

Agenda
City Council Work Session
City of Edina, Minnesota
Edina City Hall Community Room

Tuesday, November 16, 2021
5:30 PM

- I. Call To Order
- II. Roll Call
- III. 2022-2023 Draft Budget Work Plan
- IV. 2022 Board & Commission Interview Process
- V. Human Services Task Force: 2022-2023 Funding Recommendations
- VI. 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: November 16, 2021

Agenda Item #: III.

To: Mayor and City Council

Item Type:

From: Lisa A. Schaefer, Assistant City Manager

Item Activity:

Subject: 2022-2023 Draft Budget Work Plan

ACTION REQUESTED:

None.

INTRODUCTION:

Final review and discussion of 2022-2023 Budget Work Plan.

ATTACHMENTS:

Draft Budget Work Plan 2022-2023

Previous Draft Budget Work Plan 2022-2023



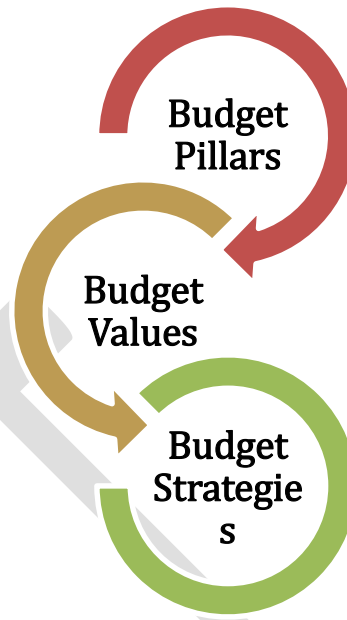
2022-2023 DRAFT Budget Work Plan

Budget Work Plan Definitions

Budget Pillars: The broad outcomes to 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.



BUDGET VALUES

Stewardship

We focus on the best long-term value for residents, and wisely invest in and use City resources, money and time.

- Decisions consider and plan for the full-life cycle of costs of purchases, services, or projects to maintain into the future.
- Operations, projects, and services are managed in an efficient manner.
- We use data to proactively maintain and replace assets at the most cost-effective time.
- We take advantage of opportunities to reduce costs and increase long-term value when they occur (e.g., construction projects).
- We integrate project scope and decision-making processes that partners with customers, stakeholders, and related city services to deliver best value projects that stand the test of time.

Equity

We provide equitable opportunities for people to participate in their City government and access City institutions, facilities, and services.

- Residents have equitable access to City services and programs.
- City ordinances, policies, and procedures are equitably enforced.
- City decisions consider the impact to historically underrepresented groups.
- City government representatives, volunteers, and staff reflect the diversity of the people it serves.
- Residents have multiple options to have their voices heard, and barriers to participation are minimized.
- The City will continue to learn and adapt to the multiple needs of all in the community, while consistently applying an equity lens in all decisions and interactions.

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.



2022-2023 DRAFT Budget Work Plan

- We recognize that an individual's health and wellbeing is more than just physical health, and is impacted by social, economic, and environmental factors.
- We recognize that Health is affected by all City activity, from daily operations to policy development and implementation.
- We utilize a Health-in-All-Policies lens to evaluate and consider health impacts of City decisions and policies.
- We recognize existing disparities in health outcomes between populations and will take advantage of opportunities to address those disparities.

Sustainability

We ensure that our policies, decisions, and plans have a positive impact on people and the planet now and for future generations.

- City infrastructure, facilities and equipment systems are designed and maintained to reduce the City's GHG emissions and meet sustainability goals.
- Sustainable design is visibly and materially included in development and redevelopment strategies.
- We evaluate the impact of future climate and extreme weather on infrastructure systems and create or modify infrastructure to reduce risk or improve resilience.
- Edina demonstrates resiliency to a changing climate and future community needs.



Pillar 1: City infrastructure, facilities, technology, and equipment meets community needs now and in the future.












Infrastructure serves as the foundation for providing core city services such as transportation, clean drinking water, sanitary sewer services, and flood protection. City facilities house the people and equipment that provide public services, and the shared right of way, public places and parks are where people come together. Technology & equipment support our ability to provide reliable service day to day or in emergencies.

STRONG FOUNDATION OBJECTIVES:

- Capital assets and infrastructure systems are managed to minimize risk and sustain service levels to be safe and reliable.
- Infrastructure design reduces flooded structures, improves water quality (drinking and surface) and increases filtered drinking water production.
- Facilities, infrastructure assets and equipment are maintained and replaced at the most cost-effective time to prevent emergency repair and avoid service disruptions.
- Integrated project scope and decision-making processes partners with customers, stakeholders, and related City services to deliver best value projects that stand the test of time.
- Implement effective technology systems to easily maintain and locate data for the public and provide better data for informed decision-making by elected officials and staff.
- Create and manage secure and reliable technology systems that are protected against deliberate misuse and work when they are needed most, at times of emergency or natural hazard.



