

Agenda
City Council Work Session
City of Edina, Minnesota

Tuesday, May 21, 2019
5:30 PM

- I. Call To Order
- II. Roll Call
- III. City Council Retreat Follow-up
- IV. Joint Meeting: Community Health Commission
- V. Adjournment

The City of Edina wants all residents to be comfortable being part of the public process. If you need assistance in the way of hearing amplification, an interpreter, large-print documents or something else, please call 952-927-8861 72 hours in advance of the meeting.



CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

www.edinamn.gov

Date: May 21, 2019

Agenda Item #: III.

To: Mayor and City Council

Item Type:

Other

From: Lisa Schaefer, Assistant City Manager

Item Activity:

Subject: City Council Retreat Follow-up

Discussion

ACTION REQUESTED:

None.

INTRODUCTION:

City staff will discuss follow up items from the March 14-15 City Council retreat, including proposals for Council Connections and future town hall meetings.

A summary of the council retreat provided by the facilitator Sara Peterson is attached.

ATTACHMENTS:

Summary of March 2019 Council Retreat

Council Connections Proposal

City Council Questions

SARA A. PETERSON, JD – MANAGEMENT CONSULTANT

City of Edina – Council Planning Summary

March 14-15, 2019 (Braemar Golf Course)

PARTICIPANTS

Elected Officials	Staff & Facilitator
James Hovland, Mayor Ron Anderson, City Council Member Mary Brindle, City Council Member Mike Fischer, City Council Member Kevin Staunton, City Council Member	Scott Neal, City Manager Lisa Schaefer, Assistant City Manager Casey Casella, City Management Fellow Sara A. Peterson, Management Consultant

AGENDA

THURSDAY

- 4:45 Arrive & Settle In
- 5:00 **Introduction**
Review agenda, ground rules, and meeting goals
- 5:10 **Setting the Stage**
Staff will present an overview re:
Budget & Work Plan Process
SWOT Analysis for Each Goal
Budget History & Forecast

Council will ask questions and discuss the implications of the presentation for this process.
- 6:30 Dinner
- 7:00 **Exploring Priorities for 2020-2021:
Setting Priority Objectives & Strategies**
Delve into each Idea to:
Set Council Priorities for 2020-2021
Develop Broad 2-Year Objectives for Each
Prioritize Strategies/Actions
- 8:45 **Next Steps**
- 9:00 Adjourn
We'll stretch along the way as needed.

FRIDAY

- 10:15 Grab Coffee & Settle In
- 10:30 **Brief Recap of / Reflection on Yesterday**
- 10:40 **Aligning Ethics, Engagement & Participation**
Council members have asked for a formal Ethics Policy. At the same time all are working for a more effective Council process. We'll set the stage for both, looking at:
How ethics policies intersect with Public Participation and Community Engagement
How Council communications, processes and meeting purpose affect all three
The values that should connect them all

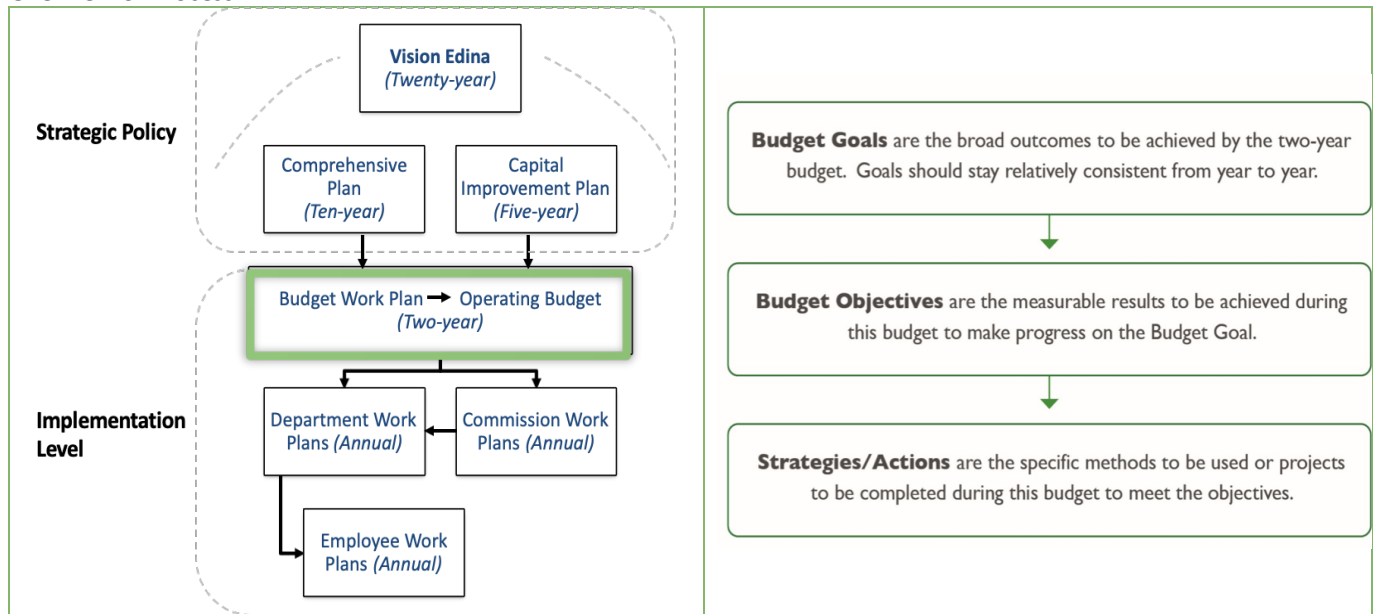
Targeted questions, examples and review of existing values and policy will frame the discussion. By the end, we will have a clear direction for this work.
- 12:30 Lunch
- 1:30 **Effective Financing of Edina Streets**
Staff and consultants will present a review of Edina's street assessment approach and other approaches available to the City. By discussing the pros /cons and underlying values inherent in each approach, we will arrive at answers to:
Will we actively pursue a change in policy in the next 2 years?
If yes, what approach do we prefer, and what is a fair and appropriate transition?
- 4:00 **Wrap Up**
Prioritize Themes and outline next steps
- 4:30 Adjourn
We'll stretch along the way as needed.

effective strategy, governance and management
for nonprofits, foundations, government, & community groups

I. Setting the Stage

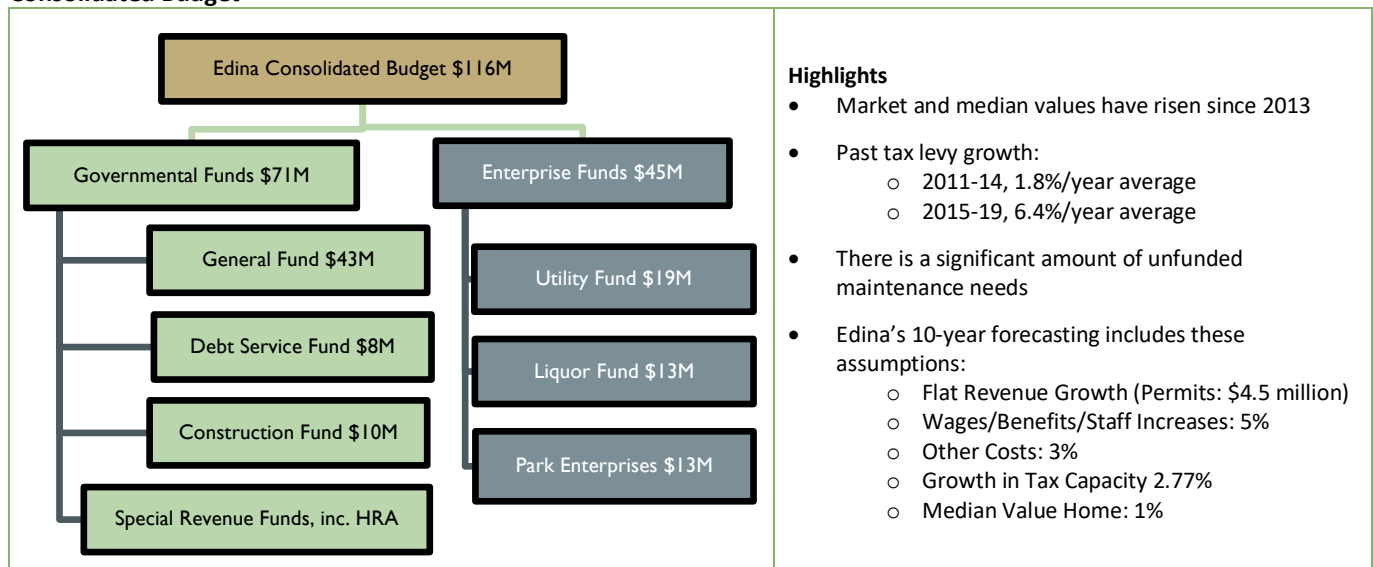
The retreat began with an overview of Edina's planning and budgeting process, a quick grounding in its financial position, and a presentation of senior staff perspectives related to City goal status. What follows are key elements from that presentation.

Overview of Process



Timeline			
		8/7	City Manager presents 2020-21 draft budget work plan and budget scenarios
2/26	ELT Retreat	8/20	City Manager presents budget draft to Council
3/14	Council Retreat	9/4	City Council adopts preliminary 2020 property and HRA tax levy and budget
6/1	Departments send budget requests	12/3	Public Hearing & option to adopt final property and HRA tax levy and budget
7/19	ELT reviews 2018-2019 budget draft	12/17	Deadline to adopt final property and HRA tax levy and budget

Consolidated Budget



Staff Highlights of Goals

SWOT

Internal

External

- What do we do exceptionally well?
- What valuable assets & resources do we have?

- What external factors could help contribute to our success?
- Are there emerging trends upon which we could capitalize?

- Where could we improve?
- What are we criticized for?
- Where are we vulnerable

- What external changes or trends could pose challenges?
- What external roadblocks could we encounter?

1



2



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4



II. Setting Priority Objectives & Strategies

Background

In 2017, the City Council retreat was designed to identify key themes that would drive Edina's biennial budget. The meeting resulted not only in themes for that cycle, but ones that have since been crafted into four evergreen goals for the City budget:



As a result, the 2019 retreat focused on priorities within those areas. By discussing priorities, Council Members essentially provided staff with principled parameters for crafting the budget rather than focusing on the few that “we can afford.” Doing so opens the door to a range of funding approaches and mechanisms for any given project, while ensuring that we do what is right and needed for Edina.

Discussion & Direction

As discussion progressed, Council Members developed frames for prioritizing needs, applicable to each of the goals as follow:

- Focus on items that increase City resilience to change whether that be environmental, financial, technological, etc.
- Emphasize those items and efforts that benefit more than one goal when possible
- Continue focus on questions of equity – how everyone receives Edina's highest and best service

With that as the starting point, the Council discussed each of the four goals, providing the following guidance to staff:



Maintain physical assets and infrastructure.

- Streets & bridges
- Water/sewer/storm infrastructure
- City buildings
- City vehicles
- Other equipment

“Evergreen” Objectives:	<ul style="list-style-type: none">• Factors financial, societal and environmental costs (triple-bottom line) into projects and decision making;• Allows more informed decision-making by incorporating lifecycle and maintenance costs;• Optimizes financial resources by replacing equipment and vehicles at the most cost-effective time; and• Meets our sustainability goals to ensure the City can continue to provide residents the highest quality of life.
Preliminary Priorities:	<ul style="list-style-type: none">• Develop a comprehensive approach to water, including storm water management, water quality and water treatment• Focus on sustainability and energy efficiency when assessing capital projects• Focus on resilience when assessing and funding parks projects in the future• Address City Hall deferred maintenance and upgrades because of its impact on energy efficiency, security, effective function and service
Other Considerations	<ul style="list-style-type: none">• Given this framework, the fire station became a consideration under goal 2 rather than here• Likewise, the art center ties to the Grandview project placed it in another category



Maintain service-levels that best meet community needs.

- Public safety response (police/fire/medical)
- Code inspections & enforcement
- Street & utility maintenance
- Parks & recreation programs
- Strong workforce to effectively deliver services
- Effective systems to manage service delivery

"Evergreen" Objectives:	<ul style="list-style-type: none"> • Recruits, trains, & retains a strong workforce. • Utilizes effective technology & data systems • Complies with legal and safety standards • Ensures adequate response times • Ensures equitable deployment of resources.
Preliminary Priorities:	<ul style="list-style-type: none"> • Focus on employee quality of life, stress, mental health and work/life balance • Pay particular attention to the needs of police and fire employees in response to increased complexity of work • Focus on system integration resulting in 1) efficiency gains to both employees and residents, 2) increased data capabilities (e.g., longer-term data, deeper analysis, increased predictive potential), and 3) further proactive step in developing as a "Smart City"
Other Considerations	<ul style="list-style-type: none"> • Looking for ways to bring better, faster, cheaper services to residents • Developing a plan for the Cahill area



Plan for connected and sustainable development.

- Residential and commercial development & renewal
- Connected neighborhoods, businesses, and open spaces
- Multi-modal transportation & living streets
- Affordable/workforce housing

"Evergreen" Objectives:	<ul style="list-style-type: none"> • Ensure plans and policies are relevant today and flexible for tomorrow • Meet sustainability goals • Connect neighborhoods, businesses and open spaces • Support the continued high quality of life offered to residents and those who work in Edina
Preliminary Priorities:	<ul style="list-style-type: none"> • Develop a comprehensive approach to housing across the life cycle, including next generation affordability spanning 100-200% of AMI as well as workforce housing. The approach should be focused on single-family residences (preservation and their ability to regenerate/revitalize Edina) while encompassing a full range of variety and options • Deepen commitment to and role-modeling of sustainable practices (e.g., recycling, education)
Other Considerations	<ul style="list-style-type: none"> • Note need to resolve Grandview Public Works site issues before addressing art center under goal 1 • Note link between sustainability practices for new construction here and water discussed in goal 1



Foster an inclusive and engaged community through:

- Community engagement
- City communications
- Boards and commissions
- Race and equity initiatives
- Volunteers
- Intergovernmental partnerships

"Evergreen" Objectives:	<ul style="list-style-type: none">• Understand community needs• Use inclusive engagement methods• Communicate using multiple platforms• Eliminate disparate impacts
Preliminary Priorities:	See conclusions under "Aligning Ethics, Engagement & Participation" for preliminary priorities

III. Aligning Ethics, Engagement & Participation

Council Members have asked for a formal Ethics Policy. At the same time, all are working for a more effective community engagement process. We set the stage for both, looking at:

- How ethics policies intersect with Public Participation and Community Engagement
- How Council communications, processes and meeting purpose affect all three
- The values that should connect them all

This topic directly addresses “City Goal 4 : Better Together” efforts to “foster an inclusive and engaged community.” It also intersects with “City Goal 2: Reliable Service” efforts requiring a “strong workforce to effectively deliver services.”

Discussion

The Council began this discussion by defining the problem it is trying to solve. The result of this portion of the discussion was agreement that this is largely about managing expectations and perceptions related to Council behavior as individuals and as a group. It is not about fixing emotions or the spread of inaccurate information.

Why have a policy?	Where does it come into play?	What are concerns?
<p>Ensure we meet legal obligations</p> <p>Demonstrate that we have and consistently follow a code of conduct and professionalism above and beyond those legal obligations</p> <p>Acknowledge the impact of perceptions of our conduct regardless of intent, etc.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Make a plan Do what we say we will do Don't change the rules Make a decision Tell people why</p> </div>	<p>Interactions with the public, staff, each other</p> <ul style="list-style-type: none"> • How we treat individuals • What, how and when we communicate <p>Community engagement processes</p> <ul style="list-style-type: none"> • Process clarity and consistency • Our promises to the public • Their expectations of us <p>Deliberative and decision-making meetings</p> <ul style="list-style-type: none"> • The structure of meetings/hearings • Our conduct in and out of meetings • Actual and perceived: <ul style="list-style-type: none"> ○ Process fairness and respect ○ Conflicts of interest ○ Promises kept 	<p>We “stumble” when our interactions, processes or conduct (regardless of intent) aren’t perceived as:</p> <p>Transparent</p> <ul style="list-style-type: none"> • Council work sessions • Long/late Council meetings <p>Fair/Reliable</p> <ul style="list-style-type: none"> • Public ability to be heard • Meetings with interested individuals • Mid-process changes • Changed decisions <p>Coordinated</p> <ul style="list-style-type: none"> • Different “answers” given to resident questions from multiple city sources including staff and elected.

In a city of approximately 52,000 residents, approximately 75% of whom are adults, Council and staff members estimate that they hear from maybe 500-1,000 individuals over the course of a year. With this in mind, the Council then delved into its assumptions about those who do/don’t engage. Importantly, the same descriptions to those we hear from could be applied to those we don’t and vice versa. It is not simply a matter of who is willing AND able to “show up.”

Who DO we hear from?	What do they want?
<ul style="list-style-type: none"> • Those directly affected • Those who want to be heard • Those in the habit of engaging 	<p>From their participation</p> <ul style="list-style-type: none"> • To influence the outcome • To mitigate potential losses, fears • To learn or gain information <p>From us</p> <ul style="list-style-type: none"> • Us to agree with them • Do our job without negatively affecting “front door” issues: <ul style="list-style-type: none"> ○ Property values ○ Quality of life or lifestyle ○ Safety ○ Neighborhood conveniences ○ The City’s brand or their personal identity
Who DON’T we hear from?	
<ul style="list-style-type: none"> • Those who trust us to do our job as their representatives • Those who do not trust, or have negative views of, the system • Those who do not know about or understand the process 	
What constrains engagement?	
<ul style="list-style-type: none"> • Age or ability • Work or child commitments • Transportation or income • Schedule or duration of meeting • Weather or time of day • Experiences and perceptions • Comfort or ability to interact in a formal public forum • Technology access or ability 	

Edina invests a significant amount of time and energy into these processes – as staff, elected officials and community volunteers. In a typical year, this includes:

City Council Time spent in meetings, general in the evening, include: <ul style="list-style-type: none"> • 24 Regular Meetings = total 86 hours / 3.6-hour average per meeting • 24 Work Sessions = total 36 hours / 1.5-hour average per meeting • 24 HRA Meetings = total 36 hours / 1.5-hour average per meeting • Board/Commission Interviews = total 30 hours • As well as Special & Joint Meetings, Town Halls, Annual Commission, etc. Each of these requires significant investment of staff and Council time in preparation and follow up.	Advisory: City Boards & Commissions Edina's 10 advisories include 99 volunteers who commit the following each year: <ul style="list-style-type: none"> • 24-48 hours in public meetings (per person) • 72 hours in related work • As well as preparation Staff support of each is also substantial, e.g.: <ul style="list-style-type: none"> • 3,780 hours for the Planning Commission • 708 hours for Parks & Recreation • 276 hours for Energy & Environment
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The Council then engaged in a discussion of participation in meetings/hearings of the Council and advisory bodies. We clarified that we almost never promise to empower a group or process (i.e., cede final authority to them); that public hearings are at most a consultation process; and that we involve or collaborate through advisory processes.

