



The CITY of
EDINA

City of Edina Flood Risk Reduction Strategy Task Force Training

Introduction to Local Government & the City of Edina

Updated 2019.6.19

Edina in 2016



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- Home to 50,000+ residents
- 45 neighborhoods
- Median single family home value: \$466,500
- Value of Building permits from 2015: \$296M 2016: \$297M
- Pay 2016 Estimated Market Value =10.4 Billion



Edina Businesses

- 50,000 + daytime population
- 4,000 + active businesses
- Local, regional, international



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REGIS CORPORATION



Civic Statistics



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City facilities include:

- ▶ City Hall
- ▶ Public Works
- ▶ Fire Stations 1 and 2
- ▶ Aquatic Center
- ▶ Art Center
- ▶ Braemar Arena
- ▶ Braemar Golf Course
- ▶ Centennial Lakes Park
- ▶ Edinborough Park
- ▶ History Museum
- ▶ Senior Center
- ▶ Three Edina Liquor Stores

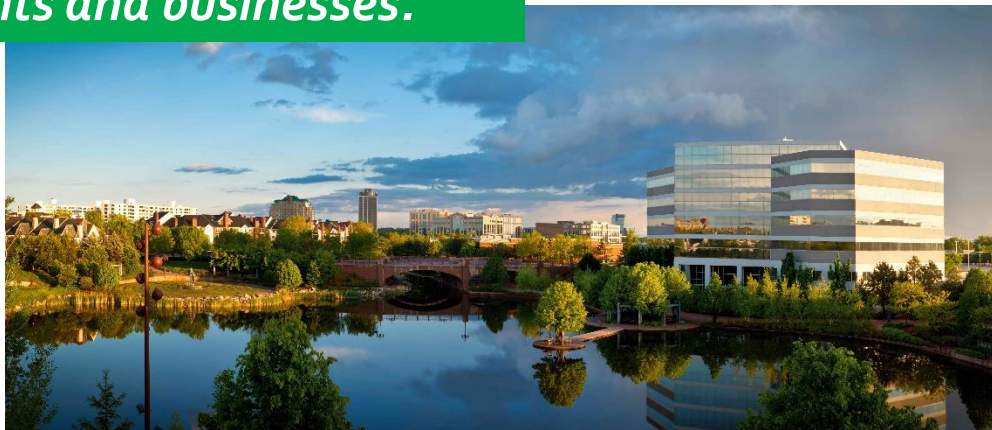
- City occupies a land area of 16 square miles
- 208 Miles of city streets
- 77 miles of sidewalks
- 43 Parks and open spaces
- 285 FT City employees
- 300-700 PT and seasonal City employees

Edina's Mission



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Our mission is to provide effective and valued public services, maintain a sound public infrastructure, offer premier public facilities and guide the development and redevelopment of lands, all in a manner that sustains and improves the health and uncommonly high quality of life enjoyed by our residents and businesses.



Vision Edina

Edina holds a well-earned reputation as a city of choice. It is the model of a successful, mature, and progressive urban community, that strives to lead in a modern and evolving world. We maintain our heritage and attractiveness, and afford our residents the highest quality of life, while actively embracing the future.



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VISION EDINA FEATURES

- ▶ **INCLUSIVE AND CONNECTED**
- ▶ **BUILT-TO-SCALE DEVELOPMENT**
- ▶ **SUSTAINABLE ENVIRONMENT**
- ▶ **COMMUNITY OF LEARNING**
- ▶ **FUTURE-ORIENTED**



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Edina's Government Structure

General Statutory City Powers



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- Create departments, advisory boards, and appoint employees to conduct City affairs
- Make annual tax level and exercise authority over finances
- Provide parks and recreation facilities
- Prosecute people who violate ordinances
- Plan for the future development of the City
- Levy special assessments for public improvements
- Carry out a program of housing redevelopment
- Control the subdivision of land

“Plan B” Statutory City - Edina



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City Council

- Plan B: Council holds legislative authority.
- Council sets policy.
- Each council member has an equal vote.
- Council hires, fires, and supervises one city employee: the City Manager.
- City Council holds City Manager accountable .



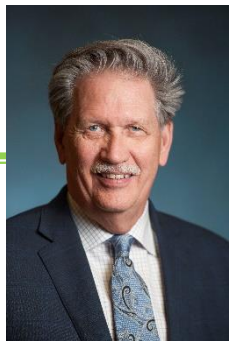
City Manager (CEO)

- City Manager holds administrative and management authority.
- City Manager is accountable to the City Council.
- City Manager hires staff and carries out city operations.

