### Agenda City Council Work Session City of Edina, Minnesota

### Tuesday, July 16, 2019 5:30 PM

- I. Call To Order
- II. Roll Call
- III. Community Engagement Strategy Update
- IV. Joint Meeting: Human Rights & Relations 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:	July 16, 2019	Agenda Item #: III.
To:	Mayor and City Council	Item Type:
From:	MJ Lamon, Community Engagement Coordinator	Reports / Recommendation
		Item Activity:
Subject:	Community Engagement Strategy Update	Discussion

### **ACTION REQUESTED:**

None; discussion only.

#### **INTRODUCTION:**

The West 58th Street Reconstruction project was used as a pilot project for the development and implementation of community engagement standards.

Staff will debrief the Pilot Project and review the Community Engagement Strategy framework.

Staff will also discuss next steps for the Council ethics and protocols policy discussion that began at the last council retreat.

### **ATTACHMENTS:**

Participation Proposal: W 58th Street Draft Engagement Strategy Framework Staff Presentation: Draft Engagement Strategy Framework Current Ethics Policies Staff Presentation: City Council Ethics Policy

### **City Council Public Participation Proposal**



### Project: 58th Street Reconstruction - Wooddale Ave to Xerxes Ave

Proposal date:	December 4, 2018
Prepared by:	Project Coordinator MJ Lamon & Engineering Director Chad Millner
Project decision:	Staff makes a recommendation to City Council
Project timeline:	<ul> <li>December 2018 to June 2019</li> <li>Decision made by June 2019 for construction in 2020.</li> </ul>

### I. DECISION TO BE MADE: Plan Elements for 58th Street Reconstruction.

In-scope Elements:	<ul> <li>During this process, the public can influence decisions related to street design including:</li> <li>Bike Facilities (Lane Widths)</li> <li>Parking</li> <li>Sidewalks</li> <li>Shared Use Path</li> <li>Storm Sewer Opportunities (tree trenches, infiltration basins, rain gardens, etc.)</li> </ul>	
Questions to be answered:	<ul> <li>Community feedback needs to include:</li> <li>Should the bike facilities be on street or off street?</li> <li>Should on-street parking be provided, if so I or 2 sides?</li> <li>Should there be more than I off street pedestrian facility?</li> <li>Should we go above normal practice with storm sewer options?</li> </ul>	
Participation goal:	To obtain public feedback on analysis, alternatives and/or decisions.	
Public promise: III. STAKEHOLDERS	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	
	Adjacent Property Owners	Running Community
Outreach will include the	Pamela Park Neighborhood	Cycling Community
following stakeholders:	Association	Hennepin County
	Chowen Neighborhood	School District
	Association	City of Minneapolis

Parks and Recreation

Commission

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Transportation Commission

### **IV. ENGAGEMENT METHODS**

Examples of methods for "Consult" level	Staff will develop and implement a public participation plan and timeline that includes methods needed to obtain feedback from identified stakeholders. Examples of methods for "Consult" include surveys, polls, field trips, and open houses.	
Public hearing legally required:	□Yes ⊠No	
Will there be a public Hearing?	$\square$ No $\square$ Yes, by Planning Commission $\square$ Yes, by City Council	

### **V. DECISION CRITERIA**

Legal or technical requirements:	The project must meet Municipal State Aid, Watershed District, City of Edina and other regulatory minimum design standards.	
Other considerations:	In addition to public input, the staff recommendation to Council will also consider: Cost Sustainability goals Sidewalk plan Traffic impact Neighborhood needs	
Out of scope elements:	<ul> <li>Sanitary sewer and watermain are outside the scope of this process.</li> <li>Decisions already made:         <ul> <li>A bike facility will be included, although this could be combined with a pedestrian facility.</li> <li>at least one sidewalk will be included and could be combined with a bike facility.</li> </ul> </li> </ul>	



# Engagement Strategy Framework

# WHY

The City of Edina [City] recognizes that good public process and engagement make the community more effective and in tune with the needs of those served. In the past City departments



Foster an inclusive and engaged community

have been charged with leading participation and engagement around specific projects. While we have had many successes, the City's decision makers saw the opportunity to better meet the expectations and build trust with the community.

In fall of 2017, City Council took a big step towards community engagement by developing budget goal number four which is to foster an engaged and inclusive community. This commitment launched city staff into learning more about internationally recognized best practices as developed by International Association for Public Participation (IAP2). Over the past two years, staff has worked towards completing budget goal four. Strategies, principles, protocols and processes were established as the framework.