PROMISE	We choose which promise to make depending on the specific situation.		
	1. We will work hard to inform and listen every day.	2. We will consult when appropriate.	3. We will communicate formal, defined processes when we involve or collaborate.
Where?	INFORM ¹	LISTEN OR CONSULT	CONSULT OR INVOLVE OR COLLABORATE
	Public Meetings Council or advisory meetings that are open for public observation	Public Hearings A meeting designated to receive public comment and testimony	Advisory Group Processes Commissions, Boards, & Task Force work that can include public meetings, public hearings or closed meetings depending on the body involved, the work required and the process defined
PURPOSE	Make a decision Provide transparency Increase awareness of an issue or proposal Hear a report, speaker or presentation	Meet legal requirements Collect feedback on positions	Create public ownership Define issues and identify early warning signs Identify values and understand different perspectives Analyze alternatives and make recommendations
DO <i>NOT</i> USE TO:	Deal with complex or controversial topics Identify values Gather feedback	Accomplish any of the items listed as purpose of advisory group meetings	Make binding decisions

¹ Notice that the columns in the table above do not line up with those below. This is intentional to show that some meetings can vary.

	INFORM	LISTEN	CONSULT	INVOLVE	COLLABORATE
DEFINITIONS	We give the public information	We listen to the aspirations and concerns of the public	We seek feedback on drafts and proposals, then share how the input influenced the decision	We work with public to ensure that their concerns / aspirations are directly reflected in the alternatives developed	We work together to form solutions and incorporate advice/recommendations into decisions to the maximum extent possible.
GOAL	Provide the public balanced and objective information to assist in understanding the problem, alternatives, opportunities and/or solutions.		Obtain public feedback on analysis, alternatives and/or decisions.	Work directly with the public to ensure perspectives are consistently understood and considered.	Partner with the public in each aspect of the decision process, beginning to end.

The Council engaged in a lengthy discussion of the purpose, timing, duration and process of decision-making particularly as it relates to public hearings. They recognized that:

- Too much participation can be as problematic as too little
- The Council wants to understand the range of concerns, but does not need to hear each of them multiple times
- There is risk to process integrity if the last to speak is the one that is heard
- There is risk to process integrity if the advisory hearing is rendered moot by the Council hearing
- There is risk to perception of process integrity when a hearing is immediately followed by a decision without time for deliberation
- There is value in residents hearing each other, not just the Council hearing residents
- Participation in public hearings needs to be meaningful for and respectful of residents, elected officials, and staff. Successful participation means residents are able to participate in a meaningful way that respects their time and constraints, and doesn't necessarily mean that the meeting continues for as long as anyone wants to speak

They explored ideas such as:

- Relying more heavily on the public hearings conducted by advisory bodies
- Reporting on those hearings and follow-up research in more depth
- More explicitly treating the Council hearing as Part 2 of the advisory hearing – a follow up focused on changes to proposals in response to the first part, questions answered from the first part, and perspectives that have changed, again since the first part

This discussion also led to exploration of process transparency overall. This touched on the time/place and follow up of Council work sessions. It also touched on *ex parte* Council communications with interested parties, and the difficulties that can arise when different Council members provide different answers to resident questions.

Conclusion

In the end, the Council did not decide to change its process, but did remain open to further conversation on how to:

- Increase the efficiency of meetings and hearings overall
- Increase quality of communication with report outs from prior hearings or work sessions
- Increase process integrity by separating hearings from decisions into two meetings when practicable

Staff will delve into these items, exploring what may or may not be effective in the future. This could include process timelines as well as deeper use of online solutions for community engagement and public participation in decision-making.

As discussion continued, the Council also began to re-discover some of its existing policy statements (appended to this document) as a starting point for improved practice. All agreed that Council and staff should engage in a review of these policies to bring up to date, fill gaps (e.g., developer communications; disclosure of meetings; differences between mayor, member and staff), and include implementation expectations. This will likely require a workshop in the coming year.

The ultimate goal for all of this work is to:

- Align our intentions with the perceptions that our conduct creates
- Clearly communicate the principles, processes and promises behind decision-making and public participation in it
- Hold ourselves accountable to those principles, processes and promises

IV. Effective Financing of Edina Streets

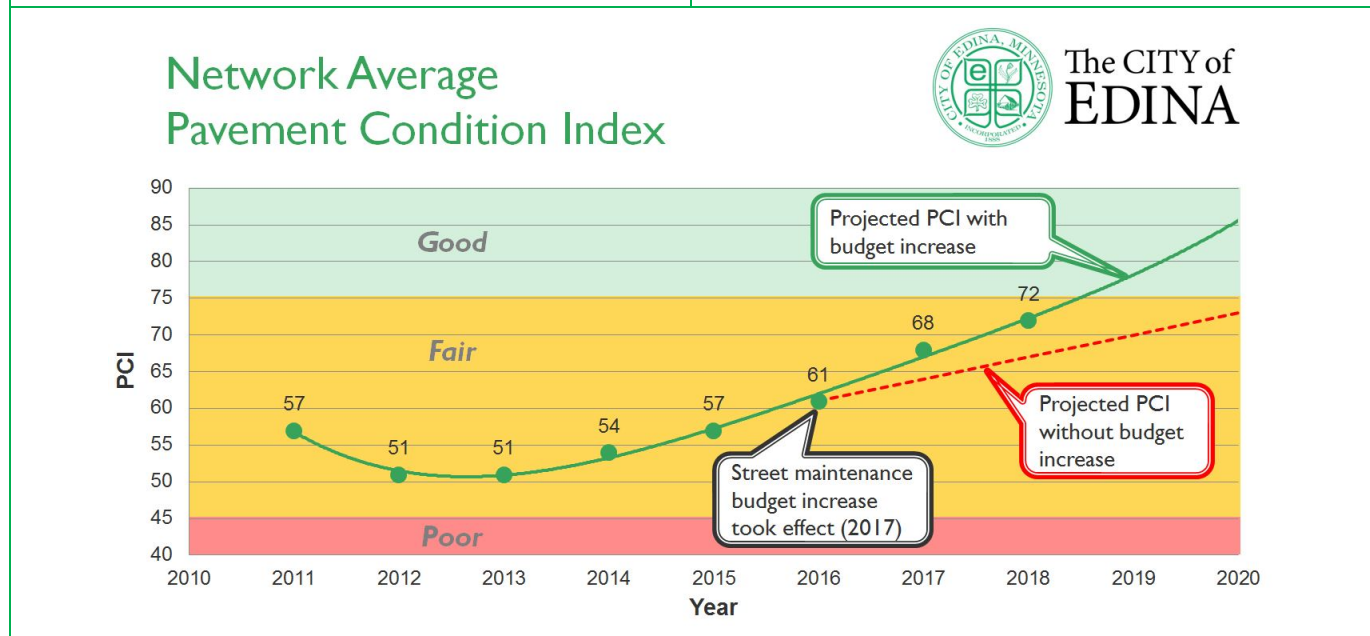
During this portion of the retreat, staff presented a review of Edina's street assessment approach. The Council discussed pros/cons and underlying values inherent in various approaches in order to address the agenda questions:

- Will we actively pursue a change in policy in the next two years?
- If yes, what approach do we prefer, and what is a fair and appropriate transition?

Background

With the following as background Council members asked whether the volume/pace of work per year was capped by the financing mechanism. Staff responded that it was not. Rather, the pace is driven by utility constraints and is, thus, a reasonable pace to expect going forward.

Local Streets	Municipal State Aid Streets
<ul style="list-style-type: none"> • These streets are 100% assessed to the resident • Over 23 years of street reconstruction Edina has completed approximately 50% (80 of 164 total miles) • Over the past 10 years, Edina has averaged \$4.5 million in assessments per year 	<ul style="list-style-type: none"> • These streets are 20% assessed to the resident • Over 18 years of street reconstruction Edina has completed approximately 30% (13 of 41 total miles) • Over the past 10 years, Edina has averaged \$290,000 in assessments per year



Discussion

The Council then discussed the pros and cons of the various financing options presented, touching on the following:

	Pros	Cons
Special Assessments	<p>Resident viewpoint</p> <ul style="list-style-type: none"> • Maintains the status quo, avoids transition concerns • Users pay direct, actual cost, fair in the long-term • Depending on tenure, may never have to pay <p>City viewpoint</p> <ul style="list-style-type: none"> • Stays out of general tax, keeping those rates down • Actual cost means no need to estimate long-term • Can assess otherwise tax-exempt property owners 	<p>Resident viewpoint</p> <ul style="list-style-type: none"> • Viewed as service covered in general tax, double-dip • Not deductible for the homeowner • Moving increases the risk of multiple assessments • Amount is painful, often-unwelcome surprise, not a benefit <p>City viewpoint</p> <ul style="list-style-type: none"> • Keeps property taxes lower • Residents expect greater control over specifics • Process requires public hearings • Process appeals bring time and dollar costs • Variability among courts brings uncertainty

	Pros	Cons
Local Sales Tax	<ul style="list-style-type: none"> Requires visitors help pay for the improvements Puts initial decision in hands of voters Reduces conflict in the design process because residents are not financially at risk (as demonstrated by City's experience with PACS) 	<ul style="list-style-type: none"> Not deductible for the homeowner Possible impact on 50th & France (unlikely given Minneapolis tax across the street) and other shopping areas Legislation must be specific, reduces flexibility of use
General Property Tax	<ul style="list-style-type: none"> Tax is spread across more people so it's easier for residents to budget. Reduces conflict in the design process because residents are not financially at risk (as demonstrated by City's experience with PACS) 	<ul style="list-style-type: none"> Cost is less transparent Cannot include visitors or tax-exempt property owners
Franchise Fees	<ul style="list-style-type: none"> More Control for the City – allows City to differentiate rate by class of customer for differential fees Reduces conflict in the design process because residents are not financially at risk (as demonstrated by City's experience with PACS) 	<ul style="list-style-type: none"> Not deductible for the homeowner

Conclusion

By the close of the discussion, all Council Members agree that if they were starting from scratch, they would not choose the current system. The overarching concern for all in considering any potential change is how to manage transition in an equitable way, especially for those who have been assessed in the final years pre-transition. All agree that any transition plan should simultaneously ramp down the current approach and ramp up any replacement that is approved as much as possible without overly-burdening the implementation system.

If the current system were to change, most preferred a hybrid approach that included a partial assessment supplemented with a local sales tax approach. Two of five Council members initially preferred an approach that started with sales tax legislation, then moved to the hybrid above if that proved ineffective. Staff will investigate these options in greater detail and return to the Council for further discussion during the coming two years.

Appendix: Work to build from

City Council Guiding Principles

Working Together Effectively

We are all part of a team committed to the residents of Edina both today and in the future. To be effective we must come to meetings with an open mind, think strategically about City issues and delegate details of implementations to staff. We will strive to maintain a culture of trust, respect and candor as a Council and when working with staff.

Addressing Concerns of Residents

City staff is the first call for help for residents. We will refer residents who have concerns to appropriate City staff. If a resident has contacted City staff but is still not satisfied, we will refer the resident to the City Manager and inform the City Manager of the concern.

Meetings Called by Residents

If we are invited to a resident meeting about an issue the Council has decided upon, we will explain how the Council arrived at the decision. If we are invited to a resident meeting about an issue that will be before the Council in the future, we will keep an open mind and explain that we are interested in their point of view, as well as others. We will make ourselves available to all parties on an equal basis, and we will not advocate for a particular point of view. We will be circumspect about how we participate in the meeting, and we will not prejudge the issue before the Council has had a chance to deliberate.

Working with Boards and Commissions

We view our Boards and Commissions as vitally important resources to support our decision-making. We will communicate effectively with Boards and Commissions and ensure they have the tools to do their work. We will give clear direction and take adequate time to review the result of their deliberations. If we attend meetings of Boards and Commissions, we will do so only as an observer. If we attend a meeting, we will strive for good communication among Council members and between Council members and staff.

Effective Meetings and Decision Making

- We will be consistent in policy and process.
- To be effective, we may need to slow down the process at times, look at the big picture and consider the strategic implications of the decisions we make. We will encourage staff to focus on the big picture in their reports.
- We will respect our staff as valued resources and members of our team.
- We will honor our rules regarding public testimony and clearly communicate the rules to members of the public in attendance.

Guiding Principles were developed at a two-day retreat of the Edina City Council, the City Manager and the Assistant City Manager in May 2009.

Board & Commission Expectations

Conflict of Interest

Definition: any member who has a financial interest in, or who may receive a financial benefit as a result of, any Board or Commission action or if there is potential for the appearance of conflict of interest.

Members who have a conflict of interest must:

- Disclose the conflict of interest to the group, and
- Abstain from discussing or voting on the matter.

Gifts

- Members may not receive gifts from any “interested person” in conjunction with their Board or Commission duties.
- Boards or Commissions can recommend acceptance of general gifts through the City’s donation policy.

Respectful Behavior

Members should STRIVE TO:

- Treat people with courtesy, politeness and kindness.
- Encourage others to express their opinions and ideas.
- Listen to what others have to say.
- Use the ideas of others to improve decisions and outcomes.
- Recognize and respect differences.

Members should AVOID:

- Speaking over or cutting off another individual’s comments.
- Insulting, disparaging or putting down people or their ideas.
- Bullying other members by displaying a pattern of belittling, demeaning, judging or patronizing comments.
- Violence or the threat of violence will not be tolerated.
- The Chair or the Staff Liaison can call for the removal of any anyone who threatens or commits an act of violence.

Board & Commission Expectations are from the Edina Board & Commission Handbook.

Code of Ethics

- I have been entrusted by the Edina City Council to perform my duties and services as a volunteer Board or Commission Member in manner that is always in the best interests of the community of Edina.
- While honest differences of opinion may develop, I will work harmoniously with other Board or Commission members to assure residents the services they require.
- I will invite all residents to express their opinions so I may be properly informed prior to making my decisions. I will make them based solely upon the facts available to me. I will support the final decision of the Board or Commission.
- I must devote the time, study and thought necessary to carry out my duties.
- I understand that the Board or Commission members recommend policies, the City Council establishes policies and the staff is responsible for administering the policies of the City Council.
- I understand that as a Board or Commission Member, I have no authority outside of the proper meeting of the Board/Commission.
- I understand that all Board/Commission meetings shall be open to the public, except as provided by law.
- I understand that it is my duty as a Board or Commission member to treat all residents, staff and fellow Board and Commission members in a respectful and professional manner at all times.
- I will withdraw from discussions and decision-making actions in cases where I have a conflict of interest and I will disclose those conflicts of interest when they arise.

Code of Ethics is from the Edina Board & Commission Handbook.

Community Engagement Principles

Relationships

- Make relationships foundational
- Strengthen relationships and build new ones
- Develop a trust between the City and residents

Inclusion

- Strive to provide meaningful engagement opportunities
- Invite underrepresented groups to participate
- Make all feel welcomed and valued

Equity

- Engage with residents where they are
- Remove barriers for participation
- Provide multiple options for participations

Accountability

- Make a plan
- Do what we say we are going to do
- Communicate how to participation influences decisions

These principles and values were presented to City Council on September 5, 2018. The Council signified trust should be the foundation with the remaining 4 principles. The principles and values will foster an engaged community built on trust by intentionally focusing on equity, diversity and inclusion.



In our work with residents, co-workers and other customers we:

These are the core values for City Staff

Integrity

- Proactively and openly share information.
- Do what we say we are going to do.
- Are honest, ethical and transparent in our actions
- Work for the common good and put the interests of the City above our own.
- Wisely use City resources, money, equipment and time.

Quality

- Do accurate, high-quality work.
- Take smart risks and look for innovative solutions.
- Strive to provide the best long-term value for our residents.
- Show initiative by continuously improving our operations.
- Take pride in our work and in being a leading organization.

Service

- Welcome, listen to and seek to understand others.
- Strive to anticipate the needs of others and to exceed their expectations.
- Look for opportunities to work with others in solving problems.
- Seek out feedback and use it to improve our work.
- Support one another and work cooperatively.

Administration Department
Better Together Edina



Date: May 21, 2019
To: Mayor & City Council
cc: Scott Neal, City Manager
From: MJ Lamon, Community Engagement Coordinator
Kaylin Eidsness, Senior Communications Coordinator
Casey Casella, City Management Fellow
Subject: Council Connections Proposal

Background

The City Council has asked staff to prepare an online platform to communicate with the community. Conversations of having a platform for City Council to communicate with the community started at the Council retreat. City staff used feedback from the City Council retreat held on March 14, 2019 to create an example of what the Better Together Edina platform could offer council. Key advantages of using an open public platform are:

- The engagement tool is open any time
- It doubles as an educational tool that is easily accessible
- Council Members can post on the site and public comments can be turned off. Reaches more and different demographics compared to in-person meetings

Two communication ideas were presented to Council at the April 16, 2019 work session. Staff gathered Council feedback and has repositioned the proposal for Council consideration.

Recommendation

Use Better Together Edina: Council Connections as an inform-only page. This page would function like a blog where Council can post and push out information to the public. No public comments would be allowed on the posts.

Proposed Tool: News Feed

- Allows Council to share information with the community (one-way)
- Council can decide when and what they want to share
- Ideas to post about:
 - Council Comment
 - Consent Agenda
 - Events they attended
 - Conferences
 - Legislative
 - Hot Topics – i.e. Hwy 62



- Appreciation or congratulatory
- Plugs for upcoming events
- Council sends information to the Administration Department. Items will be posted within one business day.,
- Items that can be attached are links, pics, videos, etc

Next Steps

With councils' consent, staff will:

- Finalize the Council Connections page on the Better Together Edina platform
- Develop a communication plan to roll out the new tool to the public
- Provide council with instructions for posting.

