Agenda City Council Work Session City of Edina, Minnesota South Metro Public Safety Training Facility 7525 Braemar Blvd, Edina, MN

Monday, April 29, 2024 1:00 PM

- I. Call To Order
- II. Roll Call
- III. City Council Retreat
- IV. 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

April 29, 2024	Agenda Item #: III.
Mayor and City Council	Item Type:
Ari Lenz, Assistant City Manager	Reports / Recommendation
City Council Retreat	Item Activity: Discussion
	Mayor and City Council

ACTION REQUESTED:

None, discussion only.

INTRODUCTION:

The City Council will hold a retreat on Monday, April 29, from 1 to 8 p.m., in the Brian Wipperman Classroom at the South Metro Public Training Facility, 7525 Braemar Blvd, Edina. Topics include:

- Capital Improvement Plan
- Opportunity for Alignment
- Tool for Process & Progress Envisio Demonstration
- Opportunity for Learning Public Safety Incident & Emergency Response

As a reference, City work plans have been updated on the Progress Portal with information from the first quarter of 2024.

Please click on the links below to review the latest updates on these work plans.

- Race & Equity Work Plan
- Climate Action Plan
- 2024 Advisory Commissions Work Plans
- 2024-2025 Budget Work Plan

ATTACHMENTS:

Council Retreat Agenda 2025-2030 CIP Process presentation Boards & Commissions and Envisio presentation Public Safety presentation

SARA A. PETERSON, JD - MANAGEMENT CONSULTANT

City of Edina – Council Planning Session April 29, 2024 / 1:00 – 8:00 pm

PARTICIPANTS

Members of the public may be present but will not participate.

City Council	Staff & Facilitator							
James Hovland, Mayor Kate Agnew Carolyn Jackson James Pierce Julie Risser	Scott H. Neal, City Manager Ari Lenz, Assistant City Manager Jennifer Bennerotte, Communications Ryan Browning, Information Technology Kelly Curtin, Human Resources Todd Milburn, Police Chad Millner, Engineering Brian Olson, Public Works Derik Otten, Facilities	Andrew Slama, Fire Cary Teague, Community Development Pa Thao, Finance Perry Vetter, Parks & Recreation Jennifer Garske, Executive Assistant MJ Lamon, Special Projects & Engagement Gillian Straub, City Management Fellow Sara A. Peterson, Management Consultant						

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AGENDA

Times are approximate and may vary during the meeting.

1:00 pm 1:30	Introduction Welcome (<i>Scott</i>) Agenda, Housekeeping & Grounding (<i>Sara</i>) 100-year Dream (<i>Sara</i>) This Year's Process Priority: CIP Overview 2025-2030 CIP Process (Pa) Discuss Council Priorities (Sara)	6:15 7:45 pm	Opportunity for Learning Public Safety Incident & Emergency Response Lessons learned from specific events Notification re Public Safety Incidents Wrap Up
2:30	Break & Stretch	8:00	Adjourn
2:45	Opportunity for Alignment Council, Staff, B&C, & Community • Process, goals, roles, composition, & work plan strategy		
4:15	Break & Stretch		
4:30	Tool for Process & Progress Envisio Demonstration • How it works • Impacts for future planning • Using it to strategically align and communicate		
5:30	Dinner & Social		
CONT	EXT for Alignment Discussion	1	

Preparation

The Council has often used time at the retreat to engage in discussions of community engagement, participation in meetings/hearings of

effective strategy, governance and management for nonprofits, foundations, government, & community groups the Council and advisory bodies, and communication processes. What we haven't done is take a close look at the mandates of Edina's advisory bodies or how budget, CIP, staff work plan, and advisory work plan processes align. 2024 appears to be an ideal time to do a deep dive into that conversation. What follows here is a collection of meeting excerpts, City tools, and City Code sections intended to provide Council and Executive Leadership with context for that discussion. I encourage all to spend time reviewing it in preparation for the retreat.

Scope of Time Investment

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: 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 Parad/Gramming = total 36 hours / 1.5-hour average per meeting	 Advisory: City Boards & Commissions Edina's 10 advisories include 99 volunteers who commit the following each year: 24-48 hours in public meetings (per person) 72 hours in related work As well as preparation
 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. 	 As well as preparation Staff support of each is also substantial, e.g.: 3,780 hours for the Planning Commission 708 hours for Parks & Recreation 276 hours for Energy & Environment

Edina's Focus for Engagement

Community Engagement Principles	Relationships	Make relationships foundational	Strengthen relationships and build new ones	Develop a trust between the City and residents	
Relationships		Toundational	Dulid new ones		
 Make relationships foundational Strengthen relationships and build new ones Develop a trust between the City and residents Inclusion Strive to provide meaningful engagement opportunities 	Inclusion	Strive to provide meaningful engagement opportunities	Invite underrepresente d groups to participate	Make all feel weicomed and valued	
 Invite underrepresented groups to participate Make all feel welcomed and valued Equity Engage with residents where they are 	Equity	Engage with residents where they are	Remove barriers for participation	Provide multiple options for participation	
 Remove barriers for participation Provide multiple options for participations Accountability Make a plan 	Accountability	Make a plan	Do what we say we are going to do	Communicate how particpation influences decisions	
 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.	Т	RU	SТ		

Framework for Community Engagement & Decision-Making

	INCREASING IMPACT ON THE D	ECISION		
	INFORM	CONSULT	INVOLVE	COLLABORATE
Engagement Purpose	To share information to build awareness and understanding	To listen, learn and have a dialogue with the community To test ideas, concepts and develop solutions	To work directly with the community to develop alternatives, solutions and/or recommendations To ensure the community's concerns and aspirations are understood and considered	To partner with the public to develop recommendations or solutions
Most Appropriate When	A decision has been made and needs to be shared When input is not going to change the decision, but information needs to be shared with the community To generate interest and later involvement When a new policy or program needs to be described or the community needs to know the results of a process	When a new policy or project is still being shaped or under development and input and feedback is required When the community's ideas and concerns are needed and will be considered for the final outcome When looking for expert advice from target stakeholder groups	When a program is being designed and implemented that requires public buy in and participation Stakeholder expertise and actions form an integral part of the solution Long-term commitment and sustainability are key considerations	When a program is being designed and implemented that requires buy in and participation Stakeholders expertise is required to find solutions The solution requires changes at the system level across various institutions and organizations
City's Promise to the Community	We will educate, clarify and keep the public informed	We will listen to and keep the public informed. acknowledge concerns and address any impact to the public We will work to ensure that concerns are reflected in the options we develop We will provide feedback on how input influenced the decision	We will work with the public to ensure input is understood and reflected in the options that are developed We will include the public's input and advice into the final outcome to the maximum extent possible	We will work with the public for input in developing and forming solutions We will work with the public to incorporate their advice and recommendations into the decision
City's Action	To provide the public with clear information to help them understand a project, change, issue, potential solutions, decisions made and next steps	To obtain community input about options or decisions To ensure the community's concerns are understood and considered	To work directly with the com- munity throughout the process, including developing options and identifying the preferred direction	To partner with the community in each aspect of the decision- making including development of alternatives and options, as well as, identification of preferred options
Community's Responsibility	Learn about projects and decisions made	Participate in opportunities to give input to the city	Partner with the City to share ideas and recommendations	Work jointly with the city on solutions
Council's Responsibility	Make the final decision	Acknowledge input and make an effort to incorporate Make the final decision	Consider the public's recommendations Make the final decision	In partnership with the community, make the final decision
Staff's Responsibility	Provide informationReport to the community	 Allow opportunities for the community to provide input Report input to Council Report back to the community 	 Provide opportunities to influence decision making by sharing views and concerns Report views and concerns to Council Report back to the community 	 Provide opportunities to influence decision making, sharing views, concerns and setting priorities together Report views, concerns and priorities to Council Report back to the community
Communication Style	City to community One-way	City to community, community to City	City to community, back to City and then to community Two-way and interactive	City to community, communi- ty to City and back and forth multiple times Iterative