2022-2023 DRAFT Budget Work Plan

	2022-2023 Strong Foundation Strategies	Department Lead
	INFRASTRUCTURE (Streets, water, storm, sanitary sewer,)	
1	As debt levies expire, increase the Capital Improvement Plan (CIP) Levy by equivalent amount to establish reliable funding for ongoing building maintenance, replacement, and capital improvements.	<i>Finance</i>
2	 Host local option sales tax referendum in 2022 general election. If approved, implement the results.	<i>Finance/Parks & Rec/City Clerk</i>
3	 Approve a clean water strategy for surface waters. (Q3 2022)	<i>Engineering</i>
4	 Develop funding strategy to implement a street lighting system and maintenance plan that balances sustainability, public safety, and quality of life goals, including increasing energy efficiency, ensuring safely lit community, and minimizing light pollution. (Q4 2022)	<i>Engineering</i>
5	 Implement Morningside Flood Infrastructure Project. (Q4 2023)	<i>Engineering</i>
	BUILDINGS & FACILITIES	
6	 Consider recommendations from Parks & Recreation Commission for using alternative funding methods for park improvements and determine next steps.	<i>Finance</i>
7	 Reassess City Hall space needs for post-pandemic service delivery.	<i>Facilities</i>
8	 Acquire Fire Station #2 site. Determine finance method/plans. Select a project architect. Approve construction plans to ensure the building satisfies the needs of City staff to provide 24-hour fire and EMS operations. Include office space for Community Health division within the Station #2 site.	<i>Fire/Facilities</i>
9	 Determine finance method and plan for Fire Station #3 in the northeast quadrant of the City. Propose and acquire site after Station #2 site is determined, utilizing response models to provide efficient emergency response to all residents.	<i>Fire</i>
	TECHNOLOGY & EQUIPMENT	
11	  Expand the City's fiber optic network for faster and more secure connections.	<i>IT</i>
12	 Replace Public Safety Computer-aided Dispatch (CAD) and Record Management System (RMS) Go live Q1 2023.	<i>Police</i>



Pillar 2: City services enhance the safety, wellbeing, and quality of life experienced in Edina.




City services including police, fire, inspections, water/sewer, and streets are critical to the safety of the community. Parks, recreational facilities, and other City programs enhance the overall quality of life for those who live, work, and visit Edina. The City recognizes that a skilled and engaged workforce is the critical for the delivery of high-quality services. The City needs to recruit and retain a strong workforce with the necessary skills, tools, and resources to accomplish the work.



2022-2023 DRAFT Budget Work Plan

RELIABLE SERVICE OBJECTIVES

- City facilities and property provide a safe and secure environment for employees and visitors.
- Appropriate and equitable response times effectively prioritize health and safety.
- Staffing, tools, equipment, resources, and training are aligned to meet expectations for service delivery.
- An engaging and respectful work culture values employee quality of life, physical and mental-wellbeing and work/life balance.
- Competitive employee compensation, benefits, and practices attract and retain a skilled and high-performing workforce.

2022-2023 Reliable Service Strategies		Department Lead
PUBLIC SERVICES		
1	 Determine long-term plan for future of Art Center building and delivery of art programs.	<i>Parks & Recreation</i>
2	 Increase resources, training, and coordination for responding to mental health-related calls for service.	<i>Police/Fire/Administration</i>
3	Implement new agreement with Edina Public Schools regarding election administration for 2022 and beyond.	<i>Administration</i>
STRONG WORKFORCE		
4	 Evaluate remote work and services delivery—long-term impact post-COVID to ensure: <ul style="list-style-type: none"> • Resources for employee mental health and work/life balance • Part-time / seasonal staffing model and compensation 	<i>Human Resources</i>



PILLAR 3: City planning fosters healthy, connected, sustainable, development that enriches the lives of current and future residents.


Ensuring a vibrant city requires forward thinking and preparation. Affordable, walkable neighborhoods that foster mobility and interconnectedness improve the quality of life for current and future residents. Reducing the community's greenhouse gas emissions and responding to climate change through adaptive management of natural assets such as trees, greenspace, and water is critical to the health of future generations.

LIVABLE CITY OBJECTIVES

- Neighborhoods, businesses, and open spaces are connected with multi-modal transportation options.
- Installation of sidewalks and shared-use paths continues to connect neighborhoods per long-term strategies (e.g., Twin Loops implementation)
- There are a variety of housing options available for different incomes and life stages.
- Edina's Climate Action Plan is implemented to meet climate mitigation and adaptation metrics.
- Edina community members can easily access broad-band from home, work or transit-connected public places.
- Residents and workers can easily access City resources to ensure clean, safe housing and workplaces.
- Residents can safely and enjoyably access a park or open green space within a short walk from home.



