



Community Engagement Commission Agenda

Thursday, July 10, 2014

6:15 p.m.

City Council Chambers

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|-----------|---|
| 6:15 p.m. | 1. Introductions/Roll Call |
| | 2. Approve Agenda |
| 6:18 p.m. | 3. City Attorney Mark Gaughan on Open Meeting Law Impact on Commission Activities and Processes |
| | 4. Approval of June 12th Minutes |
| | 5. Public Comment on Items Not on Agenda |
| 6:50 p.m. | 6. Old Business |
| | a. Process Recommendations on Organizing Work Groups for 2012 Task Force Recommendations and New Commission Initiatives (Commissioner Gardella) |
| | i. Discussion |
| | ii. Next Steps |
| | b. Other Old Business: Commission Must Do's & May Do's according to City Ordinance |
| 7:35 p.m. | 7. Chair and Committee Reports |
| | a. Website Redesign Committee |
| | i. Current Status of Committee Work (Staff Liaison Garry Bowman) |
| | ii. Framework for Evaluation of Community Engagement Module Selection (Bowman) |
| 7:50 p.m. | b. Outreach & Communications Committee (Chair Grefenberg) |
| 7:55 p.m. | c. Discover Your Parks Committee (Commissioners Mueller & Ramundt) |
| 8:00 p.m. | d. Chair's Report (Chair Grefenberg) |
| | i. Current Status Report |
| | ii. Scope of Next Few Months Work |
| | iii. Possible Joint Meeting with City Council this Fall |
| 8:10 p.m. | 8. New Business |
| | a. Night to Unite |
| | b. Other Items |
| 8:20 p.m. | 9. Staff Report |
| | a. Upcoming Items on Future Council Agendas |
| | b. Business Cards |
| | c. Other Items |
| | 10. Commission Communications, Reports, and Announcements |
| 8:40 p.m. | 11. Commissioner-Initiated Items for Future Meetings |
| | 12. Adjourn |

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

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4. APPROVAL OF MAY 8, 2014 MINUTES

Commissioner Becker made a motion, seconded by Commissioner Gardella to approve the May 8, 2014 minutes as amended. **The motion carried unanimously.**

5. PUBLIC COMMENT ON ITEMS NOT ON AGENDA

There was no public input.

6. COMMISSION ORGANIZATION

a. Election of Vice-Chair

Before the Commission proceeded to vote on the Vice-Chair, the Chair opened the floor to any questions or comments, indicating he was aware that several Commissioners had expressed concerns and issues with the process, and that the two vice-chair candidates had asked for an opportunity to address the Commission before this election.

Commissioner Becker stated he and Commissioner Gardella had met and they have similar goals for the Commission.

Commissioner Gardella withdrew her nomination for Vice-Chair because she felt Commissioner Becker would be able to fulfill the position requirements and allow her to be active in other committees.

Commissioner Ramundt expressed concerns about Commissioner Becker serving as Vice-Chair because he was also serving as Vice-Chair on the Human Rights Commission.

Commissioner Becker stated he would be able to focus on the needs of the Community Engagement Commission.

Commissioner Ramundt asked if nominations could still be made.

Chair Grefenberg stated the nominations ~~have~~ had been closed at the Commission's last meeting, and ~~a two~~ two ballots already taken. Commissioner Manke had been nominated during the last meeting but the motion failed due to lack of a second.

There being no further comments Chair Grefenberg called for a vote on for Commissioner Becker candidacy -as Vice-Chair with a term ending sometime in April in 2015.

Commissioner Becker was unanimously ~~voted~~ elected to serve as Vice-Chair of the Community Engagement Commission.

91 **b. Overview of Current Committee Structure and Proposed Operations and Outreach**
92 **Committee**

93
94 Chair Grefenberg reviewed the two (2) ad hoc committees approved during the previous
95 meeting. He proposed two (2) additional committees that would be considered standing
96 committees: Operations Committee and Outreach Committee.

97
98 Commissioner Miller asked if other commissions have used the operations committee.
99

100 Chair Grefenberg stated he had utilized an operations committee while serving as Chair ~~and~~
101 ~~Vice-Chair~~ of the Human Rights Commission to help in the development of the agendas but, in
102 response to a question from Commissioner Miller, -he did not believe other commissions utilized
103 ~~operations~~ such a committees.

104
105 Commissioner Becker pointed out this committee would not be the only means to have items
106 included on the agenda. Chair Grefenberg agreed, indicating that a standard agenda item at the
107 end of every meeting allowed Commissioners to introduce future agenda items, as well as
108 requesting him to include agenda items one week before each Commission meeting.