Questions for Council
City Council Work Session
May 21, 2019

Engagement Topic 1: Council Connections

Questions to be answered:

1. Is Council ready to move forward with Council Connect as proposed?
 2. When does Council want to start?
-

Engagement Topic 2: Virtual Town Hall Meeting

- Question/Answer online written format
- Council and staff meet at City Hall
- Duration: 1 to 1.5 hours
- Late Night (8:00 – 9:30 pm)

Questions to be answered:

- Do Council Members want to schedule a virtual town hall?
 - If yes, do all 5 Council Members want to participate together or in groups of 2-3?
 - When? Possible dates: Last week in Oct 28-31 (all nights open)
-

Engagement Topic 3: In-person Town Hall

The next Town Hall Meeting for Nov. 16 at 10am at the Senior Center.

Question to be answered:

- Is there anything Council wants to change for the next Town Hall Meeting? Possible options:
 - Council Members split up into multiple time/locations
 - Change layout/format



CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

www.edinamn.gov

Date: May 21, 2019

Agenda Item #: IV.

To: Mayor and City Council

Item Type:

Reports / Recommendation

From: Jeff Brown, Community Health Administrator

Item Activity:

Subject: Joint Meeting: Community Health Commission

Discussion

ACTION REQUESTED:

None, discussion only.

INTRODUCTION:

The Community Health Commission (CHC) chair and vice-chair will update City Council on their 2019 work plan progress, present possible items for inclusion in 2020 work plan, answer questions and receive suggestions from Council.

Discussion items will include:

- Youth access to e-cigarettes: City intervention strategies
- Multi-unit housing smoke-free survey results: next steps
- Quality of Life Survey: public health related questions
- Housing and Health: City initiatives & CHC role
- City & school district(s) relationship and collaboration

ATTACHMENTS:

2019 Community Health Commission Work Plan

2018 Multi-Unit Housing Smoke Free Report - Edina



Commission: Community Health Commission

2019 Annual Work Plan

Initiative #1	Council Charge (Proposed Charge Completed by CM) <input checked="" type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)	Target Completion Date	Budget Required (Staff Liaison)	Staff Support Required (Staff Liaison)
Initiative Type: <input type="checkbox"/> New Initiative <input checked="" type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility		Q2 2019	<input type="checkbox"/> Funds available <i>Funds are available for this project.</i>	<input checked="" type="checkbox"/> Staff Liaison: Hrs _____ <input type="checkbox"/> CTS (including Video) <input type="checkbox"/> Other Staff: Hrs _____
Research and evaluate current regulations regarding secondhand smoke and tobacco use, specifically in multi-unit housing living situations and other public areas such as restaurant patios. Receive Edina Multi-Unit Housing Resident Survey from Bloomington Public Health regarding smoking preferences/behavior.			<input checked="" type="checkbox"/> Funds not available	
Lead Commissioners:				
Progress Report:				

Initiative #2	Council Charge (Proposed Charge Completed by CM) <input checked="" type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input type="checkbox"/> 4 (Review & Decide)	Target Completion Date	Budget Required (Staff Liaison)	Staff Support Required (Staff Liaison)
Initiative Type: <input checked="" type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility		All of 2019	<input type="checkbox"/> Funds available <i>Funds are available for this project.</i>	<input checked="" type="checkbox"/> Staff Liaison: Hrs _____ <input type="checkbox"/> CTS (including Video) <input type="checkbox"/> Other Staff: Hrs _____
Study and report on possible city actions to reduce access and usage of vaping/e-cigarettes for youth.			<input checked="" type="checkbox"/> Funds not available	
Lead Commissioners:				
Progress Report:				

Initiative #3	Council Charge (Proposed Charge Completed by CM) <input type="checkbox"/> 1 (Study & Report) <input type="checkbox"/> 2 (Review & Comment) <input type="checkbox"/> 3 (Review & Recommend) <input checked="" type="checkbox"/> 4 (Review & Decide)	Target Completion Date	Budget Required (Staff Liaison)	Staff Support Required (Staff Liaison)
Initiative Type: <input checked="" type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility		December 2019	<input type="checkbox"/> Funds available <i>Funds are available for this project.</i>	<input checked="" type="checkbox"/> Staff Liaison: Hrs _____ <input type="checkbox"/> CTS (including Video) <input type="checkbox"/> Other Staff: Hrs _____
Chair/co-chair a cross-commission committee (see partners) to complete requirement for Edina to receive the AARP City Designation. -Complete Walk Audit Tool Kit provided by AARP -October Senior Expo and Designation			<input type="checkbox"/> Funds not available	
Lead Commissioners: Partners: Community Health Commission [LEAD], Human Rights & Relations Commission, Parks & Recreation Commission, Transportation Commission				
Progress Report:				

Parking Lot: (These items have been considered by the BC, but not proposed as part of this year's work plan. If the BC decides they would like to work on them in the current year, it would need to be approved by Council.)

Statement by City regarding firearm safety or gun violence

Local opioid efforts, including Police led take-back programs

City-wide mental health assessment

Technology and health – social media, isolation, bullying



City of Edina



Multi-Unit Housing Resident Survey September 2018



ACKNOWLEDGEMENT

This report was made possible through funding from
the Statewide Health Improvement Partnership, Minnesota Department of Health
and the collaboration of:

City of Edina Health Commission

Bloomington Public Health

Association for Non-smokers Minnesota: Live Smoke Free Program

Minnesota Department of Health Office of Statewide Health Improvement Initiatives
Evaluation and Research Unit

WE WISH TO THANK THE FOLLOWING PROPERTIES FOR THEIR SUPPORT OF THIS PROJECT

Heritage Court/Premier Properties, LLC

Oaks Lincoln/Oaks Properties, LLC

Ponds of Edina/KCS Property Management

Oaks Braemar/Oaks Properties, LLC

The Durham/RMK Management

York Plaza/Stuart Company

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• Resident letter	
• Resident survey cover letter	
• Resident survey	

EXECUTIVE SUMMARY

The multi-unit housing resident survey was conducted to learn about smoking in apartments, and what residents think about secondhand smoke and smoke-free building policies.

In early 2018, Bloomington Public Health (BPH) and the Association for Non-Smokers (ANSR) Minnesota's Live Smoke Free program administered a survey to residents in two types of multi-unit housing properties in the City of Edina: those with a smoke-free policy (i.e. smoking of tobacco is not allowed anywhere indoors) and those with a smoking-allowed policy. Questions included:

- Basic demographics
- Whether residents allowed smoking in their units
- Frequency of secondhand smoke exposure
- Any smoking behavior changes as a result of or following a building-wide smoke-free policy
- Support for a smoke-free property policy
- Support for citywide ordinance around smoking in multi-unit housing
- Residents from smoke-free properties were asked to provide details about rules in place for tobacco smoking.
- When asked about smoking behavior, all residents had the option to indicate when a question didn't apply to them because they were nonsmoking or no one in their household smoked.
- Surveys were available in English only.

A total of **893** surveys were distributed and **458** were returned representing a **51%** return rate. Individual return rates were as follows:

Smoke-Free Properties: **50%** return rate

- Oaks Lincoln **48%**
- Oaks Braemer **50%**
- York Plaza **51%**

Smoking-allowed properties: **54%** return rate

- Heritage **58%**
- The Ponds, **59%**
- The Durham **52%**

Key findings include:

- Majority of all respondents (**97%**) don't allow smoking in their units even with a smoking-allowed policy present.
- Majority of respondents surveyed (**94%**) support a smoke-free building-wide policy.
- Despite **97%** of all respondents not allowing the smoking of tobacco products in their units, (**99%** in smoke-free vs **93%** in smoking-allowed properties), **46%** of these respondents are still exposed to secondhand smoke from all buildings. This includes **39%** in smoke-free vs. **64%** in smoking-allowed buildings.
- Negative health impact of secondhand smoke exposure were reported by **8%** of respondents.
- Majority of respondents (**91%** in smoke-free properties and **90%** in smoking-allowed properties) indicated they would support a multi-unit housing smoking related citywide ordinance.

BACKGROUND

The City of Edina has been a leader in reducing resident exposure to secondhand smoke and protecting youth from tobacco products. In 2017, Edina was the first city in the state to set a high standard for the sale of cigarettes and tobacco products to young adults under the age of 21 by passing a Tobacco 21 ordinance. This ordinance increased the tobacco sale age from 18 to 21. The City of Edina also protects its residents from secondhand smoke by prohibiting smoking in public parks and recreational spaces.

In February 2018, at the request of the Edina Health Commission, Bloomington Public Health (BPH) and the Association for Non-Smokers Minnesota (ANSR) Live Smoke Free program began outreaching to select multi-unit properties (both smoking prohibited and permitted) asking to survey residents on the topic of smoke-free housing. The goal of the survey was to learn about smoking in apartments, and what residents think about secondhand smoke and smoke-free building policies. Bloomington Public Health (BPH) has long supported programs, partnerships and policies that cultivate healthy, active communities. We collaborate with communities, schools, worksites and healthcare providers to reduce the risk of chronic disease by targeting poor nutrition, physical inactivity and tobacco use for those who live and work in the City of Edina.

SCOPE OF THE ISSUE

Research strongly demonstrates an association between tobacco use and chronic disease risk factors. Scientific knowledge about the health effects of tobacco use has increased greatly since

the first Surgeon General’s report on tobacco was released in 1964.¹ Since the publication of that report, more than 20 million Americans have died because of smoking.² The harmful effects of tobacco do not end with the user. The US Surgeon General has concluded that there is no risk-free level of exposure to secondhand smoke. Since 1964, 2.5 million deaths have occurred among nonsmokers who died from diseases caused or exacerbated by secondhand smoke exposure. Secondhand smoke causes heart disease, lung cancer, and stroke in adults and can cause a number of health problems in infants, children, and older adults including asthma, Type II diabetes, hypertension, high cholesterol, and obesity. An estimated 58 million Americans remain exposed to secondhand smoke each year. The home is the primary source of secondhand smoke exposure for children, and multi-unit housing residents are particularly vulnerable to involuntary exposure in their homes.³ Many factors influence tobacco use. Risk factors include race/ethnicity, age, education, and socioeconomic status. Significant disparities in tobacco use exist geographically; such disparities typically result from differences among states in smoke-free protections, tobacco prices, and program funding for tobacco control.³ Tobacco use is the largest preventable cause of death and disease in the United States. Each year, approximately 480,000 Americans die from tobacco-related illnesses. Further, more than 16 million Americans suffer from at least one disease caused by smoking.⁴

CITY OF EDINA PROFILE

The City of Edina is located in the metro region of the state. The city’s population is estimated to be 49,976 in 2016.⁵ Of this population it is estimated that 42,489 (85%) are non-Hispanic White, 1,092 (2.2%) are African American, 1,516 (3%) are Hispanic, and 3,521 (7%) are Asian.⁶

The City of Edina is estimated to contain 21,325 occupied housing units in 2016.⁷ Less than a third of those units, 5,915, are occupied by households renting. It is estimated that households that are White (not Hispanic) own 94.4 percent of the owner-occupied housing units and rent 75.3 percent of the renter-occupied housing units. There are significant racial differences in household occupancy based on ownership or rental status.

METHODOLOGY

The project team, including the City of Edina Community Health Administrator, staff from Bloomington Public Health, Association for Non-smokers Minnesota: Live Smoke Free Program and the Minnesota Department of Health met in December 2017 and January 2018. The project team determined criteria for who to survey and developed survey questions over two meetings.

¹ DHHS Publication No. (CDC) 89-8411

² DHHS Office on Smoking and Health, January 2014

³ Healthy People 2020

⁴ DHHS Office on Smoking and Health

⁵ 2012-2016 American Community Survey 5-Year Estimates Table S0101

⁶ 2012-2016 American Community Survey 5-Year Estimates Table B03002

⁷ 2012-2016 American Community Survey 5-Year Estimates Table S2502

Bloomington Public Health maintains a list of all multi-unit properties in Edina which includes information about their smoking policies, number of units and if available, the number of residents residing in those properties. Although the exact number of smoke-free properties is unknown, our best data shows 47% of 53 properties contacted report having adopted a smoke-free policy. A map was created using ArcMap in ArcGIS version 10.5 to visualize the geographic distribution of multi-unit properties with and without smoking policies in Edina. The project team then prioritized the 53 multi-unit properties based on their geographic distribution, smoking policy type and number of residents to ensure the selected properties provided the best representation of the city and then narrowed the selection to six. The property managers of the six properties were contacted to ascertain their interest in participating in the survey process. Of the initial six properties selected, four agreed to allow for the survey to occur and provide assistance with the survey. The two properties that declined were replaced by two other properties from the original pool of 53.

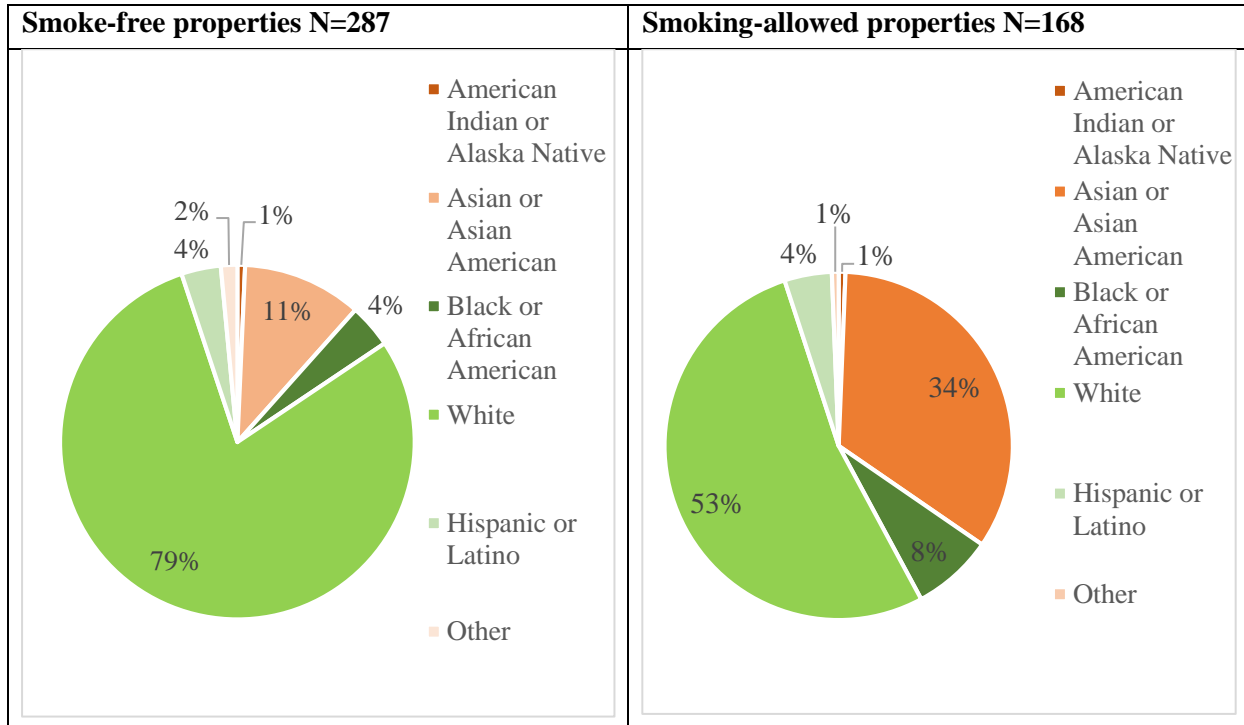
Property managers distributed paper copies of the survey with instructions for completion to all households (one survey per unit). Residents received written instructions to return completed surveys in a sealed envelope to the on-site manager or management office at which time they would receive a \$10 gift card. Property managers received a \$50 gift card for their role in survey dissemination and collection.⁸ Decisions regarding timeframe for survey distribution and collection were left to property managers and what they felt was the best time to achieve the highest return rate. In most cases, that meant surveys were distributed toward the end of the month and returned the first of the month when rents were due. The average length of time from survey distribution to collection was 7-14 days and occurred between April 2018 and July 2018.

Paper survey results were compiled by ANSR and entered into Survey Monkey. All survey data was analyzed by BPH in Statistical Package for Social Services (SPSS) version 24.

⁸ Gift cards were purchased from retailer that did not sell tobacco products.

HIGHLIGHTS FROM COMPARISON OF SMOKE-FREE VS. SMOKING-ALLOWED PROPERTIES

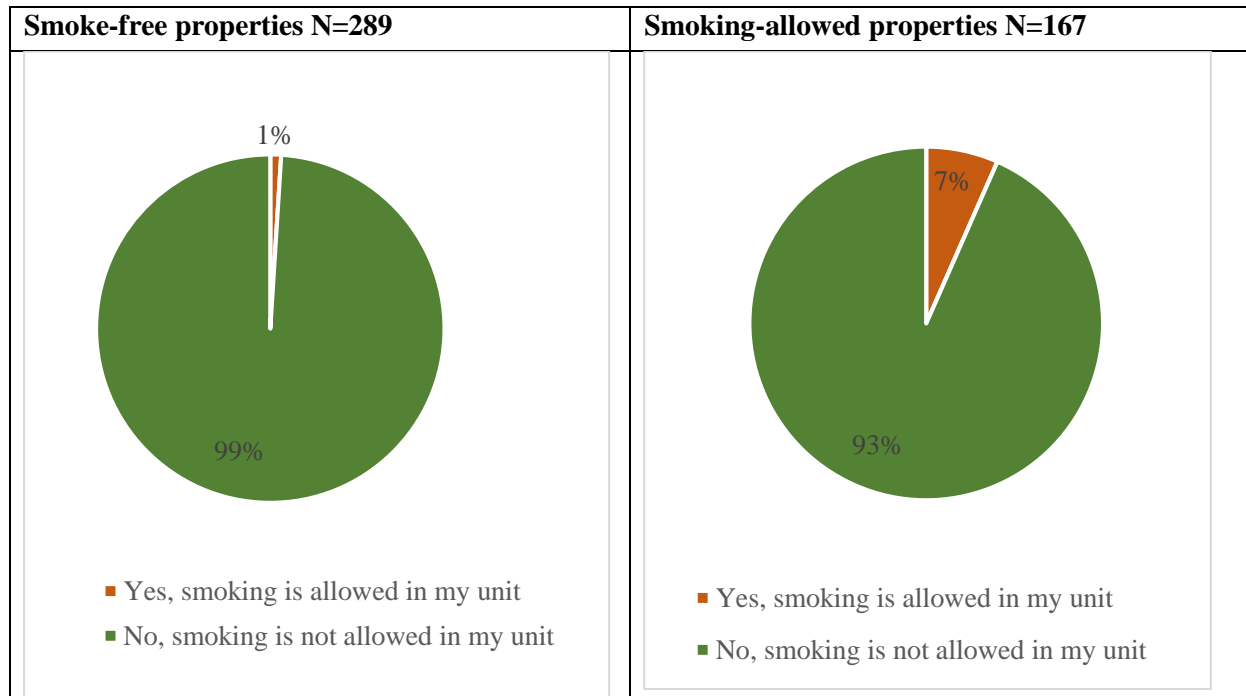
Demographics of survey respondents by property type



- It is estimated that the demographic makeup of renter in Edina include **75%** non-Hispanic White, **14%** Asian, **4%** African American, **4%** Hispanic and **4%** some other race⁹.
- The three smoke-free properties surveyed are similar demographically to renters in Edina.
- The three smoking-allowed properties surveyed are demographically more diverse than renters in Edina.

