposed Standing Committees

For Commission Review 06-12-2014

At its scheduled June 12th meeting the Chair will propose the creation of two standing Committees as follows:

Operations Committee: The Operations Committee is a standing committee of the Commission. It will assume the standard duties of an executive committee in between regularly-scheduled Commission meetings. That is, it will take action on important items which cannot wait until the next regularly-scheduled Commission meeting.

The Committee will also consult with the Commission Chair on in the development of the Commission's meeting agenda and packet, as well as proposed policy issues for the Commission's review and approval.

This committee will meet at the call of the chair. It is composed of the chair, vice-chair, and an at-large member appointed by the Chair. Any Commission member may choose to attend meetings of this committee provided that adequate notice of a desire to attend is given to the Chair; the reason for this is so that the meeting may be noticed according to the requirements of the Minnesota Open Meeting Law.

Outreach and Communications Committee: The Outreach and Communications Committee is a standing Committee internal to the Commission whose purpose is to develop and recommend a flexible and comprehensive plan to the Commission for its own communications with Roseville residents and businesses regarding the Commission's charge, objectives, and programs, which plans and tools can be used by other Commission committees and task forces for public awareness and program publicity.

The Committee will identify various constituencies for the Commission outreach and also review and recommend various tools and vehicles, including but not limited to print and social media, brochures, and community cable programs, for promoting the public awareness of the Commission's functions and programs, and ways and means to encourage more public participation in the Commission's own decision-making, and make recommendations thereof to the Commission for its review and adoption.

The Committee will include Commissioners and members of the Roseville Community appointed by the Commission, and will works closely with City of Roseville staff, especially but not exclusively the Communications Manager for the City.

AGENDA Item # 8 a i
June 12, 2014, Meeting

TRANSMITTED from Becker to Bowman w/ cc to Grefenberg 05-31-2014

Hi Garry,

Thanks again for taking the time to meet with us. I appreciate your willingness to listen to our ideas!

From this meeting, my understanding of the timeline of the CivicPlus website refresh is as follows:

- **Now:** Gathering of requirements/needs from various departments, groups, and individuals
- **June 10th:** Needs Assessment meeting between Garry/Staff and Civic Plus
- **June 12th:** Garry to report on progress and outcomes of this meeting to the CEC
- **June 24th:** Site preview available (first draft of wireframes from Civic Plus)
- **Late June:** Garry, Jonathan, Megan, and Scot meet again to discuss preview
- **Early July:** Freeze of content changes on old site so as to facilitate the import of the information into the new site
- **July 10th:** Garry to report on progress to the CEC
- **Mid-to-Late July:** Freeze of design changes to new site so CivicPlus has time to finish creating the new site
- **August 14th:** Site demo to full CEC
- **Mid-to-Late August:** Testing of new site
- **September 2nd:** New site is live and available to public

Please feel free to respond with any clarifications, comments, or questions.

Gary/Garry: I believe this timeline should be included in the next CEC meeting packet.

Thanks Much,
Scot.

**Roseville Community Engagement Commission
2014 Discover Your Parks Schedule**

Agenda Item
8.b.

				Commissioner	Commissioner
Wed	Jun 25	Pioneer Park	1966 Chatsworth St.	Des or Kathy	
Fri	Jun 27	Central Park Arboretum	2525 North Dale Street	Des or Kathy	
		Rosefest: Bugs & Buds Festival			
Tue	Jul 1	Applewood Park	2838 Arona St.	Des or Kathy	
Wed	Jul 2	Woodhill Park	2724 Western Ave. North	Des or Kathy	
Wed	Jul 9	Langton Lake Park @ Cty Rd C2	1894 County Rd. C2 West	Des or Kathy	
		New Playground Celebration		Des or Kathy	
Wed	Jul 16	Harriett Alexander Nature Center	2520 Dale St N	Des or Kathy	
		Building/Boardwalk Preview			
Wed	Jul 23	Howard Johnson Park	1260 Woodhill Dr.	Des or Kathy	
		New Playground Celebration			
Wed	Jul 30	Materion Park	225 Minnesota Ave.	Des or Kathy	
		New Playground Celebration			
Wed	Aug 6	Mapleview Park	2917 Matilda St.	Des or Kathy	
Tue	Aug 12	Valley Park	3110 Avon St.	Des or Kathy	
Wed	Aug 13	Bruce Russell Park	1175 Roselawn Ave. West	Des or Kathy	

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

For each item, assign a number between 0-5. (5 is high, 0 is low) Rate how important you think this is for our commission to address and your personal interest in working on the item.		Comm Priority Des	Comm Priority Gary	Comm Priority Jonathan	Comm Priority Kathy	Comm Priority Scot	Comm Priority Theresa
1	Integrate Citizen Engagement into City Hall Culture						
1.1.a.i	Continue its practice of forming resident task forces to assess significant issues and make recommendations to the city council or city manager. In particular, consider establishing a residents' task force to assess and make recommendations regarding the transparency and accessibility of the Council's budgeting process.	5	5	3	0	4	0
1.1.a.ii	Make the budget process more transparent and understandable to residents, and utilize other resources such as a Roseville U course on budgeting, neighborhood workshops, and/or webinars to engage residents in budgeting well before the budget is finalized. (Also see Recommendation 6.1 d, below.)	1	5	1	0	3	0
1.1.b	Host two or three general community meetings per year in various locations (outside of city hall) to talk with citizens about issues of concern, update citizens on upcoming events and development proposals, and build trusting relationships within the community. We encourage the city to seek cosponsors for such meetings if there are neighborhood associations in those areas.	5	2	4	5	5	5
1.1.c	Recognize and reach out to the changing demographics of Roseville (increasing communities of color, aging population, and other marginalized groups) in order to understand how best to keep them informed and involved.	5	5	4	5	5	5
1.1.d	Sponsor an annual training/conference on the latest trends, technologies and tools used to engage citizens. City staff and residents should jointly plan and publicize the event, and be encouraged to participate.	5	2	4	4	3	4
2	Increase Effective Public Participation in City Council and Commissions						
2.1.a	Schedule occasional city council and commission meetings in neighborhoods provided that meeting locations are well publicized, ADA-compliant, and accommodate cable television coverage.	5	2	3	5	5	4.5

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

For each item, assign a number between 0-5. (5 is high, 0 is low) Rate how important you think this is for our commission to address and your personal interest in working on the item.		Comm Priority Des	Comm Priority Gary	Comm Priority Jonathan	Comm Priority Kathy	Comm Priority Scot	Comm Priority Theresa
2.1.b	Formalize the current mayor's practices of recognizing members of the public in city council meetings and asking if there is any public comment after each substantive decision item is presented by staff and prior to discussion and final vote. This will help ensure that future mayors and councils follow this example of inviting public participation.	5	1	4	2	4	3
2.1.c	Have commission meetings follow these same rules and procedures as the city council, and as described above.	5	5	3	3	4	3
2.2.a	Fully utilize existing print and electronic means to announce openings on city commissions and task forces. Such means include but are not limited to the Roseville City News, Roseville Patch, Roseville Review, Roseville Issues Forum, and the neighborhood network NextDoor.	5	2	5	2	0	3
2.2.b	Pursue outreach efforts aimed at underrepresented groups.	5	5	5	5	5	5
2.3.a	Request staff report to the City Council when any commissioner misses more than four meetings in a rolling twelve month period.	4	5	4	2	4	2
2 addl 1	Other: In so far as possible staff to advise Commissions on items on Council agenda which fall under their purview according to City Ordinance. (Adopted by CEC 05-08-2014)		5				
2 addl 2	Other: Direct contact info for each commission on it web page and printed materials such as Brochures. (CEC adopted 05-08-2014).		4				
2 addl 3	Other Tweak the Commission interview process to make certain applicants are aware of interviews and consider providing alternative dates if necessary.		3				
3	Engage Roseville Renters and Non-Single Family Homeowners						
3.1.a	Include renters/leasers (both residential and business) and residents of co-ops and assisted living facilities in any communications initiatives (such as the recent adoption of Nextdoor, a neighborhood networking tool) to facilitate their engagement.	5	4	4	5	4	5
3.1.b	Include renters/leasers (both residential and business) and residents of co-ops and assisted living facilities in the notifications process pertaining to zoning changes and planning issues (as with property owners).	5	5	4	1	4	5
4	Provide Public Participation Support, Training, and Resources						
4.1.a	Create and promote more volunteer opportunities for citizens to actively contribute to the Roseville community.	5	3	4	5	5	3

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

For each item, assign a number between 0-5. (5 is high, 0 is low) Rate how important you think this is for our commission to address and your personal interest in working on the item.		Comm Priority Des	Comm Priority Gary	Comm Priority Jonathan	Comm Priority Kathy	Comm Priority Scot	Comm Priority Theresa
4.1.b	2. Create a new city executive position to support volunteerism and effective public engagement across all departments. This position would direct and coordinate volunteer opportunities and neighborhood and community relations; he/she could develop procedures and methods to provide clear and consistent two-way communication between city government and residents and businesses (improve communication and find opportunities for more effective civic engagement). We recommend that this position report to the City Manager and Council.	5	5	4	0	0	
4.1.c	Provide opportunities for City staff, council members, and commissioners to discuss key issues with citizens, including the City's progress on increasing civic engagement (such as occurred at the March 13, 2012 Task Force meeting with City Manager Bill Malinen and City Planner Bryan Lloyd).	5	5	3	4	5	5
4.2.a	Offer periodic (annual at a minimum) training to city officials and staff on civic engagement principles and best practices, including leadership and public participation.	5	3	4	4	3	4
4.3.a	Expand on the information available to citizens re: how a city council and/or commission meeting is run and what procedures citizens need to know in order to testify. This may be in the form of a "how-to" video tutorial sharing some basic information, such as how to sign up for email alerts, how to locate the agenda on the city's website, how to prepare your comments for public testimony, etc.	5	1	5	5	5	2
4.3.b.i	Expand on its successful Roseville U program by offering collaborative workshops specifically focused on civic engagement for residents both new to and seasoned in public participation. The "How-to" material suggested above could be repurposed for this format.	5	3	4	5	4	3
4.3.b.ii	Expand on its successful Roseville U program by offering a "graduate" course that focuses entirely on the city's budgeting process, as this is critical information for engaged citizens to understand.	1	3	1	0	5	4
4.3.b.iii	Expand on its successful Roseville U program by offering more flexible scheduling or informal one evening seminars so that individuals who can't make the full seven-week commitment can still participate.	4	3	0	3	5	2

