

Administration Department Goals

January 31, 2011

“Must Do’s” and “Ought to Do’s”

(selected from the City of Roseville 2010-2014 Strategic Plan)

“Must Do’s”

1. Implement an integrated performance management program which lets the City do a better job in strategic and capital planning, setting budget priorities, performance assessment and community feedback
2. Invest in the infrastructure, equipment and tools needed to meet the needs of the community
(Above two from Goal #1 Provide excellent, effective and efficient City services)
3. Create a succession, recruitment and retention management plans to ensure quality service
(Above from Goal # 2 Improve management and provide leadership to employees, commissions, task forces and others, as needed)
4. Routinely seek community input to evaluate and continuously improve city services
(Above from Goal #3 Establish performance measures to ensure that City staff is meeting community needs)
5. Establish realistic budget expectations to achieve goals
(Above from Goal #4 Implement Imagine Roseville 2025 Goals and Strategies)
6. Foster collaboration between the city and community based organizations, groups and individuals
(Above from Goal #5 Improve outreach to the all communities within the City of Roseville)

“Ought to Do’s”

1. Participate in regional and intergovernmental collaborations
(Above two from Goal #1 Provide excellent, effective and efficient City services)
2. Create a city-wide record management system to accurately and electronically create, store and retrieve documents
(Above from Goal # 2 Improve management and provide leadership to employees, commissions, task forces and others, as needed)
3. Identify performance measurements that reflect the needs and wants of the community
(Above from Goal #3 Establish performance measures to ensure that City staff is meeting community needs)
4. Increase use of website and internet technologies (podcast, cable tv show)
(Above from Goal #5 Improve outreach to the all communities within the City of Roseville)
5. Provide programs and information to help take steps to reduce environmental impact.
(Above from Goal #6 Provide environmental leadership within the City and to the community)