

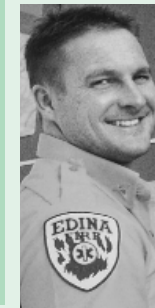


# CITY OF EDINA

INFORMATION FOR NEW AND PROSPECTIVE EMPLOYEES



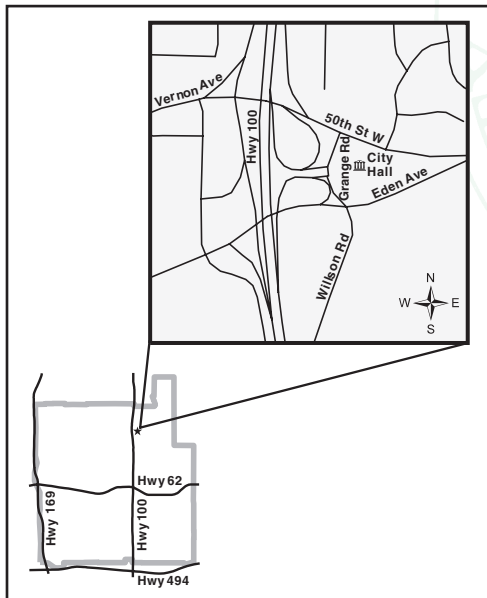
CITY OF EDINA  
4801 W. 50th St.  
Edina, MN 55424-1394  
Phone: 952-927-8861  
[www.cityofedina.com](http://www.cityofedina.com)





## About the City

Situated immediately southwest of Minneapolis, Edina has a population of more than 47,000. Minnesota Highways 62 and 100 divide the City into four sections. Interstate Highway 494 forms the south boundary and U.S. Highway 169 forms the west boundary of the City. Edina is part of Hennepin County.



Our major employers include:

- |                                    |                                  |
|------------------------------------|----------------------------------|
| <b>Jerry's Enterprises Inc.</b>    | <b>International Dairy Queen</b> |
| <b>Nash Finch Co.</b>              | <b>J.C. Penney Co.</b>           |
| <b>Marshall Field's</b>            | <b>Edina Realty</b>              |
| <b>Edina Public Schools</b>        | <b>ConAgra Foods</b>             |
| <b>Fairview Southdale Hospital</b> |                                  |

Edina has numerous retail shopping centers, including Southdale Center, the first climate-controlled, fully enclosed mall in the United States. Other shopping centers include Galleria, Yorktown and Centennial Lakes Plaza. The City also boasts a thriving downtown area at 50th Street and France Avenue.

Edina values its history. The Beard and Grimes homes and Country Club District area are listed on the National Register of Historic Places. The Grange Hall and Cahill School, owned by the City and located across from City Hall in Tupa Park, are also on the Register. The Beard Home is located at 4400 W. 50th St. and the Grimes home is located at 4200 W. 44th St.

## About Edina's Government

The City of Edina operates under a "Plan B" council-manager plan of government. The City Council comprises a Mayor and four Council members. Each serves a four-year term. The City Council, elected at-large on a non-partisan basis, determines all matters of policy and appoints the City Manager. The City Manager is responsible for implementing policies and carrying out the business of City government, including the selection of new employees.

City services are provided by a staff that includes more than 250 regular full-time employees, 90 regular part-time employees and several hundred seasonal workers (mostly in Park and Recreation programs).

The staff is assisted by many volunteers.



The hub of local government is Edina City Hall. A new City Hall opened in 2004 and features a state-of-the-art Council Chambers and dispatch center, among other things.

The customer service-oriented City is divided into the following departments and offices:

## Administration

The Office of the City Manager is responsible for executing the policies adopted by the City Council. The City Manager's office provides for the general management of the City and is responsible for personnel, compensation and benefits administration, labor relations, risk management, long-range planning, maintenance of official records, licensing, policy research and implementation, human relations, elections, staffing of the Housing and Redevelopment Authority, employee training and career development, management of City facilities, computer network support and communications.