### Benefits of a strategy:

- A city-wide vision for community engagement
- Set of *principles* and *goals* to guide engagement
- Clear and transparent decision making process to create trust
- Established **protocol** to provide clarity on expectations
- Ensures the community is informed of the outcome and how their participation influenced the decision

NTS	Section 1: WHY
CONTENT	Section 2: WHAT
00	Section 3: WHO
UIDE	Section 4: HOW
GU	Section 6: GOALS

# WHAT

**VISION** 

Foster an engaged community built on trust by intentionally focusing on equity, diversity and inclusion.

**Engagement** is an active, expansive relationship between the city and the community that includes any level of public participation; this typically encourages two-way dialogue.

**Public Participation** is a type of engagement that usually occurs in decision-making processes. It can define minimum standards, such as public meetings, community comment and open records. It also can indicate a range of public involvement approaches from informing to partnering.

**Communication** refers to the methods used to inform the public. Communication articulates what has happened, what is going to happen, and how to get involved.

**Equity** occurs when barriers have been removed for all to thrive.

**Diversity** is recognizing individuality. It is about the unique dimensions, qualities and characteristics people possess.

**Inclusion** is the intentional interaction with everyone in the community, representing all aspects of diversity, to make all feel invited and valued.

	Relationships	Make relationships foundational	Strengthen relationships and build new ones	Develop a trust between the City and residents
k VALU	Inclusion	Strive to provide meaningful engagement opportunities	Invite underrepresented groups to participate	Make all feel welcomed and valued
Ц С С О О	Equity	Engage with residents where they are	Remove barriers for participation	Provide multiple options for participation
	Accountability	Make a plan	Do what we say we are going to do	Communicate how participation influences decisions
PRINCI	Т	R U	ST	

# WHO



Everyone plays a role to ensure the city-wide vision for community engagement is reflected in the plan and process.

### **City Council**

- Endorse the engagement strategy framework
- Embed the strategy in the culture
- Review any information gathered prior to making decisions
- Make sure City employee proposals, individual concerns and overall public benefit were considered

### **Edina Employees**

- Actively implement the principles of the engagement strategy
- Ensure the public engagement process is inclusive, all information is available and is clear, simple and informative
- Make sure final reporting identifies resident feedback and explains how feedback will be considered in final recommendations and/or decisions
- Guide consultants and facilitators undertaking public engagement activities on behalf of the City to comply with the public engagement framework

### Resident or Community Partners

- Actively implement the principles of the engagement strategy
- Initiate change by bringing forward ideas which may help the City and community find creative solutions to challenges
- Participate and work collaboratively with fellow participants, facilitator, council and City employees
- Identify concerns and issues early in the process and request alternative ways to participate

### **Community Engagement Coordinator**

The city has created a dedicated position with the responsibility of creating, improving and strengthening engagement opportunities which are inclusive. The success will require a balance of leadership, coordination, prioritization, learning spaces and collaboration with fellow city employees and the community. The coordinator cannot design, conduct and evaluate every engagement effort of the City. In collaboration with others, the coordinator will support effective engagement by:

Identifying opportunities to include more voices in city processes and developing approaches that make all feel invited and welcome to participate

tools; ensuring the community

receives feedback on how their

input was used

Promoting innovation in the design or selection of engagement opportunities and Coaching and being a resource for department project teams as they create and implement effective engagement plans

Identifying potential projects; assisting project teams to identify an appropriate level of engagement and related techniques

Creating measurements for success in the short and long term in addition evaluation and adjusting processes as needed Creating and updating staff resources around effective engagement including tools and templates

# HOW

ENGAGE

Edina has made a commitment to the continuum of participation as designed by the International Association for Public Participation (IAP2)

The IAP2 spectrum illustrates that the are different levels of participation, depending on the public participation goals, commitments made to the public, time frames and resources.

### **Public Engagement Expectations**

The community can expect:

- Identifying timelines for the whole project
- Making all background information available as early as possible in the process
- Identifying how input will be received and used to make a recommendation and/or decision

### What not to expect

Public engagement does not mean that everyone will always agree on decisions that are made within the City. Edina is made up a of a diverse population with very different interests and approaches. The City will listen to all the different opinions and, where possible, incorporate them in the decision-making process in a strategic and balanced way.



# **Public Participation**

#### OUR PROMISES

- We will work hard to inform and listen every day.
- We will consult when appropriate and share how input influenced a decision.
- We will communicate formal, defined processes when we involve and collaborate.