109
110 Commissioner Miller made a motion, seconded by Commissioner Manke to form a standing
111 Operations Committee. **The motion carried unanimously.**

112
113 Chair Grefenberg explained the purpose of the Outreach and Communications Committee as an
114 planning group internal to the Commission.

115
116 Commissioner Ramundt stated there are eleven (11) recommendations for the Commissioner that
117 could be considered outreach. She recommended waiting to see what happened with these
118 recommendations before establishing another committee.

119
120 Chair Grefenberg explained the Committee would identify various tools and constituencies for
121 the Commission to review and approve. It is not meant to be the outreach portion of the
122 Commission but rather to establish ~~an~~ outreach plan for the Commission. He stated he felt this
123 Committee could be open to all Commissioners which would require ~~and~~ having ~~e~~ the meetings
124 published. He did not see this Committee as really ~~starting~~ making a report to the Commission
125 until August or September at the earliest.

126
127 Mr. Grefenberg also noted that a Roseville resident had volunteered to work with this proposed
128 Committee in establishing an outreach and communications plan for the Commission's review.
129 He identified this resident as Phil Gelbach, a communications professional and also a member of
130 the Parks and Recreation Commission, adding that he had developed a similar plan for the Parks
131 Commission.

132
133 Commissioner Gardella commented that she understood this Commission would develop a plan
134 for raising public awareness of the Commission itself. She agreed with Commissioner Mueller
135 description of this committee as a marketing group.

136
137 Commissioner Ramundt suggested the Commission wait to establish this type of committee until
138 they have determined what the goals, objectives and priorities would be for the Commission.
139

140 Commissioner Mueller stated the idea having a committee to market the Commission is a good
141 idea but she agreed that there was no rush in establishing members to this committee at this time
142 and wait and see what the Commission decides are their goals, objectives, and priorities. Once
143 these are established then the Committee members would be able to market the Commission.
144

145 Commissioner Manke stated the Committee ~~could~~ should start to plan, collect data, and
146 determine a communications concept approach for the Commission. She stated she would be
147 interested in serving on this Committee.
148

149 Commissioner Mueller stated she would not be interested in heading up this Committee, but she
150 would be willing to help.
151

152 Chair Grefenberg stated the Committee would determine who would be the lead person. He
153 would like to have a point of contact for the Committee to determine if there was need for
154 discussions at Commission meetings. He did not believe that the Committee's membership
155 needed to be determined tonight.
156

157 Commissioner Manke made a motion, seconded by Commissioner Becker to establish ~~a standing~~
158 an Outreach and Communications Committee as a standing committee.
159

160 Commissioner Gardella asked for clarification on the Committee's role. She imagined its role
161 was mainly to market the Commission to the broader community, that we are here, this is what
162 we are doing and who we are.
163

164 Staff Liaison Garry Mr. Bowman explained what the Commission is trying to do is establish a
165 means ~~to of~~ discovery what vehicles or methods there are available for the Commission to
166 communicate its goals and outreach efforts to the public. It was important to hit the ground
167 running, but if such a committee isn't now established it would probably be next year before the
168 Commission began a communications effort. Its purpose was to recommend a communications
169 strategy for the Commission specifically.
170

171 Commissioner Gardella stated that the concept of this committee seemed good, but at this time
172 there is nothing to communicate about the Commission except that it has been established.
173

174 Commissioner Becker ~~stated~~ added that it would be an opportunity to build up an audience for
175 the Commission. And Mueller added that it could also
176

177 Commissioner Manke explained the Committee would look at how the Commission would
178 engage communicate -in the community, -not what the Commission ~~will~~ would do to engage the
179 community.
180

181 | Chair Grefenberg called the motion to a vote. Not hearing any objections or abstentions, the
182 | Chair declared that ~~T~~the motion carried unanimously.

183

184 |

185 | 7. COMMISSION COMMUNICATIONS, REPORTS, AND ANNOUNCEMENTS

186 | **a. Various Announcements**

187

188 | Commissioner Ramundt provided a flyer for the Commission from ACT on Alzheimer's. ACT
189 | is working to make communities dementia friendly, one community at a time. ACT is seeking
190 | volunteers to survey businesses. There will be a community meeting on October 21, 2014 at the
191 | Fairview Community Center, to present the results of the survey. The results of the survey will
192 | help to determine what can be done in the City of Roseville to promote a dementia free
193 | community. Ramundt read the contact number for Janelle Rampler who is coordinated this
194 | effort.