## Planning

The Planning Department is responsible for community planning, the development and maintenance of the Comprehensive Land Use Plan, administration of the zoning ordinance, sign ordinance, subdivision ordinance, metropolitan rental assistance and the federal Community Development Block Grant Program.

## Finance

The Finance Department provides accounting and internal auditing services for all City departments. Finance administers payroll and some related personnel activities. This department is responsible for revenue collections, disbursements and investments, preparation of the annual budget and financial statements of the City.

## Assessing

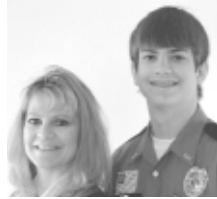
The Assessing Department is responsible for equitable distribution of the ad valorem property tax on Edina's approximately 20,000 real estate parcels. Periodic appraisals and their defense, along with administration of the State's property tax classification system, are elements of that function. Special assessments for City improvements are also administered by this department.

## Public Works

The Public Works Department maintains all City buildings, water, sewer and storm water facilities, streets, sidewalks and other projects. The Department is divided into engineering, street maintenance, utility maintenance and equipment maintenance.

## Police

The Police Department enforces federal, state and local laws. The department is also responsible for responding to medical emergencies, fires, accidents, animal control, thefts, damage to property, suspicious people and vehicles, alarm responses and crime prevention and education. The Department also administers the emergency preparedness program.





## Fire

The City maintains a department of full-time paramedics and firefighters who are supplemented by volunteers. The Fire Department is responsible for extinguishing fires, providing paramedic advanced life support medical service, fire prevention and the maintenance of firefighting equipment and fire department facilities. There are two fire stations. In addition, the Department enforces laws and ordinances pertaining to fire safety.

## Health

The Health Department inspects food establishments and public swimming pools, investigates food borne illness reports, nuisance complaints and housing code violations and responds to concerns about the Minnesota Clean Indoor Air Act.

## Building Inspections

The Building Inspections Department issues building permits and makes inspections of construction and remodeling done in the City. The department is responsible for the enforcement of the building code.

## Park and Recreation

The Park and Recreation Department oversees and maintains 39 public parks and open spaces and provides programs and athletics for seniors, adults and youth. The Park Department also operates an Aquatic Center, Art Center, Senior Center, ice arena and golf dome and golf courses.

## Liquor

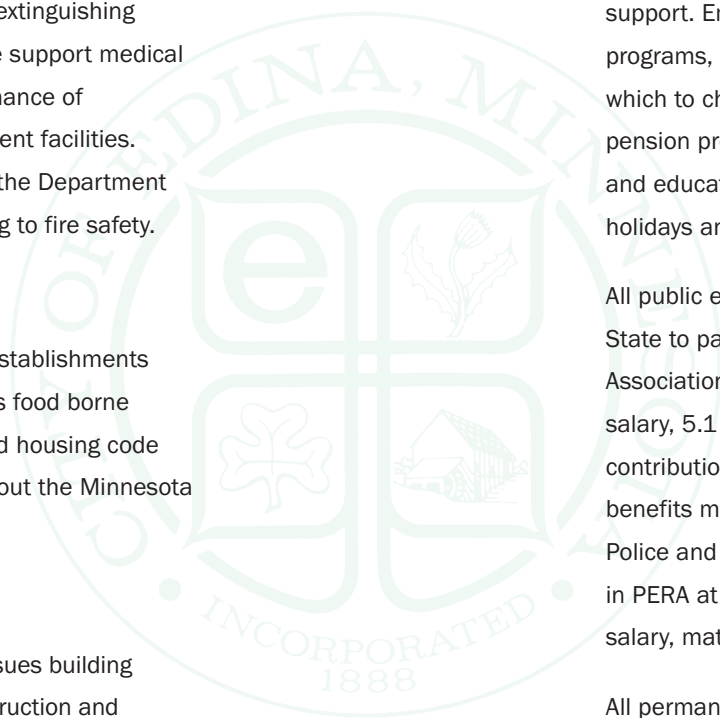
The City operates three off-sale liquor stores. The revenues from the operation go into the general fund to help fund the Park and Recreation program.