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

For each item, assign a number between 0-5. (5 is high, 0 is low) Rate how important you think this is for our commission to address and your personal interest in working on the item.		Comm Priority Des	Comm Priority Gary	Comm Priority Jonathan	Comm Priority Kathy	Comm Priority Scot	Comm Priority Theresa
4.3.c	Compile and publish a directory of existing resources to educate citizens on how to effectively participate in city government decisions that affect them.	5	3	4	5	4	2
4 addl 1	Other: Each year the City should host a picnic for all commissioners, possibly in connection with Rosefest.		3				
4 add 1	Other: Reimburse Commissioners for direct costs incurred by them in printing and paper, not travel.		3				
5	Enhance Print Communications and Dissemination						
5.1.a	Continue to disseminate Roseville City News and ensure all residents including renters and those living in non-single family homes receive the paper.	5	5	5	3	4	2
5.1.b	Print any electronic updates pertaining to City Council decisions in Roseville City News so that people without email are able to access this information.	5	4	2	3	2	2
5.1.c	Work with Nextdoor.com or other appropriate non-profits to find ways to include residents without computer access in community-building and communications.	5	5	4	3	4	2
5.2.a	Include information related specifically to neighborhoods and their activities in the Roseville City News.	5	5	3	5	3	2
5.2.b	Include information related specifically to commission activities and civic engagement opportunities in the Roseville City News.	5	5	4	3	5	2
5.2.c	Invite volunteer residents to advise city staff on items of interest for City News and possibly other communications such as the biweekly electronic newsletter. For instance, the City should consider establishing a Residents' News Advisory Committee to serve in this capacity.	3	3	5	4	3	2
5 addl 1	Other Include School District activities of particular interest to Roseville in City News						
6	Enhance Website and Electronic Communications						
6.1.a	Improve the organization and presentation of content so the website is easy to use.	5	5	5	5	5	4
6.1.b	Improve the search feature to yield more relevant keyword matches.	5	5	5	5	5	4
6.2.a	Make use of existing electronic communications channels and networks (website, email alerts, Roseville Community Forum, Nextdoor, Patch, etc.) to connect with and actively engage Roseville citizens with an emphasis on two-way communication.	5	5	5	5	5	4
6.2.b	Explore new media channels (Facebook, YouTube, blogging, etc.) to connect with and actively engage Roseville citizens with an emphasis on two-way communication.	5	3	5	5	5	4

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

For each item, assign a number between 0-5. (5 is high, 0 is low) Rate how important you think this is for our commission to address and your personal interest in working on the item.		Comm Priority Des	Comm Priority Gary	Comm Priority Jonathan	Comm Priority Kathy	Comm Priority Scot	Comm Priority Theresa
6.2.c	Create an area of the website (or web-based communications) focused specifically on public engagement information and resources for citizens, including two-way communication (see Edina's Citizen Engagement blog as an example).	5	5	5	5	5	4
6.3.a	Publish approved city council and commission meeting minutes on the city website in a timely manner, such as within one week of approval. If public meeting minutes are not approved in a timely manner, such as within one month, publish draft minutes on its website until minutes are finalized.	5	4	5	3	4	3
6.3.b	Offer the full text of meeting agendas in the body of email alerts and meeting notices rather than requiring the extra step to click a link to learn of the full agenda.	4	5	5	3	5	3
6.3.c	Include a link to the specific recorded televised city meeting on the same page as the meeting minutes and/or agenda. Currently it takes at least 8 clicks through 2 different websites to access a specific recording, and these links are difficult to find.	4	4	5	3	4	3
6.3.d	Ensure online video streaming is optimized for citizens at average connectivity.	4	5	5	3	3	3
6.4.a.	Create and publish public, city-domain email addresses for city council members and commissioners to directly receive email from and send email to citizens on public matters without requiring city staff to manually forward such messages. (The online contact form may still be useful for individuals without email.)	3	5	5	3	5	3
6.4.b	Automatically forward messages sent to the City Council's single email account to these new public addresses for council members.	3	3	5	2	5	3
6.4.c	Create a group email account for each commission and automatically forward messages sent to each commission to the respective commission members.	3	5	5	3	5	3
6 addl 1	Other Allow each Commission control over their web page and Facebook entries, with proper disclaimers and controls for elimination of whatever staff worries about.		5				
7	Enhance Overall City Communication						
7.1.a	Organize/host an open house or community meeting for projects that pose issues of substantial community or neighborhood-wide impact to engage in dialogue before the Council or any commission takes any formal action. This would allow the city to explain the project, answer any questions, identify pros and cons, and get a feel for residents' viewpoints.	5	3	5	5	5	5
7.1.b	Aggressively communicate these open house opportunities in local media, as well as through existing communications systems and networks.	5	4	5	4	5	5

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

For each item, assign a number between 0-5. (5 is high, 0 is low) Rate how important you think this is for our commission to address and your personal interest in working on the item.		Comm Priority Des	Comm Priority Gary	Comm Priority Jonathan	Comm Priority Kathy	Comm Priority Scot	Comm Priority Theresa
7.1.c	Encourage staff to consult with community and neighborhood leaders on issues critical to Roseville's development.	5	5	4	5	5	5
7.2.a	Connect Nextdoor neighborhood leads to facilitate communication between them on issues of city-wide significance. This will need the cooperation of Nextdoor.	5	4	3	4	4	3
7.2.b	Use neighborhood networks such as homeowner associations, SWARN (Solidarity of West Area of Roseville Neighbors), the Lake McCarron's Neighborhood Association, and possibly the City's Neighborhood Watch block captain system to supplement existing information systems and to invite residents' responses.	5	5	4	5	5	3
7.2.c	Create and publish a policy for staff to respond to residents' requests and comments within 2 business days, and where applicable, inform residents of any relevant Roseville mailing (or emailing) lists they can join for updates on issues of concern.	5	3	5	3	4	
7.2.d	Reinstate the "Welcome Packet" for new residents of Roseville and incorporate information needed to foster volunteerism and effective civic engagement. If printing costs are prohibitive, the city might offer these resources online and provide a postcard to new residents inviting them to visit the web link or request a printed packet.	5	2	5	5	5	3
7 addl 1	Other Establish communication links with Condos and Senior Residences		4				
8	8. Foster and Support Vibrant Neighborhoods						
8.1.a	Support the creation of resident-defined neighborhoods. The City, in asking residents to adopt NextDoor.com as their online neighborhood networking tool, established neighborhood boundaries.	3	4	3	2	3	3
8.1.b	Evaluate the success of Nextdoor.com and include goal-related metrics such as its overall effectiveness in building community. Solicit input from residents on their satisfaction with the tool as it pertains to community building within pre-defined neighborhoods.	4	2	4	5	3	3
8.1.c	Provide materials to support neighborhood gatherings throughout the year, similar to the Night to Unite materials offered through the Neighborhood Watch Program.	4	3	4	4	4	3
8.1.d	Create a neighborhood profile column in the City News. Solicit content from residents and neighborhood groups.	5	4	3	3	3	3
8.1.e	Explore opportunities to use Cable 16 to promote neighborhoods.	3	3	2	3	2	3
8.2.a.i	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: definition of a neighborhood, network, and association.	3	2	5	3	3	3

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

For each item, assign a number between 0-5. (5 is high, 0 is low) Rate how important you think this is for our commission to address and your personal interest in working on the item.		Comm Priority Des	Comm Priority Gary	Comm Priority Jonathan	Comm Priority Kathy	Comm Priority Scot	Comm Priority Theresa
8.2.a.ii	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: definition of a neighborhood, network, and association, example of forming a neighborhood, network, or association, clear process to formalize a neighborhood, network, or association, recognition of neighborhoods, networks, and associations.	3	5	4	3	3	3
8.2.a.iii	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: clear process to formalize a neighborhood, network, association	3	5	4	3	3	3
8.2.a.iv	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: recognition of neighborhoods, networks, and associations.	3	5		3	3	3
8.2.a.iv.1	A page on city's website with the neighborhood's name, boundaries, characteristics, events, and contact person. (Example at http://www.stlouispark.org/wolfe-park.html).	5	4	4	3	3	3
8.2.a.iv.2	Signage in the physical neighborhood.	5	1	2	4	3	3
8.2.b	By utilizing various neighborhood networks and organizations to disseminate information relevant to the city and its neighborhoods, the City will assist these groups in providing value to their members and neighbors.	5	5	4	4		3
8.3.a	Compile, maintain, and make readily available a list of meeting places for Roseville residents to use when organizing neighborhood meetings.	5	3	3	5	3	3
9	Improve the Notification Process						
9.1.a.i	Expand the notification radius for projects reaching a threshold of having significant impact, based on those proposals that meet certain criteria. We recognize developing such criteria is challenging and therefore recommend the following as a starting point: Environmental impact including any use that will generate air emissions beyond normal heating and cooling or restaurant exhaust; and noise that may be heard beyond a 500 foot radius or at any distance from the property before 7:00 am or after 5:00 pm weekdays or anytime on weekends and holidays; any proposal requiring a mandatory Environmental Assessment Worksheet (EAW) or a proposal that would require an EAW on its own if an Alternative Urban Area-wide Review (AUAR) had not been prepared	3	4	3	4	3	4
9.1.a.ii	Expand the notification radius for projects reaching a threshold of having significant impact, based on those proposals that meet certain criteria: Any proposal requiring a change to the Comprehensive Plan or an interpretation of the intent of the Comprehensive Plan	5	5	3	4	2	4

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

For each item, assign a number between 0-5. (5 is high, 0 is low) Rate how important you think this is for our commission to address and your personal interest in working on the item.		Comm Priority Des	Comm Priority Gary	Comm Priority Jonathan	Comm Priority Kathy	Comm Priority Scot	Comm Priority Theresa
9.1.a.iii	Expand the notification radius for projects reaching a threshold of having significant impact, based on those proposals that meet certain criteria. We recognize developing such criteria is challenging and therefore recommend the following as a starting point: Any proposal requiring a rezoning for a site of more than one acre.	3	4	3	4	3	4
9.1.a.iv	Expand the notification radius for projects reaching a threshold of having significant impact, based on those proposals that meet certain criteria. We recognize developing such criteria is challenging and therefore recommend the following as a starting point: any subdivision creating more than 20 residential lots or more than 40 residential dwelling units.	3	4	3	4	3	4
9.1.b	Require notification for such proposals be provided to any established neighborhood organization any part of which falls within 500 feet of the proposal and to all residents and businesses within 1500 feet of the proposal and solicit their input. Highway and freeway rights of way shall not be included in the measured radius and the city will liberally interpret this notice criteria.	3	4	3	4	2	4
9.1.c	Work with governing associations of condominiums and townhomes to notify residents, and advise neighborhood groups and associations of pending development issues as soon as legally-allowable and solicit their input.	4	4	3	4	3	4
9.1.d	Co-host (with the proper) informal public communications meetings in the community to display renderings, drawings and maps of the proposal and set aside time to respond to residents' questions and concerns. These should include site plans, landscaping plans, lighting plans with off-site impacts shown, and in the case of buildings higher than 35 feet, site cross-section drawings showing the relationship of the proposed buildings to existing adjacent buildings.	3	3	3	4	3	5
9.1.e	Provide administrative and communications supports for the above mentioned information meetings, such as maintaining an attendance list and taking notes; providing information on the proposed schedule, future public meetings, and review and decision processes; and informing the public on how to access staff reports and other information regarding the proposal.	3	5	3	4	3	5