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2022-2023 Livable Cities Strategies		Department Lead
1	 Continue implementing strategies to create affordable housing units using the affordable housing trust fund and other applicable sources; explore acquiring another parcel for a multi-housing development; continue developing single family and multi-family preservation strategies.	<i>Community Development</i>
2	Implement sustainable building policy to incent sustainable building and operational practices for new development and redevelopment.	<i>Engineering</i>
3	Execute and implement redevelopment agreements for 5146 Eden Ave.	<i>Community Development</i>
4	Evaluate the feasibility of creating district parking in the 44 th and France Area per the 44 th and France Small Area Plan, including parameters that balance current transportation needs and sustainability goals.	<i>Community Development</i>
5	Prepare a District Plan for the Cahill Industrial Park.	<i>Community Development</i>
6	Implement recommendations of the Housing Strategy Task Force final report.	<i>Community Development</i>
7	Determine spending plan for available TIF funds by 2022.	<i>Community Development</i>
8	Explore ways City can incent expansion of fiber optic to public.	<i>Community Development</i>
9	Implement strategies to increase organics participation to 50% (currently 32%) and tonnage to 200 per month (currently 100) by 2023.	<i>Fire/Health</i>
10	Implement strategies to create affordable/workforce housing (between 992 and 1,804 units by 2030).	<i>Community Development</i>



PILLAR 4: City government fosters an inclusive, informed and engaged community.

The City wants to ensure that it works for all of the community. An inclusive and engaged community is one where everyone feels welcome, has equitable access to government, and has a voice in decisions that affect them. City government works best when residents are informed and have meaningful opportunities for engagement that include a variety of diverse perspectives. The City will continue to learn and adapt to the multiple needs of all in the community, while consistently applying an equity lens in all decisions and interactions.


BETTER TOGETHER OBJECTIVES

- City Council, City Staff, and members of the community treat each other with professionalism and respect.
- Residents can easily find and access information that affects them.
- Inclusive engagement methods provide a variety of ways for the public to participate in the decision-making process and ensure all voices are heard and,
 - The decision to be made and decision-making process is clearly defined.
 - Individuals understand how and when they can participate.
 - The City communicates what feedback is used and why.
 - Residents are satisfied with the process, even if they disagree with the outcome.
- City government representatives, volunteers, and staff reflect the diversity of the people it serves.



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- There is ongoing evaluation of City policies and practices to ensure they are equitable regardless of an individual's race, color, national origin, creed, religion, age, sex, sexual orientation, gender expression, economic status, or other protected classes.

	2022-2023 Strategies	Department Lead
1	Complete final report of the 2018 Racial Equity Implementation Plan and incorporate race & equity goals into ongoing department work plans. (Operationalize equity plans)	<i>Administration</i>
2	 Create strategy, tools, and templates for better alignment and measurement of Council Values (Community Engagement, Sustainability, Community Health, and Race & Equity) into City decision-making, and provide quarterly resources and activities for City Council.	<i>Administration</i>
3	Continue implementation of recruitment and selection strategy for Boards & Commissions to better reflect diversity reflective of demographics in Edina.	<i>Administration</i>
4	Administer 2023 Quality of Life Survey.	<i>Communications</i>
5	Evaluate and implement transparency tools and dashboards for City budget and overall performance.	<i>Administration/ Finance</i>
6	Use an equity lens to evaluate City complaint response process and procedures. (Q1 2023)	<i>Administration</i>
7	Ensure successful implementation of ARPA Funding.	<i>Administration</i>



2022-2023 DRAFT Budget Work Plan

Budget Work Plan Definitions

Ongoing Planning & Decision Making (Remain constant)	
Budget Pillars (OUTCOME) <i>The broad outcomes that must be achieved through every budget.</i>	Council Values (LENS) <i>The beliefs that guide decision-making.</i>
Pillar Objectives: Measurable results that demonstrate success in the Pillar.	Values Indicators: The way in which values are used in decision-making for each Pillar.
Short-term Tactics (Specific to 2022-2023 Budget)	
Strategies: Specific actions, projects, and targets to strengthen the pillars in this two-year budget.	

VALUES:



Ideas to consider:

- Add Health in All policies to Values?
- Revise Community Engagement Value Statement or move to Pillar 4?

Community Engagement

As the Edina City Council, we are dedicated to fostering an engaged community built on a foundation of trust. We will do this by intentionally focusing on equity, diversity and inclusion and creating a dialogue of perspectives. We will build trust by demonstrating our engagement principles of Relationships, Equity, Inclusivity, and Accountability.

- Relationships: make relationships foundational; strengthen relationships and build new ones; develop a trust between the City and residents
- Equity: engage with residents where they are; remove barriers for participation; provide multiple options for participation
- Inclusivity: strive to provide meaningful engagement opportunities; invite underrepresented groups to participate; make all feel welcomed and valued
- Accountability: make a plan; do what we say we are going to do; don't change the rules; make a decision; communicate how participation influenced decision



2022-2023 DRAFT Budget Work Plan

Equity

As the Edina City Council, we are dedicated to creating an environment in our community where residents have equitable opportunities to participate in their city government and access the City's institutions, facilities and services.