City Council



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MAYOR

Jim Hovland

Elected 2005



COUNCIL MEMBER

Mike Fischer

Elected 2016



COUNCIL MEMBER

Mary Brindle

Elected 2008



COUNCIL MEMBER

Kevin Staunton

Elected 2014



COUNCIL MEMBER

Ron Anderson

Elected 2019



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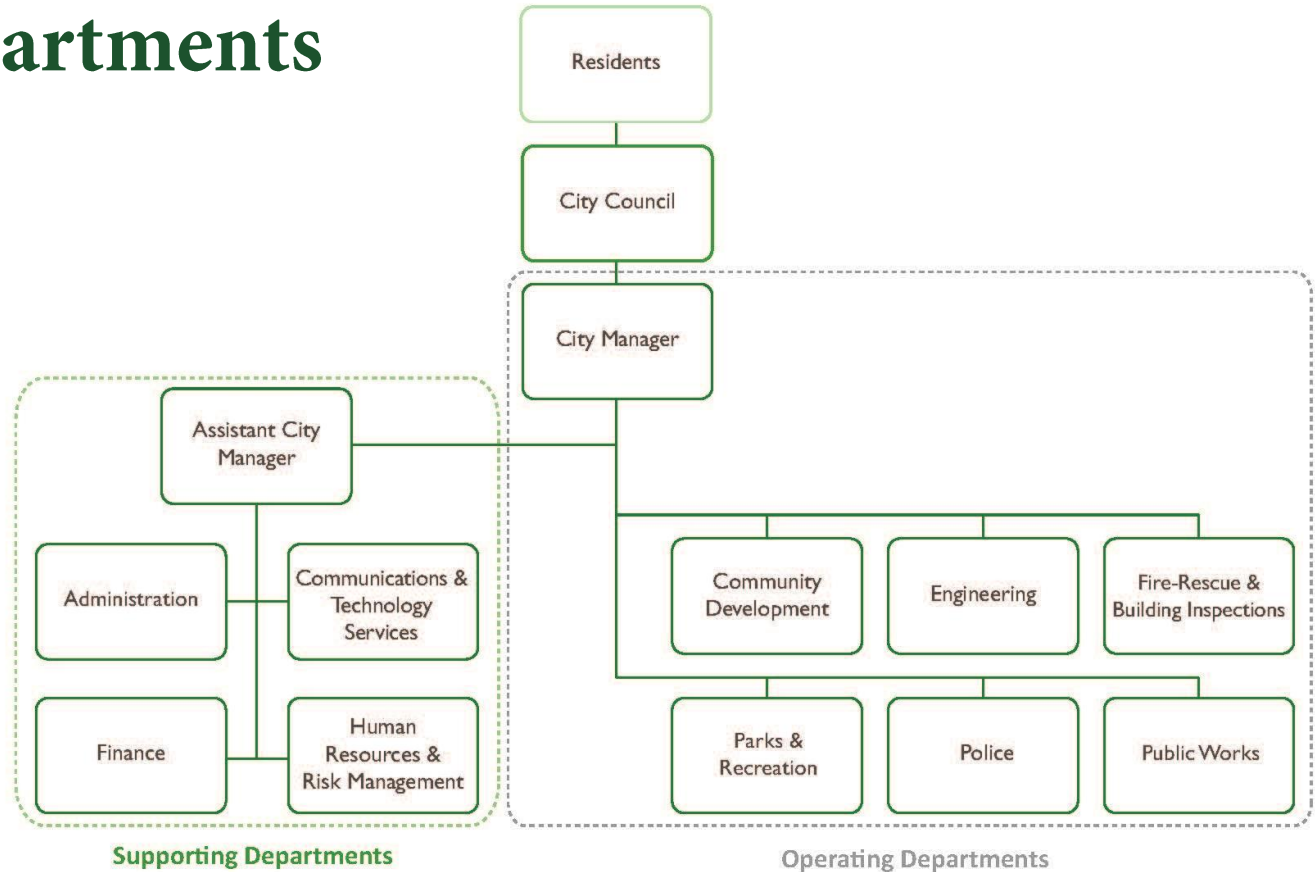
City Manager Statutory Duties

- Hire and fire employees
- Enforce city ordinances
- Exercise control over city departments
- Attend and participate at council meetings, but not vote
- Recommend measures to necessary for the welfare of the city
- Report on financial condition and needs of the city
- Prepare annual budget



CITY MANAGER
SCOTT NEAL

City Departments



Department Functions

Administration



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City Manager			
Assistant City Manager			
<ul style="list-style-type: none">• Backup to City Manager• Boards & Commissions	<ul style="list-style-type: none">• Economic Development• Neighborhood Associations	<ul style="list-style-type: none">• Elections• Records• Licenses	<ul style="list-style-type: none">• Liquor Store Operations• Sustainability

Supporting Departments

Human Resources

- Recruitment & Selection
- Compensation & Benefits
- Employee & Labor Relations
- Employment Policies
- Performance Management
- Training & Development
- Risk Mgmt, Safety & Worker's Comp
- Payroll