195

196 | Chair Grefenberg read the press release regarding Rosefest, the City of Roseville's community
197 | celebration on June 30 that demonstrates the City's commitment to build a strong and diverse
198 | community.

199

200 | Commissioner Becker provided information on "Coffee with a Cop" at J. Arthur's Coffee on
201 | June 23. This is an opportunity for residents to meet with police officers. He also provided
202 | information on a Community Build event at Howard Johnson Park on June 14. The park will be
203 | dedicated to police and firefighters.

204

205 | Mr. Staff Liaison Garry Bowman stated this project was rained out and rescheduled for June 14
206 | and there will be another community project going on June 14 at Materion Park.

207

208 | Commissioner Becker stated the more community help the greater the savings for the City to be
209 | able to purchase additional park equipment.

210

211 | Commissioner Ramundt stated Night to Unite is scheduled for Tuesday, August 5, 2014.
212 | Residents can register by July 12 with Eureka Recycling for a free compost bin, July 24 there is a
213 | drawing to have Outback Steak cater a Night to Unite event, and August 4 is Family Fun Night
214 | at the City parks.

215

216 | Chair Grefenberg recommended these items could be ~~placed~~ posted on ~~the a future-~~ Community
217 | Engagement webpage on the City's website.

218

219 | **b. Reports**

220

221 | Chair Grefenberg stated he had a resident contact him with concerns about ~~the a~~ May 13, 2013
222 | alleged police incident during a Roseville traffic stop. He referred the Commissioner to a recent
223 | press accounts on the law suit against the City filed by the defendant in this matter. Grefenberg
224 | stated-reported he had advised the resident that he could attend the Community Engagement
225 | meeting, the next City Council meeting, or the Human Rights Commission to express ~~these~~ his
226 | concerns about how the police handled the situation.

227
228 Commissioner Becker stated through his position on the Human Rights Commission he had met
229 | with the Police Chief to discuss general training in the use of ~~excessive~~ force. The HRC will
230 meet on June 18 to discuss this issue in greater detail.
231 |

232
233 **8. COMMITTEE REPORTS**

234 **a. Website Redesign**

235 i. Current Status of Committee Work (Commissioners Becker and Miller)

236
237 Commissioner Becker reviewed the timeline for the new City website. Currently they are
238 gathering requirements and needs of the various departments, groups, and individuals.
239

240 Mr. Bowman suggested allocating 15-minutes at the July 10 meeting and 30-minutes at the
241 August 14 meeting to discuss the website.
242

243 ii. Community Engagement Module for City Website (Chair Grefenberg and
244 Staff Liaison Bowman)

245
246 | Chair Grefenberg provided a handout- ~~on several vendors who could develop for a Community~~
247 | ~~Civic~~ Engagement module.
248

249 Mr. Bowman explained there were two (2) directions the Commission could take in establishing
250 a module; utilizing an outside company or doing the work in-house using a plug-in module. The
251 plug-in module would be less flashy but there is no cost and it will be built into the website. He
252 stated this would be something the Commission should provide a recommendation on.
253

254 Chair Grefenberg asked the Website Redesign Committee to review these options and report
255 | back to the Commission. He stated he would like to work with ~~this e-Committee~~ ~~on selecting a~~
256 | ~~provider for~~ the modules ~~to provide several options~~. He asked when this would need to be done
257 by.
258

259 | Mr. Bowman explained it had been established during the needs assessment that ~~web~~ space
260 would be needed for the Commission and when that information is available it will be included.
261 This may be during the redesign or added later.
262

263 **b. Discover Your Parks Committee (Commissioners Mueller and Ramundt)**

264
265 Commissioner Ramundt provided a map and a list of dates when the Walk in the Park would be
266 at each park location. She asked if Commissioners were interested to sign up to attend one of the
267 park events.
268

269 Commissioner Mueller asked what the Commission would like to find out from residents. They
270 plan to let residents know what they do and when they meet.
271

272 Commissioner Ramundt provided questions to-for the Commissioners to review and provide
273 input on how effective -they are. She also asked if the Commission had a preference on
274 marketing materials such as business cards, postcards, or brochures. She suggested possibly
275 including the new volunteer coordinator on the material.

276
277 Chair Grefenberg suggested each Commissioner respond to Commissioner Ramundt regarding
278 their preference for materials.

279
280 Commissioner Ramundt asked if there were extra materials that the City was not utilizing that
281 they could use to create display type pieces that can be used until the Outreach and
282 Communication Committee sets something up.

283
284 Commissioner Manke stated she would check into this for the Discover Your Parks Committee.

285
286 Commissioner Mueller stated they would have a sign-up sheet for people to receive
287 communications from the Commission.