Our commitment to diversity, equity and inclusion will be a continuous process of learning and adapting to the multiple needs of all in the community, while consistently applying an equity lens in all decisions and interactions. Our vision of a welcoming Edina includes removing systemic and institutional barriers to create opportunities for all in the community to thrive.

Sustainability

As the Edina City Council, we are dedicated to building a sustainable environment where current and future generations benefit from clean air and water, climate and community resiliency, and access to nature.

We recognize that the City's natural environment, and the health and quality of life of its residents are just as, or even more, important, than the financial factors. We will ensure that our policies, decisions and future plans have a positive impact on people and the planet, in addition to profit.

Health

As the Edina City Council, we are dedicated to promoting and protecting the health of people that live, work and spend time in the City. We recognize that an individual's health and wellbeing is more than just their physical health—it is also impacted by social and economic factors, and the environment around us. By utilizing a Health in All Policies (HiAP) approach, we apply a health lens to our policies, systems, programming and decision-making processes and consider how they could promote or hinder the health and wellbeing of our community.

The goal of HiAP is to improve the health of our community by examining health, equity, and sustainability impacts. We aim to achieve this goal by ensuring that everyone has the opportunity to attain their full health potential, free from any barriers due to socially-determined circumstances or inequities.



Pillar 1: Resilient City infrastructure, facilities, technology, & equipment meets community needs now and in the future.

Infrastructure serves as the foundation for providing core city services such as transportation, clean drinking water, sanitary sewer services, and flood protection. City facilities house the people and equipment that provide public services, and the shared right of way, public places and parks are where people come



2022-2023 DRAFT Budget Work Plan



together. Technology & equipment support our ability to provide reliable service day to day or in emergencies.

STRONG FOUNDATION OBJECTIVES:

- Consider the full-life cycle of infrastructure, facilities, or equipment when considering new projects or purchases, by planning for initial cost, use, operation and the burden to maintenance.
- Design and build resilient infrastructure that reduces flooded structures, improves water quality (drinking and surface) and increases filtered drinking water production.
- Maintain proactively and replace facilities, infrastructure assets and equipment at the most cost-effective time to prevent emergency repair and avoid service disruptions.
- Implement effective and secure technology systems to easily maintain and locate data for the public, reduce risk and provide better data for informed decision-making by elected officials and staff.
- Create and manage secure and reliable technology systems that are protected against deliberate misuse and work when they are needed most, at times of emergency or natural hazard.










STRONG FOUNDATION VALUES-INDICATORS:

- Manage infrastructure systems, facilities, technology, and equipment to support the safety, health and welfare of the public
- Ensure that all residents have equitable access to services and facilities.
- Conduct integrated project scope and decision-making processes that partners with customers, stakeholders, and related city services to deliver best value projects that stand the test of time.
- Design, operate and modify infrastructure, facilities and equipment systems to reduce the City's carbon footprint and GHG emissions and meets sustainability goals.
- Evaluate the impact of future climate and extreme weather on infrastructure systems and create or modify infrastructure to reduce risk or improve resilience.

	2022-2023 Strategies	Department Lead
	INFRASTRUCTURE (Streets, water, storm, sanitary sewer,)	
1	As debt levies expire, increase the Capital Improvement Plan (CIP) Levy by equivalent amount to establish reliable funding for ongoing building maintenance, replacement, and capital improvements.	<i>Finance</i>
2	Host local option sales tax referendum in 2022 general election. If approved, implement the results. 	<i>Finance/Parks & Rec/City Clerk</i>
3	Approve a clean water strategy for surface waters. (Q3 2022) 	<i>Engineering</i>



2022-2023 DRAFT Budget Work Plan

4	Develop funding strategy to implement a street lighting system and maintenance plan that balances sustainability, public safety, and quality of life goals, including increasing energy efficiency, ensuring safely lit community, and minimizing light pollution. (Q4 2022) 	<i>Engineering</i>
5	Implement Morningside Flood Infrastructure Project (Q4 2023) 	<i>Engineering</i>
BUILDINGS & FACILITIES		
6	Consider recommendations from Parks & Recreation Commission for using alternative funding methods for park improvements and determine next steps. 	<i>Finance</i>
7	Reassess City Hall space needs for post-pandemic service delivery. 	<i>Facilities</i>
8	Acquire Fire Station #2 construction site. Determine finance method/plans. Select a project architect. Approve construction plans to ensure the building satisfies the needs of City staff to provide 24-hour fire and EMS operations. Include office space for Community Health division within the Station #2 site. 	<i>Fire/Facilities</i>
9	Determine finance method and plan for Fire Station #3 in the Northeast Quadrant of the City. Propose and acquire site after Station #2 site is determined, utilizing response models to provide efficient emergency response to all residents. 	<i>Fire</i>
TECHNOLOGY & EQUIPMENT		
11	Expand the City's fiber optic network for faster and more secure connections.  	<i>IT</i>
12	Replace Public Safety Computer-aided Dispatch (CAD) and Record Management System (RMS) Go live Q1 2023. 	<i>Police</i>



Pillar 2: City services enhance the safety, wellbeing, and quality of life experienced in Edina.