	INFORM	CONSULT
DEFINITION	Educate, clarify and keep the public informed.	Collect the aspirations and concerns of the public.
GOAL	<ul> <li>Provide the public information to assist in understanding and preparing for an issue.</li> </ul>	<ul> <li>Obtain feedback from the public. We seek feedback on drafts and proposals by creating opportunities for the community to give input.</li> </ul>
MOST APPROPRIATE WHEN	<ul> <li>A decision has been made and needs to be shared.</li> <li>Input is not going to change the decision, but information needs to be shared with the community.</li> <li>The community is impacted by a new policy or program, life/safety event, construction or infrastructure repair.</li> </ul>	<ul> <li>A new policy or project is being shaped or under development and input and feedback can influence the decision.</li> <li>The City seeks feedback from target stakeholder groups.</li> </ul>
	INVOLVE	COLLABORATE
DEFINITION	<b>INVOLVE</b> Work with the public to ensure their concerns and aspirations are understood and reflected in the final decision to the maximum extent possible.	COLLABORATE Work together to form solutions and incorporate advice and recommendations into the final decision.
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	<b>101</b>	G0,	ALS	
	Provide clear an meaningful engagement	Provide a variety of ways to participate	Build authentic and on-going relationships	Support staff & build community engagement
<b>OBJECTIVES</b>	<ul> <li>Public knows what the expect</li> <li>Participants believed there is value in participating</li> <li>Participants are satisfied with the process (not the outcome)</li> </ul>	<ul> <li>Participants know how /when they could participate</li> <li>Participants feel confident input was valued and considered regardless of the intake method</li> <li>Visits and participation on Better Together</li> </ul>	<ul> <li>Participants trust the process</li> <li>Participants feel included in the process</li> <li>City develops new partnerships with stakeholders and groups</li> </ul>	<ul> <li>Staff feel comfortable developing a process to meet the objectives of the project</li> <li>Staff follows the plan— did what we said we were going to do</li> <li>Staff utilizes tools available to them</li> </ul>
STRATEGIES	<ul> <li>Start engagement waa plan</li> <li>Determine the decist to be made</li> <li>Implement consister processes to support the creation and use effective and appropriately-scaled engagement plans.</li> <li>Communicate clearl about opportunities timely and meaning public input.</li> <li>Follow set meeting schedules as much a possible</li> <li>Define roles</li> </ul>	<ul> <li>techniques</li> <li>Mirror in person opportunities with on- line or other</li> <li>Assess current and existing engagement tools and techniques and choose those that most effectively allow us to reach desired audiences</li> <li>Recognize the value of using multiple channels, printed</li> </ul>	<ul> <li>Develop a process that is fair, inclusive, and accessible</li> <li>Enhance existing relationships with those affected by city decisions through positive and constructive dialogue</li> <li>Pilot new approaches to invite and encourage all impacted individuals and groups to participate in ways that are inviting and comfortable to them.</li> <li>Work in partnership with community organizations and groups</li> </ul>	<ul> <li>Develop and sustain internal infrastructure/ resources to support and coordinate public engagement</li> <li>Strengthen / formalize procedures</li> <li>Develop tools and templates to guide engagement.</li> <li>Support city staff in the development and coordination of public engagement.</li> <li>Conduct evaluation of processes to demonstrate commitment to engagement and the ability to evolve.</li> </ul>



# Engagement Strategy Framework—DRAFT

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- ▶ We will consult when appropriate and share how input influenced a decision.
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CONSULT	Collect the aspirations and concerns of the public.	<ul> <li>Obtain feedback from the public. We seek feedback on drafts and proposals by creating opportunities for the community to give input.</li> </ul>	<ul> <li>A new policy or project is being shaped or under development and input and feedback can influence the decision.</li> <li>The City seeks feedback from target stakeholder groups.</li> </ul>	COLLABORATE	Work together to form solutions and incorporate advice and recommendations into the final decision.	<ul> <li>Work with the public in each aspect of the decision-making process, beginning to end. We will look to the public for advice and innovation in formulating solutions and recommendations.</li> </ul>	<ul> <li>Projects/topics are subject to different desired outcomes.</li> <li>Stakeholders' expertise is required to find solutions.</li> <li>The solution requires changes at the system level.</li> </ul>
INFORM	Educate, clarify and keep the public informed.	<ul> <li>Provide the public information to assist in understanding and preparing for an issue.</li> </ul>	<ul> <li>A decision has been made and needs to be shared.</li> <li>Input is not going to change the decision, but information needs to be shared with the community.</li> <li>The community is impacted by a new policy or program, life/safety event, construction or infrastructure repair.</li> </ul>	INVOLVE	Work with the public to ensure their concerns and aspirations are understood and reflected in the final decision to the maximum extent possible.	<ul> <li>Interact directly with the public to ensure perspectives are consistently understood and considered.</li> </ul>	<ul> <li>A program is being designed and implemented that requires public ownership.</li> <li>Stakeholders' expertise and experiences can help shape the solution.</li> <li>Long-term commitment and sustainability are key considerations.</li> </ul>
	DEFINITION	GOAL	APPROPRIATE WHEN		DEFINITION	GOAL	MOST APPROPRIATE WHEN