288
289 Commissioner Gardella suggested Commissioners Ramundt, Mueller, and Manke work together
290 to develop materials for the Discover Your Parks events.

291
292 Mr. Bowman stated the City's website had an opt-in for residents to receive communication from
293 the Community Engagement Commission and the materials ~~that are~~ currently sent out ~~through~~ in
294 this way currently are the agendas. He suggested collecting email addresses and then contacting
295 people to let them know that they can opt-in to receive additional email information through the
296 City's website.

297
298 Commissioner Miller stated he would like to see if the volunteer coordinator would like to be
299 involved as well.

300
301 Chair Grefenberg suggested inviting the volunteer coordinator to the next Commission meeting.
302 He also distributed a Commission calendar that includes the Discover Your Parks dates, regular
303 meeting dates for the Commission and deadlines for submitting agenda items.

304
305

306 9. OLD BUSINESS

307 a. **Evaluation of 2012 Task Force Recommendation**

308 i. **Results of Additional Excel Results and Presentation (Commissioner** 309 **Ramundt)**

310
311 Chair Grefenberg suggested a motion thanking Kathy Ramundt for all her work in pulling
312 together this presentation. Commissioner Gardella made a motion, seconded by Commissioner
313 Becker, -to acknowledge the work and time Commissioner Ramundt put into preparing the Task
314 Force Recommendation Excel evaluations of the Task Force recommendations and results
315 survey. **The motion carried unanimously.**

316

317 Commissioner Ramundt stated the results are based on how the Commissioners had individually
318 ranked each of the 2012 Task Force Recommendations and the highest scores are those
319 recommendations the Commissioners ranked as the highest priority. She explained there were
320 11 recommendations that ranked very low and this was because the Commissioners felt the task
321 was either being done currently or should be done by another commission. She suggested
322 someone look into a set of recommendations and report back to the full Commission. There are
323 four tasks listed that are related to the website and these could be reviewed by the Website
324 Redesign Committee. Three (3) recommendations pertain to emails and Commissioners Becker,
325 and Miller and Chair Grefenberg ranked this high on their priorities.

326
327 Commissioner Manke suggested the Outreach and Communications Committee look at the all
328 the recommendations concerning communication, including email and the City News.

329
330 Commissioner Ramundt suggested ~~the~~ meeting with the volunteer coordinator and proving her
331 with ideas would meet the recommendation of increasing volunteering opportunities in the City.
332 She asked if the City had a way to identify renters and communicate with renters.

333
334 | Chair Grefenberg stated the City did have that information. Staff Liaison Bowman agreed.

335
336 Commissioner Manke stated the Outreach and Communications Committee could review these
337 recommendations as they pertain to communications and facilitating contact with this group of
338 people.

339
340 Commissioner Ramundt asked if the City did a welcome packet for new residents because it had
341 | been eliminated at the time the ~~survey~~ Task Force Recommendation ~~was done~~ were developed in
342 2012.

343
344 | Mr. Bowman stated the HRA had done them in the past, and suggested Commissioner Ramundt
345 | contact Jeanne Kelsey of that city agency.-

346
347 Commissioner Ramundt stated she would follow up with this recommendation and report back to
348 the Commission.

349
350 Commissioner Becker suggested having a couple of standing committees that would look into
351 | the ~~top 25~~ recommendations are and report back to the Commission rather than assigning
352 individuals to each one. Some of the items are long-range projects, some are medium term, and
353 some are “quick wins” (which could be done in a couple of meetings). He also expressed a
354 desire to establish structures that not only work on the original task force recommendations but
355 can also be carried forward to work on new recommendations not present in the original list of
356 task force recommendations He recommended the Commissioner ~~er~~ have an opportunity to review
357 the newly categorized information and discuss ideas on how to organize the commission’s work
358 | proceed at the next meeting.

359
360 Chair Grefenberg stated he would like to give Commissioner Manke an opportunity to provide
361 | her ~~feedback~~ evaluations -and rate the recommendations, -and that he himself would like to

362 | address the comments made for each recommendation in the first Excel evaluation. He
363 | explained the survey ranking exercise was originally intended to ~~be drive~~ policy
364 | recommendations for the City Council on civic engagement.

365 |
366 | After discussion it was the consensus of the Commission to utilize the ranking exercise survey
367 | results to establish groupings of recommendations that will be used in establishing the structure
368 | for the Community Engagement Commission assessment of the 2012 Recommendations
369 | including adding up to four standing committees to address the recommendations from the 2012
370 | survey task force and future items that pertain to these specific groups.