⁹ 2012-2016 American Community Survey 5-Year Estimates Table S2502 Note due to rounding, totals are greater than 100.

Smoking rules set by respondents for their apartment



- Housing cost was ranked first followed by proximity to work or school second and a **smoke-free policy third** as what tenants considered when selecting a place to live by respondents from both smoking-allowed and smoke-free properties.
 - Overall, **71%** of all respondents surveyed indicated a **smoke-free policy** was in their **top three** consideration when selecting a place to live.

Top considerations from respondents in smoke-free properties when considering housing

Rank	1	2	3	Percent citing in their Top 3
Housing Cost	72%	19%	6%	97%
Proximity to work/school	10%	44%	26%	80%
Smoke-Free Policy	13%	35%	28%	75%
Transportation	1%	10%	24%	35%
Good school district	9%	7%	15%	31%

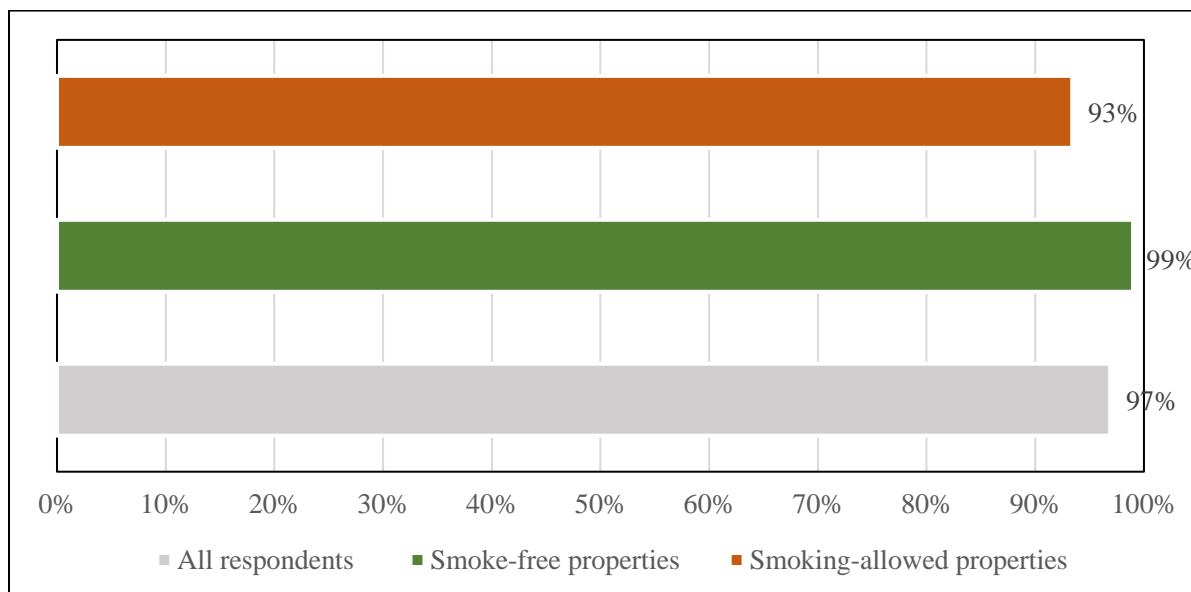
Top considerations from respondents in smoking-allowed properties when considering housing

Rank	1	2	3	Percent citing in their Top 3
Housing Cost	75%	16%	5%	96%
Proximity to work/school	12%	35%	32%	79%
Smoke-Free Policy	12%	26%	26%	64%
Good school district	11%	19%	10%	40%
Transportation	1%	15%	24%	40%

KEY FINDINGS

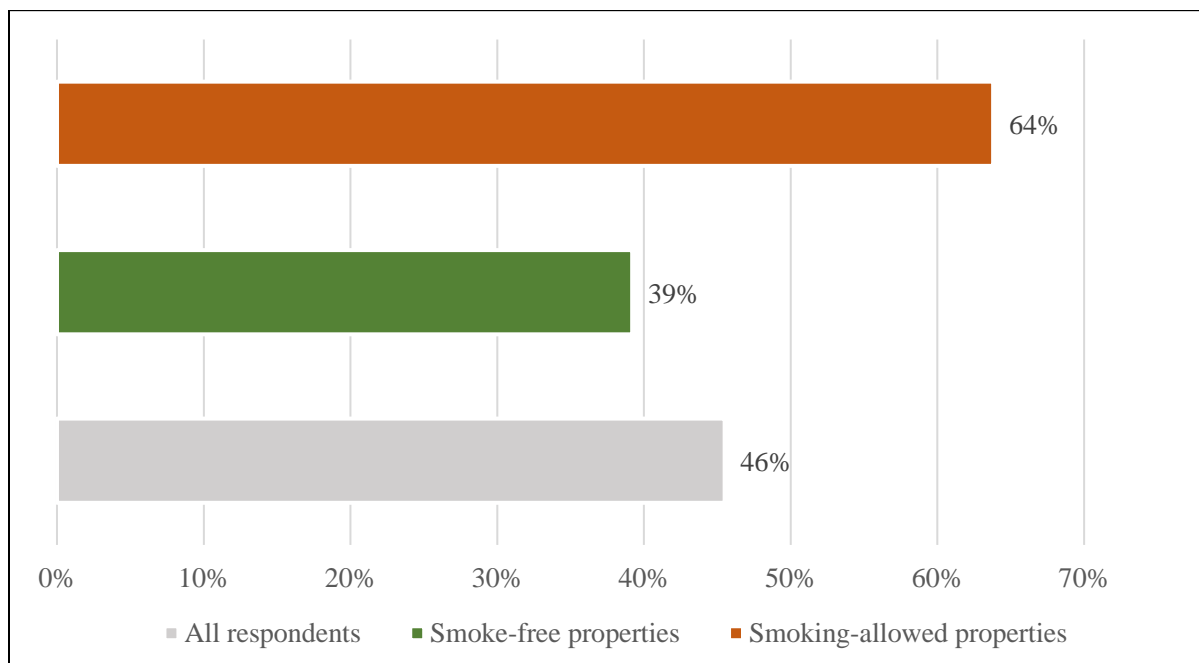
- Majority of all respondents don't allow smoking in their unit even with a smoking-allowed policy present.

Respondents that do not allow smoking of tobacco in their units by property tobacco policy type



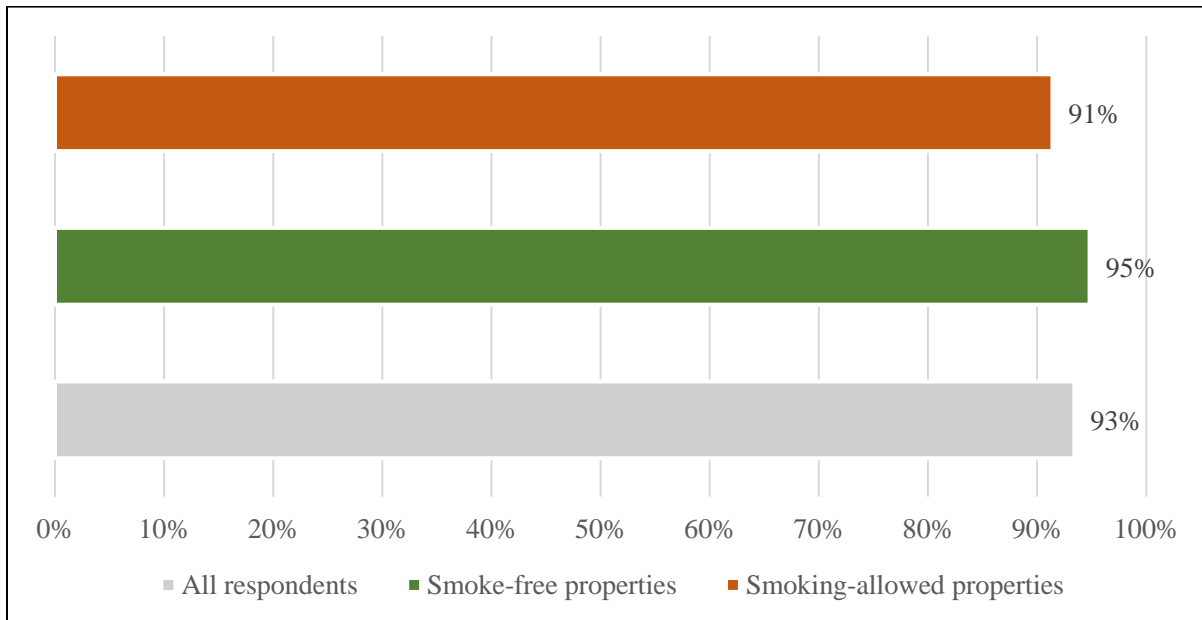
- Several respondents who didn't allow smoking in their unit indicated they had secondhand smoke exposure

Respondents secondhand smoke exposure in their apartment who do not allow smoking of tobacco in their apartment by property tobacco policy type



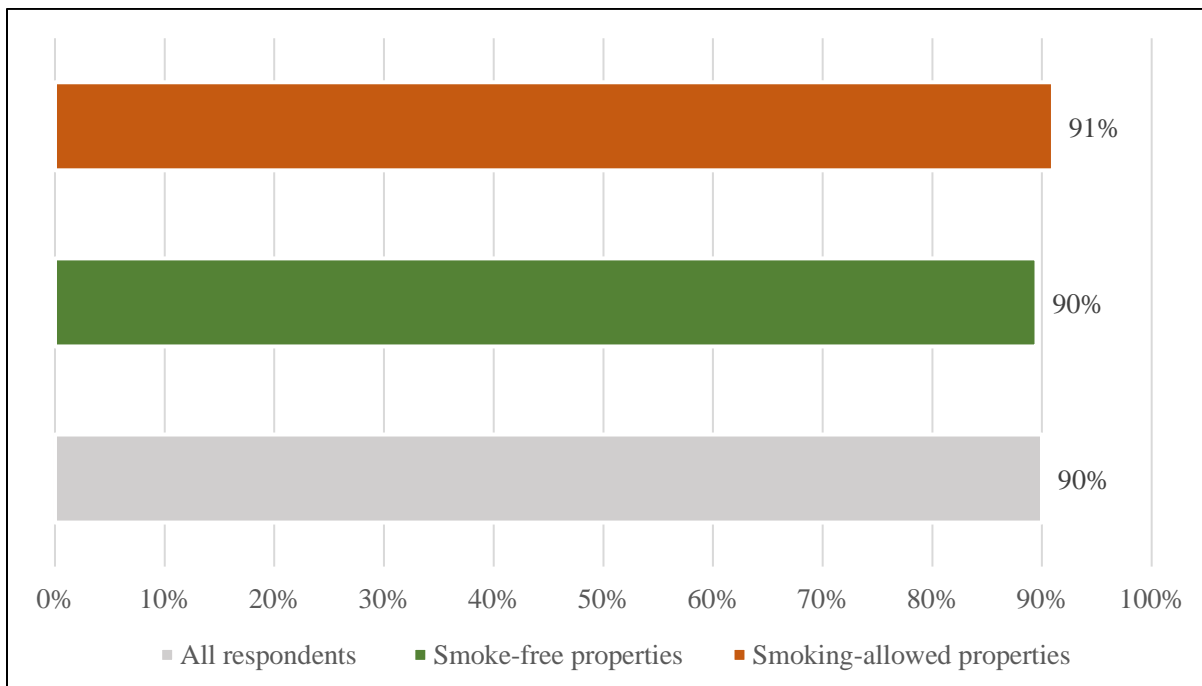
- Majority of respondents surveyed support a smoke-free property policy

Respondents support for smoke-free property by property tobacco policy type



- Majority of respondents indicated they would support a multi-unit housing smoking related citywide ordinance

Respondents support for citywide smoke free ordinance for apartments by property tobacco policy type



NEXT STEPS

Upon survey completion and analysis, BPH and ANSR conducted face-to-face meetings with property managers to share property-specific results, discuss policy changes and offer technical assistance. For those properties with existing smoke-free policies, technical assistance was provided to strengthen policy compliance in the form of consultation, policy review, recommending strategies to increase resident engagement, and provision of tools like signage and a resident letter which shared survey findings and reinforced policy specifics and enforcement protocol. For first-time policy adopters, technical assistance provided included educational resources (e.g., an FAQ document that addressed common questions residents may have as to why the property is going smoke-free, how the policy will benefit residents, and an explanation of policy enforcement, etc.); sample implementation tools (e.g., a resident letter template that shared survey findings, the hazards of secondhand smoke, fire risk, and details about the new smoke-free policy, a sample lease addendum, etc.); cessation resources for residents; and ongoing consultation. With the completion of the final report, BPH staff will meet with City of Edina staff to review the findings and evaluate the options for city policies. Our findings highlight the importance of smoke-free policies to help protect all residents, especially youth and those with low income status, from secondhand smoke exposure.

APPENDIX

SURVEY RESULTS

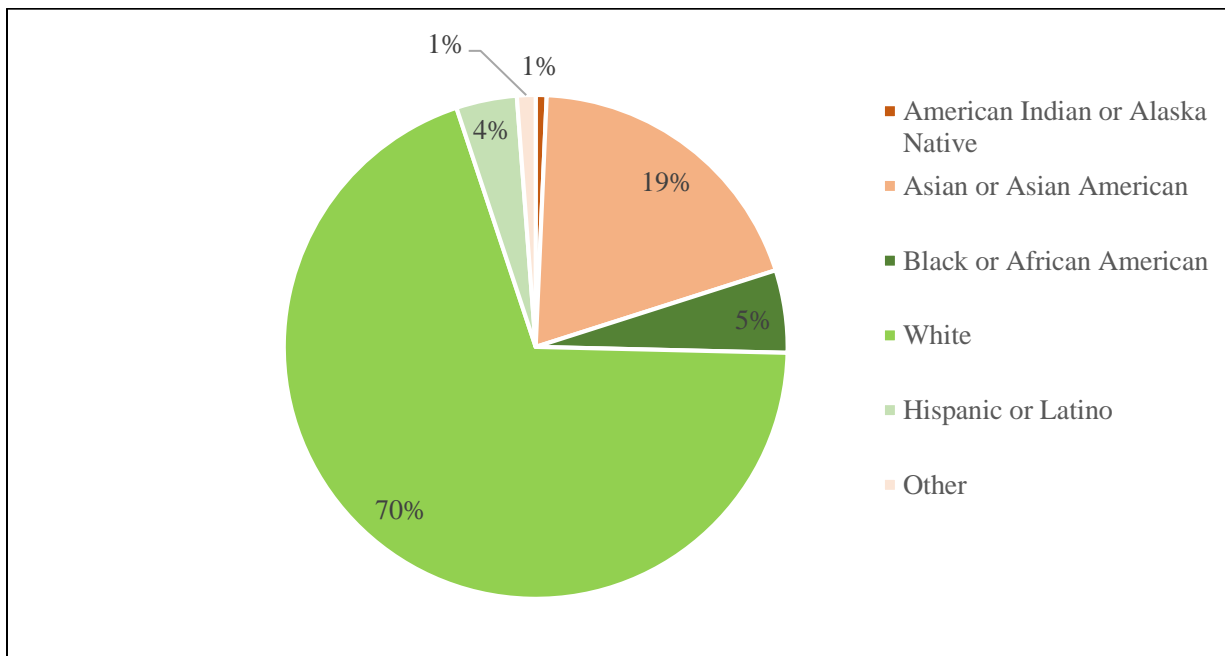
BPH distributed a total of 893 surveys, and 457 were returned representing a 51% return rate. In smoke-free multi-unit properties, 580 surveys were distributed and 289 surveys were returned (50%). In smoking-allowed multi-unit properties, 313 surveys were distributed and 169 surveys were returned (54%). Five multi-unit properties had an individual return rate of 50% or greater.

Demographics

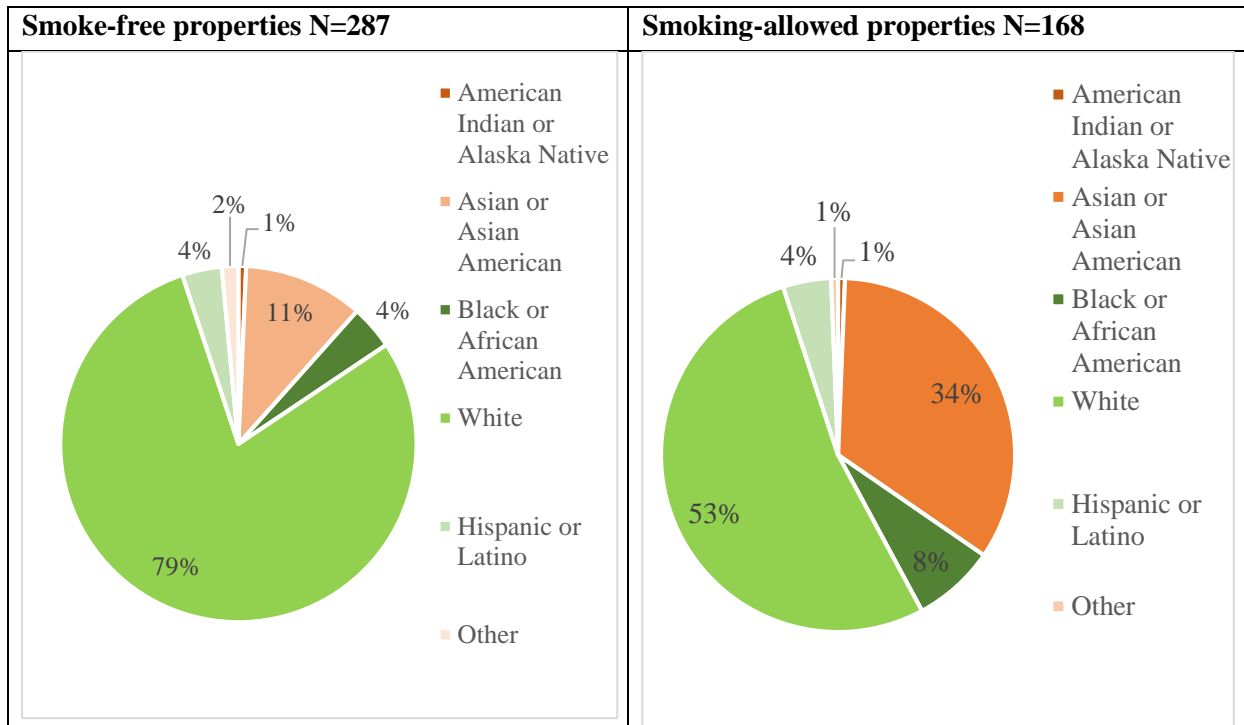
Race and Ethnicity. N=434

- It is estimated that the demographic makeup of renter in Edina include **75%** non-Hispanic White, **14%** Asian, **4%** African American, **4%** Hispanic and **4%** some other race¹⁰.
- The three smoke-free properties surveyed are similar demographically to renters in Edina.
- The three smoking-allowed properties surveyed are demographically more diverse than renters in Edina.