City services including police, fire, inspections, water/sewer, and streets are critical to the safety of the community. Parks, recreational facilities, and other City programs enhance to overall quality of life for those who live, work, and visit Edina. The City recognizes that a skilled and engaged workforce is the critical for the delivery of high quality services. Skilled. the City needs to recruit and retain a strong workforce with the necessary skills, tools, and resources to accomplish the work.






2022-2023 DRAFT Budget Work Plan

RELIABLE SERVICE OBJECTIVES

- Services are delivered in an efficient manner that ensures appropriate response times and makes wise use of City resources.
- Amenities and services including recreation facilities, parks and programs contribute to the overall quality of life within the community
- Provide a safe and secure working environment for employees and visitors.
- Provide competitive employee compensation and benefits to attract and retain a skilled and high-performing workforce.
- Provide staffing, tools, equipment, resources, and training to meet expectations for service delivery

RELIABLE SERVICE VALUES INDICATORS

- Provide high quality services in a manner that demonstrates respect for the public.
- Ensure equitable enforcement and access to services.
- Promotes an engaging and respectful work culture that values employee quality of life, physical and mental-wellbeing and work/life balance.

	2022-2023 Strategies	Department Lead
	PUBLIC SERVICES	
1	 Determine long-term plan for future of Art Center building and delivery of Art programs.	<i>Parks & Recreation</i>
2	 Increase resources, training, and coordination for responding to mental health-related calls for service.	<i>Police/Fire/ Administration</i>
3	Implement new agreement with Edina Public Schools regarding election administration for 2022 and beyond.	<i>Administration</i>
	STRONG WORKFORCE	
4	 Evaluate remote work and services delivery—long-term impact post-COVID to ensure: <ul style="list-style-type: none"> • Resources for employee mental health and work/life balance • Part-time / seasonal staffing model and compensation 	<i>Human Resources</i>



2022-2023 DRAFT Budget Work Plan



PILLAR 3: Plan for Connected & Sustainable Development

Ensuring a **vibrant** city requires forward thinking and preparing for the future. Redevelopment and renewal of commercial and residential corridors that center principles of sustainability, health, engagement and equity will contribute to an inclusive, high quality of life that the Edina community expects. Reducing the community's greenhouse gas emissions, responding to climate change through adaptive management of natural assets such as trees, greenspace and water, and welcoming new residents to the city with affordable, walkable neighborhoods that foster mobility and interconnectedness will be critical to a more resilient future.

Ideas to consider:

- Change "Livable City" to "Resilient," "Healthy," or "Vibrant"? Plan for thriving, connected communities?

LIVABLE CITY OBJECTIVES

- Determine, track and meet sustainability goals for metrics such as energy, transportation, water and waste.
- Connect neighborhoods, businesses and open spaces with multi-modal transportation options.
- Explore digital connectedness opportunities and expansion of broadband access.
- Continue installation of sidewalks and shared-use paths (e.g., Twin Loops implementation).
- Support the continued high quality of life offered to residents and those who work in Edina.
- Bi-annual Quality of Life Survey demonstrates improvements in the question "Please rate how welcoming Edina is as a community."
- Create affordable/workforce housing (between 992 and 1,804 units by 2030).
- Increase organics participation to 50% (currently 32%) and tonnage to 200 per month (currently 100) by 2023.


LIVABLE CITY VALUES INDICATORS

- Demonstrate resiliency to a changing climate and future community needs.
- Sustainable design is visibly and materially included in all redevelopment strategies.
- Edina community members can easily access digital City resources from home, work or transit-connected public places.
- *Health*: Residents and workers can easily access City resources to ensure clean, safe housing and workplaces.
- *Health*: Residents can safely and enjoyably access a park or open green space within a **short** walk from home.

2022-2023 Strategies	Department Lead
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2022-2023 DRAFT Budget Work Plan

1	 Continue implementing strategies to create affordable housing units using the affordable housing trust fund and other applicable sources; explore acquiring another parcel for a multi-housing development; continue developing single family and multi-family preservation strategies.	<i>Community Development</i>
2	Implement sustainable building policy to incent sustainable building and operational practices for new development and redevelopment.	<i>Engineering</i>
3	Execute and implement redevelopment agreements for 5146 Eden Ave.	<i>Community Development</i>
4	Evaluate the feasibility of creating district parking in the 44 th and France Area per the 44 th and France Small Area Plan, including parameters that balance current transportation needs and sustainability goals.	<i>Community Development</i>
5	Prepare a District Plan for the Cahill Industrial Park.	<i>Community Development</i>
6	Implement recommendations of the Housing Strategy Task Force final report.	<i>Community Development</i>
7	Determine spending plan for available TIF funds by 2022.	<i>Community Development</i>
8	Explore ways City can incent expansion of fiber optic to public.	<i>Community Development</i>
9	Implement strategies to increase organics participation to 50% (currently 32%) and tonnage to 200 per month (currently 100) by 2023.	<i>Fire/Health</i>
10	Implement strategies to create affordable/workforce housing (between 992 and 1,804 units by 2030).	<i>Community Development</i>



PILLAR 4: Foster an Inclusive and Engaged Community

An inclusive and engaged community is one where everyone feels welcome, has equitable access to services, and has a voice in decisions that affect them. It is important that the City strives to foster an engaged community built on a foundation of trust by focusing on relationships, equity, inclusivity, and diversity. When the values of sustainability, health, engagement and equity are embraced it contributes to an inclusive and engaged community.