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comm Average	Comm Median	Comm High	Comm Low	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa	Your Interest Average	Your Interest Median	Your Interest High	Your Interest Low
2.8	3.5	5	0	3	5	1	0	4	0	2.2	2.0	5	0
1.7	1.0	5	0	1	5	0	0	2	0	1.3	0.5	5	0
4.3	5.0	5	2	5	3	1	5	5	4	3.8	4.5	5	1
4.8	5.0	5	4	4	4	3	5	4	4	4.0	4.0	5	3
3.7	4.0	5	2	4	3	2	4	3	3	3.2	3.0	4	2
4.0	5.0	5	2	3	2	1	3	5	3	2.8	3.0	5	1

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comm Average	Comm Median	Comm High	Comm Low	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa	Your Interest Average	Your Interest Median	Your Interest High	Your Interest Low
3.2	3.5	5	1	3	3	3	3	4	1	2.8	3.0	4	1
3.8	3.5	5	3	3	5	3	1	4	1	2.8	3.0	5	1
2.8	2.5	5	0	5	2	5	2	0	1	2.5	2.0	5	0
5.0	5.0	5	5	5	4	2	5	4	4	4.0	4.0	5	2
3.5	4.0	5	2	1	5	3	1	4	1	2.5	2.0	5	1
5.0	5.0				5					5.0	5.0		
4.0	4.0				5					5.0	5.0		
3.0	3.0				2					2.0	2.0		
4.5	4.5	5	4	5	4	2	5	3	4	3.8	4.0	5	2
4.0	4.5	5	1	2	5	2	1	3	4	2.8	2.5	5	1
4.2	4.5	5	3	5	3	2	5	5	0	3.3	4.0	5	0

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comm Average	Comm Median	Comm High	Comm Low	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa	Your Interest Average	Your Interest Median	Your Interest High	Your Interest Low
2.8	4.0	5	0	1	5	2	0	0		1.6	1.0	5	0
4.5	5.0	5	3	4	5	1	4	5	4	3.8	4.0	5	1
3.8	4.0	5	3	5	3	1	3	3	3	3.0	3.0	5	1
3.8	5.0	5	1	2	1	3	3	4	1	2.3	2.5	4	1
4.0	4.0	5	3	2	3	3	4	4	3	3.2	3.0	4	2
2.3	2.0	5	0	1	3	0	0	4	2	1.7	1.5	4	0
2.8	3.0	5	0	2	3	0	0	4	1	1.7	1.5	4	0

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comm Average	Comm Median	Comm High	Comm Low	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa	Your Interest Average	Your Interest Median	Your Interest High	Your Interest Low
3.8	4.0	5	2	3	3	3	3	4	1	2.8	3.0	4	1
3.0	3.0				3					3.0	3.0		
3.0	3.0				3					3.0	3.0		
4.0	4.5	5	2	4	3	3	0	2	1	2.2	2.5	4	0
3.0	2.5	5	2	3	4	2	1	2	1	2.2	2.0	4	1
3.8	4.0	5	2	5	4	1	3	2	1	2.7	2.5	5	1
3.8	4.0	5	2	5	5	1	4	3	1	3.2	3.5	5	1
4.0	4.5	5	2	4	5	2	2	4	1	3.0	3.0	5	1
3.3	3.0	5	2	3	5	3	2	3	1	2.8	3.0	5	1
					3					3.0	3.0		
4.8	5.0	5	4	4	5	5	3	5	1	3.8	4.5	5	1
4.8	5.0	5	4	2	2	5	3	5	1	3.0	2.5	5	1
4.8	5.0	5	4	5	5	5	4	5	1	4.2	5.0	5	1
4.5	5.0	5	4	5	4	5	3	4	1	3.7	4.0	5	1

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

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4.8	5.0	5	4	5	5	5	3	5	1	4.0	5.0	5	1
4.0	4.0	5	3	2	4	2	1	3	1	2.2	2.0	4	1
4.2	4.5	5	3	2	3	3	1	5	1	2.5	2.5	5	1
3.8	4.0	5	3	2	3	5	1	4	1	2.7	2.5	5	1
3.8	3.5	5	3	2	3	2	1	3	1	2.0	2.0	3	1
4.0	4.0	5	3	2	4	5	2	4	1	3.0	3.0	5	1
3.5	3.0	5	2	2	2	3	1	4	1	2.2	2.0	4	1
4.0	4.0	5	3	2	3	5	1	4	1	2.7	2.5	5	1
5.0	5.0				4					4.0	4.0		
4.7	5.0	5	3	5	5	1	3	5	4	3.8	4.5	5	1
4.7	5.0	5	4	5	3	4	1	4	2	3.2	3.5	5	1

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

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4.8	5.0	5	4	3	4	2	4	4	4	3.5	4.0	4	2
3.8	4.0	5	3	4	4	2	4	3	2	3.2	3.5	4	2
4.5	5.0	5	3	4	5	2	4	4	2	3.5	4.0	4	2
4.0	4.0	5	3	3	5	2	2	3		3.0	3.0	5	2
4.2	5.0	5	2	5	2	3	5	4	2	3.5	3.5	5	2
4.0	4.0				5					5.0	5.0		
										#DIV/0!	#NUM!		
3.0	3.0	4	2	2	5	2	5	3		3.4	3.0	5	2
3.5	3.5	5	2	3	4	2	5	3		3.4	3.0	5	2
3.7	4.0	4	3	3	3	2	4	4		3.2	3.0	4	2
3.5	3.0	5	3	5	4	1	5	3		3.6	4.0	5	1
2.7	3.0	3	2	2	3	1	3	2		2.2	2.0	3	1
3.2	3.0	5	2	2	5	2	3	3		3.0	3.0	5	2

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

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3.5	3.0	5	3	2	5	2	3	3		3.0	3.0	5	2
3.5	3.0	5	3	2	5	2	3	3		3.0	3.0	5	2
3.4	3.0	3	3	2	5		3	3		3.3	3.0	5	2
3.7	3.5	5	3	4	5	2	3	3		3.4	3.0	5	2
3.0	4.0	5	1	4	2	1	4	3		2.8	3.0	4	1
4.2	4.0	5	3	5	5	1	4			3.8	4.5	5	1
3.7	3.0	5	3	5	3	2	5	2		3.4	3.0	5	2
3.5	3.5	4	3	3	5	1	2	2	0	2.2	2.0	5	0
3.8	4.0	5	2	3	4	1	2	2	0	2.0	2.0	4	0

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

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3.5	3.5	4	3	3	4	1	2	2	0	2.0	2.0	4	0
3.5	3.5	4	3	3	5	1	2	2	0	2.2	2.0	5	0
3.3	3.5	4	2	3	5	1	2	2	0	2.2	2.0	5	0
3.7	4.0	4	3	3	5	1	2	2	0	2.2	2.0	5	0
3.5	3.0	5	3	3	4	1	2	2	4	2.7	2.5	4	1
3.8	3.5	5	3	3	5	1	2	2	0	2.2	2.0	5	0

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comments
<p>Des: support citizen task force development, but anything relating specifically to the budget should be handled by the Finance Commission.</p> <p>KR: Not related to our commission specifically.</p> <p>Theresa: Understand this to be the work of (potentially) the new finance commission</p> <p>GG: last phrase has been superceded by creation of Finance Commission. This is one of those Recommendations which will be useful but used only occasionally.</p>
<p>Des: This sounds like it may be a better focus for the Finance group.</p> <p>Jonathan: This was one we were thinking the new financial commission would tackle?</p> <p>KR: City Council exceeded our expectations by creating a Finance Commission. Gary G - Has our report been shared with other Commissions?</p> <p>Theresa: Understand this to be the work of (potentially) the new finance commission</p> <p>GG: in tandem with Finance Commission</p>
<p>Theresa: This includes 2.1a</p>
<p>Des: I am interested in reaching out to the senior population specifically.</p> <p>KR: Communities for a Lifetime group did a great job of this. We can probably tap into the groups they used (i.e. Adult Basic Education, Early Childhood Family Development)</p> <p>Theresa: This includes 2.2b, 3.1a, 3.1b</p>
<p>KR: Would be good to do in conjunction with the other commissions.</p> <p>Theresa: I don't know that it has to be a "conference" or "training", but something that ensures we're staying on top of the opportunities and both residents and city are aware</p> <p>GG: would wait until we have a year under our belt.</p>
<p>KR: Good goal. Might be challenging to implement</p> <p>GG: Depends whether there is anything of interest to the neighborhood on the Council or Commission agenda</p>

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comments
<p>KR: We can encourage this. One thing our commission could do is figure out a way to let residents know that they can easily address the council and encourage this. GG: Each Council may set up its own rules so this rec. cannot be achieved as now written. Needs to be reworked.but should be simple</p>
<p>Jonathan: I would specifically ad social media to this list. Scot: This seems to be accomplished. Theresa: Is this not being done, or just not being done well? GG: Has largely been achieved except for under-represented groups</p>
<p>Des: I am interested in reaching out to the senior population specifically. Theresa: Goes with 1.1c, 3.1a, 3.1b GG: Has largely been achieved except for under-represented groups</p>
<p>GG: Without this assistance how can any Commission fulfill its function of advising the Council?</p>
<p>GG: There are programs which make this easier, such as those of Granicus.</p>
<p>Theresa: Goes with 2.2b, 3.1b</p>
<p>KR: Not responsibility of our commission Theresa: Goes with 2.2b, 3.1a</p>

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comments
<p>Des: I believe this position is already in place or in the works, which is great! Once this person is settled into their role, it would be nice to have them attend a meeting to explain their vision and means for reaching more people.</p> <p>Scot: This seems to be accomplished</p> <p>Jonathan: already happening, right</p> <p>Kathy: already being done</p> <p>Theresa: Need more discussion</p> <p>GG: should await til 2015 but the volunteer coordinator position only covers part of this recommendation.</p>
<p>Theresa: Goes with 1.1b, 2.1a, 7.1c</p>
<p>Theresa: Goes with 1.1.d</p> <p>GG: Annual is too often, and CEC should wait at least a year before attempting.</p>
<p>GG: Has been partly achieved, and so also needs further thought and reworking</p>
<p>Theresa: I think somehow this could also be a part of 1.1d and 4.2a</p>
<p>Des: I believe this is valuable but sounds like a better focus for the Finance Commission.</p> <p>Jonathan: I am not sure the audience for these advanced courses is large enough to merit the work needed to build them</p> <p>KR: Should be Finance Commission</p> <p>Theresa: I think understanding budgets is critical for residents, I have very little skill here</p> <p>Jonathan: I think this can be done with the online videos mentioned above</p> <p>KR; We can only recommend</p> <p>GG: will need coordination with finance commission</p>