Applying it to Types of Meetings (from 2019 Retreat)

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.

ISE	We cł	noose which promise to ma	ake depending on the specific situation.				
PROMISE	 We will work hard to infor and listen every day. 	m 2. We will consult appropriate.	when 3. We will communicate formal, defined processes when we involve or collaborate.				
	INFORM	LISTEN OR CONSULT	CONSULT OR INVOLVE OR COLLABORATE				
Where?	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 <u>NOT</u> 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				

Applying to Specific Charges of Council to Commissions

						EMPOWER
0	Charge	Study & Report	Comment	Review AND - Recommend	Decide	Event
COMMISSION	Role	 Study specific issue or event Present findings to Council 	 Review specific issue Provide comments to Staff 	 Review specific issue Make recommendations to Council 	 Study and review specific issue Decide the issue Will be the City's official position unless formally reversed by Council 	1. Plan AND 2. Implement community event
	Vote	Majority	None	Majority	Majority	None
	Output	Findings	Comment	Recommendations	Decision	Action
	Reports Advisory Staff 	Required Required	None Required	Discretionary OR staff request Required	If requested by staff Required	None
	• Content	Cover Sheet Project Description Staff involvement	 Commissioner Comments (EACH) Staff recommendations based on expertise and City's stance 	 Inclusion Staff impacted by decision 	Progress updates in portal	Progress updates in portal
н	Present to	Optional	None	Encourgaged	None	None
COUNCIL	Action of	None OR Direct work plan modification	None	Majority vote by Council required	None	None
STAFF		Liaisons commu	nicate Staff recommendations to	Commissioners	Not every decision re-	quires action

Excerpts from Edina City Council – Code of Conduct

Working with Boards/Commissions

As set forth in the Edina City Code Chapter 2 Article III, Edina's Boards and Commissions are established by the City Council and serve as advisory to the council. Specific Board and Commission roles are:

- Investigate matters within the scope of the Commission or as specifically directed by the council
- Advise the Council by communicating the viewpoint or advice of the Commission
- At the direction of the Council, hold hearings, receive evidence, conduct investigations, and, based on such hearings, evidence and investigations, make decisions and recommendations to the council

City Council Members promise Boards and Commissions they will:

- View Boards and Commissions as vitally important resources to support our decision-making
- Communicate effectively with Boards and Commissions to ensure they have the tools to do their work
- Give clear direction as a body and take adequate time to review the result of their deliberations
- Because of the value of the independent advice of boards, commissions, and task forces to the public decisionmaking process, members of Council shall refrain from using their position to influence the deliberations or outcomes of board, commission, and task force proceedings
- The expectation is that Council Members will not typically attend Board, Commission, Committee, Working Group or Task Force meetings. However, under special circumstances, if we attend a meeting:
 - We will do so only as an observer and prior to attending we will notify the appropriate staff liaison
 - o Strive for good communication by reporting out to other Council Members

Excerpts from City Code – Formal Mandate & Composition

CHAPTER 2. ARTICLE III. BOARDS, COMMITTEES AND COMMISSIONS

DIVISION 1. GENERALLY

Sec. 2-78. Establishment.

- (a) *Authority to establish.* Pursuant to Minn. Stats. § 412.621, and other such statutes as are specifically cited herein, the council establishes or continues the following boards and commissions to advise the council with respect to municipal functions and activities and to investigate subjects of interest to the city.
- (b) *How established.* A board or commission may be established by a majority vote of the council. An ordinance shall be adopted prescribing the purpose, duties and composition of the board or commission.
- (c) *Subject to provisions in this chapter.* All boards and commissions established by the council shall be subject to the provisions of this chapter, unless otherwise specified in city ordinance or state law.
- (d) *Purposes and duties generally.* All boards and commissions established by the council shall be advisory to the council and shall have the responsibility to:
 - (1) Investigate matters within the scope of the particular board or commission or as specifically directed by the council.
 - (2) Advise the council by communicating the viewpoint or advice of the board or commission.
 - (3) At the direction of the council, hold hearings, receive evidence, conduct investigations, and, on the basis of such hearings, evidence and investigations, make decisions and recommendations to the council.
- (e) Advisory role. A board or commission established by the council shall not assume the role of an administrative or legislative body.

Sec. 2-79. Cooperation of city officials subject to direction of city manager.

The city manager may make available city staff members to perform administrative duties and records management on behalf of the board or commission.

Sec. 2-80. Membership.

- (a) *Regular members.* Regular members of boards and commissions established by the council shall be adult residents of the city unless otherwise expressly stated by ordinance. Members who discontinue legal residency in the city shall automatically be deemed to have resigned from the board or commission as of the date of such discontinuance.
- (b) *Student members.* Student members shall be residents of the city or officially open enrolled as a student at Edina High School and entering sophomore, junior or senior year. Student members shall be nonvoting.
 - (1) Until September 1, 2021, each commission may have up to three student members and two thereafter.

Sec. 2-82. Subcommittees and working groups.

- (a) Establishment. A board or commission may establish subcommittees or working groups.
- (b) Composition. Subcommittees are comprised of board or commission members only. Working groups are comprised of board or commission members in addition to public members. Neither subcommittees or working groups may include a number board or commissioner members equal to or greater than the number sufficient to constitute a quorum of that board or commission.
- (c) *Prohibition.* A subcommittee or working group may not engage in activities, functions, or duties outside the scope of authority granted to the board or commission by which it was established.

DIVISION 2. HUMAN RIGHTS AND RELATIONS COMMISSION

Sec. 2-118. Duties.

The commission shall:

- (1) Advise the council on matters relating to discrimination and human relations referred to herein.
- (2) Implement such programs of education and community action which are designed to effectuate the public policy stated in section 2-116 and which have been approved by the council.
- (3) Cooperate with the state department of human rights, and other agencies and commissions in their programs of human rights.
- (4) Investigate, study, report and undertake other functions as are assigned to local commissions under and pursuant to Minn. Stats. ch. 363, and to discharge its duties under Minn. Stats. ch. 363 with regard to specific matters referred to it by the state commissioner of human rights or filed with it by individuals.