Race and ethnicity for all respondents

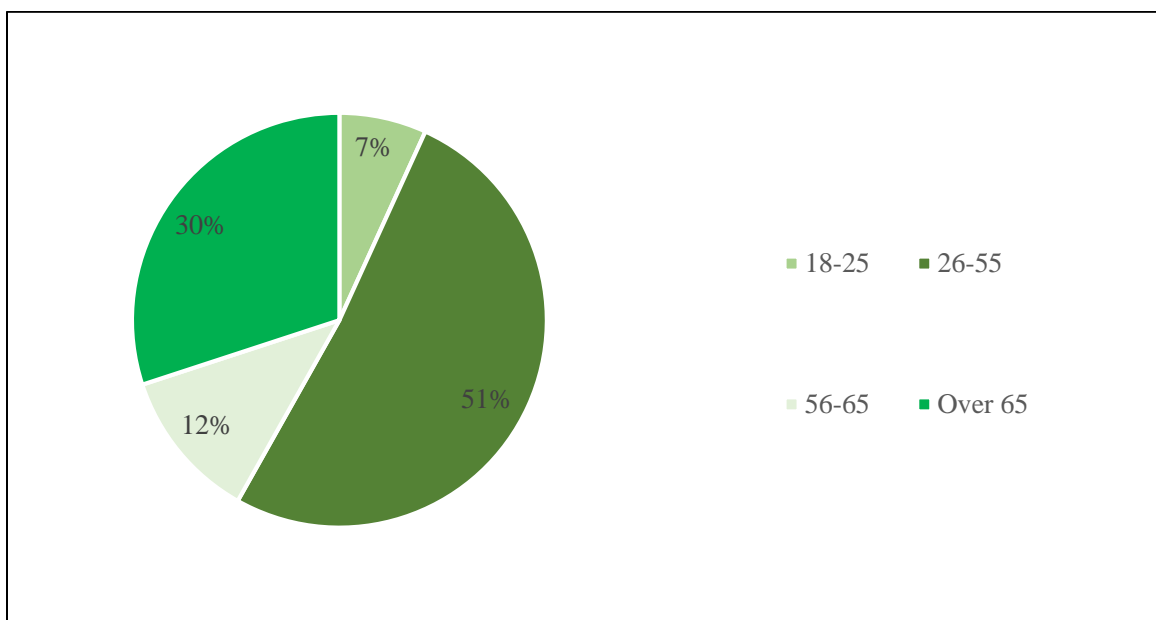


¹⁰ 2012-2016 American Community Survey 5-Year Estimates Table S2502 Note due to rounding, totals are greater than 100.

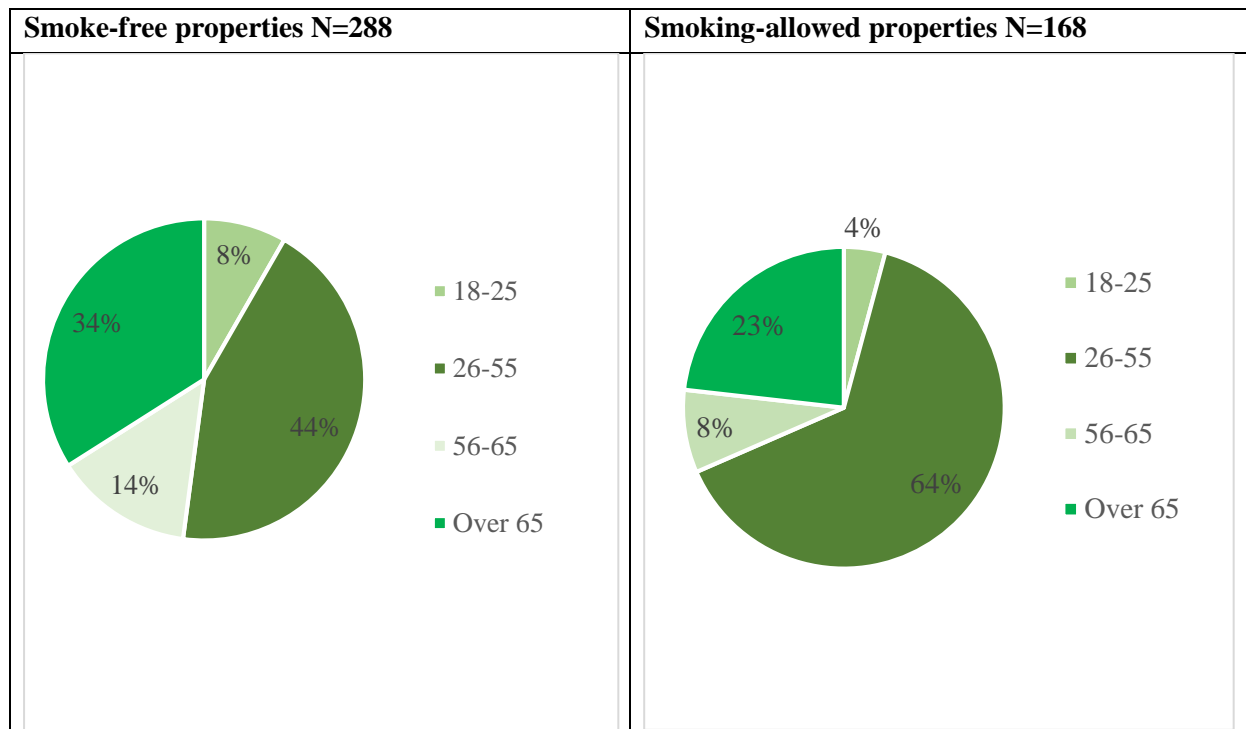


- Of respondents to this survey, more respondents of color reside in smoking-allowed properties compared to smoke-free. This could be due to costs, amenities, and other factors.

Age. N= 456 Age ranges for all respondents



Age ranges for respondents by property tobacco policy type



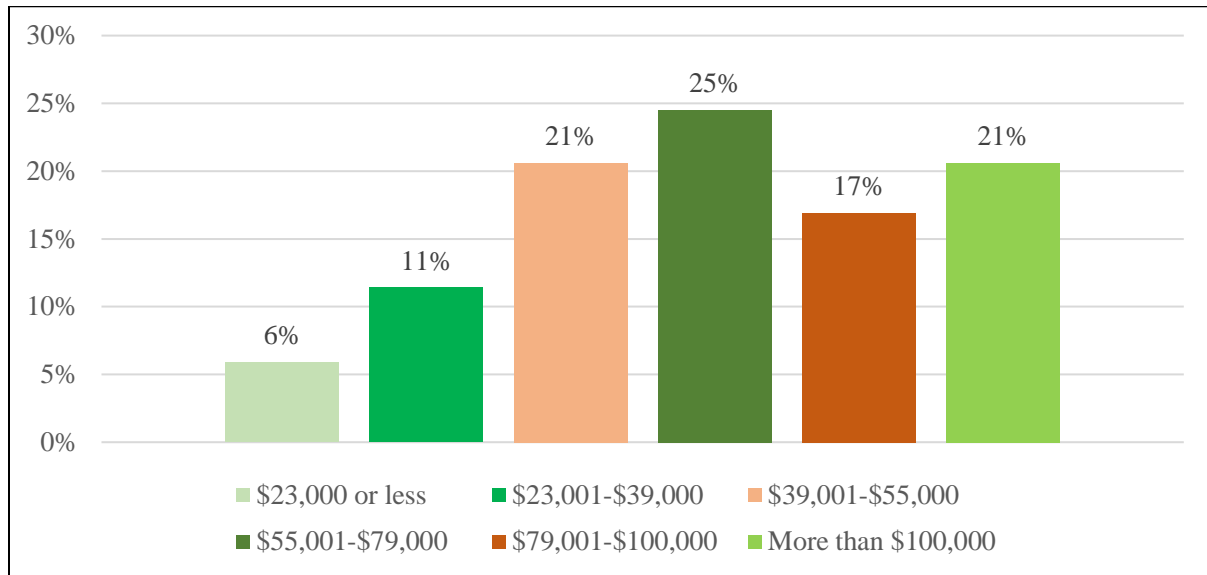
- Renters over 65 were less represented in responses from smoking-allowed properties. A larger young adult population (18-25) was observed among respondents of smoking-allowed properties.

Income. N= 437

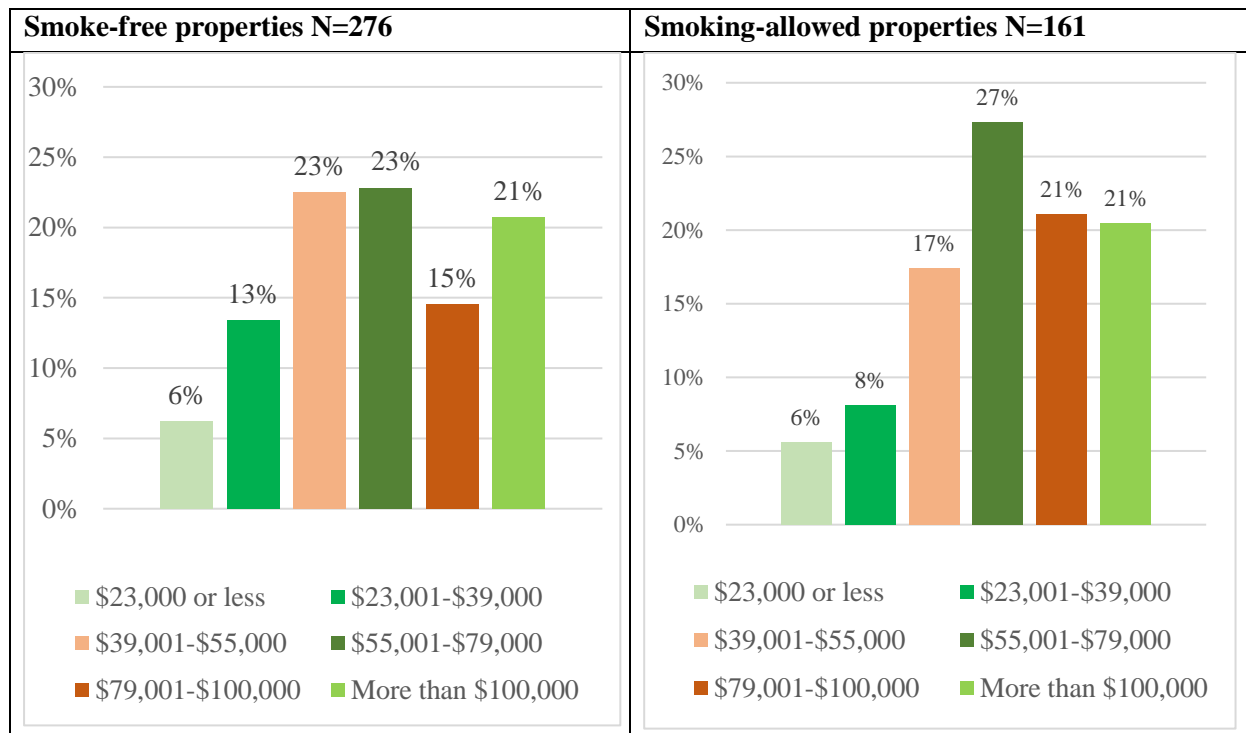
- The median income for households in Edina is estimated to be \$91,847¹¹.
- The median of the respondents is within the \$55,000 to \$79,000 category, lower than the median income for Edina households.

¹¹ 2012-2016 American Community Survey 5-Year Estimates Table S1903

Income reported by all respondents

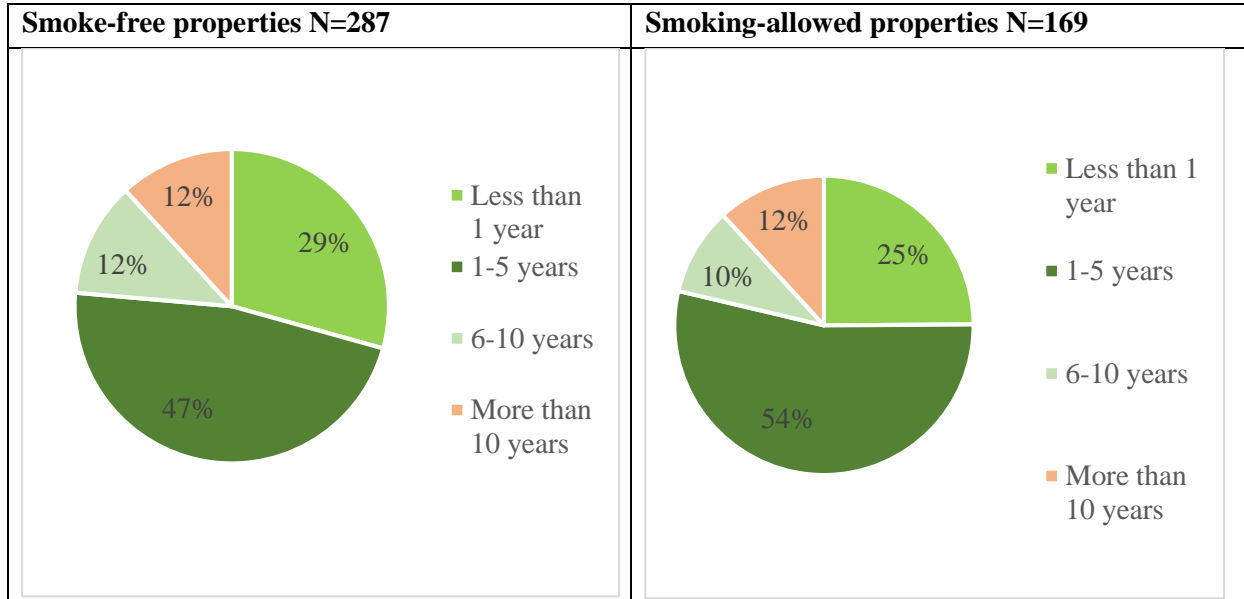


Income reported by respondents by property tobacco policy type

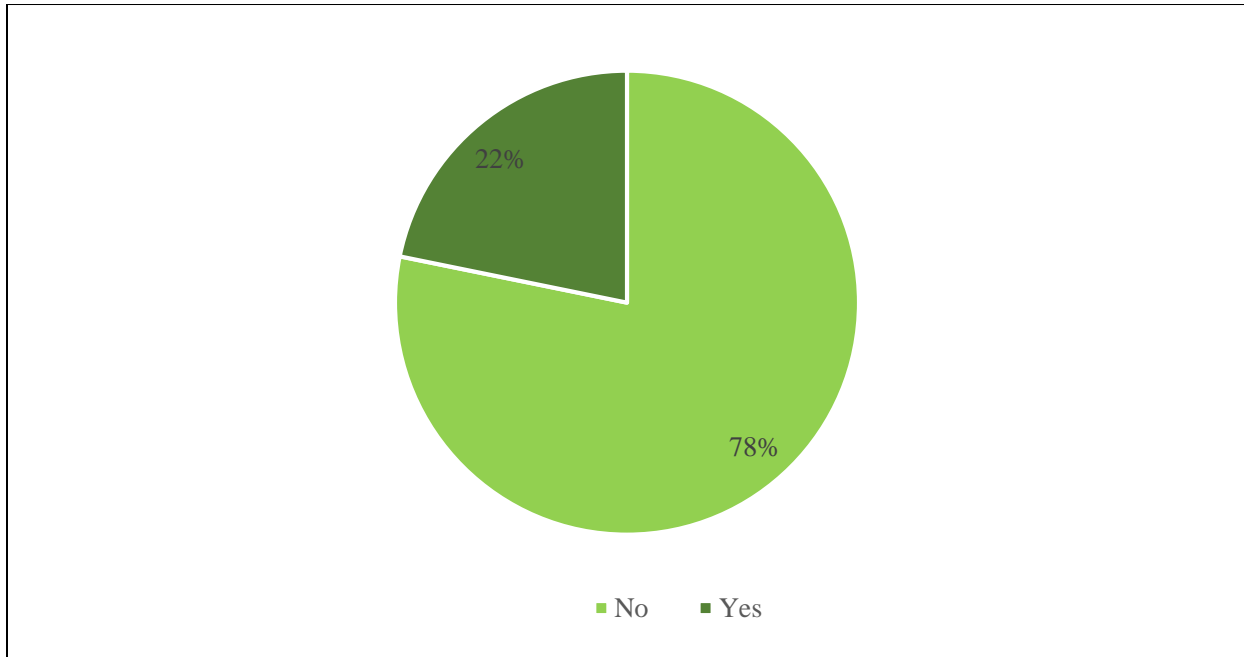


The apartment that you live in

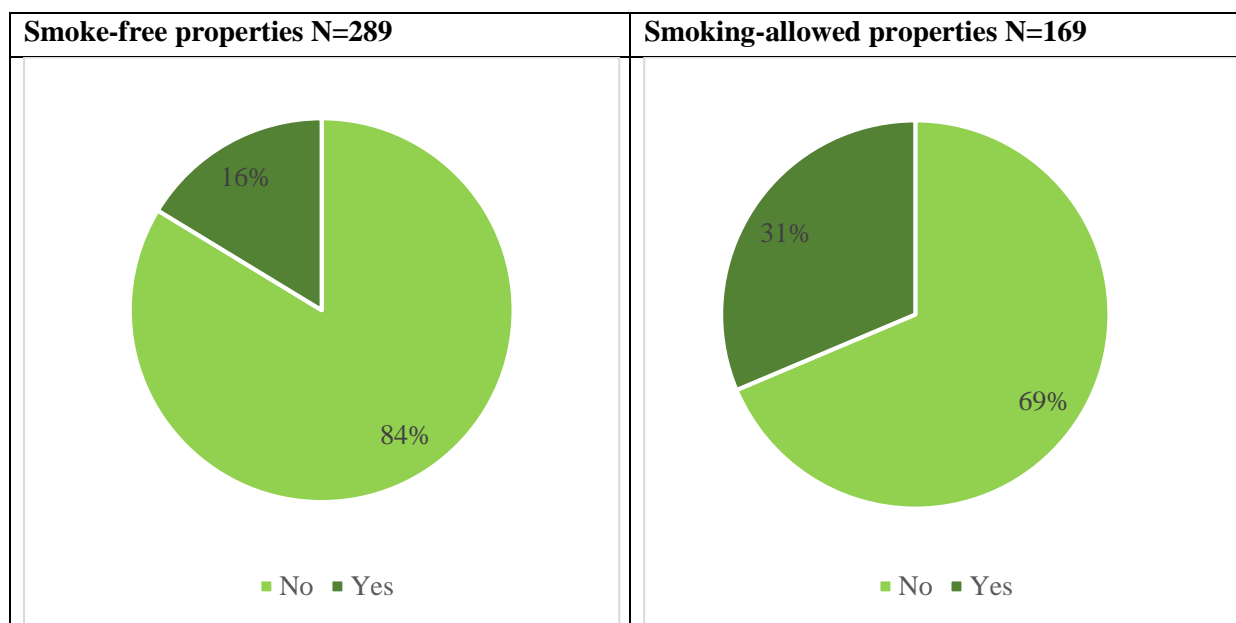
Tenure in apartment by property tobacco policy type