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comments
GG: consider having Volunteer coordinator do first draft
Jonathan: Is there a way that people can opt to only receive the PDF? KR: Not much for us to do. Thesesa: Enhancing print communications is very important, but I'm wondering if we don't have other options than just Roseville City News.
Jonathan: Is this feasible with the size of the publication? KR: Need to determine what this means. GG: Consider working with Senior organizatons in achieveing this goal
Jonathan: Is this feasible with the size of the publication?
Jonathan: Perhaps a call for submissions KR: Is this something we should suggest to new volunteer coordinator
GG: Much of this has been done.
GG: some of this has already begun

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comments
GG: a website redesign without 2 way communication is a waste of time
Jonathan: This make a lot of sense. What is the feasabilty of it?
Jonathan: Mobile friendly? GG: Already achieved.
Des: This should be an action item as part of the web refresh. Jonathan: Those forms are super annoying... KR: Needs analysis to determine guidelines for responses GG: Ideally one should be able to e-mail ll council members at one time, but also directly connect with individual councilmembers without going through staff.
Des: This should be an action item as part of the web refresh. GG: needs reassessment
Des: This should be an action item as part of the web refresh. GG: has already been successfully achieved, direct communication remains needed
Thesesa: Goes with 1.1b, 2.1a, 4.1c, 7.1c GG: Recommendation needs much updating before we go public with it. Especially relevant to Planning Commission
KR; We can only recommend GG: Planning staff responsibility to implement

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comments
<p>KR; I think we need to facilitate this. Need to determine which issues to be involved in. Thesesa: Goes with 1.1b, 2.1a, 4.1c, 7.1a GG: will require culture change on part of staff but needs to be done</p>
<p>KR; I think we need to figure out what all these networks are. GG: needs updating</p>
<p>Thesesa: Need more discussion from city staff GG: I'd give more than 2 days reponse time, 3 or 4</p>
<p>Jonathan: Are they still doing this? We received something from the HRA, I think last June KR: Brooklyn Park uses this to promote local businesses with coupons.</p>
<p>GG: The operative word is "neighborhood defined"</p>
<p>GG: Needs to be readdressed. Since 2012 NextDoor for my neighborhood has been a huge success.</p>
<p>GG: I'm assuming we are talking about community engagement materials</p>
<p>GG: for year 2 or 3 of CEC's existence</p>
<p>GG: This item and the next 4 need to be reassessed as a unit.</p>

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comments

GG: This item and the next 4 need to be reassessed as a unit.

GG: This item and the next 4 need to be reassessed as a unit.

GG: This item and the next 4 need to be reassessed as a unit.

GG: This item and the next 4 need to be reassessed as a unit.

GG: Could be done by volunteer coordinator

Jonathan: This is an area that I am personally not all that concerned about, but I would be willing to talk through others concerns in this area and upgrade my scores if the group feels like notifications are a major weakness
Theresa: My "zeros" is more about skill level. The action is very important
GG: Here we are focusing on issues of the Planning Staff and Commission, and therefore may want to collaborate with them.

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

Comments
Theresa: these meetings should be held prior to display renderings, landscaping plans, etc. GG: Needs a realistic reappraisal, to limit it to major communitywide projects

Theresa: these meetings should be held prior to display renderings, landscaping plans, etc.
GG: Needs a realistic reappraisal, to limit it to major communitywide projects

For each item, assign a number between 0-5. (5 is high, 0 is low) Rate how important you think this is for our commission to address and your personal interest in working on the item.		Comm Priority Des	Comm Priority Gary	Comm Priority Jonathan	Comm Priority Kathy	Comm Priority Scot	Comm Priority Theresa	Comm Average	Comm Median	Comm High	Comm Low	Your Interest Des	Your Interest Gary	Your Interest Jonathan	Your Interest Kathy	Your Interest Scot	Your Interest Theresa	Your Interest Average	Your Interest Median	Your Interest High	Your Interest Low	Comments	
1	Integrate Citizen Engagement into City Hall Culture																						
1.1.a.i	Continue its practice of forming resident task forces to assess significant issues and make recommendations to the city council or city manager. In particular, consider establishing a residents' task force to assess and make recommendations regarding the transparency and accessibility of the Council's budgeting process.	5	5	3	0	4	0	2.8	3.5	5	0	3	5	1	0	4	0	2.2	2.0	5	0	Des: support citizen task force development, but anything relating specifically to the budget should be handled by the Finance Commission. KR: Not related to our commission specifically. Theresa: Understand this to be the work of (potentially) the new finance commission GG: last phrase has been superceded by creation of Finance Commission. This is one of those Recommendations which will be useful but used only occasionally.	
1.1.a.ii	Make the budget process more transparent and understandable to residents, and utilize other resources such as a Roseville U course on budgeting, neighborhood workshops, and/or webinars to engage residents in budgeting well before the budget is finalized. (Also see Recommendation 6.1 d, below.)	1	5	1	0	3	0	1.7	1.0	5	0	1	5	0	0	2	0	1.3	0.5	5	0	Des: This sounds like it may be a better focus for the Finance group. Jonathan: This was one we were thinking the new financial commission would tackle? KR: City Council exceeded our expectations by creating a Finance Commission. Gary G - Has our report been shared with other Commissions? Theresa: Understand this to be the work of (potentially) the new finance commission GG: in tandem with Finance Commission	
1.1.b	Host two or three general community meetings per year in various locations (outside of city hall) to talk with citizens about issues of concern, update citizens on upcoming events and development proposals, and build trusting relationships within the community. We encourage the city to seek cosponsors for such meetings if there are neighborhood associations in those areas.	5	2	4	5	5	5	4.3	5.0	5	2	5	3	1	5	5	4	3.8	4.5	5	1	Theresa: This includes 2.1a	
1.1.c	Recognize and reach out to the changing demographics of Roseville (increasing communities of color, aging population, and other marginalized groups) in order to understand how best to keep them informed and involved.	5	5	4	5	5	5	4.8	5.0	5	4	4	4	3	5	4	4	4.0	4.0	5	3	Des: I am interested in reaching out to the senior population specifically. KR: Communities for a Lifetime group did a great job of this. We can probably tap into the groups they used (i.e. Adult Basic Education, Early Childhood Family Development) Theresa: This includes 2.2b, 3.1a, 3.1b	
1.1.d	Sponsor an annual training/conference on the latest trends, technologies and tools used to engage citizens. City staff and residents should jointly plan and publicize the event, and be encouraged to participate.	5	2	4	4	3	4	3.7	4.0	5	2	4	3	2	4	3	3	3.2	3.0	4	2	KR: Would be good to do in conjunction with the other commissions. Theresa: I don't know that it has to be a "conference" or "training", but something that ensures we're staying on top of the opportunities and both residents and city are aware GG: would wait until we have a year under our belt.	
2	Increase Effective Public Participation in City Council and Commissions																						
2.1.a	Schedule occasional city council and commission meetings in neighborhoods provided the meeting locations are well publicized, ADA-compliant, and accommodate cable television coverage.	5	2	3	5	5	4.5	4.0	5.0	5	2	3	2	1	3	5	3	2.8	3.0	5	1	KR: Good goal. Might be challenging to implement GG: Depends whether there is anything of interest to the neighborhood on the Council or Commission agenda	
2.1.b	Formalize the current mayor's practices of recognizing members of the public in city council meetings and asking if there is any public comment after each substantive decision item is presented by staff and prior to discussion and final vote. This will help ensure that future mayors and councils follow this example of inviting public participation.	5	1	4	2	4	3	3.2	3.5	5	1	3	3	3	3	4	1	2.8	3.0	4	1	KR: We can encourage this. One thing our commission could do is figure out a way to let residents know that they can easily address the council and encourage this. GG: Each Council may set up its own rules so this rec. cannot be achieved as now written. Needs to be reworked but should be simple	
2.1.c	Have commission meetings follow these same rules and procedures as the city council, and as described above.	5	5	3	3	4	3	3.8	3.5	5	3	3	5	3	1	4	1	2.8	3.0	5	1		
2.2.a	Fully utilize existing print and electronic means to announce openings on city commission and task forces. Such means include but are not limited to the Roseville City News, Roseville Patch, Roseville Review, Roseville Issues Forum, and the neighborhood network NextDoor.	5	2	5	2	0	3	2.8	2.5	5	0	5	2	5	2	0	1	2.5	2.0	5	0	Jonathan: I would specifically ad social media to this list Scott: This seems to be accomplished. Theresa: Is this not being done, or just not being done well? GG: Has largely been achieved except for under-represented groups	
2.2.b	Pursue outreach efforts aimed at underrepresented groups.	5	5	5	5	5	5	5.0	5.0	5	5	5	4	2	5	4	4	4.0	4.0	5	2	Des: I am interested in reaching out to the senior population specifically Theresa: Goes with 1.1c, 3.1a, 3.1b GG: Has largely been achieved except for under-represented groups	
2.3.a	Request staff report to the City Council when any commissioner misses more than four meetings in a rolling twelve month period	4	5	4	2	4	2	3.5	4.0	5	2	1	5	3	1	4	1	2.5	2.0	5	1		
2.add1	Other: In so far as possible staff to advise Commissions on items on Council agenda which fall under their purview according to City Ordinance. (Adopted by CEC 05-08-2014)		5					5.0	5.0			5						5.0	5.0			GG: Without this assistance how can any Commission fulfill its function of advising the Council?	
2.add2	Other: Direct contact info for each commission on it web page and printed materials such as brochures. (CEC adopted 05-08-2014).		4					4.0	4.0			5						5.0	5.0			GG: There are programs which make this easier, such as those of Granicus.	
2.add3	Other: Tweak the Commission interview process to make certain applicants are aware of interviews and consider providing alternative dates if necessary		3					3.0	3.0			2						2.0	2.0				
3	Engage Roseville Renters and Non-Single Family Homeowners																						
3.1.a	Include renters/leasers (both residential and business) and residents of co-ops and assisted living facilities in any communications initiatives (such as the recent adoption of Nextdoor, a neighborhood networking tool) to facilitate their engagement.	5	4	4	5	4	5	4.5	4.5	5	4	5	4	2	5	3	4	3.8	4.0	5	2	Theresa: Goes with 2.2b, 3.1b	
3.1.b	Include renters/leasers (both residential and business) and residents of co-ops and assisted living facilities in the notifications process pertaining to zoning changes and planning issues (as with property owners).	5	5	4	1	4	5	4.0	4.5	5	1	2	5	2	1	3	4	2.8	2.5	5	1	KR: Not responsibility of our commission Theresa: Goes with 2.2b, 3.1a	
4	Provide Public Participation Support, Training, and Resources																						
4.1.a	Create and promote more volunteer opportunities for citizens to actively contribute to the Roseville community.	5	3	4	5	5	3	4.2	4.5	5	3	5	3	2	5	5	0	3.3	4.0	5	0		
4.1.b	2. Create a new city executive position to support volunteerism and effective public engagement across all departments. This position would direct and coordinate volunteer opportunities and neighborhood and community relations; he/she could develop procedures and methods to provide clear and consistent two-way communication between city government and residents and businesses (improve communication and find opportunities for more effective civic engagement). We recommend that this position report to the City Manager and Council.	5	5	4	0	0		2.8	4.0	5	0	1	5	2	0	0		1.6	1.0	5	0	Des: believe this position is already in place or in the works, which is great. Once a person is settled into their role, it would be nice to have them attend a meeting to explain their vision and means for reaching more people. Scott: This seems to be accomplished Jonathan: already happening, right Kathy: already being done Theresa: Need more discussion GG: should wait til 2015 but the volunteer coordinator position only covers part of this recommendation.	
4.1.c	Provide opportunities for City staff, council members, and commissioners to discuss key issues with citizens, including the City's progress on increasing civic engagement (such as occurred at the March 13, 2012 Task Force meeting with City Manager Bill Malinen and City Planner Bryan Lloyd).	5	5	3	4	5	5	4.5	5.0	5	3	4	5	1	4	5	4	3.8	4.0	5	1	Theresa: Goes with 1.1b, 2.1a, 7.1c	
4.2.a	Offer periodic (annual at a minimum) training to city officials and staff on civic engagement principles and best practices, including leadership and public participation.	5	3	4	4	3	4	3.8	4.0	5	3	5	3	1	3	3	3	3.0	3.0	5	1	Theresa: Goes with 1.1.d GG: Annual is too often, and CEC should wait at least a year before attempting.	
4.3.a	Expand on the information available to citizens re: how a city council and/or commission meeting is run and what procedures citizens need to know in order to testify. This may be in the form of a "how-to" video tutorial sharing some basic information, such as how to sign up for email alerts, how to locate the agenda on the city's website, how to prepare your comments for public testimony, etc	5	1	5	5	5	2	3.8	5.0	5	1	2	1	3	3	4	1	2.3	2.5	4	1	GG: Has been partly achieved, and so also needs further thought and reworking	
4.3.b.i	Expand on its successful Roseville U program by offering collaborative workshops specifically focused on civic engagement for residents both new to and seasoned in public participation. The "How-to" material suggested above could be repurposed for this format.	5	3	4	5	4	3	4.0	4.0	5	3	2	3	3	4	4	3	3.2	3.0	4	2	Theresa: I think somehow this could also be a part of 1.1d and 4.2a	

Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation

For each item, assign a number between 0-5. (5 is high, 0 is low) Rate how important you think this is for our commission to address and your personal interest in working on the item.		Comm Priority Des	Comm Priority Gary	Comm Priority Jonathan	Comm Priority Kathy	Comm Priority Scot	Comm Priority Theresa	Comm Average	Comm Median	Comm High	Comm Low	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa	Your interest Average	Your interest Median	Your interest High	Your interest Low	Comments
4.3.b.ii	Expand on its successful Roseville U program by offering a "graduate" course that focuses entirely on the city's budgeting process, as this is critical information for engaged citizens to understand.	1	3	1	0	5	4	2.3	2.0	5	0	1	3	0	0	4	2	1.7	1.5	4	0	Des: I believe this is valuable but sounds like a better focus for the Finance Commission. Jonathan: I am not sure the audience for these advanced courses is large enough to merit the work needed to build them. KR: Should be Finance Commission Theresa: I think understanding budgets is critical for residents, I have very little skill here
4.3.b.iii	Expand on its successful Roseville U program by offering more flexible scheduling / informal one evening seminars so that individuals who can't make the full seven-week commitment can still participate	4	3	0	3	5	2	2.8	3.0	5	0	2	3	0	0	4	1	1.7	1.5	4	0	Jonathan: I think this can be done with the online videos mentioned above KR: We can only recommend GG: will need coordination with finance commission
4.3.c	Compile and publish a directory of existing resources to educate citizens on how to effectively participate in city government decisions that affect their	5	3	4	5	4	2	3.8	4.0	5	2	3	3	3	3	4	1	2.8	3.0	4	1	GG: consider having Volunteer coordinator do first draft
4 add 1	Other: Each year the City should host a picnic for all commissioners, possibly in connection with Rosefest.		3					3.0	3.0				3					3.0	3.0			
4 add 1	Other: Reimburse Commissioners for direct costs incurred by them in printing and paper, or travel.		3					3.0	3.0				3					3.0	3.0			
5	Enhance Print Communications and Dissemination																					
5.1.a	Continue to disseminate Roseville City News and ensure all residents including renters and those living in non-single family homes receive the paper.	5	5	5	3	4	2	4.0	4.5	5	2	4	3	3	0	2	1	2.2	2.5	4	0	Jonathan: Is there a way that people can opt to only receive the PDF KR: Not much for us to do. Theresa: Enhancing print communications is very important, but I'm wondering if we don't have other options than just Roseville City News.
5.1.b	Print any electronic updates pertaining to City Council decisions in Roseville City News so that people without email are able to access this information	5	4	2	3	2	2	3.0	2.5	5	2	3	4	2	1	2	1	2.2	2.0	4	1	Jonathan: Is this feasible with the size of the publication?
5.1.c	Work with Nextdoor.com or other appropriate non-profits to find ways to include residents without computer access in community-building and communication	5	5	4	3	4	2	3.8	4.0	5	2	5	4	1	3	2	1	2.7	2.5	5	1	KR: Need to determine what this means GG: Consider working with Senior organizers in achieving this goal
5.2.a	Include information related specifically to neighborhoods and their activities in the Roseville City News.	5	5	3	5	3	2	3.8	4.0	5	2	5	5	1	4	3	1	3.2	3.5	5	1	Jonathan: Is this feasible with the size of the publication?
5.2.b	Include information related specifically to commission activities and civic engagement opportunities in the Roseville City News	5	5	4	3	5	2	4.0	4.5	5	2	4	5	2	2	4	1	3.0	3.0	5	1	
5.2.c	Invite volunteer residents to advise city staff on items of interest for City News and possible other communications such as the biweekly electronic newsletter. For instance, the City should consider establishing a Residents' News Advisory Committee to serve in this capacity.	3	3	5	4	3	2	3.3	3.0	5	2	3	5	3	2	3	1	2.8	3.0	5	1	Jonathan: Perhaps a call for submissions KR: Is this something we should suggest to new volunteer coordinator
5 add 1	Other: Include School District activities of particular interest to Roseville in City News												3					3.0	3.0			
6	Enhance Website and Electronic Communications																					
6.1.a	Improve the organization and presentation of content so the website is easy to use	5	5	5	5	5	4	4.8	5.0	5	4	4	5	5	3	5	1	3.8	4.5	5	1	
6.1.b	Improve the search feature to yield more relevant keyword matches	5	5	5	5	5	4	4.8	5.0	5	4	2	2	5	3	5	1	3.0	2.5	5	1	GG: Much of this has been done
6.2.a	Make use of existing electronic communications channels and networks (website, email alerts, Roseville Community Forum, Nextdoor, Patch, etc.) to connect with and actively engage Roseville citizens with an emphasis on two-way communication.	5	5	5	5	5	4	4.8	5.0	5	4	5	5	5	4	5	1	4.2	5.0	5	1	
6.2.b	Explore new media channels (Facebook, YouTube, blogging, etc.) to connect with and actively engage Roseville citizens with an emphasis on two-way communication.	5	3	5	5	5	4	4.5	5.0	5	4	5	4	5	3	4	1	3.7	4.0	5	1	GG: some of this has already begun
6.2.c	Create an area of the website (or web-based communications) focused specifically on public engagement information and resources for citizens, including two-way communication (see Edina's Citizen Engagement blog as an example)	5	5	5	5	5	4	4.8	5.0	5	4	5	5	5	3	5	1	4.0	5.0	5	1	GG: a website redesign without 2 way communication is a waste of time
6.3.a	Publish approved city council and commission meeting minutes on the city website in a timely manner, such as within one week of approval. If public meeting minutes are not approved in a timely manner, such as within one month, publish draft minutes on its website until minutes are finalized.	5	4	5	3	4	3	4.0	4.0	5	3	2	4	2	1	3	1	2.2	2.0	4	1	
6.3.b	Offer the full text of meeting agendas in the body of email alerts and meeting notices rather than requiring the extra step to click a link to learn of the full agenda.	4	5	5	3	5	3	4.2	4.5	5	3	2	3	3	1	5	1	2.5	2.5	5	1	Jonathan: This make a lot of sense. What is the feasibility of it?
6.3.c	Include a link to the specific recorded televised city meeting on the same page as the meeting minutes and/or agenda. Currently it takes at least 8 clicks through 2 different websites to access a specific recording, and these links are difficult to find.	4	4	5	3	4	3	3.8	4.0	5	3	2	3	5	1	4	1	2.7	2.5	5	1	
6.3.d	Ensure online video streaming is optimized for citizens at average connectivity.	4	5	5	3	3	3	3.8	3.5	5	3	2	3	2	1	3	1	2.0	2.0	3	1	Jonathan: Mobile friendly. GG: Already achieved.
6.4.a	Create and publish public, city-domain email addresses for city council members and commissioners to directly receive email from and send email to citizens on public matters without requiring city staff to manually forward such messages. (The online contact form may still be useful for individuals without email.)	3	5	5	3	5	3	4.0	4.0	5	3	2	4	5	2	4	1	3.0	3.0	5	1	Des: This should be an action item as part of the web refresh Jonathan: Those forms are super annoying... KR: Needs analysis to determine guidelines for responses GG: Ideally one should be able to e-mail 11 council members at one time, but also directly connect with individual councilmembers without going through staff.
6.4.b	Automatically forward messages sent to the City Council's single email account to these new public addresses for council members	3	3	5	2	5	3	3.5	3.0	5	2	2	2	3	1	4	1	2.2	2.0	4	1	Des: This should be an action item as part of the web refresh GG: needs reassessment
6.4.c	Create a group email account for each commission and automatically forward messages sent to each commission to the respective commission members.	3	5	5	3	5	3	4.0	4.0	5	3	2	3	5	1	4	1	2.7	2.5	5	1	Des: This should be an action item as part of the web refresh. GG: has already been successfully achieved, direct communication remains needed
6 add 1	Other: Allow each Commission control over their web page and Facebook entries, with proper disclaimer and controls for elimination of whatever staff worries about		5					5.0	5.0				4					4.0	4.0			
7	Enhance Overall City Communication																					
7.1.a	Organize/host an open house or community meeting for projects that pose issues substantial community or neighborhood-wide impact to engage in dialogue before the Council or any commission takes any formal action. This would allow the city to explain the project, answer any questions, identify pros and cons, and get a feel for residents' viewpoints.	5	3	5	5	5	5	4.7	5.0	5	3	5	5	1	3	5	4	3.8	4.5	5	1	Theresa: Goes with 1.1b, 2.1a, 4.1c, 7.1c GG: Recommendation needs much updating before we go public with it. Especially relevant to Planning Commission
7.1.b	Aggressively communicate these open house opportunities in local media, as well as through existing communications systems and networks	5	4	5	4	5	5	4.7	5.0	5	4	5	3	4	1	4	2	3.2	3.5	5	1	KR: We can only recommend GG: Planning staff responsibility to implement
7.1.c	Encourage staff to consult with community and neighborhood leaders on issues critical to Roseville's development.	5	5	4	5	5	5	4.8	5.0	5	4	3	4	2	4	4	4	3.5	4.0	4	2	KR: I think we need to facilitate this. Need to determine which issues to be involved in. Theresa: Goes with 1.1b, 2.1a, 4.1c, 7.1a GG: will require culture change on part of staff but needs to be done
7.2.a	Connect Nextdoor neighborhood leads to facilitate communication between them on issues of city-wide significance. This will need the cooperation of Nextdoor	5	4	3	4	4	3	3.8	4.0	5	3	4	4	2	4	3	2	3.2	3.5	4	2	
7.2.b	Use neighborhood networks such as homeowner associations, SWARN (Solidarity of West Area of Roseville Neighbors), the Lake McCarron's Neighborhood Association, and possibly the City's Neighborhood Watch block captain system to supplement existing information systems and to invite residents' responses	5	5	4	5	5	3	4.5	5.0	5	3	4	5	2	4	4	2	3.5	4.0	4	2	KR: I think we need to figure out what all these networks are. GG: needs updating
7.2.c	Create and publish a policy for staff to respond to residents' requests and comments within 2 business days, and where applicable, inform residents of any relevant Roseville mailing (emailing) lists they can join for updates on issues of concern.	5	3	5	3	4		4.0	4.0	5	3	3	5	2	2	3		3.0	3.0	5	2	Theresa: Need more discussion from city staff GG: I'd give more than 2 days response time, 3 or 4