BETTER TOGETHER OBJECTIVES

- City policies and practices do not have disparate impacts based on race, color, national origin, creed, religion, age, sex, sexual orientation, gender expression, familial status or disability, status with regard to public assistance, housing and real property.
- Relationships: make relationships foundational; strengthen relationships and build new ones; develop a trust between the City and residents




2022-2023 DRAFT Budget Work Plan

- Community and staff members have access to opportunities to be engaged, heard and informed.
- City Council, City Staff, and members of the community treat each other with professionalism and respect.
- Community and council values are embedded into the decision-making process and there is ongoing examination of city policies and practices.
- Data is gathered and results reviewed over time for to provide transparency, accountability and responsiveness
- The process of learning will be a continuous and adaptive to the multiple needs of all in the community, while consistently applying an equity lens in all decisions and interactions.

BETTER TOGETHER VALUE INDICATORS

- Growth of diversity in the individuals participating in city government
- Community input is valued by City Council and staff.
- Equity: engage with residents where they are; remove barriers for participation; provide multiple options for participation
- Inclusivity: strive to provide meaningful engagement opportunities; invite underrepresented groups to participate; make all feel welcomed and valued
- Accountability: make a plan; do what we say we are going to do; don't change the rules; make a decision; communicate how participation influenced decision

	2022-2023 Strategies	Department Lead
1	Complete final report of the 2018 Racial Equity Implementation Plan and incorporate race & equity goals into ongoing department work plans. (Operationalize equity plans)	<i>Administration</i>
2	Create strategy, tools, and templates for better alignment and measurement of Council Values (Community Engagement, Sustainability, Community Health, and Race & Equity) into City decision-making, and provide quarterly resources and activities for City Council. 	<i>Administration</i>
3	Continue implementation of recruitment and selection strategy for Boards & Commissions to better reflect diversity reflective of demographics in Edina.	<i>Administration</i>
4	Administer 2023 Quality of Life Survey.	<i>Communications</i>
5	Evaluate and implement transparency tools and dashboards for City budget and overall performance.	<i>Administration/Finance</i>



2022-2023 DRAFT Budget Work Plan

6	Use an equity lens to evaluate City complaint response process and procedures. (Q1 2023)	<i>Administration</i>
7	Ensure successful implementation of ARPA Funding.	<i>Administration</i>



CITY OF EDINA

4801 West 50th Street

Edina, MN 55424

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Date: November 16, 2021

Agenda Item #: IV.

To: Mayor and City Council

Item Type:

Reports / Recommendation

From: MJ Lamon, Community Engagement Manager

Item Activity:

Subject: 2022 Board & Commission Interview Process

Discussion

ACTION REQUESTED:

None.

INTRODUCTION:

Revisit the 2022 Board & Commission interview process, and make final process decisions.

ATTACHMENTS:

B&C Recruitment and Selection Email from Scott Neal 11-12-21

From: [Scott H. Neal](#)
To: [James Hovland](#); [Kevin Staunton](#); [Ron Anderson](#); [James Pierce](#); [Carolyn Jackson](#)
Cc: [Lisa Schaefer](#)
Subject: B&C Recruitment and Selection Process
Date: Friday, November 12, 2021 8:15:41 AM

Good Morning Everyone -

The 2020-2021 Budget Work Plan contained a goal to ***“Develop and implement a plan to increase diversity of boards and commission members.”*** We have had several discussions this year with council about format for commission interviews. Staff has brought forward several options, and re-worked the plan based on Council feedback throughout the year. At the October 5, City Council meeting Council decided that two council members would be selected to do live interviews (in-person or virtual) with all candidates. However, at the Nov. 3, Council Meeting, Council members had additional discussion about concerns related to:

- Council effort: interviewing all candidates and delegating Council members to serve on the interview panel is a significant amount of time.
- Candidate attention: there is not enough time given to candidates.