Sec. 2-119. Membership.

The commission shall consist of nine regular and two student members.

DIVISION 3. ENERGY AND ENVIRONMENT COMMISSION

Sec. 2-138. Duties.

The commission shall:

- (1) Examine and recommend best practices for energy conservation for the city's citizens and businesses, including a "green" building code, use of Energy Star appliances, and other energy reduction targets.
- (2) Examine and recommend changes in city government purchasing and operations to conserve energy.
- (3) Evaluate and monitor the provision of a residential recycling program.
- (4) Evaluate and monitor the provision of a privately provided solid waste program, as well as a reduction in municipal solid waste produced by city residents and businesses.
- (5) Evaluate and encourage improvements in air and water quality.

- (6) Promote the establishment of targets for the reduction of greenhouse gas emissions produced by the city's buildings, equipment and operations.
- (7) Educate the public about energy issues, reduction, conservation, reuse, recycling and environmental protection.
- (8) Examine and promote renewable energy options for transportation, heating, and cooling, and other energy uses.

Sec. 2-139. Membership.

The commission shall consist of nine regular and two student members. The change in membership shall be attained through attrition by replacing one member less in 2018 and one less member in 2019 until the nine-member commission is achieved.

DIVISION 4. COMMUNITY HEALTH COMMISSION

Sec. 2-163. Purpose and duties.

In determining the mechanisms to address Edina public health priorities, the community health commission shall study and advise the community health board on:

- (1) Monitoring health status to identify community health problems;
- (2) Diagnosing and investigating problems and health hazards in the community;
- (3) Informing, educating, and empowering people about health issues;
- (4) Mobilizing community partnerships to identify and solve health problems;
- (5) Developing policies and plans that support individual and community health efforts;
- (6) Enforcing laws and regulations that protect health and ensure safety;
- (7) Linking people to needed personal health care services;
- (8) Ensuring a competent public health and personal health care workforce;
- (9) Evaluating effectiveness, accessibility, and quality of personal and population-based health services; and
- (10) New insights and innovative solutions to health problems.

Sec. 2-164. Membership.

The community health commission shall consist of nine regular and two student members. Members shall include, if possible, providers and consumers of health care services.

DIVISION 5. HERITAGE PRESERVATION COMMISSION

Sec. 2-185. Purpose.

The commission shall assist and advise the council, manager, and other city commissions on all matters relating to heritage resource preservation, protection and enhancement. The commission shall safeguard the significant heritage resources of the city by identifying significant heritage resources and nominating them for designation by the council as city heritage landmarks; by developing and maintaining a comprehensive preservation plan; by reviewing applications for city permits in relation to properties designated as city heritage landmarks; and by encouraging the preservation, rehabilitation, restoration and reconstruction of significant heritage resources through public education.

Sec. 2-187. Duties and responsibilities.

The commission shall:

(1) Advise the council, manager, and other city commissions and provide leadership for implementing the heritage preservation regulations.

- (2) Develop and maintain a comprehensive plan for heritage resource preservation to ensure that community development policies and decisions respect the city's heritage and promote stewardship of heritage resources.
- (3) Conduct an ongoing survey of historic buildings, sites, structures, objects, and districts and maintain an inventory of the heritage resources in the city.
- (4) Conduct evaluations to determine the eligibility of heritage resources for designation as city heritage landmarks.
- (5) Nominate heritage resources for designation as city heritage landmarks by the city council.
- (6) Review city permit applications in relation to city heritage landmarks and make recommendations to the city planner with respect to issuance of certificates of appropriateness.
- (7) Review and make recommendations to the planning commission on development projects that affect properties designated heritage landmarks or determined eligible for designation as heritage landmarks.
- (8) Inform and educate citizens about the city's heritage and the benefits of preservation.
- (9) Develop regulatory and incentive programs that facilitate heritage preservation.
- (10) Adopt rules of procedure, subject to council approval, to guide the commission's deliberations.
- (11) Prepare an annual report to the council, describing the commission's accomplishments during the past year and presenting goals and objectives for the coming year.

Sec. 2-188. Membership.

- (a) Commission membership. The commission shall consist of nine regular and two student members. Members shall have a demonstrated interest, knowledge, ability or expertise in heritage preservation. At least one member shall be a qualified professional historian, architect, architectural historian, archeologist, planner or the owner of a heritage landmark property.
- (b) *City historical society membership.* A member of the commission shall be a member of the city historical society.
- (c) *County historical society membership.* A member of the commission shall be a member of the county historical society.

Sec. 2-189. Professional staff.

The manager shall provide the commission with professional staff with expertise in heritage preservation.

DIVISION 6. PLANNING COMMISSION

Sec. 2-220. Powers, duties and responsibilities.

The commission shall:

- (1) *Comprehensive plan.* Prepare, review, and make recommendations to the council as to the comprehensive plan of the city, as defined in Minn. Stats. § 462.352, subd. 5, or any other sections of this Code, including, but not limited to, a land use plan, a transportation plan, a community facilities plan, a capital improvements program, a parks and open space plan, and a housing plan, with recommendations as to plan execution.
- (2) *Platting*. Review and make recommendations to the council as to all proposed plats and subdivisions, as defined in chapter 32, in accordance with the provisions of chapter 32 and state law.
- (3) *Zoning.* Review and make recommendations to the council as to all proposed amendments to chapter 36, in accordance with the provisions of chapter 36 and state law.
- (4) *Heritage preservation.* Review and make recommendations to the council as to the reports and recommendations of the heritage preservation board regarding preservation of lands and buildings of historical, architectural, cultural, and educational significance pursuant to article IX of chapter 36 and division 5 of this article.
- (5) *Low and moderate cost housing.* Review and make recommendations to the council as to matters referred to it by the council relating to the provision of low and moderate cost housing.

(6) *Commercial, industrial or residential redevelopment.* Review and make recommendations to the council on matters the council may request relating to major commercial, industrial or residential redevelopments in the city.

Sec. 2-221. Representatives to zoning board of appeals.

All members of the commission except student members are to continue as representatives of the commission to the zoning board of appeals. Any such representative is authorized to review and report, for or on behalf of the commission, to the zoning board of appeals on matters coming before the zoning board of appeals.

Sec. 2-222. Membership.

The commission shall consist of nine regular and two student members, appointed with due regard to their fitness for the efficient dispatch of the functions, duties and responsibilities vested in and imposed upon the commission.

Sec. 2-223. Staff.

The planning department shall coordinate staff services, including secretarial, to assist the commission in its work. The manager may assign additional city staff as needed. Staff shall keep and maintain a written record of the commission's actions, resolutions, recommendations and findings which shall be a public record.

DIVISION 7. PARKS AND RECREATION COMMISSION

Sec. 2-256. Duties.

The parks and recreation commission shall develop and review plans and advise the council on the acquisition and development of parks and recreation facilities, and plan and make recommendations to the council concerning park activities and recreation programs. The parks and recreation commission shall advise the council on natural resource, wildlife management, and natural area preservation issues. The parks and recreation commission shall advise the and furnish studies, reports and recommendations as the council may request.