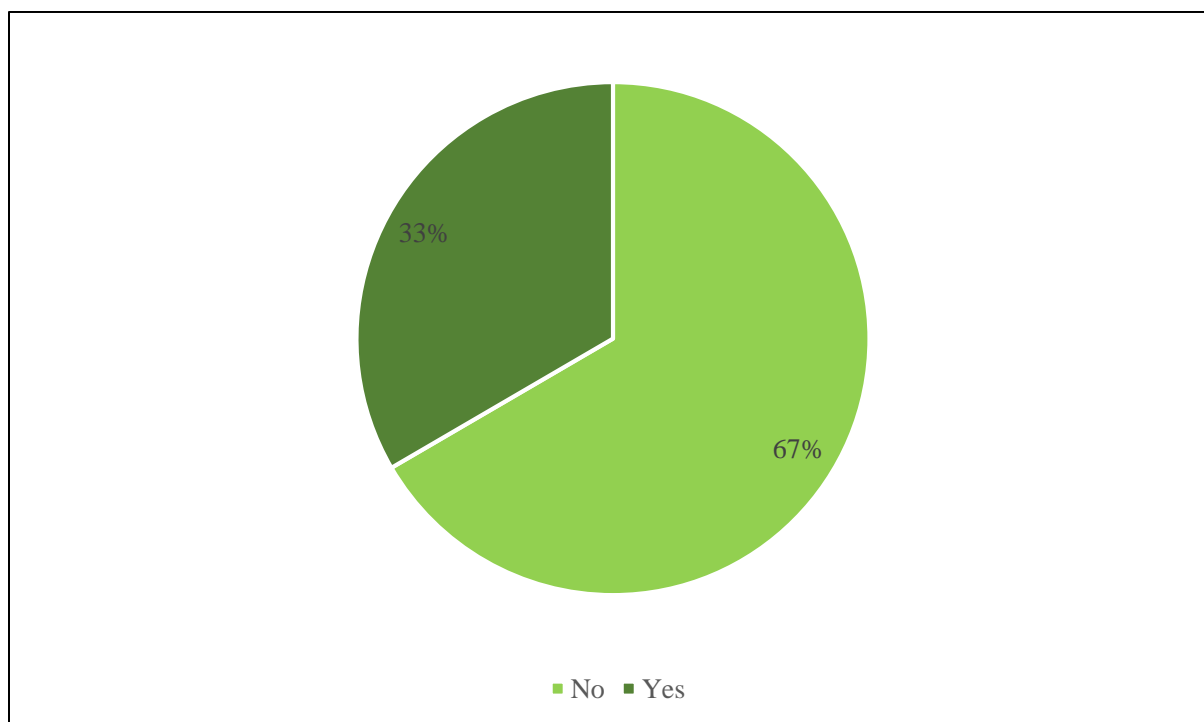
Children under 18 present in all respondents apartment N=458



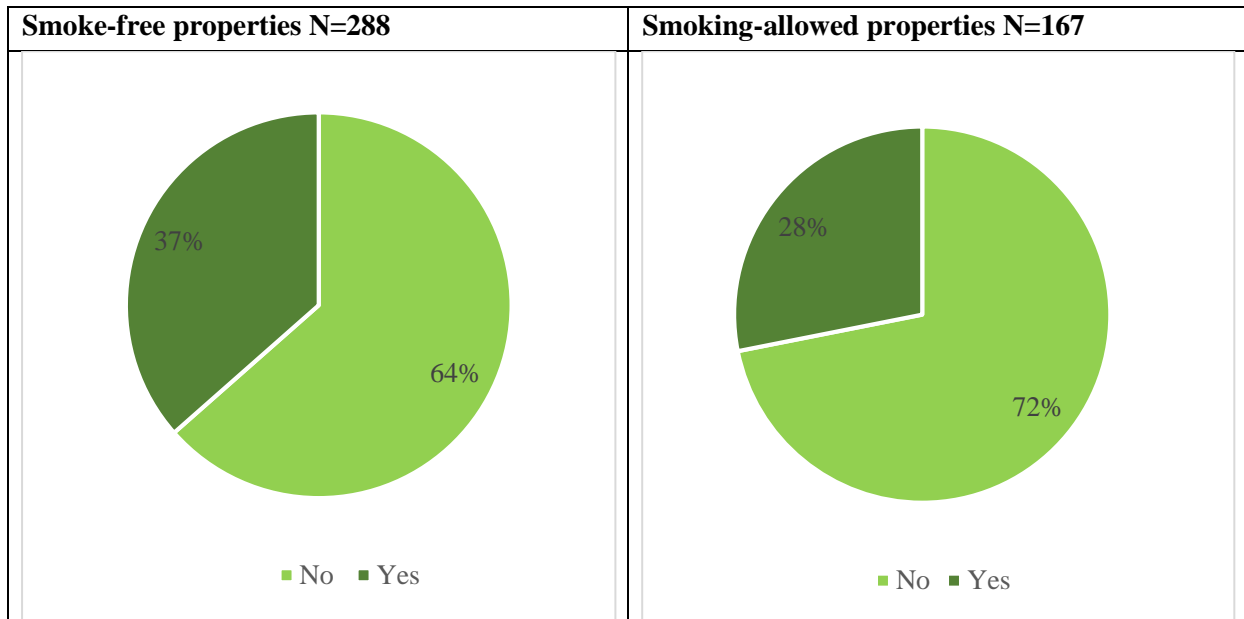
Children under 18 living in respondent's apartment by property tobacco policy type



Adults over 65 present in respondents apartment for all respondents n=455

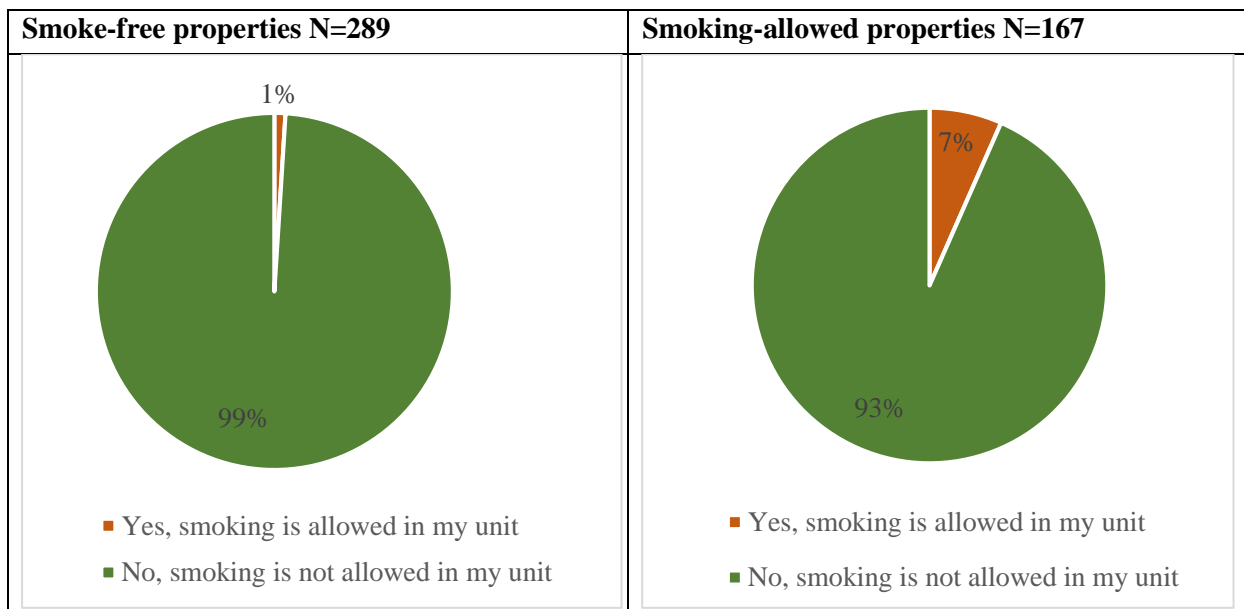


Adults over 65 present in respondents apartment by property tobacco policy type



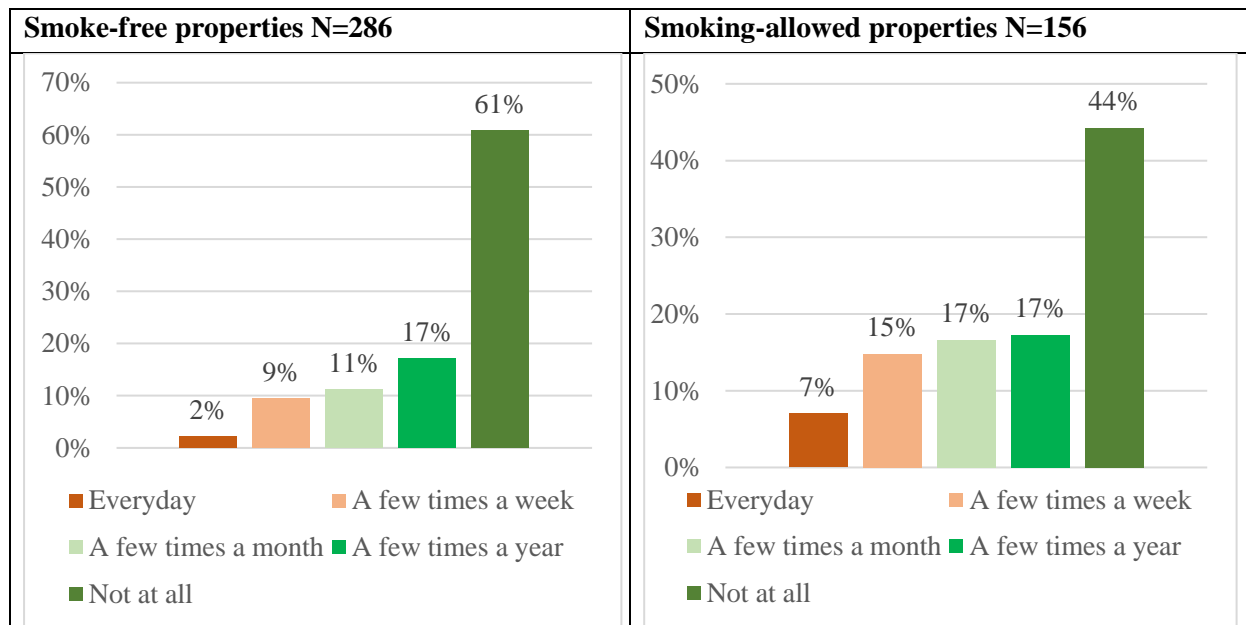
Apartment unit smoking rules and exposure

Respondents smoking rules for their apartment by property tobacco policy type



- A small percentage of respondents (7%) indicated they allowed smoking in their units on smoking-allowed properties.
- A small percentage of respondents (1%) indicated they smoked/allowed smoking in their units on smoke-free properties.

Secondhand smoke exposure (SHS) for respondents who don't allow smoking in unit by property tobacco policy type¹²



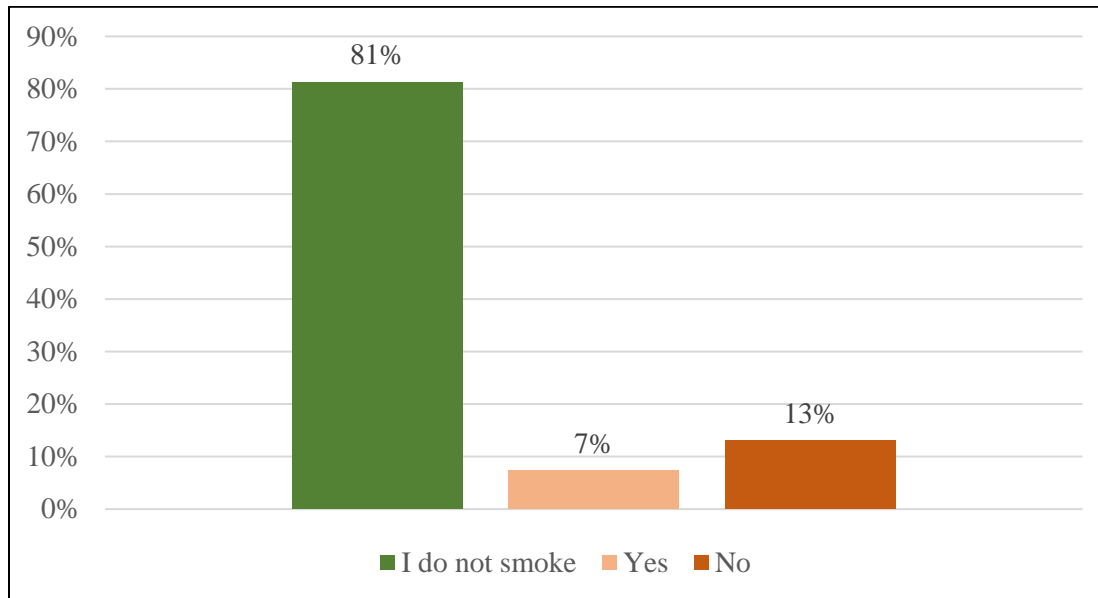
- In smoke-free properties, **39%** of respondents who don't allow smoking in their units indicated secondhand smoke exposure. In smoking-allowed units, **56%** of respondents indicated exposure.
- Despite not allowing smoking in their units, respondents are still largely exposed to secondhand smoke potentially due to smoking in shared areas, adjacent units, and/or outdoor areas that seep into individual units.

¹² A few respondents who allow smoking in their individual units also smelled smoke from other units. These responses have been eliminated from this 'secondhand smoke' exposure analysis.

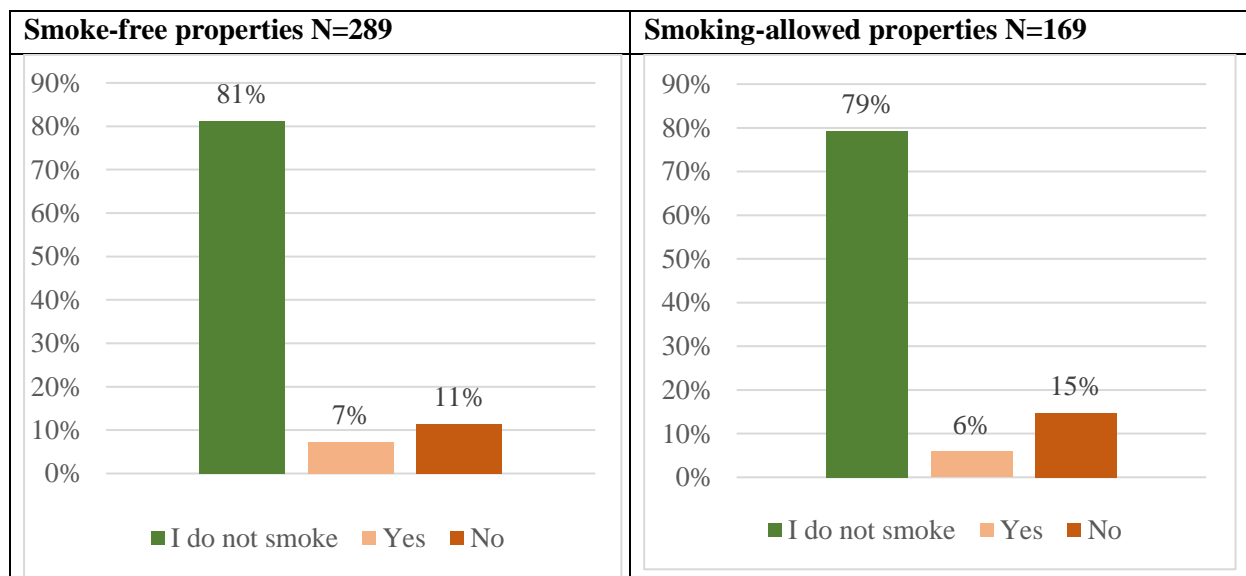
Willing to Use designated smoking areas. N=458

- When asked whether they would use a designated smoking area if provided, **81% of all** respondents indicated that the question didn't apply to them because they did not smoke

Respondents willing to use designated smoking area for all respondents



Respondents willing to use designated smoking area by property tobacco policy type for all respondents

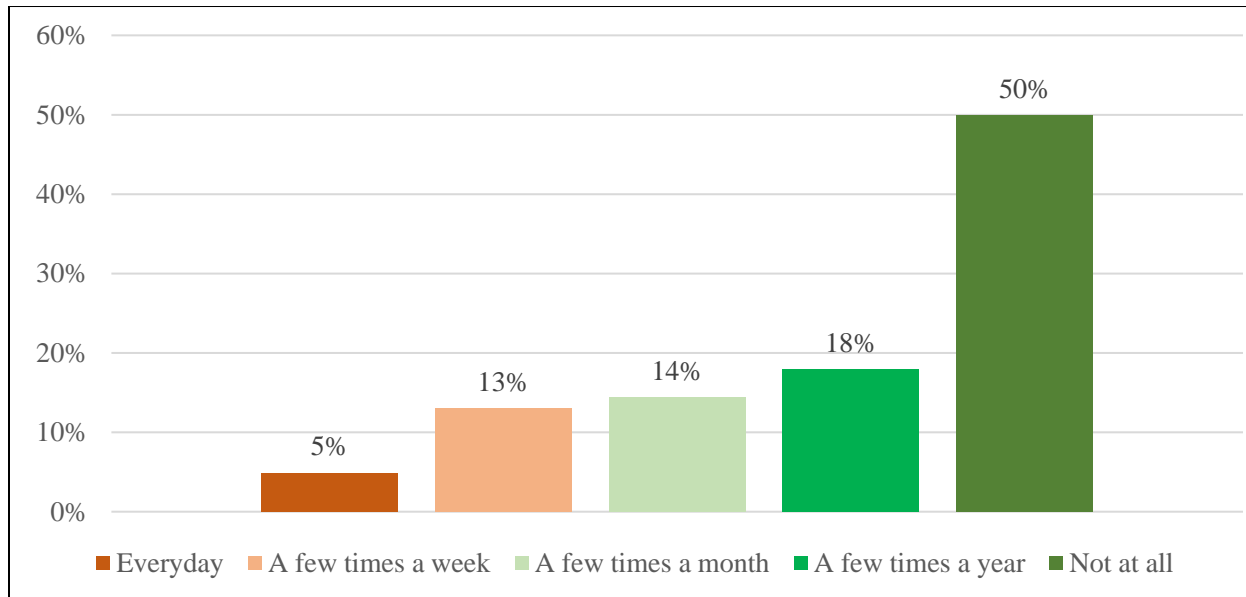


- From smoke-free properties, **81%** were nonsmoking compared to **79%** of respondents in smoking-allowed properties.

