

OFFICE OF THE CITY MANAGER

DATE: FRIDAY, OCT. 25, 2013
TO: MAYOR AND CITY COUNCIL
FROM: SCOTT H. NEAL, CITY MANAGER
RE: FRIDAY REPORT FOR OCT. 25, 2013

FRIDAY REPORT



1. **Employee News** – After 18 years of service, Director of Engineering Wayne Houle’s final day of work for the City will be Oct. 31. Wayne has accepted a new position with SEH consulting. He starts his new job there on Nov. 1.

Jeff Brown has been promoted to Community Health Administrator. Jeff joined the City six years ago as an Environmental Health Specialist/Assistant Community Health Administrator.

Current City of Richfield 9-1-1 Dispatchers Katie Danielson and Patty Knights began their training this past week in our 9-1-1 Center. They will both become full-time dispatchers when the transition finalizes during the first week of December. Katie has been working for the City of Richfield since 2012 and holds an associate degree in Law Enforcement from Normandale Community College. Patty has more than 24 years of dispatching experience with the City of Richfield.

2. **Neighborhoods** – The City has two new recognized neighborhoods: Countryside and Concord.
3. **Cable TV** – The Southwest Suburban Cable Commission met this week. The Commission approved a budget for 2014 that includes a contract for services with the City of Edina. We provide the commission with staff support to operate the public access television channels for not only the five cities who are members of the commissions, but also the six public school districts that operate within the commission’s cities: Edina, Eden Prairie, Richfield, Hopkins, Minnetonka and Wayzata.

The City’s high-definition playback equipment will be installed early next week. Comcast will install its share of the equipment in November. The new high-definition government access channel, Channel 813, is scheduled to go live on or around Nov. 19. Channel 813 will be the first PEG channel carried in high definition in the entire Twin Cities metro region.

4. **VEAP Fundraiser** – Edina Liquor is holding a food drive through Oct 31. All three Edina Liquor locations are collecting food and cash donations to benefit Volunteers Enlisted to Assist People (VEAP). This is Edina Liquor’s sixth year participating in the food drive.
5. **Hopkins Schools** – I attended the biannual Hopkins School District-City meeting this week. The meeting is facilitated twice each year by the Hopkins School Superintendent. We discuss current issues impacting the cities (Edina, Hopkins, Eden Prairie, Minnetonka, Golden valley and Plymouth) and Hopkins Schools.
6. **Fire Department** – The Fire Department is in the final stages of finalizing a new alarm assignment plan that changes how we call for assistance from neighboring fire departments. Dispatchers will be given the authority to start mutual aid companies based on the

information they receive from 9-1-1 callers. This will get more firefighters to emergency scenes faster, providing better customer service and increasing firefighter safety.

7. **Electronic Records Management** – The City’s Electronic Records Management (ERM) Committee has been working for several months to move Edina’s records management from a paper-based system into the electronic era. Converting paper records to digital records will allow all departments better access to records and ultimately foster the development of an online library of public records available to our residents. The Nov. 4 City Council agenda will include a recommendation from the Committee that the City purchase a software solution. The preferred vendor has a great deal of experience working with Minnesota cities and will be able to coordinate with LOGIS as we initiate the installation of the software. The Committee anticipates beginning the “pilot projects” in late 2013. The ERM Committee will continue meeting to assist with implementation in each department.