Sec. 2-257. Membership.

The parks and recreation commission shall consist of nine regular and two student members and one commission position that will be an ex officio, non-voting member that is nominated by the Edina School Board and confirmed by the city council. With the exception of voting, the position will be charged with all the same rights, privileges and responsibilities as the other members of the commission. The school district's nominee will comply with the city's rules regarding advisory commission members, except that the nominee need not be a resident of the city. The term of this position is subject to nomination and confirmation on an annual basis.

DIVISION 8. ARTS AND CULTURE COMMISSION

Sec. 2-279. Duties.

The commission shall:

- (1) Strive to build a vibrant community through support of art and culture in the city.
- (2) Encourage leadership and advocacy in advancing the role and value of art and culture activities in the city, including but not limited to music, dance, theater, decorative arts, painting, culinary arts, ceramics, sculpture, literature, media arts and public art.
- (3) Facilitate communication and collaboration that promotes participation and enhances the cultural life of the residents of the city.
- (4) Strengthen partnerships with artistic and cultural organizations based on mutual respect and equal responsibility for advancing the cultural climate in the city.

- (5) Recommend artistic and cultural initiatives, including a long term plan directed towards fulfilling the needs and desires of city residents with respect to art and culture. Promote artistic and cultural initiatives and make recommendations to the city council and other boards and commissions.
- (6) Identify existing and potential new venues for artistic and cultural events throughout the city.
- (7) Recommend and facilitate programs at venues throughout the city that are responsive to community desires.
- (8) Identify potential sources of funding for artistic and cultural initiatives, including grants, donations, and sponsorships.
- (9) Represent the city at community functions throughout the city.
- (10) Continue to develop and implement public visual arts programs in the city.
- (11) Report to the council periodically on the foregoing, and perform other duties as may be directed by council from time to time.

Sec. 2-280. Membership.

The commission shall consist of nine regular and two student members.

Sec. 2-281. Committees and working groups.

The commission shall establish and appoint members to a public art committee which shall be charged with implementing a public arts program in the city. The commission shall by majority vote approve the chair of the public art committee. The commission may establish other committees and working groups for the purpose of carrying out other commission duties.

DIVISION 9. TRANSPORTATION COMMISSION

Sec. 2-313. Purpose and duties.

The commission shall:

- (1) Advise the city council on the operation of the local transportation system (all modes, users, and abilities).
- (2) Develop strategies, plans and recommendations to implement the city's multi-modal transportation vision.
- (3) Review neighborhood street capital investment projects for adherence to adopted city policies and planning documents.
- (4) Review and comment on large development proposals, such as those requiring an alternative urban areawide review, environmental assessment or small area plan.
- (5) Discuss regional transportation improvements by outside agencies that may affect the local transportation system.
- (6) Promote the city's transportation vision through education and open forums.
- (7) Review and comment on citizen transportation concerns, traffic complaint reports, and data.
- (8) Review and recommend transportation-related funding.
- (9) Advise the city council on additional matters when directed by the city council.

Sec. 2-314. Membership.

The commission shall consist of nine regular and two student members, appointed from the different geographic areas of the city.

DIVISION 10. SPECIAL BOARD OF APPEAL AND EQUALIZATION

Sec. 2-333. Membership.

The special board of appeal and equalization shall consist of five regular members qualified by experience and training to pass upon matters pertaining to property valuations. At least one member shall be an appraiser, realtor, or another person familiar with property valuations in the city. At least one member of the board must have attended the appeals and equalization course required by Minn. Stats. § 274.014. Members shall be appointed for a one-year term.

Sec. 2-335. Staff.

The city assessor or a designated staff member shall attend all meetings of the special board of appeal and equalization. A member of city staff shall serve as recording secretary.

DIVISION 11. CONSTRUCTION BOARD OF APPEALS

Sec. 2-360. Powers and duties.

The board shall:

- (1) Fulfill the duties imposed upon it by state building code, ch. 1300.0230.
- (2) Consider appeals from any order, requirement, permit, decision, refusal or determination made by the building official or the sanitarian in the application or interpretation of this Code regulating:
 - a. Construction, alteration, moving or demolition of buildings;
 - b. The construction, installation, alteration or removal of plumbing, gas, piping or equipment, water softening or filtering equipment;
 - c. The installation, alteration or removal of electrical wiring and equipment; or
 - d. Excavations under article XVII of chapter 10. The construction board of appeals shall not hear any appeal from, nor have any jurisdiction over, actions taken by any official of the city or under section 23-45, or any section of this Code enforced by means of the procedures set forth in section 23-45.
- (3) Study and review new types of materials and methods of construction, and advise the building official and the council as to the suitability of alternate materials and types of construction to assist in progressive development of the provisions of the building, plumbing, heating, gas piping, and electrical codes or sections of this Code, and to make recommendations relative to the codes.
- (4) Study and review from time to time the building, plumbing, heating, gas, piping and electrical codes or sections of this Code and similar code provisions applicable in communities surrounding the city and such other codes as may come to their attention, and recommend to the council such new legislation as the construction board of appeals may deem desirable.
- (5) Consider matters referred to the construction board of appeals by the council or by the building official and make recommendations relative to them.

Sec. 2-363. Membership.

The construction board of appeals shall consist of five regular members who are qualified by experience and training to pass upon matters pertaining to building construction. The building official shall be an ex officio member of and shall act as secretary to the construction board of appeals, but shall have no vote on any matter before the board.

Staff Liaison Directory



Energy & Environment Commission



Jeff Brown Community Health Commission



Nate Borwege Construction Board of Appeals



Vacant Human Rights & Relations Commission



Emily Dalrymple Heritage Preservation Commission



Laura Fulton Arts & Culture Commission



Andrew Scipioni Transportation Commission



Shelagh Stoerzinger Board of Appeal & Equalization



Cary Teague Planning Commission



Perry Vetter
Parks & Recreation Commission



https://performance.envisio.com/da shboard/CommissionWorkPlans-Edina



2025 – 2030 CIP

April 29, 2024

EdinaMN.gov

Agenda

- Background & Context
- Calendar & Process
- Next steps







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Biennial Budget Process

2024 (Even Year)

First year of 2024-2025 Budget

Review/approve of 2025-2030 CIP

2025 (Odd Year)

Second year of 2024-2025 Budget

Approve 2026-2027 budget, including CIP levy



Budget Goals and Values

Budget Pillars: The broad goals that must be achieved by every budget.

Budget Values: The beliefs that guide decision-making.

Budget Strategies: The specific actions, projects, and targets to strengthen the pillars in this two-year budget.





Definitions of CIP

- Capital Improvement Plan:
 - Represents a framework for planning the preservation and expansion of infrastructure, facilities, equipment and technology (software).
 - First step towards estimating the schedule, costs and revenue sources to pay for higher priority projects.
 - Comprehensive program for used by decision makers to guide capital investments based on an assessment of the community's needs.
 - One-time spending on projects > \$20,000.