		GO	ALS	
	Provide clear and meaningful engagement practices	Provide a variety of ways to participate	Build authentic and on-going relationships	Support staff & build community engagement capacity
<b>OBJECTIVES</b>	<ul> <li>Public knows what to expect</li> <li>Participants believe there is value in participating</li> <li>Participants are satisfied with the process (not the outcome)</li> </ul>	<ul> <li>Participants know how /when they could participate</li> <li>Participants feel confident input was valued and considered regardless of the intake method</li> <li>Visits and participation on Better Together Edina</li> </ul>	<ul> <li>Participants trust the process</li> <li>Participants feel included in the process</li> <li>City develops new partnerships with stakeholders and groups</li> </ul>	<ul> <li>Staff feel comfortable developing a process to meet the objectives of the project</li> <li>Staff follows the plan—did what we said we were going to do</li> <li>Staff utilizes tools available to them</li> </ul>
STRATEGIES	<ul> <li>Start engagement with a plan</li> <li>Determine the decision to be made</li> <li>Implement consistent processes to support the creation and use of effective and appropriately-scaled engagement plans.</li> <li>Communicate clearly about opportunities for timely and meaningful public input.</li> <li>Follow set meeting schedules as much as possible</li> <li>Define roles</li> </ul>	<ul> <li>Use the right tools and techniques</li> <li>Mirror in person opportunities with online or other</li> <li>Assess current and existing engagement tools and techniques and choose those that most effectively allow us to reach desired audiences</li> <li>Recognize the value of using multiple channels, printed materials, digital and in -person methods.</li> <li>Maintain centralized engagement website</li> </ul>	<ul> <li>Develop a process that is fair, inclusive, and accessible</li> <li>Enhance existing relationships with those affected by city decisions through positive and constructive dialogue</li> <li>Pilot new approaches to invite and encourage all impacted individuals and groups to participate in ways that are inviting and comfortable to them.</li> <li>Work in partnership with community organizations and groups</li> </ul>	<ul> <li>Develop and sustain internal infrastructure/ resources to support and coordinate public engagement</li> <li>Strengthen / formalize procedures</li> <li>Develop tools and templates to guide engagement.</li> <li>Support city staff in the development and coordination of public engagement.</li> <li>Conduct evaluation of processes to demonstrate commitment to engagement and the ability to evolve.</li> </ul>

### **CITY COUNCIL GUIDING PRINCIPALS**

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.

### 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 change to deliberate.

#### Working with Boards and Commissions

We view our Boards and Commissions as vitally important resources to support out 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.

### **Principles & Values for Community Engagement**

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

### 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 participation

### Accountability

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

Relationships	Make relationships foundational	Strengthen relationships and build new ones	Develop a trust between the City and residents			
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Accountability	Make a plan	Do what we say we are going to do	Communicate how particpation influences decisions			
TRUST						

### Edina Board & Commission Members 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

### Other related guidelines in Edina Boards & Commissions Handbook

#### **Conflict of Interest**

Definition: any member who has a financial interest in, or who may receive a financial benefit as a result of, any BC 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 BC duties.
- BC 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.

# **City Council Ethics Policy**



### I. Current practices to reaffirm or revise

Community Engagement Values City Council Guiding Principles Council Meeting Protocols

### 2. Topics to consider adding Legal Requirements Council/Staff/Commission Roles Code of Ethics Statement

### 3. Determine Next Steps

### **Current Practices**



- I. Community Engagement Values
- 2. City Council Guiding Principles
- 3. Council Meeting Protocols

# **Council Guiding Principles**



- I. Working Together Effectively
- 2. Addressing Concerns of Residents
- 3. Meetings Called by Residents
- 4. Working with Boards and Commissions (& Task Forces)
- 5. Effective Meetings and Decision Making

### **Consider adding:**

• Meetings with developers, vendors, or business interests?

# Council Meeting Typical Protocols



- Fri.: Packets posted online, prior to Tuesday meeting.
- **By Tues. morning**: Council Members email any questions and/or plans to pull an item from consent.
- **1:00 Tues.** City Staff meeting to discuss questions and ensure appropriate staff are available to respond.
- Questions and responses will be shared with all Council Members.
- Any revisions made after packet is posted are highlighted in electronic packet.