371 |
372 | There being no expressed objections, Chair Grefenberg noted that this was the Commission's
373 | consensus for the next steps on this effort.

374 |
375 | ii. ~~Results of Excel Evaluations by Individual Commissioners (Commissioner~~
376 | ~~Ramundt)~~ POSTPONED

377 | iii. ~~Discussion and Consensus~~ POSTPONED

378 |
379 | b. ~~Discussion on Informal Communications with Residents (In response to issue raised~~
380 | ~~by Commissioner Ramundt at the last meeting)~~ Covered above, lines 210-221

381 |
382 | c. ~~Uniform Standards for Commissions~~ POSTPONED

383 | 384 | 385 | 10. STAFF REPORT

386 | a. **Business Cards**

387 |
388 |
389 | Mr. Bowman asked the Commissioners what should be included on the business cards. He also
390 | provided a sample of business cards that staff could produce quickly until business cards can be
391 | ordered.

392 |
393 | Chair Grefenberg provided Mr. Bowman with a sketch of what he preferred on his business
394 | cards. He suggested the Chair and Vice-chair be identified by their positions, while other
395 | commissioners be identified as a Commissioner.

396 |
397 | After discussion it was the consensus of the Commission to direct staff to ~~use~~ the prepare the
398 | perforated business cards for Commissioners until a final card design has been established.

399 | b. **Upcoming Items on Future Council Agendas**

400 |
401 |
402 | Mr. Bowman stated the City Council does not currently have any items on their agenda that are
403 | relevant to the Community Engagement Commission.

404 | c. **Other Items**

405 |
406 |

407 Mr. Bowman stated there were no other items.

408

409 | Chair Grefenberg suggested meeting with Mr. Bowman to discuss the budget.

410

411 11. NEW BUSINESS

412 **a. Rosefest Parade**

413

414 Commissioner Manke stated the Community Engagement Commission should be in the parade
415 | and represented since ~~with it~~ is the main community engagement event for the City.

416

417 Commissioner Becker stated the Human Rights Commission will have a large group and he
418 would discuss the Community Engagement Commission joining them.

419

420 After discussion **it was the consensus of the Commission to get involved with the Rosefest**
421 | **Parade** by securing a spot in the parade and ~~pending~~ providing the Administration Department
422 | ~~budget approval~~ approved of a budget including having t-shirts ~~done~~ printed and a banner made.

423

424 **b. Other Items**

425

426 There were no additional items.

427

428

429 12. COMMISSIONER-INITIATED ITEMS FOR FUTURE MEETINGS

430

431 Commissioner Gardella suggested prioritizing the agenda better so that those items that need to
432 be discussed are not last on the agenda.

433

434 | Chair Grefenberg requested a summary of the City's survey results for those ~~items~~ questions and
435 | answers that ~~pertain to~~ pertain to community engagement.

436

437

438 13. ADJOURNMENT

439

440 Commissioner Becker made a motion, seconded by Commissioner Ramundt to adjourn. **The**
441 **motion carried unanimously.** The meeting was adjourned at 9:09 p.m.

442

443

444 | 3,287 words

Community Engagement Commission
Task Force Recommendations – Suggested Groupings

July 3, 2014

Please review the suggested groupings for the CEC Task Force Recommendations. During our meeting, we will look at these as a group and have a chance to ask questions, move things around and get feedback.

Once the groupings are set, we will ask Commissioners to choose 1-2 groups they would like to work with. For example, if you choose "Community Communications" your work group would meet and be asked to make decisions such as:

- *Should all these recommendation stay as part of our work?
- *What's needed to accomplish this?
- *Are there other communications-related issues/recommendations we want to add to this group?
- *What's our workplan - timeline and tasks?

Your work group would be asked to present your ideas/recommendations to the full Commission for discussion and approval.

Please feel free to contact Commissioner Gardella if you have any questions about the groupings or the suggested process prior to the meeting.

- A. [COMMUNITY OUTREACH](#)
- B. [EDUCATION/AWARENESS](#)
- C. [COMMUNITY COMMUNICATIONS](#)
- D. [NEIGHBORHOODS](#)
- E. [COUNCIL/COMMISSIONS/STAFF IN THE COMMUNITY](#)
- F. [COUNCIL/DEPT. – LOW HANGING FRUIT](#)
- G. [COMPLETED/RESPONSIBILITY OF OTHER COMMISSIONS AND/OR STAFF](#)

A. COMMUNITY OUTREACH

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.

2.2.b Pursue outreach efforts aimed at underrepresented groups.

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.