Timeline

Date	Event	Action
May 10	Finance Deadline	Departments submit CIP requests
Week of June 3	CIP Prioritization	I st Committee Review
Week of June 17	CIP Prioritization	2 nd Committee Review & Council +Tours
June 21 – August I	CIP Prioritization	Community Engagement
June 24	CIP Prioritization	3 rd Committee Review
July 9	ELT Meeting	ELT review and prioritization
July 18	Finalize Draft CIP	City Manager Review
August 20	Work Session	Draft CIP presented to Council
Sept. 17	Council Meeting	Adopt preliminary 2025 levy
October 15	Work Session	Staff presents CIP and Budget to Council
Dec.3	Council Meeting	Public hearing and adopt final CIP and 2025 levy
January 2025	Finance Deadline	Publish detail CIP book to website
DINA		

Looking forward

- Future projects/tools
 - Financial Management Plan Tool
 - Financial indicators
 - Big items in forecast



Estimated Market Value



Estimated Market Value

Estimated Market Value



Historical Tax Capacity



Tax Capacity



Debt Service Levy Projection



The CITY of EDINA

The CIP levy in last 10 years





Debt Service and Capital Funding

		Budget	Budget	Projection	Projection	Projection	Projection	Projection
	2023	2024	2025	2026	2027	2028	2029	2030
Debt Service Fund Levies								
Gymnasium Debt Service	392,000	392,000	398,000	-	-	-	-	-
Fire Station Debt Service	403,000	403,000	406,000	403,000	404,000	-	-	-
Public Works Facility Debt Service	1,269,000	1,508,000	1,512,000	1,508,000	1,506,000	I,506,000	456,750	-
Sports Dome	1,166,000	1,168,700	1,165,100	1,166,100	1,166,400	1,164,800	1,166,400	1,167,000
Community Health & Safety Center Debt Service*	-	-	2,943,100	2,944,900	2,941,400	2,943,800	2,945,500	2,945,500
Debt Service Fund Subtotal	3,230,000	3,471,700	6,424,200	6,022,000	6,017,800	5,614,600	4,568,650	4,112,500
Increase From Prior Year (%)	-0.06%	7.48%	85.04%	4.08%	-0.07%	-6.70%	-18.63%	-9.98%
Construction Fund Levies								
Capital Improvement Plan Levy	2,000,000	2,000,000	2,000,000	2,400,000	2,400,000	3,000,000	4,000,000	4,000,000
Equipment Levy	2,350,000	2,470,000	3,010,000	3,160,000	3,320,000	3,490,000	3,660,000	3,840,000
Street Special Levy	1,210,400	1,481,000	1,762,000	2,053,000	2,355,400	2,669,000	2,994,200	3,331,400
Special Park Improvement Levy	I,000,000	1,000,000	400,000	400,000	400,000	400,000	I,000,000	1,000,000
Construction Fund Subtotal	6,560,400	6,951,000	7,172,000	8,013,000	8,475,400	9,559,000	11,654,200	12,171,400
Increase From Prior Year (%)	26.40%	5.95%	3.18%	18.68%	5.77%	I 2. 79 %	21.92%	4.44%



Local Sales Tax

	Actual	F	Projected	F	Projected	Projected	F	Projected	F	Projected	Ρ	rojected	Ρ	rojected
Revenues	2023		2024		2025	2026		2027		2028		2029		2030
Local Sales Tax Collection	\$ 5,501,492	\$	5,500,000	\$	5,500,000	\$ 5,500,000	\$	5,500,000	\$	5,500,000	\$	5,500,000	\$	5,500,000
Annual Revenue Bond	-		-		12,000,000	19,000,000		15,500,000		-		-		-
Total Revenue	 5,501,492		5,500,000		17,500,000	24,500,000		21,000,000		5,500,000		5,500,000		5,500,000
Expenditures														
Fred Richards Project	145,000		1,300,000		5,500,000	9,250,000		805,000		700,000		-		-
Braemar Park Project	480,000		3,600,000		1,600,000	1,320,000		200,000		900,000		-		-
Braemar Arena Project	80,000		2,000,000		10,250,000	16,000,000		15,620,000		1,250,000		-		-
Debt Service - 2025 Bonds	-		-		-	1,090,938		1,091,488		1,091,200		1,091,090		1,090,613
Debt Service - 2026 Bonds	-		-		-	-		1,791,485		I,789,673		1,791,110		I,787,775
Debt Service - 2027 Bonds	-		-		-	-		-		1,530,810		1,530,745		1,531,858
Total Expenditures	 705,000		6,900,000		17,350,000	27,660,938		19,507,973		7,261,683		4,412,945		4,410,246
Change in Fund Balance	\$ 4,796,492	\$	(1,400,000)	\$	150,000	\$ (3,160,938)	\$	1,492,027	\$	(1,761,683)	\$	I,087,055	\$	I,089,754
Beginning Fund Balance	 -		4,796,492		3,396,492	3,546,492		385,554		۱,877,581		115,898		1,202,953
Ending Fund Balance	\$ 4,796,492	\$	3,396,492	\$	3,546,492	\$ 385,554	\$	1,877,581	\$	115,898	\$	1,202,953	\$	2,292,707



Hennepin County Library / Edina Art Center Project



Fred Richards Park Referendum

• New wetland banking and flood storage, trail loops, natural resource restoration, a remodeled clubhouse, a pickleball facility, a premier playground and parking, as described in the adopted Fred Richards Park Master Plan.



Fred Richards Park Project



Braemar Park Master Plan Referendum

New trails for walking, hiking, biking and winter use, a new playground, Courtney Field infrastructure improvements including upgraded lighting, spectator safety and seating, pickleball courts and platform tennis, natural resource stewardship and invasive species control, infrastructure repairs and accessibility improvements at Braemar Arena, as described in the adopted Braemar Park Master Plan. (2022)

Expansion and additional improvements of Braemar Arena (2023)



Braemar Park Project











Braemar Arena Project



Projected Tax Impact



The CITY of EDINA

Next Steps

- Council Discussion Today:
 - Goals/Objectives
 - Agree on Process
 - Based on Council input, staff continue to refine CIP recommendations
- Prioritization Process (Sara)
- Week of June 17 Tours
- Council Work session Aug 20th
 - Present Draft CIP to Council




Opportunity for Alignment

2024 City Council Retreat

EdinaMN.gov

Grounding – The Roles



The CITY of Edina

our best when we know and respect our role and the roles of others.