# Topics to Consider Adding:

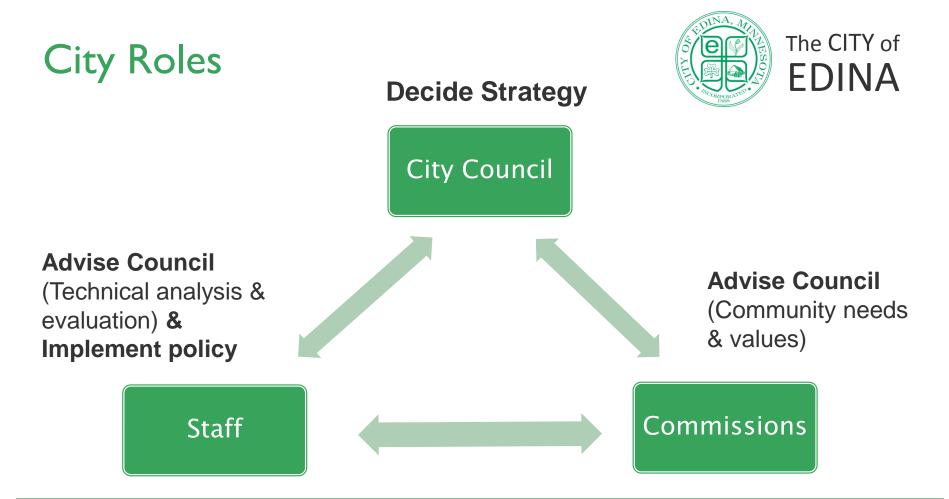


- I. Legal Requirements
- 2. Council/Staff/Commission Roles
- 3. Code of Ethics Statement

# Legal Requirements



- Individual vs. Council authority
- Conflict of interest
- Gift law
- Open meeting law
- Fiduciary responsibility/confidentiality





### **City Council**

- Hire & supervise City Manager
- Approve budget and related work plan
- Approve ordinances and policy decisions
- Approve development proposals
- Approve variances and rezoning requests
- Appoint representatives to advisory boards and commissions

### City Manager & Staff

- Manage operations and staff
- Propose budget and policies
- Provide best efforts and technical advice to Council
- Carry out the will and decisions of Council
- Deliver services
- Equitably enforce codes & policies "All are equal before the law"

### Advisory Commissions

- Proposes work plan items
- Advises the Council through Work Plan "Charges"
- Holds hearings as directed by Council
- Assists Council with engagement efforts

## Code of Ethics Statement



• Similar to Board & Commissions

### **Determine Next Step**



- A. Staff compile a first draft and distribute to Council for feedback
- B. Council subcommittee
- C. Facilitated work session
- D. Other?



# **CITY OF EDINA**

4801 West 50th Street Edina, MN 55424 www.edinamn.gov

July 16, 2019	Agenda Item #: IV.
Mayor and City Council	Item Type:
Heidi Lee, Race & Equity Coordinator	Reports / Recommendation
	Item Activity:
Joint Meeting: Human Rights & Relations Commission	Discussion, Information
	Mayor and City Council Heidi Lee, Race & Equity Coordinator Joint Meeting: Human Rights & Relations

## **ACTION REQUESTED:**

None; discussion only.

#### **INTRODUCTION:**

The HRRC will briefly review the Commission's progress on their 2019 work plan (attached).

### **ATTACHMENTS:**

2019 HRRC Work Plan with status updates



# Commission: Human Rights and Relations Commission 2019 Annual Work Plan

Initiative # 1	Council Charge (Proposed Charge Completed by CM)	Target	Budget Required	Staff Support
	🗖 1 (Study & Report) 🛛 2 (Review & Comment)	Completion	(Staff Liaison)	Required
	🗖 <b>3</b> (Review & Recommend) 🛛 🗖 <b>4</b> (Review & Decide)	Date		(Staff Liaison)
Initiative Type:	New Initiative  Continued Initiative  Ongoing Responsibility	Q2 2019	🗆 Funds available	
			Funds are available for this project.	□ Staff Liaison: Hrs_1
	v and comment on staff (Communications Dept) developed protocol		Funds not available	
and procedures	for applying a race and equity lens to communication content.		There are not funds available for this project (explain impact of Council	☑ CTS (including Video)
Lead Commissic	oners: Nelson/Arseneault/Jones		approving initiative in liaison comments).	Other Staff: Hrs
Progress Report	t: 3.26.2019: Heidi follow up with Jenn B. (CTS)			
4.12.19: Emailed	d CTS to get status and CTS is looking for GARE communications inform	nation to get int	roductory guidance.	
	be creating a draft of protocol and procedures for applying race and e	quity lens to cor	mmunication content then will ser	d HRRC to review and
comment on dra				
7.2.19: Protocol	and procedures draft sent to HRRC for review.			