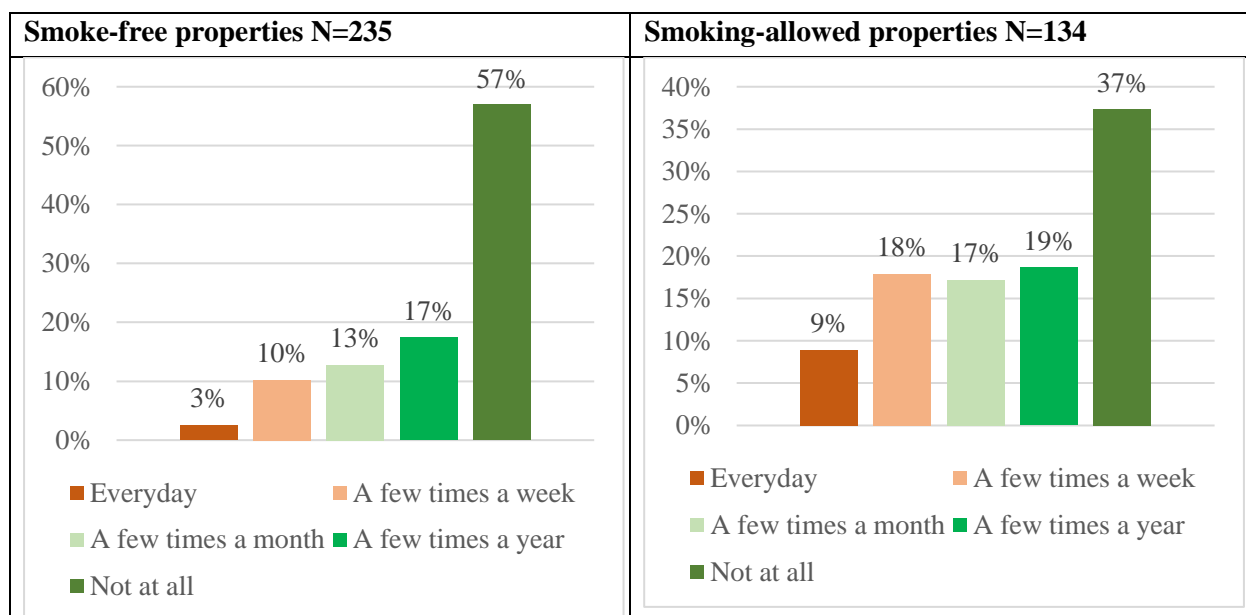
**Secondhand smoke (SHS) exposure for residents who indicated they were non-smokers.
N=369**

- Half (**50%**) of the **81%** of residents who indicated they were nonsmoking (when asked if they would be willing to use designated smoking areas) reported secondhand smoke exposure.

Secondhand smoke exposure (SHS) for all respondents who indicated they were non-smokers.

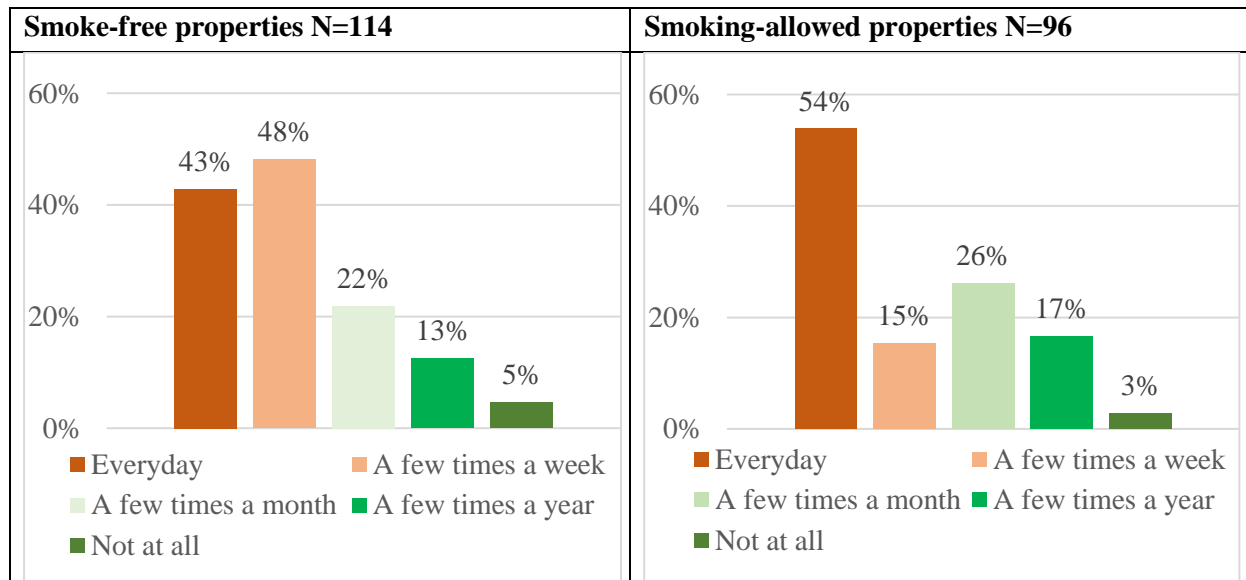


Secondhand smoke exposure (SHS) for respondents who indicated they were non-smokers by property tobacco policy type



- Despite living in a smoke-free building, **43%** of nonsmoking respondents indicated secondhand smoke exposure. In smoking-allowed buildings, **63%** of nonsmoking respondents indicated exposure.

Respondents with secondhand smoke exposure who reported tobacco smoke nuisance to landlord by property tobacco policy type



- In smoke-free properties, **68%** of respondents who indicated secondhand smoke exposure did not report it to their landlord. In smoking-allowed properties, **78%** of respondents exposed did not report.
- Of the respondents who reported secondhand smoke exposure, those with more frequent exposure indicated they reported it to their landlord;
 - 91%** of respondents with at least weekly secondhand smoke exposure in smoke-free properties reported secondhand smoke exposure to their landlord compared to **69%** of respondents in smoking-allowed properties.
- Some respondents that didn't report smelling secondhand smoke in their apartment, reported secondhand smoke exposure to their landlord; **5%** in smoke free properties vs. **3%** in smoking-allowed.

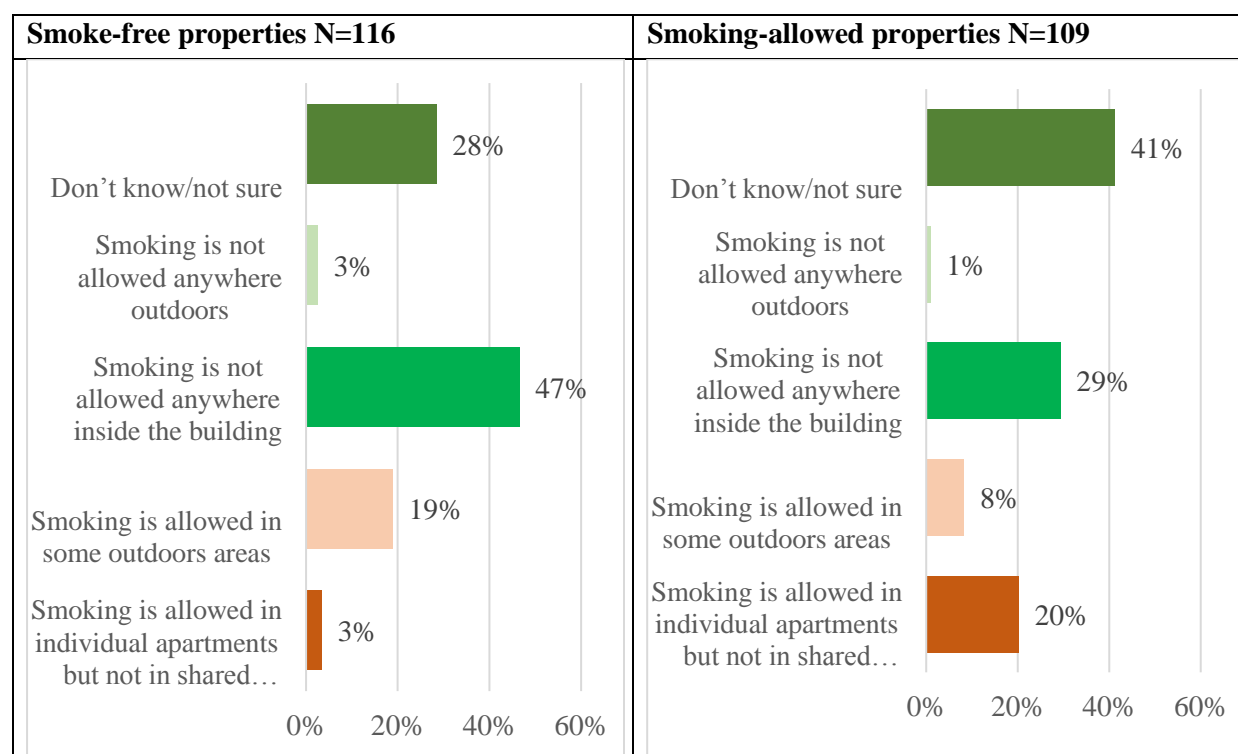
Reasons respondents provided for not reporting smoke

- Respondents who smelled smoke but didn't report it in smoke-free properties provided reasons including;
 - Had no idea it was a smoke-free property
 - Could not pinpoint exact source of smoke
 - Smoke was too infrequent or didn't bother them enough to report it
- Major reasons for not reporting in smoking-allowed properties included;

- Problem was insignificant
- Property allowed smoking, management wouldn't do anything
- Others have already reported it
- They had countermeasures
- In smoke-free properties, **17%** percent of all respondents had countermeasures for the smoke, compared to **28%** of all respondents in smoking-allowed buildings.
 - This percentage includes respondents who indicated they had no secondhand smoke exposure.
 - Countermeasures included laundry and cleaning supplies, air purifiers, odor absorbers and door/window seals. Most respondents selected using multiple countermeasures.

Respondents' perceptions of the follow-up frequency on smoking violation or nuisance reported to landlord

- In smoke-free properties;
 - **Twelve** out of **37 (32%)** respondents who reported smoke (including a few who didn't indicate exposure) indicated that landlord responded to smoke complaints always or most of the time.
 - **Twenty** out of **247 (8%)** respondents didn't report smoke but indicated that landlord responded always or most of the time to smoke complaints.
- In smoking-allowed properties;
 - **Six** out of **23 (26%)** respondents who reported smoke (including a few who didn't indicate exposure) indicated that landlord responded to smoke complaints always or most of the time.
 - **Nineteen** out of **142 (13%)** respondents didn't report smoke but indicated that landlord responded always or most of the time to tobacco complaints.



- Many respondents, **173/289 (60%)** in smoke-free properties and **60/169 (36%)**, in smoking-allowed properties selected multiple options which have been excluded from the above charts.

Respondents' perception of landlord's policy enforcement.

In smoke-free properties (N=281);

- More than half (**71%**) of respondents indicated they didn't know how landlord enforced policy.
- Two percent** of respondents didn't think landlord enforced policy.
- A few respondents (**2%**) indicated question didn't apply because smoking was allowed in the building.

In smoking-allowed properties (N=154);

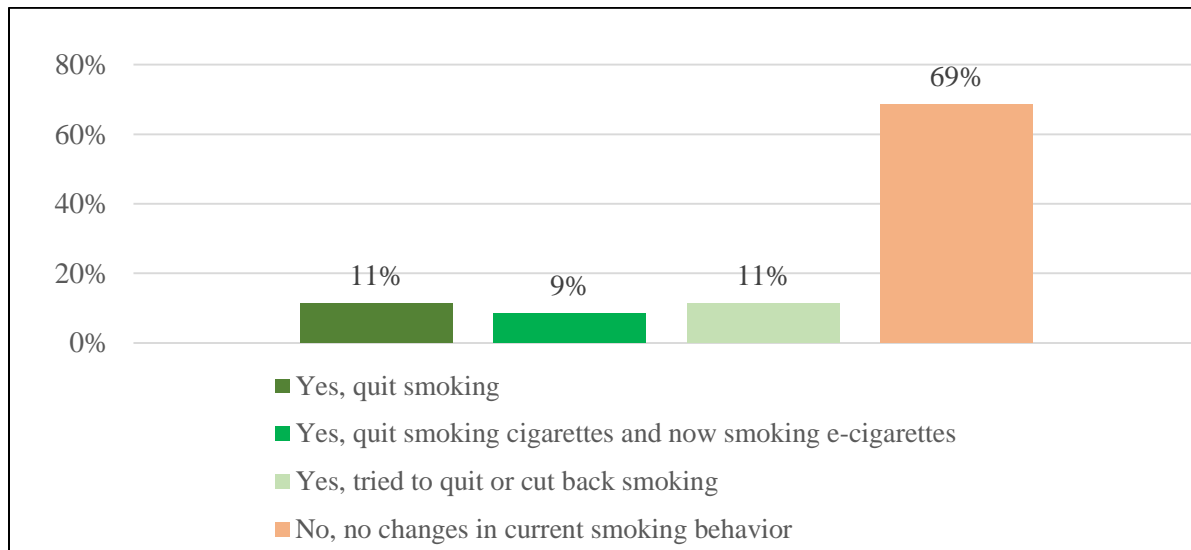
- More than half (**51%**) of respondents indicated they didn't know how landlord enforced policy.
- Three percent** of respondents didn't think landlord enforced policy.
- Six percent** indicated question didn't apply because smoking was allowed in the building.

Health problems: Percent of respondents reporting a smoke related health problem

- Of all respondents who responded (N=421), 36 of them (8%) indicated they believed they or a family member had a health problem due to secondhand smoke exposure.
 - This includes 22/288 (8%) of respondents from smoke-free properties and 14/169 (7%) of respondents from smoking-allowed properties.
- Self-reported health problems include:
 - allergies
 - asthma
 - headaches
 - breathing problems
 - cancer

Smoke-free policy experience and ordinance perception

Smoking behavior change since being in a smoke free property



In smoke-free properties (N=284);

- All properties already have a no smoking policy.
- Majority of respondents (86%) indicated question didn't apply as no one living in my apartment smokes tobacco.
- Other respondents responded as shown in graph above N=35.
 - Of these respondents, 31% indicated they had quit or tried to cut back due to smoke-free policy in place at their property.

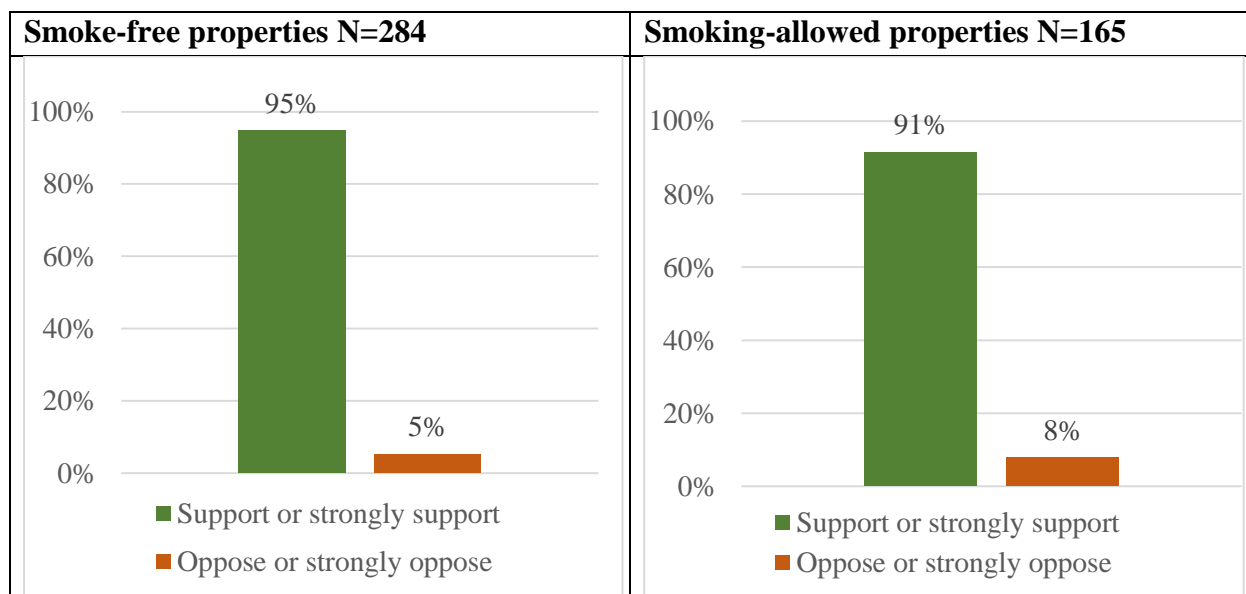
In smoking-allowed properties (N=165):

- All properties have a smoking-allowed policy.
- Three fourths (**75%**) of respondents indicated that no one living in my apartment smokes tobacco.
- A few, **12%** indicated that question didn't apply since property didn't have a smoke-free policy.
- The remaining **13%** of respondents indicated behavior changes:
 - The majority, **81%** indicated no change to their smoking behavior.
 - Some indicated they quit smoking, **10%** or tried to cut back on smoking, **10%**.