Grounding – The Roles

Council

- Set Vision
- Make policy-level decisions
- Hire & supervise City Manager
- Approve
- Set Budget and related work plan
- Ordinances and policy decisions
- Development proposals
- Variances and rezoning requests
- Appoint advisory boards and commissions
- Direct stewards of the community (elected)

Staff

- Provide best
- efforts, expertise and technical advice to Council
- Manage operations and staff
- Propose budget and policies
- Carry out Council decisions
- Deliver services
- Equitable enforce codes and policies
- Reduce liability
- Maintain official licensures for services

Boards & Commissions

- Provide community perspective on values and needs
- Propose and follow through on work plan items of commission
- Advise the council through work plan charges
- Hold hearings as directed by Council
- Assist as directed in work plan with engagement efforts

Community

- Vote Elect the Council
- Engage and provide feedback
- Social cohesion and creating a sense of welcome and belonging
- Partner with City to ensure quality service delivery
- Serve on Boards, Commissions, Taskforces
- Pay for services



Strategic Policy





Implementation & Roles





Grounding – The Plans

Budget Work Plan

Department Work Plans/Citywide Goals (Internal)

Commission Work Plans



Why are we having this discussion?

- Align work with strategic priorities
- Create space to prioritize work
- Start work with Council vision/direction
- Consistent communication internally and externally



Work Plan Areas for Improvement











Additional Projects/Actions at the End of the Process



- Work plan development ends at same time, resulting in additional projects/actions added
- Unexpected impacts to budget, resources, and workload



Disconnected from Financial and Staff Resources

Strong Foundation Strategies & Actions:		
#	2024-2025 Strategies & Actions	Department Lead
1	Design and construct Cahill Industrial area sanitary sewer trunk capacity expansion project.	Engineering
2	Determine location, finance method and plan for Fire Station #3 in the northeast quadrant of the City, utilizing response models to provide efficient emergency response to all residents.	Fire
3	Develop and adopt a long-term plan for future of the Art Center building and delivery of art programs.	Parks & Recreation
4	Complete Grandview Area transportation improvements.	Engineering
5	Design and construct Fred Richards Park improvements and Braemar Park improvements.	Parks & Recreation
6	Complete next phase of the York Avenue sanitary sewer trunk capacity expansion project.	Engineering

- Financial numbers for Budget Work Plan Actions/Projects not included
- Preliminary Levy set in September before work plans are complete
- Day to day operations are not part of the work plans despite being most of our work





The CITY of EDINA

Commission Up – current process

Council

Approve Work Plan

Staff

- Advise & Technical Expert
- Admin review

Commission

Prepare proposed work plan

"But what does Council want us to work on?"





Opportunities

Adjust work plan process to strategically align with Vision/Council goals

- Prioritize
- Communicate







Strategic Planning Software and Performance Management



How Envisio Works



Planning & Performance Framework High Performing Governance



Software Function

- Public Dashboard for transparency & informing the public
- Execute strategy
- Track performance and work plan progress
- Reporting





Current Culture -> Future Culture

Plans

What is the vision of council? How will staff get the work done?



2

Reporting

Are we checking in on our work?



3

Performance Measures

How are we doing?



Innovative and Service Excellence - Brookings will provide a working environment that is committed to ongoing innovation and outstanding service through listening and engagement. Employees will be provided the tools, resources, and support while promoting continuous improvement and growth.





Discussion/Questions



Progress Portal

External



G Select Language ▼ Q Search

2024-2025 Budget Work Plan

Driven by the City's strategic plan, "Vision Edina," Comprehensive Plan and Capital Improvement Plan, the City Council and staff develop a two-year Citywide Budget Work Plan to coincide with the operating budget. The process begins with identifying the budget objectives, which help the City with its overall strategic plans. From the budget objectives, City staff members develop a list of actions to take to reach each objective and the overall goal. Departments are responsible for reporting progress on each action quarterly. These updates are sent to the City Council and are available for the public to view through this website.

Budget Values

Budget Values are the beliefs that guide decision-making. Learn more about the City's Budget Values.

- Stewardship: We make wise investments that focus on the best long-term value for residents.
- Equity: We provide equitable opportunities for people to participate in their City government and access City institutions, facilities, and services.
- · Health: We use a Health-in-All Policies approach (HiAP) to promote and protect the physical, mental, and social wellbeing of all people who live, work, or visit Edina
- · Sustainability: We ensure that our policies, decisions, and plans have a positive impact on people and the planet now and for future generations.

Budget Pillars

Budget Pillars are the broad outcomes to be achieved by every budget. Click the photo of each of the four Budget Pillars below to view the progress made in the current 2024-2025 Budget Work Plan.



Budget Work Plan

Climate Action Plan

Commission Work Plans

• Race & Equity Work Plan









2024-2025 Budget Work Plan Progress Portal

2024 Commission Progress Portal

Demo

- Creating Plans
- Updates
- <u>Reports</u>
- Horizon Project: Minnetonka Example
 - <u>Video</u>
 - Dashboard





Takeaways



We have the pieces.We just need to assemble the puzzle







Public Safety Incident & Emergency Response

Fire Chief Andrew Slama Communications Director Jennifer Bennerotte Police Chief Todd Milburn



Emergency Management/EOC Intro

Fire Chief Andrew Slama

EdinaMN.gov

Objectives

- Establish a baseline understanding of National Incident Management System (NIMS)
- Incident Command System (ICS) review
- Emergency Operations Center (EOC) review
- Introduction to Table Top Exercises





NIMS-ICS Review

NIMS-ICS Review

NIMS-ICS Review



National Incident Management System (NIMS)

Incident Command System (ICS)

- Called NIMS or ICS for short
- Acronyms are interchangeable
- Principle started as FIRESCOPE in 1972 as part of California wildland fires
- Became national standard for incident management after September 11th



NIMS-ICS Key Features

- Common Terminology
 - Standardized
- Modular Organization
 - Scalable and adaptable
- Management by Objectives
 - Clear Objectives
- Incident Action Planning (IAP)
 - Develop and Implement
- Unified Command
 - Collaboration among multiple agencies



NATIONAL INCIDENT MANAGEMENT SYSTEM

December 2008





Training

- FEMA Independent Study
- IS 100.b, Introduction to Incident Command Systems, ICS-100
- IS 200.b, ICS for Single Resources and Initial Action Incidents
- IS 700.a, National Incident Management System (NIMS) an Introduction
- FEMA Local Elected and Appointed Officials Reference Guide



Purpose





NIMS-ICS











Command Staff

NIMS-ICS



FIRE

NIMS-ICS

- In charge of the event
- Principle of NIMS-ICS is one person is in charge
- Other support divisions or sections report to the Incident Commander


- Coordinate communication for the IC
- Internally
- Externally





- Keep people safe!
- Track those entering and exiting the EOC
- Maintain accountability and security
- Additional eyes on scene supervising actions and behaviors of an incident



- Liaise with outside agencies
- On scene
- In the EOC
- On behalf of the IC
- Specialty Teams
- Other jurisdictions involved



- Pay Bills
- Manage accounting associated with the event
- Project Codes
- Claims related to the incident



- Get stuff!
- Resources
- Equipment
- Well versed with all assets and network to attain resources



- Boots on the ground
- Task driven
- Bring the incident under control
- Produce Situation Report (SitRep)



- Create plans
- Support decision making for the IC
- Creates the Incident Action Plan (IAP)
- Resource Tracking
- Documentation of activities and decisions







Unified Command

Unified Command

- Collaborative Approach
- Involves multiple agencies
- Shared Decision Making
- Coordination and Integration
- Complex incidents





An unfamiliar place where uncomfortable officials gather to make unpopular decisions, and allocate inadequate resourses for unanticipated requirements based on incomplete information in too little time.