Initiative # 2	Council Charge (Proposed Charge Completed by CM) □ 1 (Study & Report)	Target Completion	Budget Required (Staff Liaison)	Staff Support Required						
	□ <b>3</b> (Review & Recommend) □ <b>4</b> (Review & Decide)	Date		(Staff Liaison)						
	$oxtimes$ New Initiative $\Box$ Continued Initiative $\Box$ Ongoing Responsibility	December	□ Funds available Funds are available for this project.	□ Staff Liaison: Hrs_1						
	on cross-commission committee to review the naming a public randview area after the BC and Ellen Yancey.								Funds not available There are not funds available for this project (explain impact of Council	CTS (including Video)
	oners: Stringer Moore/Epstein/Nelson an Rights & Relations Commission and Parks & Recreation AD]	~ 	approving initiative in liaison comments).	Other Staff: Hrs						
Progress Repor	t: 3/26/2019: MJ sent email to SFaus on 3.26.2019									
4.12.19: Emaile	d SFaus and PARC sent an email on 4.9 to coordinate cross-commission	n meeting times								
4.23.19: HRRC r	net with PARC and had conversations about the scope and direction of	f the initiative.								
5.21.19: Emaile	d HRRC Lead Commissioners for status update.									
5.28.19: Chair v	vill up with PARC and have discussions about initiative at joint Council	Meeting								
6.18.19: Cross-0	commissions met and HRRC members will research Yancey homestead	and plans to pro	oceed in this initiative.							

Initiative # 3 Council Charge (Proposed Charge Completed by CM)	Target	Budget Required	Staff Support
□ 1 (Study & Report) □ 2 (Review & Comment)	Completion	(Staff Liaison)	Required
🛛 3 (Review & Recommend) 🛛 🗖 4 (Review & Decide)	Date		(Staff Liaison)
Initiative Type: $\square$ New Initiative $\square$ Continued Initiative $\square$ Ongoing Responsibility	December	🗌 Funds available	
		Funds are available for this project.	□ Staff Liaison: Hrs_3
<b>R&amp;E 18.E.</b> Chair/co-chair a cross-commission committee (see partners) to ensure		I Funds not available	
City facility artwork and décor reflects diversity of race and culture.		There are not funds available for this project (explain impact of Council approving initiative in liaison	□ CTS (including Video)
Lead Commissioners: Meek/Stringer Moore/Kennedy/Moss-Keys/Jones		comments).	□ Other Staff: Hrs
Partners: Arts & Culture Commission, Human Rights & Relations Commission [LEAI	<b>)</b> ],		
and Heritage Preservation Commission			
Progress Report: 3.26.2019 All cross commission members sent to Michelle. Gabe	Aderhold (HPC), A	nnie Schilling (HPC) and Simon Ve	nell (HPC). Russ Rubin
(A&C), Michelle Morgan-Nelson (A&C), Hannah Klein (A&C).			
<b>4.23.19:</b> Visioning meeting with cross commissions on 4.25.19 to discuss scope and	vision. Staff liaiso	n responded to HRRC Commission	er with guiding questions
about public art.			
6.24.19: Cross-commission committees going to schedule meeting at City Hall to co	onduct artwork/dé	cor study in Mayor's Conference R	oom & City Hall entryway.

Initiative # 4Council Charge (Proposed Charge Completed by CM)□ 1 (Study & Report)□ 2 (Review & Comment)☑ 3 (Review & Recommend)□ 4 (Review & Decide)	Target Completion Date	Budget Required (Staff Liaison)	Staff Support Required (Staff Liaison)
Initiative Type: 🛛 New Initiative 🗆 Continued Initiative 🗆 Ongoing Responsibility	December	□ Funds available Funds are available for this project.	Staff Liaison: Hrs_3
<b>R&amp;E 20.B.</b> Chair/co-chair a cross-commission committee (see partners) in		Funds not available There are not funds available for this	
partnership with communities of color to identify barriers for participation in programming.		project (explain impact of Council	□ CTS (including Video)
Lead Commissioners: Edwards/Waldron/Stringer Moore/Moss-Keys Partners: Human Rights & Relations Commission [LEAD] and Parks & Recreation Commission		approving initiative in liaison comments).	□ Other Staff: Hrs
Progress Report: 3.26.2019: All cross commission members email sent to Cindy Edv on 3.26.2019 by MJL	vards. Julie Strothe	er (PARC), Bryne Osborne (PARC),	Brenda McCormick (PARC)
6.13.19: HRRC and PARC in communication to schedule cross-commission meeting.			