Property wide smoking policy N=359

- Of all respondents who responded, **93%** indicated they would support a property wide smoke-free policy.
 - This includes **95%** in smoke-free and **91%** in smoking-allowed properties
 - Only a few respondents (**4%**) in smoke-free properties indicated they opposed or strongly opposed a property-wide policy compared to **8%** in smoking-allowed properties.

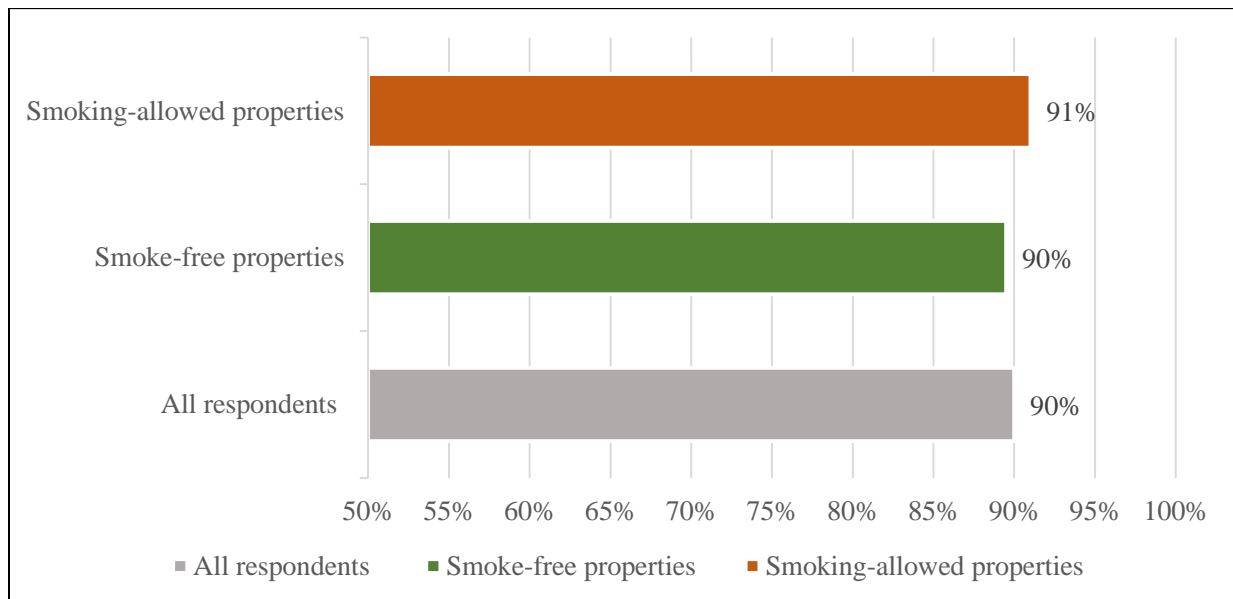
Support for a property wide smoke-free policy by property tobacco policy type



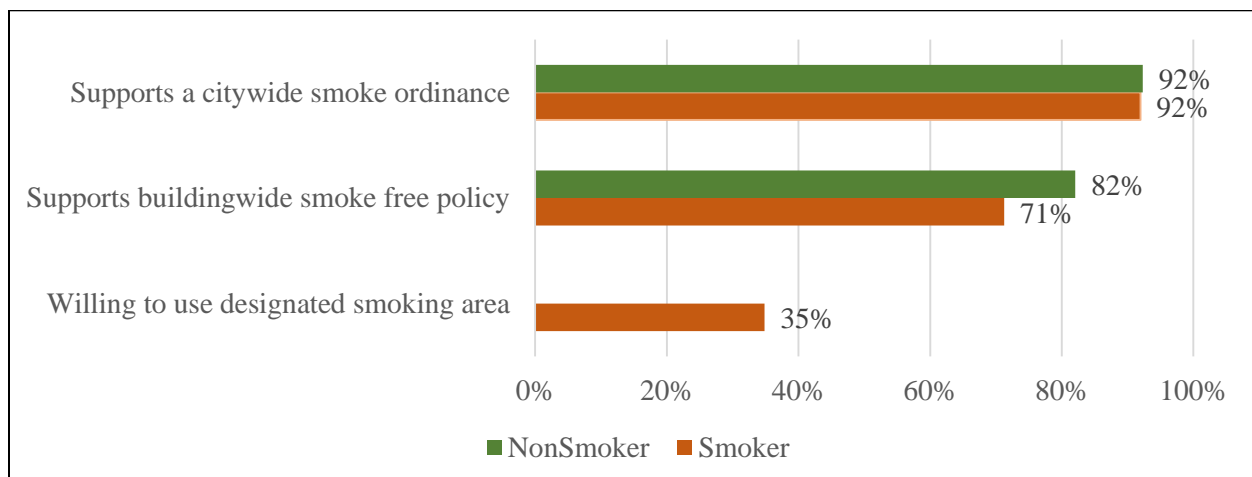
Citywide ordinance support N=359

- Of all respondents who responded, **90%** indicated they would support a city-wide smoke-free multi-unit housing ordinance.
 - This includes **90%** in smoke-free and **91%** in smoking-allowed properties.

Support for city-wide smoke-free multi-unit housing ordinance by property tobacco policy type for all respondents



Policy support by smoking behavior for all respondents



- Note: Graphs show respondent who indicated they **support** or **strongly support** property-wide and citywide policies/ordinance

Consideration used to make housing choices

- Housing cost was ranked first followed by proximity to work or school second and a **smoke-free policy third** as what tenants considered when selecting a place to live by respondents from both smoking-allowed and smoke free properties.
 - Overall, **71%** of all respondents surveyed indicated a **smoke-free policy** was in their **top three** considerations when selecting a place to live.

Top considerations from respondents in smoke-free properties when considering housing

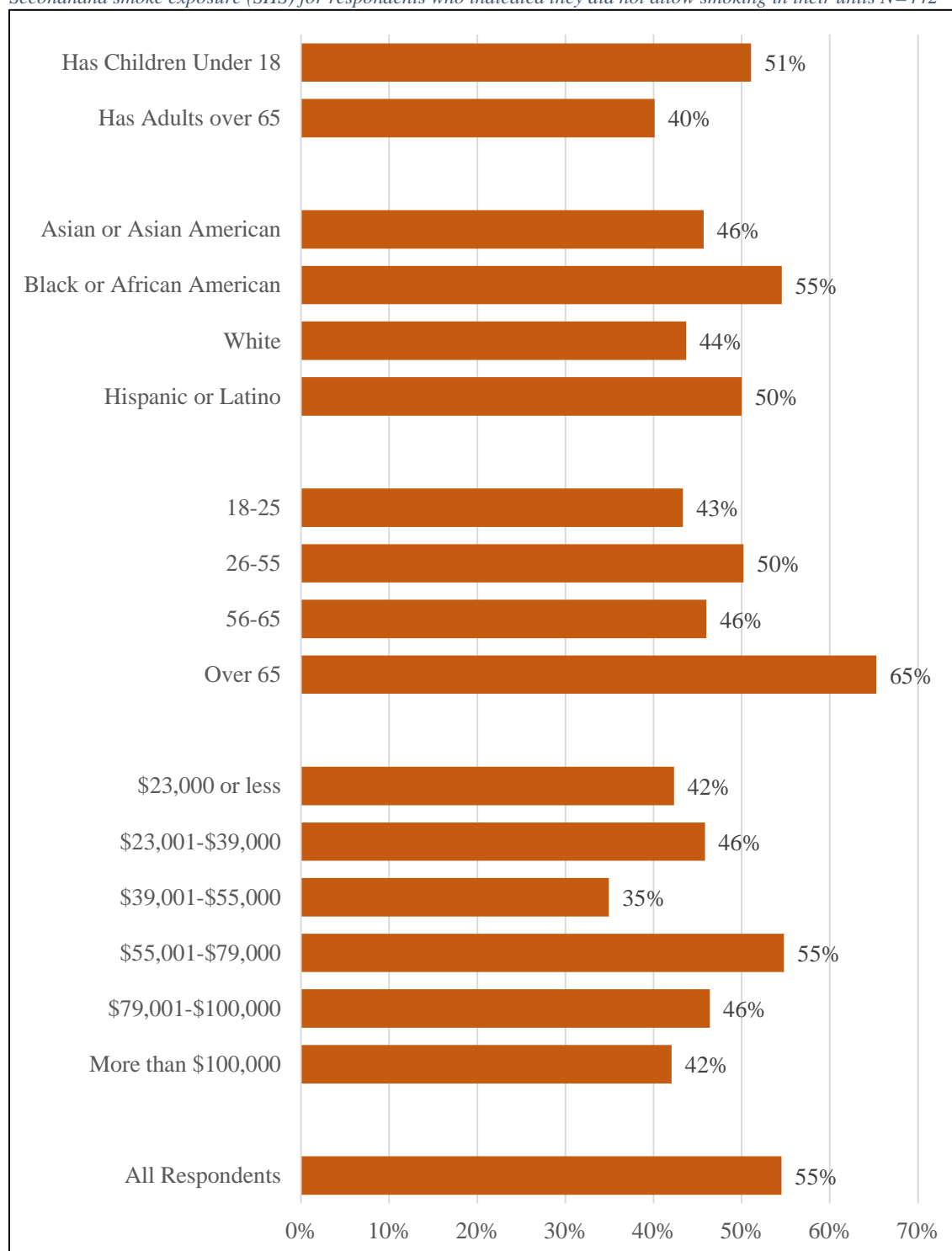
Rank	1	2	3	Percent citing in their Top 3
Housing Cost	72%	19%	6%	97%
Proximity to work/school	10%	44%	26%	80%
Smoke-Free Policy	13%	35%	28%	75%
Transportation	1%	10%	24%	35%
Good school district	9%	7%	15%	31%

Top considerations from respondents in smoking-allowed properties when considering housing

Rank	1	2	3	Percent citing in their Top 3
Housing Cost	75%	16%	5%	96%
Proximity to work/school	12%	35%	32%	79%
Smoke-Free Policy	12%	26%	26%	64%
Good school district	11%	19%	10%	40%
Transportation	1%	15%	24%	40%

Sociodemographic Differences for all Respondents

Secondhand smoke exposure (SHS) for respondents who indicated they did not allow smoking in their units N=442





Get paid for your opinion!

Dear _____ Resident,

The City of Edina has contacted us and has asked for assistance in conducting a resident survey that asks questions of adults who live in apartment buildings in the city. The City is interested in learning about smoking in apartments, and what you think about secondhand smoke and smoke-free policies.

As a thank you for your time, you will receive a \$10 Target store gift card for completing the survey.

The survey should be completed by the head of household, and only one survey should be completed for each household.

- Answering the questions on the survey will take about 5-10 minutes.
- Your answers are important, and all questions must be answered to receive the gift card.
- Completion of the survey will not affect your ability to live in your apartment.
- Your answers will be kept private, and will be combined with the answers from many other people taking the survey.
- No one will know which answers are yours.
- A summary of results will be shared with your property manager, but your manager will not see specifically how you answered the questions.

You will receive the survey on _____ . Please follow the instructions that will accompany the survey to receive your \$10.00 Target store gift card.

For information about this survey or if you have any questions, please contact:

Deborah Miller
Community Health Specialist
City of Bloomington, Division of Public Health
dmiller@bloomingtonmn.gov
952-563-8928

Thank you for your participation!



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Please follow the instructions on the yellow slip provided in this packet to return the survey and get your \$10 gift card.

For information about this survey or if you have any questions, please contact:

Deborah Miller
Community Health Specialist
City of Bloomington, Division of Public Health
dmiller@bloomingtonmn.gov
952-563-87928

Thank you for your participation!

Supported by the Statewide Health Improvement Partnership, Minnesota Department of Health

PUBLIC HEALTH DIVISION
1900 W. OLD SHAKOPEE ROAD, BLOOMINGTON MN 55431-3095
V/TTY 952-563-8900 FAX 952-563-8997



AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITIES EMPLOYER



Tenant Survey

The following questions are to be completed by one adult or head of household per apartment. Individual responses will be kept confidential and will not be shared with the property management staff or property owner. Your response will not affect your rental rates nor will you be evicted from your apartment based on your survey responses. Thank you for your participation!

The Apartment That You Live In:

1. In total, how long have you lived in your current apartment building?
 - ☐ Less than 1 year
 - ☐ 1-5 years
 - ☐ 6-10 years
 - ☐ More than 10 years
2. Do you allow the smoking of tobacco products (cigarettes, cigars, electronic nicotine devices (like e-cigarettes), cigarillos, water or regular pipes, hookahs and bidis) in your apartment (not including decks, porches, patios, or garages)?
 - ☐ Yes, smoking is allowed in my unit
 - ☐ No, smoking is not allowed in my unit
3. If your building provided a designated outdoor smoking area, would you use it?
 - ☐ I do not smoke
 - ☐ Yes
 - ☐ No

Smoking Exposure From Outside Your Apartment:

4. How often do you smell tobacco smoke coming into your apartment from another apartment or outside:
 - ☐ Everyday
 - ☐ A few times a week
 - ☐ A few times a month
 - ☐ A few times a year
 - ☐ Not at all
5. Have you reported tobacco smoke in your apartment to your landlord?
 - ☐ Yes
 - ☐ No – if no, why not? _____

Made possible through support from the Statewide Health Improvement Partnership, Minnesota Department of Health

6. Do you believe you, or anyone in your household, has experienced any health problems related to tobacco smoke entering you apartment?
- ☐ No
- ☐ Yes – if yes, what are/were the health problems: _____
7. Have you, or anyone in your household, sought medical care because of second-hand tobacco smoke in or around your apartment?
- ☐ Yes
- ☐ No
8. Have you spent money on the following because of second-hand tobacco smoke in or around your apartment?
- ☐ Cleaning supplies including dry cleaning
- ☐ Air purifiers, fresheners or odor absorbers
- ☐ Door and window seals
- ☐ Other: _____

Rules Made By Your Landlord:

9. Which of the following statements best describes the rules **made by your landlord** about tobacco smoking in your apartment building: (Check all that apply)
- ☐ Smoking is allowed in individual apartments but not in shared areas like laundry rooms or hallways
- ☐ Smoking is not allowed anywhere inside the building
- ☐ Smoking is not allowed in the entrance area outside the building
- ☐ Smoking is not allowed anywhere outdoors
- ☐ Smoking is allowed in some outdoors areas
- ☐ Don't know/not sure
10. If applicable, how does your apartment manager enforce the no-smoking rule: (Check all that apply)
- ☐ Verbal warning
- ☐ Written warning
- ☐ Fine
- ☐ Eviction
- ☐ Don't know
- ☐ My apartment manager doesn't enforce the policy
- ☐ Question does not apply/Smoking is allowed in my building
- ☐ Other: _____

11. Which of the following describes how frequently your apartment manager follows up with smoking complaints made by you or others:

- ☐ Always or Most of the time
- ☐ Some of the time or rarely
- ☐ Never
- ☐ I don't know

Your Thoughts about Smoke-Free Apartments:

12. To what extent would you support a smoke-free policy (e.g.: no smoking allowed indoors) in all individual apartments units within your buildings?

- ☐ Strongly support
- ☐ Support
- ☐ Oppose
- ☐ Strongly oppose
- ☐ Our building is already smoke-free

13. Have you or anyone living in your apartment unit changed smoking behaviors since the building went smoke-free or as a result of being in a smoke-free building? (This includes all burnt tobacco products, such as cigarettes, cigars, and hookah; water pipes, and electronic devices (like e-cigarettes)?

- ☐ Yes, quit smoking
- ☐ Yes, tried to quit or cut back smoking
- ☐ Yes, quit smoking cigarettes and now smoking e-cigarettes
- ☐ No, no changes in current smoking behavior
- ☐ The question does Not Apply/No one living in my apartment smokes
- ☐ My building does not have a smoke-free policy

14. Would you support a citywide policy or ordinance requiring apartment buildings to be smoke- free? (e.g. not allowing smoking anywhere inside the building)

- ☐ Strongly support
- ☐ Support
- ☐ Oppose
- ☐ Strongly oppose

15. When I am looking for a place to live, I look for the following: (Choose all that apply, and rank in order with 1 being most important.)

- | | | | |
|---|------------------|--------------------------|-----|
| <input type="checkbox"/> Housing cost | Priority # _____ | <input type="checkbox"/> | N/A |
| <input type="checkbox"/> Smoke-free policy | Priority # _____ | <input type="checkbox"/> | N/A |
| <input type="checkbox"/> Proximity to work/school | Priority # _____ | <input type="checkbox"/> | N/A |
| <input type="checkbox"/> Transportation | Priority # _____ | <input type="checkbox"/> | N/A |
| <input type="checkbox"/> Good school district | Priority # _____ | <input type="checkbox"/> | N/A |
| <input type="checkbox"/> Other: | _____ | | |

Made possible through support from the Statewide Health Improvement Partnership, Minnesota Department of Health

Resident Demographic:

16. Are there children 18 years and younger living in your apartment?

- ☐ No
☐ Yes

17. Are there adults over 65 (including yourself if applicable) living in your apartment?

- ☐ No
☐ Yes

18. What is your age?

- ☐ Under 18
☐ 18-25
☐ 26-55
☐ 56-65
☐ Over 65

19. Which of the following do you consider yourself?

- ☐ Asian or Asian American
☐ Black or African American
☐ White
☐ American Indian or Alaska Native
☐ Native Hawaiian or Pacific Islander
☐ Hispanic or Latino
☐ Other

20. What was your last year's household income? This was your total income before taxes, or gross income, of all persons in your household combined for last year.

- ☐ \$23,000 or less
☐ \$23,001-\$39,000
☐ \$39,001-\$55,000
☐ \$55,001-\$79,000
☐ \$79,001-\$100,000
☐ More than \$100,000