Emergency Operations Center (EOC)

Emergency Operations Center

- **Support** incident management needs, policies and priorities
- Facilitate logistics **support** and resource tracking
- Inform resource allocation decisions
- **Coordinate** incident management related information
- Coordinate and resolve interagency and intragovernmental issues
- Manage and **coordinate** public information program
- Plan and prepare for contingencies and emergencies
- **Support** and **coordinate** recovery actions
- Ensure and **coordinate** continuity of operations/government



Purpose



Flow of Requests and Assistance During Large Scale Incidents

*Some Federal agencies (U.S. Coast Guard, EPA, etc.) have statutory responsibility for response and will not use this system to obtain resources. *Command function



Purpose



Figure 5: The Recovery Continuum



https://www.fema.gov/sites/default/files/documents/fema_local-elected-officials-guide_2022.pdf

Local EOC will be supported, not overtaken...



www.EdinaMN.gov

EOC Location

- Fire Station I Training Room
- Could be a remote location
- Backup EOC
- Remote opportunities
- Full or partial activations

Cit		na Emergen			r
	(Edina	Fire Station	1 - Training	Room)	
		Smart	hoard		
		Sindre	oouru		
Podium					
Planning Section (P & R, Bldg, Health, Engineering, GIS, City Clerk)				EOC Management Section	
			3 - comp. 1 - phone		
				(EM Director, CM,	
				ACM, CIT, PIO)	
		4 - comp. 2 - phones			
		2 phones		Fina	nce &
	,		2 - comp. 1- phone	Administration	
-				Sec	tion
				(Finan	ce <i>,</i> HR)
		Moveab	le Wall		
				Į	
Operations Section (Fire, LE, PW)		3 - comp. 1 - phone	3 - comp. 1 - phone	Logistics Section (Fire, LE, PW)	
WebEOC 1	comp				
	comp.				
		1 - comp.	EOC Receptionist		/
	1 - phone		(call-taker)		



EOC or ICP?

- Emergency Operations Center
 - Can be the ICP if the EOC assumes IC
 - EOC provides resource support to complete tasks to bring the incident under control
- Incident Command Post
 - Forward location near an incident where the IC or UC controls or manages the incident







EOC Management



FIRE

EOC Management

- Supports all EOC operations, facility and resources
- Works closely with the Policy Group
- Works closely with Hennepin County EOC
- Works closely with media and prepares all press releases
- Serves as a liaison for affected stakeholders
- Approves Press Releases & IAP

- EM Director
- City Manager
- Assistant City Manager
- Communications PIO

EOC Operations





EOC Operations

- Coordinates all jurisdictional operations in support of the emergency response
- Obtains updates from incident commander
- Maintains coordination with other appropriate organizations/agencies

- Fire
- Police
- Public Works





EOC Planning

- Collects, evaluates and disseminates information; develops plans and situation reports in coordination with other functions, and manages all EOC documentation
- Prepares Incident Action Plan

- Parks & Recreation
- Building Division
- Public Health
- Engineering
- GIS
- City Clerk



EOC Logistics

FIRE



EOC Logistics

 Provides facilities, services, personnel, equipment and materials for the incident

- Fire
- Police
- Public Works









EOC Finance

- Oversees all financial activities and other administrative aspects of the EOC not covered by other sections or units
- Finance
- Human Resources





Table Top Exercise

Tabletop Exercise

- Simulated scenario-based discussion
- Assess and improve preparedness and response to potential emergencies
- Interactive
- Analyze
- Evaluate
- Non-stressful
- Controlled environment, use your current systems and processes



Tabletop Rules

- We are all in this together
- There are no bad ideas or dumb questions
- No one has all the answers; work together within your group
- Some questions may not be answered today
- Be nice



Scenario #1

- It is Tuesday at 2:30 p.m. in late spring. The National Weather Services (NWS) has issued a severe thunderstorm warning for Western Hennepin County, including Edina.
- The storm is currently coming through Carver and Shakopee who are reporting heavy downpours and golf ball sized hail. Tracking northeast.
- NWS has now issued a tornado warning for the City of Shakopee.



Group Discussion

- What does the current situation mean to your group?
- Do you need to prepare anything?

Scenario Inject

- 2:50 p.m.
- Tornado warning issued for Edina
- Report of lightning and hail on the southern borders by Training Facility staff
- Loss of power at Braemar
- Funnel cloud spotted
- Sirens activated by Hennepin County












Group Discussion

- What are your current priorities?
- How would this affect your department?
- What are you preparing for?

EOC Considerations

- Unified Command
- EOC vs. ICP
- Finance
- Logistics
- Planning
- Operations
- Communications



On going considerations

- GIS capabilities?
- Damage assessment
- Operational Periods
- Response vs. Recovery



Role of Council Members in an Emergency

Communications Director Jennifer Bennerotte

EdinaMN.gov

Maintain Continuity of Operations

- Respect the Incident Command structure and support the efforts of staff
- Be available for emergency meetings to make policy decisions and approve expenditures
- Be prepared to declare a State of Emergency in some situations
- Plan for your next regular meeting, considering both tone and content





Have a Presence in the Community

- Attend vigils and community gatherings
- Remain calm and speak with "one voice"
- Work with community organizations and partners who want to show support
- Serve as a liaison for any visiting officials such as the Governor
- Write thank-you letters and emails







Know Your Role When Contacted by the Media

- Respond only to questions about the impact on the community
- Speak with one voice
- Politely decline to answer questions that aren't yours to answer, referring reporters and the public to the best source for that information
- Reinforce where people can find the most up-to-date information





Understand How the JIC Works ... And How the JIC Will Work with You

Burnsville's JIC Roles:

- JIC Leader
- Media Monitor
- Writer
- Webmaster/Digital Content Producer
- Speech Writer
- Float



The Incident Commander approves all messages for the public.



Understand How the JIC Works ... And How it Will Work with You

- The Media Monitor will let Council Members know if a media outlet has requested an interview with one of them.
- The Writer will prepare talking points for your consideration.
- The Speech Writer will prepare speeches for your consideration.
- Someone from the JIC will help you prepare for interviews, press conferences or appearances, going over talking points, coaching on tone and delivery and doing mock interviews.