The Commission application process is complex and requires a great deal of coordination and logistics to pull off in a short period of time. We are at a point where staff no longer has adequate time to re-work the plan if we want new commission members seated for the March Commission meetings. We have shuffled around topics for the Nov. 16 Work Session to allow time to finalize the 2022 Commission application process, but **we must have a final decision from Council at this work session. Please review the following plan, and let me know in advance of the work sessions if you have any concerns.**

Following is a revised timeline, that would allow for 1) an application review stage to narrow down the number of candidates interviewed, and 2) the interviews to be divided among three different interview teams:

Interview Team 1: 2 Council Members, 1 Commission Chair, City Manager

Interview Team 2: 2 Council Members, 1 Commission Chair, City Manager

Interview Team 3: Mayor, 2 Commission Chairs, City Manager

1. **Dec. 1 – Jan 14 Accept Applications**

Recruitment and outreach has already started. The application will open on December 1 and close on January 14. The application will include application questions, which will be used to narrow down the number of candidates for interviews. *(Proposed candidate questions at end of email).*

2. **Mon. January 17 Application Review**

A panel of staff and one or two Council Members will review applications and determine which applicants will move on to the interview.

3. **Thurs Jan 27, Thurs Feb 3, Wed. Feb 9, Thurs Feb 10 Live Interviews (In person or virtual)**

Interviews will be conducted on four nights. Each night will have one interview team as identified above. Candidates may interview on any interview date, regardless of which commission(s) the applicant is interested in. The candidate may choose to interview in-person or virtually.

4. **7:00 pm Thurs Feb 10 Interview Debrief Meeting (Open In-person Council Special Meeting)**

Following the last evening of interviews, the Mayor will facilitate a debrief with those who participated on the interview panels. Interviews will be scheduled to end at 7:00pm to allow time for debrief meeting.

5. **February 15 Approve Appointments**

The Mayor will work with staff to develop a slate of candidates to be

appointed by the entire Council at the City Council's February 15, 2022 meeting.

6. **March 6 Orientation**

The first commission meeting occurs March 11.

Proposed Candidate Application Questions (we will finalize during the work session):

1. Tell us why you want to serve on an Edina Board or Commission? (Interest in serving)
2. Which Board or Commission(s) do you have the most interest in? Why? (Interest in commission / topic area)
3. What are the pressing issues for the City of Edina for residents and businesses? (community interest / issues)
4. What do you uniquely bring to the table that makes you a good candidate? (talents)
5. If selected, do you agree to abide by the Code of Ethics for Board and Commission Members, as follows:

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.

Thanks for your consideration and have a warm weekend.

Scott

Scott H. Neal, City Manager
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EdinaMN.gov



CITY OF EDINA

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Edina, MN 55424

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Date: November 16, 2021

Agenda Item #: V.

To: Mayor and City Council

Item Type:

Reports / Recommendation

From: Risi Karim, City Management Fellow

Item Activity:

Subject: Human Services Task Force: 2022-2023 Funding
Recommendations

Discussion, Information

ACTION REQUESTED:

None. Discussion only.

INTRODUCTION:

The Human Services Task Force will present their preliminary funding recommendations for the 2022-2023 budget. The goal of today's discussion is for the Task Force to present their rationale for the recommendation and gather feedback from the City Council.

ATTACHMENTS:

Staff Report: 2022-2023 Funding Recommendations

Human Services Task Force: 2022-2023 Funding Recommendations



Date: November 16, 2021

To: Mayor and City Council

From: Risi Karim, City Management Fellow & Human Services Task Force Liaison

Subject: 2021 Human Services Task Force Recommendation for 2022/2023 Funding

Information / Background:

The City of Edina supports organizations that serve Edina residents. The City provides special funding to organizations that address an immediate basic human need (i.e., elements required for survival and mental and physical health, such as food, water, shelter, protection from environmental threats, and supportive services to assist with activities of daily living).

The Human Services Task Force is established by the City Manager to provide an informed and community-based recommendation on how funds could be distributed. The Task Force forms every two years and is made up of current City Advisory Board and Commission members. The Task Force charge is to solicit and consider proposals from organizations and provide recommendations of a two-year funding distribution amount to be considered for adoption by the City Council. The Task Force creates a Request for Proposal, accepts applications, analyzes and interviews applicants, and ultimately provides a funding recommendation. Because this is a budget distribution, the City Council has the final decision on the funding.

The 2021 Task Force was comprised of 5 volunteer members:

- Michael Wood, Task Force Chair (Community Health Commission)
- Joni Bennett (Human Rights & Relations Commission)
- Rachel Pollock (Heritage Preservation Commission)
- Francesca Lichtenberger (Human Rights & Relations Commission, Student commissioner)
- Sabeehudeen Mirza (Human Rights & Relations Commission, Student commissioner)

The 2021 Task Force members brainstormed recommendations going forward for future Human Services Task Forces. Highlights include:

- Use of mid-biennium review to record City staff observations and share with future task forces.
- Use of interview process to learn more about applicant organizations, not duplicate information in written applications.

Staff will provide this feedback to the next Human Services Task Force to improve the process. The Human Services Task Force 2022-2023 funding recommendation memo is attached.