Communications & Technology

- Media & Publications
- Marketing
- Print Media and Video
- Web Site & Social Media
- Network Management
- Telecommunications
- End-user Support & Training
- GIS

Finance

- Budget
- Investments
- Accounts Payable
- Accounts Receivable

Operating Departments

Police	Fire	Public Works
<ul style="list-style-type: none">• Patrol• Investigations• Dispatch• Records• Community Health	<ul style="list-style-type: none">• Fire Suppression & Prevention• Emergency Medical (ALS)• Emergency Preparedness• Building Plan Review• Building Permits• Building Inspections• South Metro Training Facility	<ul style="list-style-type: none">• Street Maintenance• Utility Operations• Fleet Maintenance• Facilities Management• Electrical• HVAC
Engineering	Parks & Recreation	Community Development
<ul style="list-style-type: none">• Design• Project Management• Environmental Services	<ul style="list-style-type: none">• Recreation Programs• Parks Maintenance• Braemar Golf• Braemar Arena & Field• Edinborough Park• Centennial Lakes• Aquatics Center• Arts Center	<ul style="list-style-type: none">• Planning• Zoning• Heritage Preservation• Sign Permits• Residential Redevelopment• Residential Appraisal• Commercial Appraisal

City Government Challenges



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- ▶ Council's authority is as one body (no individual authority).
- ▶ Council directs the work of City Manager at the policy-level.
- ▶ Council does not direct the work of City Staff. Communication flows through City Manager.
- ▶ At the resident/community level - who represents whom?
- ▶ Transparency and data practices.
- ▶ Confusion over levels of government (see next slide)

Not City Services



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Area	Governance
School	Edina, Hopkins and Richfield School Districts
Some Arterial Roads	Hennepin County
Highways	MNDOT
Libraries	Hennepin County
Social Services	Hennepin County
Courts	Hennepin County
Correctional System	Hennepin County and State of Minnesota
Waste Water Treatment	Metropolitan Council
MSP Airport	Metropolitan Airport Commission
Creeks and Some Waterways	Watershed Districts



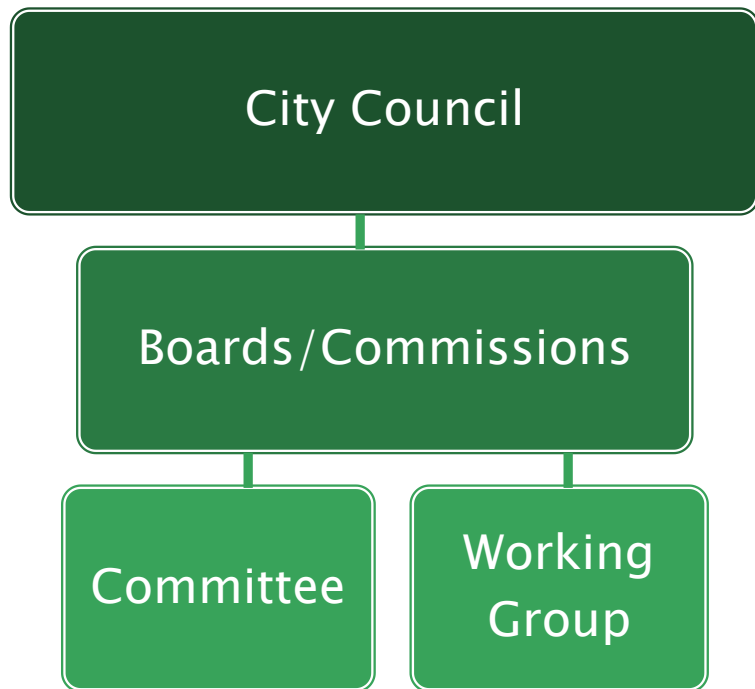
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Resident Engagement

Edina Advisory Groups



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Task Force Definition



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Membership

- Members are appointed by City Council or City Manager.
- Members may be residents and non-residents; including City staff and Board/Commission members, but may not include City Council members or other elected officials.
- Every Task Force has a Staff Liaison appointed by the City Manager.
- The Task Force chair and vice chair are appointed by the City Council or City Manager. Officers can be any Task Force member, including city staff or Staff Liaison.

Guidelines

- Must use “Task Force” as part of the group title.
- Task Forces have a limited life span and scope. They are formed to study a specific topic or activity, and typically last one year or less.
- The primary deliverable is a report to the City Council or City Manager that includes findings and recommendations. The City Manager will determine who will write the report (e.g., staff, consultant, or task force chair.)
- Meetings of Task Forces are not considered public meetings unless designated as such by the City Council.