**Neighborhood and Community Engagement Task Force Recommendations
Commission Evaluation**

For each item, assign a number between 0-5. (5 is high, 0 is low) Rate how important you think this is for our commission to address and your personal interest in working on the item.		Comm Priority Des	Comm Priority Gary	Comm Priority Jonathan	Comm Priority Kathy	Comm Priority Scot	Comm Priority Theresa	Comm Average	Comm Median	Comm High	Comm Low	Your Interest Des	Your Interest Gary	Your Interest Jonathan	Your Interest Kathy	Your Interest Scot	Your Interest Theresa	Your Interest Average	Your Interest Median	Your Interest High	Your Interest Low	Comments
7.2.d	Reinstate the "Welcome Packet" for new residents of Roseville and incorporate information needed to foster volunteerism and effective civic engagement. If printing costs are prohibitive, the city might offer these resources online and provide a postcard to new residents inviting them to visit the web link or request a printed packet.	5	2	5	5	5	3	4.2	5.0	5	2	5	2	3	5	4	2	3.5	3.5	5	2	Jonathan: Are they still doing this? We received something from the HRA, I think last June KR: Brooklyn Park uses this to promote local businesses with coupons.
7.adff.1	Other: Establish communication links with Condos and Senior Residence		4					4.0	4.0				5					5.0	5.0			
8	8. Foster and Support Vibrant Neighborhoods																	#DIV/0!	#NUM!			
8.1.a	Support the creation of resident-defined neighborhoods. The City, in asking residents adopt NextDoor.com as their online neighborhood networking tool, established neighborhood boundaries.	3	4	3	2	3	3	3.0	3.0	4	2	2	5	2	5	3		3.4	3.0	5	2	GG: The operative word is "neighborhood defined"
8.1.b	Evaluate the success of Nextdoor.com and include goal-related metrics such as its overall effectiveness in building community. Solicit input from residents on their satisfaction with the tool as it pertains to community building within pre-defined neighborhoods.	4	2	4	5	3	3	3.5	3.5	5	2	3	4	2	5	3		3.4	3.0	5	2	GG: Needs to be readdressed. Since 2012 NextDoor for my neighborhood has been a huge success.
8.1.c	Provide materials to support neighborhood gatherings throughout the year, similar to the Night to Unite materials offered through the Neighborhood Watch Program	4	3	4	4	4	3	3.7	4.0	4	3	3	3	2	4	4		3.2	3.0	4	2	GG: I'm assuming we are talking about community engagement materials
8.1.d	Create a neighborhood profile column in the City News. Solicit content from residents and neighborhood groups.	5	4	3	3	3	3	3.5	3.0	5	3	5	4	1	5	3		3.6	4.0	5	1	
8.1.e	Explore opportunities to use Cable 16 to promote neighborhood:	3	3	2	3	2	3	2.7	3.0	3	2	2	3	1	3	2		2.2	2.0	3	1	GG: for year 2 or 3 of CEC's existence
8.2.a.i	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: definition of a neighborhood, network, and association.	3	2	5	3	3	3	3.2	3.0	5	2	2	5	2	3	3		3.0	3.0	5	2	GG: This item and the next 4 need to be reassessed as a unit.
8.2.a.ii	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: definition of a neighborhood, network, and association, example of forming a neighborhood, network, or association, clear process to formalize a neighborhood, network, or association, recognition of neighborhoods, networks, and associations.	3	5	4	3	3	3	3.5	3.0	5	3	2	5	2	3	3		3.0	3.0	5	2	GG: This item and the next 4 need to be reassessed as a unit.
8.2.a.iii	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: clear process to formalize a neighborhood, network, association	3	5	4	3	3	3	3.5	3.0	5	3	2	5	2	3	3		3.0	3.0	5	2	GG: This item and the next 4 need to be reassessed as a unit.
8.2.a.iv	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: recognition of neighborhoods, networks, and associations.	3	5		3	3	3	3.4	3.0	3	3	2	5		3	3		3.3	3.0	5	2	GG: This item and the next 4 need to be reassessed as a unit.
8.2.a.v	A page on city's website with the neighborhood's name, boundaries, characteristics, events, and contact person. (Example at http://www.stouispark.org/wolfe-park.html).	5	4	4	3	3	3	3.7	3.5	5	3	4	5	2	3	3		3.4	3.0	5	2	GG: This item and the next 4 need to be reassessed as a unit.
8.2.a.v.2	Signage in the physical neighborhood	5	1	2	4	3	3	3.0	4.0	5	1	4	2	1	4	3		2.8	3.0	4	1	
8.2.b	By utilizing various neighborhood networks and organizations to disseminate information relevant to the city and its neighborhoods, the City will assist these groups in providing value to their members and neighbors	5	5	4	4		3	4.2	4.0	5	3	5	5	1	4			3.8	4.5	5	1	
8.3.a	Compile, maintain, and make readily available a list of meeting places for Roseville residents to use when organizing neighborhood meetings	5	3	3	5	3	3	3.7	3.0	5	3	5	3	2	5	2		3.4	3.0	5	2	GG: Could be done by volunteer coordinator
9	Improve the Notification Process																					
9.1.a.i	Expand the notification radius for projects reaching a threshold of having significant impact based on those proposals that meet certain criteria. We recognize developing such criteria is challenging and therefore recommend the following as a starting point: Environmental impact including any use that will generate air emissions beyond normal heating and cooling or restaurant exhaust; and noise that may be heard beyond a 500 foot radius or at any distance from the property before 7:00 am or after 5:00 pm weekdays or anytime on weekends and holidays; any proposal requiring a mandatory Environmental Assessment Worksheet (EAW) or a proposal that would require an EAW on its own if an Alternative Urban Area-wide Review (AUAR) had not been prepared	3	4	3	4	3	4	3.5	3.5	4	3	3	5	1	2	2	0	2.2	2.0	5	0	Jonathan: This is an area that I am personally not all that concerned about, but I would be willing to talk through others concerns in this area and upgrade my scores if the group feels like notifications are a major weakness Theresa: My "zeros" is more about skill level. The action is very important GG: Here we are focusing on issues of the Planning Staff and Commission, and therefore may want to collaborate with them.
9.1.a.ii	Expand the notification radius for projects reaching a threshold of having significant impact based on those proposals that meet certain criteria. Any proposal requiring a change to the Comprehensive Plan or an interpretation of the intent of the Comprehensive Plan	5	5	3	4	2	4	3.8	4.0	5	2	3	4	1	2	2	0	2.0	2.0	4	0	
9.1.a.iii	Expand the notification radius for projects reaching a threshold of having significant impact based on those proposals that meet certain criteria. We recognize developing such criteria is challenging and therefore recommend the following as a starting point: Any proposal requiring a rezoning for a site of more than one acre	3	4	3	4	3	4	3.5	3.5	4	3	3	4	1	2	2	0	2.0	2.0	4	0	
9.1.a.iv	Expand the notification radius for projects reaching a threshold of having significant impact based on those proposals that meet certain criteria. We recognize developing such criteria is challenging and therefore recommend the following as a starting point: any subdivision creating more than 20 residential lots or more than 40 residential dwelling units.	3	4	3	4	3	4	3.5	3.5	4	3	3	5	1	2	2	0	2.2	2.0	5	0	
9.1.b	Require notification for such proposals be provided to any established neighborhood organization any part of which falls within 500 feet of the proposal and to all residents and businesses within 1500 feet of the proposal and solicit their input. Highway and freeway rights of way shall not be included in the measured radius and the city will liberally interpret this notice criteria.	3	4	3	4	2	4	3.3	3.5	4	2	3	5	1	2	2	0	2.2	2.0	5	0	
9.1.c	Work with governing associations of condominiums and townhomes to notify residents, or advise neighborhood groups and associations of pending development issues as soon as legally allowable and solicit their input.	4	4	3	4	3	4	3.7	4.0	4	3	3	5	1	2	2	0	2.2	2.0	5	0	
9.1.d	Co-host (with the proper) informal public communications meetings in the community display renderings, drawings and maps of the proposal and set aside time to respond to residents' questions and concerns. These should include site plans, landscaping plans, lighting plans with off-site impacts shown, and in the case of buildings higher than 35 feet, site cross-section drawings showing the relationship of the proposed buildings to existing adjacent buildings.	3	3	3	4	3	5	3.5	3.0	5	3	3	4	1	2	2	4	2.7	2.5	4	1	Theresa: these meetings should be held prior to display renderings, landscaping plans, etc. GG: Needs a realistic reappraisal, to limit it to major communitywide projects
9.1.e	Provide administrative and communications supports for the above mentioned information meetings, such as maintaining an attendance list and taking notes; providing information on the proposed schedule, future public meetings, and review and decision processes; and informing the public on how to access staff reports and other information regarding the proposal.	3	5	3	4	3	5	3.8	3.5	5	3	3	5	1	2	2	0	2.2	2.0	5	0	



Community Engagement Initiative

Community members, city staff and elected officials working together to make Brooklyn Park a better community.

Diversity • Youth • Resources



Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.