	uncil Charge (Proposed Charge Completed by CM) 1 (Study & Report)        2 (Review & Comment) 3 (Review & Recommend)       4 (Review & Decide)	Target Completion Date	Budget Required (Staff Liaison)	Staff Support Required (Staff Liaison)
	ew Initiative  Continued Initiative  Ongoing Responsibility	Q2 2019	□ Funds available Funds are available for this project.	□ Staff Liaison: Hrs_1 □ CTS (including Video)
<b>R&amp;E 21.C.</b> Review an by City staff (Parks an	nd comment on the Race and Equity policy statement developed nd Recreation Dept).		⊠ Funds not available	□ Other Staff: Hrs
Lead Commissioners	s: Epstein/Edwards/Arseneault/Jones			
Progress Report: 3.2	6.2019: Heidi will follow up with P&R staff: R&E #34			
4.16.19: Emailed SFa	aus to get update on policy statement to review and comment.			
5.21.19: Drafts of Ra	ce and Equity policy are being researched and created by Parks &	Recreation.		
5.28.19: Hold until m	neeting with new P&R Director on 6.18.19.			
7.10.19: P&R researc	ching/creating race and equity policy that encompasses values/pu	rpose of policy.		

Initiative # 6	Council Charge (Proposed Charge Completed by CM)□ 1 (Study & Report)□ 2 (Review & Comment)⊠ 3 (Review & Recommend)□ 4 (Review & Decide)	Target Completion Date	Budget Required (Staff Liaison)	Staff Support Required (Staff Liaison)
Initiative Type:	⊠ New Initiative □ Continued Initiative □ Ongoing Responsibility	August	□ Funds available Funds are available for this project.	□ Staff Liaison: Hrs_8
include offense Racial Equity Re	sponse Plan review to determine if the plan should be broadened to s outside of the state statute's definition of bias offense. (Review ecommendation 3. A.) oners: Kennedy/Nelson/Epstein/Meek		Funds not available There are not funds available for this project (explain impact of Council approving initiative in liaison	□ CTS (including Video)
	t: 3.26.2019: Discussed using the last sample incident as an example us	sing the current	<i>comments).</i>	
	Velson will follow-up with a contact person in Eugene, OR about their B			
<b>5.20.1</b> 5. Chair i				

Initiative # 7Council Charge (Proposed Charge Completed by CM)□ 1 (Study & Report)□ 2 (Review & Comment)	Target Completion	Budget Required (Staff Liaison)	Staff Support Required
□ 3 (Review & Recommend)	Date		(Staff Liaison)
Initiative Type:  New Initiative  Continued Initiative  Ongoing Responsibility	April	Funds available Funds are available for this project.	<ul> <li>□ Staff Liaison: Hrs_12_</li> <li>⊠ CTS (including Video)</li> </ul>
Days of Remembrance Event		Funds not available	□ Other Staff: Hrs
Lead Commissioners: Arseneault/Edwards/Moss-Keys/Epstein/Beringer/Waldron			
<b>Progress Report: 3.26.2019:</b> In process. Discussed pricing for Star Tribune (\$650 for 5 Student Members discussed putting DOR event in Schoology. Eventbrite discussed as	another promot	ion.	
<b>4.16.19:</b> Press release waiting on approval and distribution on 4.18.19. DOR posters a work and materials for DOR event.	vailable for distr	ibution on 4.15.19. Will meet at o	n 4.23.19 to look at art
<b>4.28.19:</b> Days of Remembrance Event took place, approximately 250 people attended weeks in City Hall, and then will be hosted at Edina Library in June. CTS provided audi			played at event, then two
<b>5.28.19</b> : Debrief report will be provided within the next meetings and possible consid			