Structure



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City Council

City Manager

Task Force



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Responsibilities

Task Force Responsibilities



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1. Update Timeline
2. Select meeting dates and times
3. Develop a plan for strategies
4. Create Strategy for Council consideration
5. Help engage the public

Task Force



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FRRS Task Force	Position
Kathy Amlaw	Member
Nora Davis	Member
Roxane Lehmann	Member
Greg Lincoln	Member
Richard Manser	Member
Michael Platteter	Member
Louise Segreto	Member
Richard Strong	Member

Staff Liaison Responsibilities



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- Guide the process
- Assist co-chairs in preparing agenda and prepare meeting materials
- Record and prepare minutes
- Provide official notice of meetings
- Attend meetings
- Direct consultants



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Meetings

Key Players



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- ▶ *Chair*
- ▶ *Vice Chair*
- ▶ *Staff Liaison*



Responsibilities are outlined in
the meeting packet:

Open Meeting Law



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Why it exists:

- ▶ *Prohibits action from being taken at a secret meeting*
- ▶ *Ensures the public's right to be informed*
- ▶ *Allows the public an opportunity to present its views to the public body*

What is required:

- ▶ *Notice of the meeting*
- ▶ *Written agenda*
- ▶ *Meeting minutes*
- ▶ *Public meeting location*

Open Meeting Law



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Usually Public	Usually Not Public
Council Meetings	Task Force Meetings
Board & Commission Meetings	Committee or Working Group Meetings

Task Force meetings will be treated as public meetings for transparency purposes.

Voting and Quorum



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VOTING

- ▶ *Each task force member is a voting member*

QUORUM

- ▶ *A majority of seated voting members*
- ▶ *Quorum is required to vote on business items*

Meetings can be held without a quorum, however, members cannot “conduct business” by taking votes on motions.



Serial Communication

“Serial Communication”

between members can violate open meeting law.



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Email from A
to B:

Let's adopt this
policy.

Person B:

I agree and I will
call Person C.

Person C:

Count me in. I'll
send a text to D
and E.

Meeting Packet



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PACKET CONTENTS

- ▶ *Agenda*
- ▶ *Draft Minutes*
- ▶ *Relevant information for discussion items*



Members are expected to review the packet in advance.

Meeting Agenda



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- ▶ *Call to Order*
- ▶ *Attendance*
- ▶ *Approval of Meeting Agenda*
- ▶ *Approval of Meeting Minutes*
- ▶ *Discussion Items*
- ▶ *Adjournment*

Meeting Minutes



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Meeting minutes always include...

The City has created guidelines to improve readability of minutes by making their length shorter and more concise. Meeting minutes record what was done at the meeting, not what was said.

- ▶ *Meeting name including the date, place, and time*
- ▶ *Members in attendance*
- ▶ *Approval of previous meeting minutes*
- ▶ *Motions made*
- ▶ *Summary of what happened*
- ▶ *Other actions*



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Communication

Communication Tools



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The Task Force has the following communication channels:

- ▶ **Meeting Minutes** (*written by staff & approved by Task Force*)
- ▶ **Task Force Report** (*written by TF member & approved by Task Force*)

Communication with the Public



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Members are encouraged to promote their work
with the public!

Members must take care to convey:

- ▶ *Recommendations of the group will be based on the information shared and resulting discussion of the group during the meetings.*
- ▶ *Individual members can not speak on behalf of the City.*



Media Policy & Communication Guidelines



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Chairs will work with City Staff.

City Staff will create any:

- ▶ *Public Announcements / Press Releases*
- ▶ *Articles for City publications*
- ▶ *Media inquiries*
- ▶ *Social media posts*
- ▶ *Website posts and updates*
- ▶ *Marketing and graphic design needs*



PRESS RELEASE



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Ethical and Respectful Conduct

Conflict of Interest



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Definition:

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

If you have a conflict...

- ▶ Disclose the conflict or interest to the group
- ▶ Abstain from discussing or voting on the matter

Gifts



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- ▶ **Members may not receive gifts from any “interested person” in conjunction with their volunteer duties.**
- ▶ **The City can accept gifts through the City’s donation policy.**



Respectful Behavior



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Members should strive to...

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



Respectful Behavior



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Members should avoid...

- ▶ Speaking over or cutting off another individual's comments
- ▶ Insulting, disparaging or putting down people or their ideas
- ▶ Bullying other members by displaying a pattern of belittling, demeaning, judging or patronizing comments



Code of Ethics



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- I have been entrusted by the Edina City Council to perform my duties and services as a volunteer in a 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 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 group.
- I must devote the time, study and thought necessary to carry out my duties.
- I understand the groups 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 volunteer, I have no authority outside of the proper meeting of the Board.
- I understand that all meetings shall be open to the public, except as provided by law.
- I understand that it is my duty as a volunteer is to treat all residents, staff and fellow 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.



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Questions?

Welcome
Glad you're here!