Join us in shaping the future of Brooklyn Park
763-493-8154 • www.brooklynpark.org/CEI

Community Engagement Initiative Core Values

- We believe that everyone has equal intrinsic value.
- We believe that diversity enriches community.
- We believe that trust is the foundation for building a healthy community.
- We believe that community thrives when each individual takes responsibility to contribute.
- We believe that when a community supports all its members, it thrives.

*Join us in shaping the future of
Brooklyn Park*

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763-493-8154



Posted on: June 4, 2014

Hav'n Fun – Rosefest 2014

Hav'n Fun is what's on tap at Roseville's Rosefest celebration. We've got music, sports, theater and dance performances, a campout and much more! The City of Roseville invites you to join your friends and neighbors week of family fun.

June 26 Taste of Rosefest at Muriel Sahlin Arboretum, 5:00 p.m.
Community Wellness Fair at Central Park, 6:00 p.m.
Yoga in the Park at Central Park, 6:30 p.m.
Minnesota Sinfonia at Central Park, 6:30 p.m.
Golden Rose Medallion Hunt First clue released at Central Park, 7:25 p.m.

June 27 9 & Dine Golf at Cedarholm, 11:30 a.m.
Bugs and Buds Family Festival at Muriel Sahlin Arboretum, 6:00 p.m.
Free Ice Skating at the Roseville Ice Arena, 6:30 p.m.
Fiddler on the Roof at Central Park Amphitheatre, 7:00 p.m.
Frozen - Movie at the OVAL, 7:30 p.m.

June 28 Run/Roll for the Roses Kids Fun Run at Skating Center, 7:55 a.m.
B-Dale BBQ Contest at 2100 Dale St., 3:00 p.m.
Backyard Campout at HANC, 5:00 p.m.
Rosefest Campfire at HANC, 7:00 p.m.
Fiddler on the Roof at Central Park Amphitheatre, 7:00 p.m.

June 29 Outback Golf Tournament at Cedarholm Golf Course, 8:00 a.m.
Porsche Car Show at Central Park, Dale St., 10:00 a.m.
Guns and Hoses Benefit Softball Game at Central Park, 4:00 p.m.
Touch a Truck at Central Park, 5:00 p.m.
Teddy Bear Band at Central Park, 6:30 p.m.

June 30 Rose Parade along County Road B2 and Lexington Ave, 6:15 p.m.

July 4 Party in the Park at Central Park, 1:00 p.m.
Splatter Sisters, 2:45 p.m.
Songs of Hope, 4:15 p.m.
Café Accordion Orchestra, 5:45 p.m.
Roseville Big Band, 7:30 p.m.
Roseville Community Band, 9:00 p.m.
Fireworks over Bennett Lake, 10:00 p.m.

Rosefest is a community celebration that demonstrates the City's commitment to living, working and playing together to create a strong and diverse community. Log on www.cityofroseville.com/rosefest or call the hotline at 651-792-7411 for times, locations, registration. Most Rosefest activities are free.

#	68 Total Recommendations 8 additions	Look at Top 25. Based on Total # Points - also 4.0 Average rating Grouped by topic	
	Topic	How to handle?	Most interested?
	TOP 25	based on Total # Points - also 4.0 Average rating Grouped by topic	
4	Website	Assign to Website Group? There is another in mid 32	Des, Scot, Jonathan, Gary
3	Email	Discussed 2 last month. 1 to ask if possible? There's another email on Mid 32	Scot, Jonathan, Gary
1	City News Content	There is another one in Mid 32 related to volunteer advisors	Gary, Des, Scot
1	Volunteer	Future Agenda Item to meet with Kelly O'Brien?	Des, Scot, Kathy
3	Renters	First, determine if we can identify renters Second, ensure they get City News Third, Nextdoor Outreach	Des, Gary, Theresa, Kathy
1	Welcome Packet		Scot, Des, Kathy
1	Training	Long Term ? See other related in Mid 32	Scot, Kathy
11	Outreach	Underrepresented groups What to outreach about? Issues critical to development, key issues 2-3 community meetings to find out what's important 1.1.b How to reach people	Everyone
	Bottom 11	Most were already done or for Finance	
		Middle 32	
2	Website	Assign to Website Group?	Des, Scot, Jonathan, Gary
1	Email	Combine with those in top 25	Scot, Jonathan, Gary
4	Training	For City Officials and for Residents - combine with top 25	Des, Scott
8	Development	These all have to do with notifications of development chgs. Perhaps work with Planning Commission?	Gary, Jonathan
4	Make Recommendations	Do we want to formalize a recommendation?	Gary and Scot
4	Formal Neighborhoods	If we hold community meetings, ask if residents want this?	Gary
1	City News	Discuss with volunteer coordinator? Combine with top 25	Gary, Des, Scot
3	Communication		Des, Gary, Kathy
5	Neighborhoods		Des, Gary, Kathy

THIS LIST CONTAINS THE 25 RECOMMENDATIONS THAT HAD THE LARGEST TOTAL OF COMMISSION PRIORITY. FOR EACH THAT WAS RANKED AS HIGH COMMISSION PRIORITY, THIS SHOWS WHO HAD MOST INTEREST IN THE TOPIC			Comm Total	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa	Your Interest Total
2.2.b	Outreach	Pursue outreach efforts aimed at underrepresented groups.	30	5	4	2	5	4	4	24
1.1.c	Outreach	Recognize and reach out to the changing demographics of Roseville (increasing communities of color, aging population, and other marginalized groups) in order to understand how best to keep them informed and involved.	29	4	4	3	5	4	4	24
6.1.a	Website	Improve the organization and presentation of content so the website is easy to use.	29	4	5	5	3	5	1	23
6.1.b	Website	Improve the search feature to yield more relevant keyword matches.	29	2	2	5	3	5	1	18
6.2.a	Outreach	Make use of existing electronic communications channels and networks (website, email alerts, Roseville Community Forum, Nextdoor, Patch, etc.) to connect with and actively engage Roseville citizens with an emphasis on two-way communication.	29	5	5	5	4	5	1	25
6.2.c	Website	Create an area of the website (or web-based communications) focused specifically on public engagement information and resources for citizens, including two-way communication (see Edina's Citizen Engagement blog as an example).	29	5	5	5	3	5	1	24
7.1.c	Outreach	Encourage staff to consult with community and neighborhood leaders on issues critical to Roseville's development.	29	3	4	2	4	4	4	21
7.1.a	Outreach	Organize/host an open house or community meeting for projects that pose issues of substantial community or neighborhood-wide impact to engage in dialogue before the Council or any commission takes any formal action. This would allow the city to explain the project, answer any questions, identify pros and cons, and get a feel for residents' viewpoints.	28	5	5	1	3	5	4	23
7.1.b	Outreach	Aggressively communicate these open house opportunities in local media, as well as through existing communications systems and networks.	28	5	3	4	1	4	2	19
3.1.a	Renters	Include renters/leasers (both residential and business) and residents of co-ops and assisted living facilities in any communications initiatives (such as the recent adoption of Nextdoor, a neighborhood networking tool) to facilitate their engagement.	27	5	4	2	5	3	4	23
4.1.c	Outreach	Provide opportunities for City staff, council members, and commissioners to discuss key issues with citizens, including the City's progress on increasing civic engagement (such as occurred at the March 13, 2012 Task Force meeting with City Manager Bill Malinen and City Planner Bryan Lloyd).	27	4	5	1	4	5	4	23

		THIS LIST CONTAINS THE 25 RECOMMENDATIONS THAT HAD THE LARGEST TOTAL OF COMMISSION PRIORITY. FOR EACH THAT WAS RANKED AS HIGH COMMISSION PRIORITY, THIS SHOWS WHO HAD MOST INTEREST IN THE TOPIC	Comm Total	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa	Your Interest Total
6.2.b	Outreach	Explore new media channels (Facebook, YouTube, blogging, etc.) to connect with and actively engage Roseville citizens with an emphasis on two-way communication.	27	5	4	5	3	4	1	22
7.2.b	Outreach	Use neighborhood networks such as homeowner associations, SWARN (Solidarity of West Area of Roseville Neighbors), the Lake McCarron's Neighborhood Association, and possibly the City's Neighborhood Watch block captain system to supplement existing information systems and to invite residents' responses.	27	4	5	2	4	4	2	21
1.1.b	Outreach	Host two or three general community meetings per year in various locations (outside of city hall) to talk with citizens about issues of concern, update citizens on upcoming events and development proposals, and build trusting relationships within the community. We encourage the city to seek cosponsors for such meetings if there are neighborhood associations in those areas.	26	5	3	1	5	5	4	23
4.1.a	Volunteer	Create and promote more volunteer opportunities for citizens to actively contribute to the Roseville community.	25	5	3	2	5	5	0	20
6.3.b	Email	Offer the full text of meeting agendas in the body of email alerts and meeting notices rather than requiring the extra step to click a link to learn of the full agenda.	25	2	3	3	1	5	1	15
7.2.d	Welcome	Reinstate the "Welcome Packet" for new residents of Roseville and incorporate information needed to foster volunteerism and effective civic engagement. If printing costs are prohibitive, the city might offer these resources online and provide a postcard to new residents inviting them to visit the web link or request a printed packet.	25	5	2	3	5	4	2	21
2.1.a	Outreach	Schedule occasional city council and commission meetings in neighborhoods provided that meeting locations are well publicized, ADA-compliant, and accommodate cable television coverage.	24.5	3	2	1	3	5	3	17
3.1.b	Renters	Include renters/leasers (both residential and business) and residents of co-ops and assisted living facilities in the notifications process pertaining to zoning changes and planning issues (as with property owners).	24	2	5	2	1	3	4	17
4.3.b.i	Training	Expand on its successful Roseville U program by offering collaborative workshops specifically focused on civic engagement for residents both new to and seasoned in public participation. The "How-to" material suggested above could be repurposed for this format.	24	2	3	3	4	4	3	19

Top 25 4.0 Avg

THIS LIST CONTAINS THE 25 RECOMMENDATIONS THAT HAD THE LARGEST TOTAL OF COMMISSION PRIORITY. FOR EACH THAT WAS RANKED AS HIGH COMMISSION PRIORITY, THIS SHOWS WHO HAD MOST INTEREST IN THE TOPIC			Comm Total	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa	Your Interest Total
5.1.a	Renters	Continue to disseminate Roseville City News and ensure all residents including renters and those living in non-single family homes receive the paper.	24	4	3	3	0	2	1	13
5.2.b	City News	Include information related specifically to commission activities and civic engagement opportunities in the Roseville City News.	24	4	5	2	2	4	1	18
6.3.a	Website	Publish approved city council and commission meeting minutes on the city website in a timely manner, such as within one week of approval. If public meeting minutes are not approved in a timely manner, such as within one month, publish draft minutes on its website until minutes are finalized.	24	2	4	2	1	3	1	13
6.4.a.	Email	Create and publish public, city-domain email addresses for city council members and commissioners to directly receive email from and send email to citizens on public matters without requiring city staff to manually forward such messages. (The online contact form may still be useful for individuals without email.)	24	2	4	5	2	4	1	18
6.4.c	Email	Create a group email account for each commission and automatically forward messages sent to each commission to the respective commission members.	24	2	3	5	1	4	1	16