Tips on What to Do

- Understand emergency roles and responsibilities before an incident
- Remain calm to instill confidence
- Let the City Manager know where you are or how you can be reached in the event a special meeting must be held
- Help alleviate any potential panic caused by unsubstantiated stories or rumors by informing residents that only those statements issued by the City/JIC can be considered accurate and factual; refer people to primary information source
- Reassure the general public as to the continuity of local government, though some department duties and services may have to be put aside to make more employees available for performing emergency functions
- Help bring all parts of the community together to work toward a common goal





Tips on What to Do

- Share only data that is public
- Refer reporters to the most appropriate source and answer questions about impact on the community
- Know that it's OK to say "We don't know yet" or "We will get back to you as soon as possible with an answer" since initial information about a situation may be scarce, unclear or even contradictory
- Stay focused on the goal of the EOC





Tips on What to Do

- Help alleviate any potential panic caused by unsubstantiated stories or rumors by informing residents that only those statements issued by the City/JIC can be considered accurate and factual
- Reassure the general public as to the continuity of local government, though some department duties and services may have to be put aside to make more employees available for performing emergency functions
- Help bring all parts of the community together to work toward a common goal







Incident & Emergency Notification

Police Chief Todd Milburn

EdinaMN.gov

Background

- Effective and timely communication to Council and residents
- Events that impact neighborhoods and the city
- Communication with the media
- Social media challenges related to public safety events
- My experience in Brooklyn Park (PIO)
- Radio Encryption



Rave Goals

- RAVE is the platform moving forward
- Timely and accurate incident notification and updates
 - Consistent messaging across multiple platforms
 - Messaging in-line with FEMA alert & warning guidelines
 - Integration with social media
- RAVE Audiences
 - Community (Emergency Notifications from Edina)
 - Council (Council Notification)
 - City Leadership
 - City Employees



Rave Goals

- Training Police Fire, and Communications Teams on FEMA and RAVE
 - Extensive internal training and testing prior to launch
 - Regular continuing education
- RAVE usage thresholds (Notification Grid)
 - Follow-up detailed PIO/communications
 - Detailed PIO communications will take longer to release
- Encourage community participation of RAVE/Smart911
- Build our audience
- Public Safety Collaboration





IPAWS vs. Rave

- IPAWS Integrated Public Alert and Warning System
- We do not have the ability to send these messages locally
 - Robbinsdale example will not happen locally
- If needed, we contact Hennepin County with our communication needs



Conclusion

- Some events will require City Manager/Police Chief interaction
- Minneapolis will be using this service soon
- Alerts will go out citywide
- Go live in late May or early June
- Marketing to Edina residents/businesses
 - Art Fair
 - Night to Unite
- Media will follow and report out
- Press releases will be pushed out through RAVE
- Council distribution list creation
 - Email default



Notification Grid

	NOTIFYON CALLCOMMAND STAFF IMMEDIATELY	NOTIFYPIO/COMMS IMMEDIATELY	ADD TO MUSTER NOTES BYTHE END OF SHIFT	RAVE NOTIFICATION WITHIN TWO HOURS
INTERNALMATTERS				
Injury(Hospitalization) of a Police employee	Х	Х	Х	
Death of a Police employee	Х	Х		
Any act or event that could cause grievous embarrassment to the department or City	Х	Х		
EXTERNAL/CRIMINALINCIDENTS				
Death investigation (criminal in nature or suspicious) + high probability of media coverage	Х	Х	Х	Х
Incidents attracting media attention	Х	Х	Х	Х
Serious traffic accident (i.e. critical injuries, major traffic implications, road closing, etc.)	Х	Х	Х	Х
Significant School incidents	Х	Х	Х	Х
Major multiple property crimes	Х	Х	Х	Х
Crimes against people (i.e. carjacking, robbery, sexual assault, felony assaults, shootings, etc.)	Х	Х	Х	Х
Major bias-motivated crime	Х	Х	Х	Х
Crime involving City Staffor high-profile community member	Х	Х		
Significant neighborhood impact (shots fired, barricaded subject, perimeter set up, door knocking, K9 track, Helicopter Assistance, SWAT, suspect at large)	Х	Х	Х	Х
Protest/Civil Unrest	Х	Х	Х	Х



Rave Entry

Profile: MORE INFO	
Edina Alert	
Subject:	
Police Searching for Suspect	
Message: 🔵 Plain Text 🔘 HTML	
Edina Police: Law enforcement is searching for [a/an] [armed/dangerous] sus [in/near location]. Suspect is described as [five or more descriptors]. DO NOT CONTACT 9-1-1 to report [information/exposure/suspicious activity/suspect,	confront [shooter/suspect/group].
9695 characters left	

Rave Output

Message Content

 \otimes

Email Display Name: Edina Alert

From Address: edinamn@email.getrave.com

ReplyTo Address: edinamn@email.getrave.com

Message:

Edina Police: Law enforcement is searching for a dangerous suspect involved in an assault near Utley Park. Suspect is described as a white male, 30-40 years old, 6 feet tall, 185 pounds, jeans, red and black flannel shirt, beard and glasses. DO NOT confront the suspect. CONTACT 9-1-1 to if you see the suspect.



SMS (text) Message

Copy 360-Character WEA Message to Clipboard

360 Char WEA Preview:

Edina Police: 9-1-1 SERVICES are down for Edina, MN. Delays in emergency response may occur. CALL 952-826-1600 if you or others have an emergency. CHECK EdinaMN.gov for future updates.

184 of 360 Characters Used

Edina Police: 9-1-1 SERVICES are down for Edina, MN. Delays in emergency response may occur. CALL <u>952-826-1600</u> if you or others have an emergency. EdinaMN.gov



Twitter (X)

Posts	Replies	Highlights	Articles	Media	Lik	es
Edi res		SERVICES are do r. CALL 952-826	own for Edina, M -1600 if you or o	-		
Q	t	Ĵ	\bigcirc	da		₾





Facebook



Lauren City Testing
Published by Rave Mobile Safety
O · 1m ·

Edina Police: 9-1-1 SERVICES are down for Edina, MN. Delays in emergency response may occur. CALL 952-826-1600 if you or others have an emergency. CHECK EdinaMN.gov for future updates.

...







Public Crime Map

Police Chief Todd Milburn

EdinaMN.gov

- Accessible from City Website Police Crime Reports and Map
 - Incidents
 - Cases
 - Arrests
- 24-hour delay

	Animal Control	+				
	Community Programs	+	Crime Reports & Map			
	Crime Reports & Map		Crime Reports The Edina Police Department issues a	See the Reports		
	Divisions	+	• Date of incident Pre	Find previous crime repo		
	Join Our Team			Previous reports are avail two months.		
	Police Observed Demographic Data		• Type of incident			
	Policies	+	New Crime Map The Edina Citizen Connect crime map allows	ws you to see police activity wi		
	Requests and Permits		incidents, cases and arrests. This site has been created to allow con stay connected and informed.			
			For safety reasons, the locations are anonyn location from being shown. Please also note			
		\langle	View the Edina Citizen Connect crime map.	\rightarrow		



- iew most recent crime report (PDF) ind previous crime reports
- revious reports are available online for vo months.

to see police activity which includes reated to allow community members to

on the block to prevent the exact the data shown is delayed by 24 hours.

- Specific address is anonymized by 100th block
- Ability to create account and setup alerts based on type and location
- Search By:
 - Data Range Types
 - Area Types
 - Incidents Types
 - Cases Tyes
 - Arrest Types







- Click on Pin
- Use Data tab on the right





Crime Map - Address Search



Crime Map – Burglaries March 1 to April 25



POLICE