7 addl 1 Other Establish communication links with Condos and Senior Residences

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.

B. EDUCATION/AWARENESS

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.

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

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.

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.

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.

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.

C. COMMUNITY COMMUNICATIONS

General

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.

5.1.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.

5.2.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.

8.1.e Explore opportunities to use Cable 16 to promote neighborhoods.

Website/Electronic

6.1.a Improve the organization and presentation of content so the website is easy to use.

6.1.b Improve the search feature to yield more relevant keyword matches.

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.

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).

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.

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.

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.

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.

6.3.d Ensure online video streaming is optimized for citizens at average connectivity.

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.)

Print

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.

5.2.a Include information related specifically to neighborhoods and their activities in the Roseville City News.

5.2.b Include information related specifically to commission activities and civic engagement opportunities in the Roseville City News.

8.1.d Create a neighborhood profile column in the City News. Solicit content from residents and neighborhood groups.

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.

D. NEIGHBORHOODS

(to facilitate/support information sharing and the development of neighborhoods)

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.

7.2.b Use neighborhood networks such as homeowner associations, SWARN (Solidarity of West Area of Roseville Neighborhoods), 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.

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.

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.

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.

8.2.a.i Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: definition of a neighborhood, network, and association.

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.

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

8.2.a.iv Provide residents wishing to formalize their neighborhood or neighborhood organization with the following: recognition of neighborhoods, networks, and associations.

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>).

8.2.a.iv.2 Signage in the physical neighborhood.

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.

E. COUNCIL/COMMISSIONS/STAFF IN THE COMMUNITY

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.

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.

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).

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.

7.1.b Aggressively communicate these open house opportunities in local media, as well as through existing communications systems and networks.

7.1.c Encourage staff to consult with community and neighborhood leaders on issues critical to Roseville's development.

These can be collapsed into one recommendation: Encourage council and staff to regularly be in the community – listening, informing and building relationships

F. COUNCIL AND/OR STAFF –“LOW HANGING FRUIT”

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.

2.1.c Have commission meetings follow these same rules and procedures as the city council, and as described above.

2.3.a Request staff report to the City Council when any commissioner misses more than four meetings in a rolling twelve month period.

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)

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).

2 addl 3 Other Tweak the Commission interview process to make certain applicants are aware of interviews and consider providing alternative dates if necessary.

4 addl1 Other: Each year the City should host a picnic for all commissioners, possibly in connection with Rosefest.

4 addl 1(2) Other: Reimburse Commissioners for direct costs incurred by them in printing and paper, not travel.

6.4.b Automatically forward messages sent to the City Council's single email account to these new public addresses for council members.

6.4.c Create a group email account for each commission and automatically forward messages sent to each commission to the respective commission members.

6 addl 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.

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.

G. COMPLETED/RESPONSIBILITY OF OTHER COMMISSIONS AND/OR STAFF

Finance Commission

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.

1.1.a.i 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.)

Volunteer Coordinator

4.1.a Create and promote more volunteer opportunities for citizens to actively contribute to the Roseville community.

4.1.B 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.

8.3.a Compile, maintain, and make readily available a list of meeting places for Roseville residents to use when organizing neighborhood meetings.

Planning/HRA

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).

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

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

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.

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.

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.

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.

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.

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.



Community Engagement Commission



Excerpts from City Ordinance 1462

What the Community Engagement Commission **Must Do's** and **May Do's**

THE CITY OF ROSEVILLE ORDAINS:

WHAT THE COMMISSION **MUST DO** ACCORDING TO CITY ORDINANCE

208.02: Organization:

The Commission **shall** annually elect one member to serve as chairperson and one member to serve as vice chairperson.

208.03 Meetings and Reports:

The Commission **shall** annually adopt a regular meeting schedule...

The commission **shall** request a joint meeting with the City Council when deemed necessary and a minimum of once a year.

208.04 Scope, Duties and Functions:

The City Council has created the Community Engagement Commission to **serve in an advisory capacity regarding the effective and meaningful involvement of Roseville residents in their community.**

The Commission **shall** make recommendations, review policies, and suggest strategies that will help to improve City communication and increase a sense of community.

AGENDA ITEM 6B: COMMISSION MUST DO'S AND MAY DO'S
JULY 12, 2012, MEETING

WHAT THE COMMISSION MAY DO ACCORDING TO CITY ORDINANCE

The duties and functions of the Commission **may** include:

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

In Addition, at the All-Commissions Orientation in April 2014 the Department of Administration gave us the following advice as follows:

Role of Commission Members

(From in the Handbook for Roseville Councilmembers, Advisory Commission Members..., page 8-9)

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

1) Commissioners Act as a Group

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

AGENDA ITEM 6B: COMMISSION MUST DO'S AND MAY DO'S
JULY 12, 2012, MEETING

As an individual commission member you should work cooperatively with your fellow commissioners. Staff do not work with individual commissioners but for the commission as a body....