		MIDDLE RANKING	Comm Total	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa
2.1.c	Make Rec	Have commission meetings follow these same rules and procedures as the city council, and as described above.	23	3	5	3	1	4	1
4.2.a	Training	Offer periodic (annual at a minimum) training to city officials and staff on civic engagement principles and best practices, including leadership and public participation.	23	5	3	1	3	3	3
4.3.a	Training	Expand on the information available to citizens re: how a city council and/or commission meeting is run and what procedures citizens need to know in order to testify. This may be in the form of a "how-to" video tutorial sharing some basic information, such as how to sign up for email alerts, how to locate the agenda on the city's website, how to prepare your comments for public testimony, etc.	23	2	1	3	3	4	1
4.3.c	Training	Compile and publish a directory of existing resources to educate citizens on how to effectively participate in city government decisions that affect them.	23	3	3	3	3	4	1
5.1.c	Communicatio	Work with Nextdoor.com or other appropriate non-profits to find ways to include residents without computer access in community-building and communications.	23	5	4	1	3	2	1
5.2.a	Neighborhood	Include information related specifically to neighborhoods and their activities in the Roseville City News.	23	5	5	1	4	3	1
6.3.c	Website	Include a link to the specific recorded televised city meeting on the same page as the meeting minutes and/or agenda. Currently it takes at least 8 clicks through 2 different websites to access a specific recording, and these links are difficult to find.	23	2	3	5	1	4	1
6.3.d	Website	Ensure online video streaming is optimized for citizens at average connectivity.	23	2	3	2	1	3	1
7.2.a	Communicatio	Connect Nextdoor neighborhood leads to facilitate communication between them on issues of city-wide significance. This will need the cooperation of Nextdoor.	23	4	4	2	4	3	2
9.1.a.ii	Developme nt	Expand the notification radius for projects reaching a threshold of having significant impact, based on those proposals that meet certain criteria: Any proposal requiring a change to the Comprehensive Plan or an interpretation of the intent of the Comprehensive Plan	23	3	4	1	2	2	0
9.1.e	Developme nt	Provide administrative and communications supports for the above mentioned information meetings, such as maintaining an attendance list and taking notes; providing information on the proposed schedule, future public meetings, and review and decision processes; and informing the public on how to access staff reports and other information regarding the proposal.	23	3	5	1	2	2	0

MIDDLE RANKING			Comm Total	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa
1.1.d	Training	Sponsor an annual training/conference on the latest trends, technologies and tools used to engage citizens. City staff and residents should jointly plan and publicize the event, and be encouraged to participate.	22	4	3	2	4	3	3
8.1.c	Neighborhood	Provide materials to support neighborhood gatherings throughout the year, similar to the Night to Unite materials offered through the Neighborhood Watch Program.	22	3	3	2	4	4	
8.2.a.iv.1	Formal Neighborhoods	A page on city's website with the neighborhood's name, boundaries, characteristics, events, and contact person. (Example at http://www.stlouispark.org/wolfe-park.html).	22	4	5	2	3	3	
8.3.a	Neighborhood	Compile, maintain, and make readily available a list of meeting places for Roseville residents to use when organizing neighborhood meetings.	22	5	3	2	5	2	
9.1.c	Development	Work with governing associations of condominiums and townhomes to notify residents, and advise neighborhood groups and associations of pending development issues as soon as legally-allowable and solicit their input .	22	3	5	1	2	2	0
2.3.a	Make Rec	Request staff report to the City Council when any commissioner misses more than four meetings in a rolling twelve month period.	21	1	5	3	1	4	1
6.4.b	Email	Automatically forward messages sent to the City Council's single email account to these new public addresses for council members.	21	2	2	3	1	4	1
8.1.b	Neighborhood	Evaluate the success of Nextdoor.com and include goal-related metrics such as its overall effectiveness in building community. Solicit input from residents on their satisfaction with the tool as it pertains to community building within pre-defined neighborhoods.	21	3	4	2	5	3	
8.1.d	Neighborhood	Create a neighborhood profile column in the City News. Solicit content from residents and neighborhood groups.	21	5	4	1	5	3	
8.2.a.ii	Formal Neighborhoods	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: definition of a neighborhood, network, and association, example of forming a neighborhood, network, or association, clear process to formalize a neighborhood, network, or association, recognition of neighborhoods, networks, and associations.	21	2	5	2	3	3	
8.2.a.iii	Formal Neighborhoods	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: clear process to formalize a neighborhood, network, association	21	2	5	2	3	3	

		MIDDLE RANKING	Comm Total	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa
8.2.b	Communicatio	By utilizing various neighborhood networks and organizations to disseminate information relevant to the city and its neighborhoods, the City will assist these groups in providing value to their members and neighbors.	21	5	5	1	4		
9.1.a.i	Developme nt	Expand the notification radius for projects reaching a threshold of having significant impact, based on those proposals that meet certain criteria. We recognize developing such criteria is challenging and therefore recommend the following as a starting point: Environmental impact including any use that will generate air emissions beyond normal heating and cooling or restaurant exhaust; and noise that may be heard beyond a 500 foot radius or at any distance from the property before 7:00 am or after 5:00 pm weekdays or anytime on weekends and holidays; any proposal requiring a mandatory Environmental Assessment Worksheet (EAW) or a proposal that would require an EAW on its own if an Alternative Urban Area-wide Review (AUAR) had not been prepared	21	3	5	1	2	2	0
9.1.a.iii	Developme nt	Expand the notification radius for projects reaching a threshold of having significant impact, based on those proposals that meet certain criteria. We recognize developing such criteria is challenging and therefore recommend the following as a starting point: Any proposal requiring a rezoning for a site of more than one acre.	21	3	4	1	2	2	0
9.1.a.iv	Developme nt	Expand the notification radius for projects reaching a threshold of having significant impact, based on those proposals that meet certain criteria. We recognize developing such criteria is challenging and therefore recommend the following as a starting point: any subdivision creating more than 20 residential lots or more than 40 residential dwelling units.	21	3	5	1	2	2	0
P	Developme nt	Co-host (with the proper) informal public communications meetings in the community to display renderings, drawings and maps of the proposal and set aside time to respond to residents' questions and concerns. These should include site plans, landscaping plans, lighting plans with off-site impacts shown, and in the case of buildings higher than 35 feet, site cross-section drawings showing the relationship of the proposed buildings to existing adjacent buildings.	21	3	4	1	2	2	4
5.2.c	City News	Invite volunteer residents to advise city staff on items of interest for City News and possibly other communications such as the biweekly electronic newsletter. For instance, the City should consider establishing a Residents' News Advisory Committee to serve in this capacity.	20	3	5	3	2	3	1

		MIDDLE RANKING	Comm Total	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa
7.2.c	Make Rec	Create and publish a policy for staff to respond to residents' requests and comments within 2 business days, and where applicable, inform residents of any relevant Roseville mailing (or emailing) lists they can join for updates on issues of concern.	20	3	5	2	2	3	
9.1.b	Development	Require notification for such proposals be provided to any established neighborhood organization any part of which falls within 500 feet of the proposal and to all residents and businesses within 1500 feet of the proposal and solicit their input. Highway and freeway rights of way shall not be included in the measured radius and the city will liberally interpret this notice criteria.	20	3	5	1	2	2	0
2.1.b	Make Rec	Formalize the current mayor's practices of recognizing members of the public in city council meetings and asking if there is any public comment after each substantive decision item is presented by staff and prior to discussion and final vote. This will help ensure that future mayors and councils follow this example of inviting public participation.	19	3	3	3	3	4	1
8.2.a.i	Formal Neighborhoods	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: definition of a neighborhood, network, and association.	19	2	5	2	3	3	

		THIS LIST CONTAINS THE 11 RECOMMENDATIONS THAT HAD THE LOWEST TOTAL OF COMMISSION PRIORITY, AND AVERAGE RATING < 3.0	Comm Total	Comm Average	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa
1.1.a.ii	Budget	Make the budget process more transparent and understandable to residents, and utilize other resources such as a Roseville U course on budgeting, neighborhood workshops, and/or webinars to engage residents in budgeting well before the budget is finalized. (Also see Recommendation 6.1 d, below.)	10	1.7	1	5	0	0	2	0
4.1.b	Volunteer Position	2. Create a new city executive position to support volunteerism and effective public engagement across all departments. This position would direct and coordinate volunteer opportunities and neighborhood and community relations; he/she could develop procedures and methods to provide clear and consistent two-way communication between city government and residents and businesses (improve communication and find opportunities for more effective civic engagement). We recommend that this position report to the City Manager and Council.	14	2.8	1	5	2	0	0	
4.3.b.ii	Budget	Expand on its successful Roseville U program by offering a "graduate" course that focuses entirely on the city's budgeting process, as this is critical information for engaged citizens to understand.	14	2.3	1	3	0	0	4	2
8.1.e	Neighborhoods	Explore opportunities to use Cable 16 to promote neighborhoods.	16	2.7	2	3	1	3	2	
1.1.a.i	Budget	Continue its practice of forming resident task forces to assess significant issues and make recommendations to the city council or city manager. In particular, consider establishing a residents' task force to assess and make recommendations regarding the transparency and accessibility of the Council's budgeting process.	17	2.8	3	5	1	0	4	0
2.2.a	Communication	Fully utilize existing print and electronic means to announce openings on city commissions and task forces. Such means include but are not limited to the Roseville City News, Roseville Patch, Roseville Review, Roseville Issues Forum, and the neighborhood network NextDoor.	17	2.8	5	2	5	2	0	1
4.3.b.iii	Class	Expand on its successful Roseville U program by offering more flexible scheduling or informal one evening seminars so that individuals who can't make the full seven-week commitment can still participate.	17	2.8	2	3	0	0	4	1

		THIS LIST CONTAINS THE 11 RECOMMENDATIONS THAT HAD THE LOWEST TOTAL OF COMMISSION PRIORITY, AND AVERAGE RATING < 3.0	Comm Total	Comm Average	Your interest Des	Your interest Gary	Your interest Jonathan	Your interest Kathy	Your interest Scot	Your interest Theresa
8.2.a.iv	Neighborhoods	Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: recognition of neighborhoods, networks, and associations.	17	3.4	2	5		3	3	
5.1.b	City News	Print any electronic updates pertaining to City Council decisions in Roseville City News so that people without email are able to access this information.	18	3.0	3	4	2	1	2	1
8.1.a	Neighborhoods	Support the creation of resident-defined neighborhoods. The City, in asking residents to adopt NextDoor.com as their online neighborhood networking tool, established neighborhood boundaries.	18	3.0	2	5	2	5	3	
8.2.a.iv.2	Neighborhoods	Signage in the physical neighborhood.	18	3.0	4	2	1	4	3	