## Benefits

City employees enjoy an atmosphere of teamwork and support. Employees are offered direct deposit, savings programs, deferred compensation, a cafeteria plan from which to choose group health and dental insurance and a pension program. Other benefits include ongoing training and education, vacation and sick leave, at least 10 paid holidays and employee assistance, among other things.

All public employees are currently mandated by the State to participate in the Public Employees Retirement Association (PERA). Of an employee's gross wage or salary, 5.1 percent is matched with a 5.53 percent contribution from the City. PERA plus Social Security benefits make up the coordinated retirement program. Police and Fire employees are mandated to participate in PERA at a rate of 6.2 percent of their gross wage or salary, matched by a 9.3 percent contribution by the City.

All permanent full-time employees are subject to a probationary period of one year. Although new employees are accruing vacation and sick leave, most are not eligible to use it until completion of six months of employment. Should an employee need to be absent from work during the first six months of employment, the time is taken without pay.



Wage or salary is paid bi-weekly. Pay periods end on Tuesday with checks for that pay period being issued on the following Friday.

The City has two employee recognition programs to honor those that go above and beyond in their work. The Administration Department also hosts an annual Employee Appreciation Luncheon, usually held during the summer.

## Finance

The City's general fund annual budget is nearly \$25 million. However, the City is a \$50 million per year operation. The City's entrepreneurial activities generate about \$25 million each year. The enterprises, meant to break even or generate revenue, include three Edina Liquor stores, utilities (sewer and water), Braemar Golf Course, Fred Richards Executive Golf Course, Braemar Arena, Braemar Golf Dome, Edina Art Center, Edina Aquatic Center and Centennial Lakes/Edinburgh Parks.

The Edina City Council is a careful steward of the City's financial resources. Edina has a Aaa bond rating from Moody's Investors Service and a AAA from Standard and Poor's. Edina is just one of a handful of Minnesota cities to have the top rating from both agencies.

## Amenities

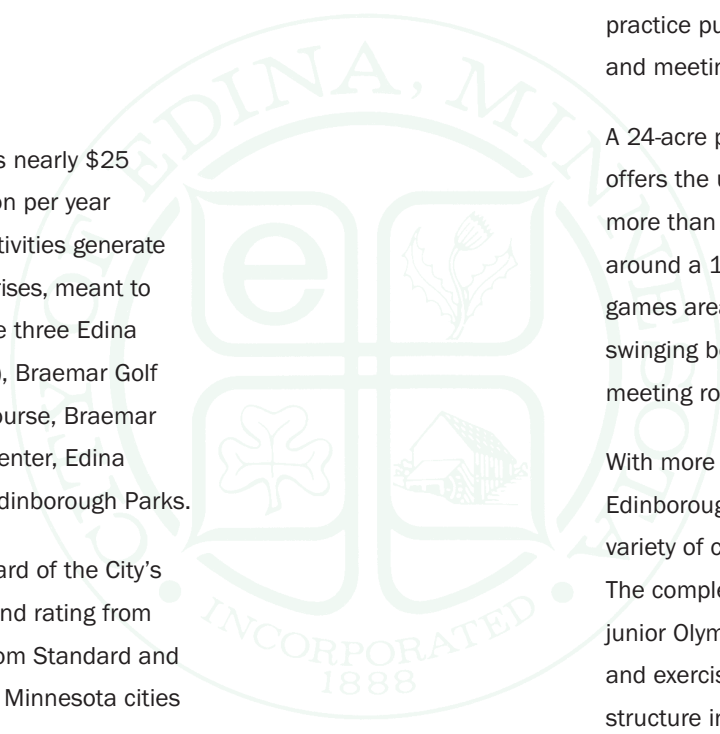
The City offers several scenic paths for bicycling, walking, jogging, cross-country skiing and snowshoeing. Parkland and open space totals 1,552 acres. The City features 39 public parks, four open space areas and several walking and bicycling paths. Among the highlights of the park and

recreation system are Braemar Golf Course, Centennial Lakes Park, Edinborough Park and Rosland Park. Braemar Golf Course has a 27-hole regulation course, a nine-hole executive course, a pro shop, a driving range, a practice putting green, indoor golf dome and banquet and meeting rooms.