- At its discretion a 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.)

2) Commissioners are a Link to the Community

Citizen advisor commissions are an important link between the City Council and City Residents. Individual commission members can be the eyes and ears of the Council, helping Councilmembers understand the perspective of City residents on City issues.

3) Commission Members May Have Special Expertise in a Subject

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

Community Engagement Commission

(Current Status Report & Work Scope as of 07-02-2014)

DONE

Selected Leadership and Formed Organization Structure

- Including two standing committees (Operations and Outreach & Communications) and two Ad Hoc Committees (Discover Your Parks and Website Redesign)
- Role of chair and vice-chair defined
- Committees roles are becoming defined

Website Redesign has meet with Bowman twice on overall website redesign and civic engagement module.

Discover your Parks (DYP) has prepared materials to use, and questions to ask at these park events.

For purposes of developing a 3-year Work Plan, discussed incorporation of 2012 Task Force Recommendations

- Completed Excel evaluations (ranking and individual commissioners interests)
- Beginning the process for the Commission developing objectives and strategies of its own, for advising City Council.

Discussed Venues for raising Commission’s profile among the larger Roseville Community

- Rosefest Parade
- Discover Your Parks events

Reviewed, assessed, and approved advice to City Council on Uniform Commission Standards.

DOING

Committee leadership is forming

Operations Committee considering a process utilizing Work Groups who would evaluate 2012 Task Force Recommendations and New Initiatives being considered per June 12 Commission meeting

Outreach & Communications Committee to meet July 17th and July 24th

Website Redesign Committee developing criteria for selection of a civic engagement module.

DYP Committee participating in 16 DYP events

Operations Committee is considering ways to incorporate Excel ratings into a CEC Work Process

Operations Committee considering additional screens for adding new CEC strategies, such as a rating based on Commission Scope and Duties as found in its 2014 City Ordinance

Awaiting City Council deciding when to address this issue.

COMMISSION MAY BE DOING SHORTLY

subject to change

July

City Attorney briefs Commission on impact of Open Meeting Law on Commission and committee communications and procedures

Commission considers a work process or grouping for development of policies and programs for Council consideration

Discuss adding Night to Unite as a venue for raising Commission’s profile among larger community.

August

Site Demo on Website Redesign & Criteria for Selection for civic engagement module

Outreach & Community Engagement Committee present preliminary framework for marketing and communications

Overview of 2014 Community Survey focusing on Survey’s Sense of Community Questions

August discussion with Advocates for Human Rights on Chapter 7 of 2014 Report *Moving from Exclusion to Belonging*, dealing with civic engagement and political participation by immigrants

Meeting with new Roseville Volunteer Coordinator (July meeting)

September

Recommendation from Website Redesign Committee on a civic engagement module to recommend to Administration Department

(OVER)

DONE

Chair & Website Redesign Lead (Becker) met with the Finance Commission on 2012 recommendations on website items relating to financial transparency and public accessibility opportunities of a new website.

DOING

COMMISSION MAY BE DOING SHORTLY

September (continued)

Commission Review of Possible Strategies emanating from Work Groups on 2012 Recommendations and New Initiatives

October

Final review of Possible Strategies from Work Groups

Preparation for Joint Meeting with Council

November

Joint Meeting with City Council to recommend strategies to achieve purpose and goals of City Ordinance establishing Commission.

AGENDA ITEM 8A: NIGHT TO UNITE

July 2, 2014

Greetings, Gary.

It was nice chatting yesterday, glad to hear and not surprised that you are keeping busy. Here are a couple of the completed requests from yesterday. I look forward to chatting more as we get closer to NTU.

Kind regards,
Corey

<http://www.ci.roseville.mn.us/index.aspx?NID=1945> = Night to Unite Page w/details, registrations, date/deadlines, etc.