Task Force Report
EdinaMN.gov/hs



Date: November 16, 2021
To: Mayor and City Council
From: 2021 Human Services Task Force
Subject: 2022/2023 Human Services Funding Recommendations

The Task Force

The Human Services Task Force for 2021 consisted of three adult and two student commissioners, representing three commissions, who participated in planning meetings, interviews and deliberations:

- Michael Wood, Task Force Chair (Community Health Commission)
- Joni Bennett (Human Rights & Relations Commission)
- Rachel Pollock (Heritage Preservation Commission)
- Francesca Lichtenberger (Human Rights & Relations Commission, student commissioner)
- Sabeehudeen Mirza (Human Rights & Relations Commission, student commissioner)

The work of the Task Force has been assisted by Staff Liaison Risi Karim, City Management Fellow.

Task Force Process

The Task Force has met four times to date:

- On June 28, Task Force members met via WebEx and:
 - Discussed the history of the Task Force and the general parameters of its work;
 - Elected a Task Force chair and revised the calendar of future meeting dates;
 - Discussed the Request for Proposal and selection criteria; and
 - Agreed to submit proposed revisions to Staff Liaison Karim.
- On July 26, Task Force members met again via WebEx and approved a final draft of the RFP.
- On August 23, Task Force members met at City Hall to review all nine responses to the RFP. They decided to interview the eight providers who met the selection criteria, and selected a format and prospective questions for provider interviews.
- On September 20, the Task Force met again at City Hall to interview providers, who appeared virtually. Following the interviews, the Task Force discussed and reached consensus on its recommendations for allocation of human services funding. Please see the recommendations below.



Task Force Methodology

Nine organizations responded to the RFP. Eight of the nine had received funding from the City of Edina in the current biennium, 2020-2021. One organization, Abbey's Hope, had not previously applied for or received funding.

Guided by the RFP specification that:

The City of Edina funds organizations that address an immediate basic human need (i.e., elements required for survival and normal/healthy mental and physical health, such as food, water, shelter, protection from environmental threats, and supportive services to assist with activities of daily living,

and the purpose for which Abbey's Hope was seeking funding, a majority of Task Force members recommended that Abbey's Hope not be interviewed or recommended for funding.

That decision left eight organizations in consideration. After reviewing their applications and hearing from representatives of each, Task Force members were in full agreement that all eight organizations were meeting "immediate basic human needs" of various groups of Edina residents, were equally worthy, and deserved continued funding.

As in past years, the total amount of funding requested, \$244,000 for the biennium, or \$122,000 per year, exceeds the amount that has been budgeted by the City Council for human services funding, \$100,000 per year. Task Force members were in full agreement that the methodology used by the 2019 Task Force, of funding the same proportion of each applicant's request, was wise and fair. This year, the amount that can be funded within budget is 81.97 % of each applicant's request.

Task Force Funding Recommendations

Using the foregoing analysis and rationale, the Task Force recommends the following allocations of human services funding:

Organization	Requested two-year Funding	Recommended Funding 2022	Recommended Funding 2023	Recommend Funding over two years
Beacon Interfaith (case management, staffing for youth housing)	\$30,000	\$12,295	\$12,295	\$24,590



Bridge for Youth (operation cost for shelter for youth, crisis council, food,)	\$20,000	\$8,197	\$8,197	\$16,394
Cornerstone Advocacy Service (Domestic violence)	\$46,000	\$18,853	\$18,853	\$37,706
Help at Your Door (Food delivery, driving for seniors)	\$30,000	\$12,295	\$12,295	\$24,590
Normandale Center for Healing and Wholeness (support for seniors and caregivers)	\$18,000	\$7,377	\$7,377	\$14,754
Oasis for Youth (support for homeless youth)	\$8,000	\$ 3,279	\$ 3,279	\$6,558
Senior Community Services (senior support, outreach, caregiver support)	\$42,000	\$17,213	\$17,213	\$34,426
VEAP (food shelf, mobile food pantry, supportive housing services)	\$50,000	\$20,491	\$20,491	\$40,982



Abbey's Hope Foundation	\$36,000	--	-	\$-
Totals	\$244,000	\$100,000	\$100,000	\$200,000

Recommendations Going Forward

Task Force members implemented the recommendations of the 2019 Task Force and requests by City staff for more clarity and specificity in the Request for Proposal (RFP).

Task Force members reiterate the recommendation of the 2019 Task Force that City staff provide future task forces with input including their experiences with applicant organizations.

In addition, Task Force members recommend the following:

1. Future task forces continue to use the RFP to convey City goals and objectives to potential applicants.
2. Future task forces continue to use the interview process as modified this year, to learn more about applicant organizations beyond the information provided in the written applications, rather than to duplicate information already provided in the written applications.
3. A mid-biennium review be conducted of each organization funded, according to the plan stated in Section 4 of the RFP, to evaluate the progress made on each organization's work plan. Each review should include a site visit by a Task Force member or the Human Services staff liaison and an update on how funds have been used in Year 1. The Task Force member and/or City staff member performing the mid-biennium review should record their observations so that they may be shared with future task forces.

Task Force members thank the Council for providing this opportunity for citizen input into the allocation of funding for human services.