A 24-acre park and pond area, Centennial Lakes Park offers the ultimate urban escape. The park features more than 1.5 miles of paved pedestrian pathway around a 10-acre lake, putting course, lawn games area, amphitheater, paddle boats, swinging benches, fountains and banquet and meeting rooms.

With more than 6,000 plants, trees and flowers, Edinborough Park offers the perfect setting for a variety of cultural, recreational and athletic activities. The completely enclosed one-acre park features a junior Olympic-sized swimming pool, running track and exercise area, and the largest indoor play structure in the Midwest, Adventure Peak.

Rosland Park is home to the Edina Aquatic Center and Edina Art Center. The Edina Aquatic Center has a zero-depth children's pool with play structure and enclosed slide and a main pool with 215-foot twisting flume. Rosland Park also has official baseball fields and tennis courts.





# The City's Mission and Vision

## Our Mission

The mission of the City of Edina 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 within the City, all in a manner which sustains and improves the uncommonly high quality of life enjoyed by our residents and businesses.

## Our Vision For 2020

Edina will be the preeminent place for living, learning, raising families and doing business distinguished by:

### A Livable Environment

Our residents regard their quality of life in Edina as very high. Many factors contribute to this opinion, including premier schools, exceptional neighborhoods, an advantageous location in the metropolitan area, excellent public facilities and services, safe streets, a clean and adequate water supply, access to new technology and communications systems and a strong sense of community identity.

### Effective and Valued City Services

Our customers (we view our residents and businesses as customers as well as taxpayers) have an extraordinarily high regard for City services. They associate an outstanding value with these services. They also distinguish Edina from other places by the quality of our services. These services change as the needs of our customers change, but their effectiveness and value will be the benchmarks of our success.

### A Sound Public Infrastructure

Edina streets, utilities, parks and public buildings are the essential components of the foundation of our City.

A sound public infrastructure encourages the development of a stable private infrastructure, leading to an enhancement of the sense of quality that Edina has and will enjoy.

### A Balance of Land Uses

Edina is a model of urban development: a diversity of land uses, housing choices for all stages of a person's life, outstanding neighborhoods and an extensive network of parks and open spaces all arranged in a manner of development that is pedestrian- and transit-friendly. It also includes the employment of reinvestment and redevelopment strategies to address changing housing and business needs and prudent policies that sustain Edina's enormous investment in its housing stock and neighborhoods.



## IMPORTANT TELEPHONE NUMBERS FOR EMPLOYEES

### City of Edina Human Resources

952-826-0404  
(f) 952-826-0390

### Acclaim Benefits

763-278-4312  
800-333-3724  
(f) 763-278-4004  
(f) 866-278-4004

### Medica

Employee  
952-992-2900  
(f) 952-992-3199  
Group Numbers  
High 30028  
Elect 30228  
Essentials 30528  
Low MIC 1000 30128

### Prudential Life Insurance

Customer Service  
800-524-0542  
(f) 800-778-4797  
Group Number 96234

### City of Edina Payroll

952-826-0418  
(f) 952-826-0390

### PERA

Employee 651-296-7460  
ID 4410-00

### Fortis Long-term Disability

800-745-7100  
(f) 315-453-0796

### Fortis (Assurant) Dental

800-866-5020  
Group Number J244

### City of Edina Network Support

952-826-0436  
(f) 952-826-0390