Initiative # 8	<ul> <li>Council Charge (Proposed Charge Completed by CM)</li> <li>□ 1 (Study &amp; Report)</li> <li>□ 2 (Review &amp; Comment)</li> <li>□ 3 (Review &amp; Recommend)</li> <li>□ 4 (Review &amp; Decide)</li> </ul>	Target Completion Date	Budget Required (Staff Liaison)	Staff Support Required (Staff Liaison)
Serve on a cross for Edina to rec -Complete Walk -October Senior Lead Commission Partners: Commi	<ul> <li>New Initiative          Continued Initiative          Ongoing Responsibility         S-commission committee (see partners) to complete requirements         eive the AARP City Designation.         Audit Tool Kit provided by AARP         Expo &amp; Designation         Designation         Oners: Beringer/Edwards/Nelson         nunity Health Commission [LEAD], Human Rights &amp; Relations     </li> </ul>	October	<ul> <li>➢ Funds available</li> <li>Funds are available for this project.</li> <li>□ Funds not available</li> <li>There are not funds available for this project (explain impact of Council approving initiative in liaison comments).</li> </ul>	<ul> <li>□ Staff Liaison: Hrs_12_</li> <li>□ CTS (including Video)</li> <li>□ Other Staff: Hrs</li> </ul>
Progress Repor 4.15.19: JBrown	arks & Recreation Commission, Transportation Commission <b>t: 3.26.2019:</b> Heidi follow up with JBrown In sent an email to cross-commission members to coordinate meeting t hair will contact AARP to get guidance on city designation process.	ime.	I	

Initiative # 9	Council Charge (Proposed Charge Completed by CM)□ 1 (Study & Report)□ 2 (Review & Comment)□ 3 (Review & Recommend)☑ 4 (Review & Decide)	Target Completion Date	Budget Required (Staff Liaison)	<b>Staff Support</b> <b>Required</b> (Staff Liaison)
	□ New Initiative □ Continued Initiative ⊠ Ongoing Responsibility	December	Sunds available Funds are available for this project.	□ Staff Liaison: Hrs_8_ ☑ CTS (including Video)
2019 Tom Oye /	Award		Funds not available	□ Other Staff: Hrs
Lead Commission	oners: Arseneault/Kennedy/Stringer Moore			
Progress Report: 3.26.2019: No updates yet. Committee meeting on June 2019				
5.18.19: HRRC (	Commissioners will meet on 6.3.19 to discuss the award criteria, eligibi	lity, and other a	ward details	
	elease of application and award information on August 27. December - -student and K-12 and above student awards. Potential award present		• •	5

Initiative # 10	Council Charge (Proposed Charge Completed by CM)□ 1 (Study & Report)□ 2 (Review & Comment)□ 3 (Review & Recommend)☑ 4 (Review & Decide)	Target Completion Date	<b>Budget Required</b> (Staff Liaison)	Staff Support Required (Staff Liaison)
Initiative Type:	$\Box$ New Initiative $oxtimes$ Continued Initiative $\Box$ Ongoing Responsibility	October	$\square$ Funds available Funds are available for this project.	<ul> <li>☑ Staff Liaison: Hrs_12_</li> <li>☑ CTS (including Video)</li> </ul>
Sharing Values,	Sharing Communities (One Event)		□ Funds not available	Other Staff: Hrs
	oners: Meek/Stringer Moore/Beringer/Kennedy			
Progress Repor	t: 3.26.2019: Event date on October 6 approved. Promote event on Ed	ition Edina in Se	ptember edition – email Krystal.	
5.28.19: A list o	f topics for event has been compiled.			
6.18.19: A meet	ting will be set up by a HRRC member plan this event.			

Initiative # 11	Council Charge (Proposed Charge Completed by CM)□ 1 (Study & Report)☑ 2 (Review & Comment)□ 3 (Review & Recommend)□ 4 (Review & Decide)	Target Completion Date	Budget Required (Staff Liaison)	Staff Support Required (Staff Liaison)
Initiative Type:	$oxtimes$ New Initiative $\Box$ Continued Initiative $\Box$ Ongoing Responsibility	May 2019	□ Funds available Funds are available for this project.	⊠ Staff Liaison: Hrs 20 □ CTS (including Video)
	s-commission committee (see partners) to review the Public Art commend a 3-year plan for the program.		In Funds not available	□ Other Staff:
Partners: Arts & Commission	oners: Kennedy/Stringer Moore/Meek & Culture Commission [LEAD] and Human Rights and Relations			
Progress Report	t: 3.26.2019: On 4.25 an Arts & Culture Commission visioning session v	vith HRRC mem	bers will take place.	
5.21.19: Cross-c mission, roles, a	commission committee is creating strategic document that includes thr and activities.	ee-year public i	nitiative that includes cross-comn	nission committee
	vaiting for notes from Art Visioning meeting. Chair will send an email to	o ACC Chair to f	ollow-up.	
6.18.19: ACC M	embers will be attending July 16 HRRC meeting to discuss the current p	progress of this	initiative.	

<b>Parking Lot:</b> (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.)
School District Partnership (Stringer Moore/Meek)