Party Locations *(2013) reduced to block level.
3100 Asbury
Aglen bt Judith and Co Rd. C2
2300 Auerbach St.
Grotto bt Rose Place and Oakcrest
1400 Primrose Curve
North end of Autumn Grove Park
2400 Cohansey St.
700 block of cope
1297 Draper Ave
2400 Dunlap St.
Millwood/Stanbridge Circle
2000 Farrington
2200 Block of Fulham
2600 Galtier St
2900 Galtier St.
1200 Garden Ave
1800 Gluek Ln
Heniel bt Kent and Sandy Hook
Matilda Circle
2000 Midlothian
Brenner cul-de-sac
1700 Millwood
Mount Ridge and Bremmer?
600 Belmont Ln W
Woodbridge bt Woodlyn/S.Owasso
Roma bt Chatsworth and Aglen
1700 Roseplace
1300 Ryan
Grotto/Sextant
1200 Shryer
2000 Skillman/Bethany Church
St. Albans St. N
2400 Virginia Circle
Aldine Street

1300 Ryan
Grotto/Sextant
1200 Shryer
2000 Skillman/Bethany Church
St. Albans St. N
2400 Virginia Circle
1300 Ryan
Grotto/Sextant
1200 Shryer
2000 Skillman/Bethany Church
St. Albans St. N
2400 Virginia Circle
Aldine Street
Avon/Parker
700 Conty Rd B2
1100 Co Rd C2 W Front Yard
2400 Co Rd C2 W
Colonial Drive
Courtyard at Ramsey Square
Dunlap Circle Cul-de-sac
1400 Block Eldridge Ave.
Grandview bt Victoria/Grotto
600 Grandview Ave W
200 Grandview
3000 Hamline
Hand ave North of Minnesota
Harriet Lane
700 Heinel
Irene St. N of Co Rd B, S of 36.
400 Judith

AGENDA ITEM 8A: NIGHT TO UNITE

2700 Lexington Ave N
EagleCrest Presbyterian Homes
Grandview Townhomes
2600 Mackubin
2000 Marion (backyard)
300 McCarrons
2900 Mildred
100 N. McCarrons
2900 N. Pascal
2900 Old Hwy 8
2200 Pascal
2100 Draper Ave.
Pioneer Park
corner of Ryan and Kent
500 Sextant Ave W
cul-de-sac 700 Sherren
1100 Shryer
3000 Simpson
2900 Simpson
1400 Skillman Ave West
600 Terrace
1300 Terrace
2700 Virginia Ave
Palisades Apt.
1300 Willow Circle
2300 Woodbridge St.
3200 Old Hwy 8
Eldridge/Fairview cul-de-sac
2100 Ferris Ln.
Courtyard at Rosewood Village
900 Burke
2200 Eustis St.
1200 Oakcrest Ave.
Lake st, north of Roselawn
200 McCarrons

Family Night Out in Central Park from 5-8 PM features children’s activities including inflatable rides, face painting, magic show and animal petting zoo. State Patrol will land its helicopter in the Ballpark! Roseville Police will give a K-9 demo, and Police, Fire, and Allina will have vehicles for demos.

August 5, 2014
Over 90 Night to Unite events will take place throughout the city. Police and Fire will visit as many neighborhood block parties as possible.



Tuesday, August 5, 2014

View a [video](#) commemorating 2013 Night to Unite!

Roseville Night to Unite is an evening when neighbors throughout the city, state, and country gather to get to know one another and promote Community Safety.

Goals:

1. Heighten crime, drug and violence prevention awareness;
2. Generate support for, and participation in, local anticrime programs;
3. **Strengthen neighborhood spirit and police-community partnerships;**
4. Send a message to criminals letting them know that neighborhoods are organized and fighting back.

[Register Online](#) or download a [PDF version](#), fill it out, and drop-off, mail or fax it (651-792-7200) to City Hall. The first 25 registrations will receive a picnic gift bag courtesy of Target.

Local Sponsors:

- Target
- Outback Steakhouse
- Eureka Recycling

Mark Your Calendars
Important 2014 Dates

July 18, 2014

Register by Friday, July 18th, and your name will be placed in a drawing to have Outback Steakhouse cater your event on August 5. The winner will be notified Monday, July 21st.

July 28- Aug 1, 2014

Barricade tape will be available for pick up at the Police Department (8:00 AM - 4:30 PM)

August 1, 2014

Once you register your party with the City, call Eureka Recycling at (612)669-2783 to sign up for a free compost bin to give away at your event. Please sign up by August 1st. Call Eureka Recycling for details.

August 4, 2014

Family Night Out in Central Park from 5-8 PM features children's activities including inflatable rides, face

For more information contact the Police Department at (651) 792-7209.

painting, magic show and animal petting zoo. State Patrol will land its helicopter in the Ballpark! Roseville Police will give a K-9 demo, and Police, Fire, and Allina will have vehicles for demos.

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Over 90 Night to Unite events will take place throughout the city. Police and Fire will visit as many neighborhood block parties as possible.