



## PART 1: Framing

### What is this tool?

The goal of this tool is to incorporate City Council values into City decision-making processes. This tool will help decision-makers understand, assess and communicate the impact, opportunities, and trade-offs of a given decision using the lens of public health, race and equity, community engagement and sustainability, collectively known as *community well-being*.

### How should I use this tool?

This tool is designed to assist decision-makers (City staff, Council or Commissions) in identifying how a given initiative interacts with community well-being. The tool has three parts: Framing, Tool Implementation, and Assessment.

Framing provides context and common definitions. Tool Implementation guides the user through a short questionnaire that populates a matrix so you can see how the different components of community well-being overlap or require trade-off considerations. Finally, Assessment provides a way to review how the tool supported meeting goals of the decision, or changed the decision after using the tool.

### Key Definitions

- a. [City Council value statements](#)
- b. [City of Edina Code of Ethics](#)
- c. [City Strategic Goals](#)
- d. Activity/Project/Systems
- e. Community well-being strategic documents:
  - i. [Community Engagement](#)
  - ii. [Race & Equity](#)
  - iii. [Health in all Policies](#)
  - iv. [Sustainability: Climate Action Plan](#)

### Activity/Project/Systems Definitions

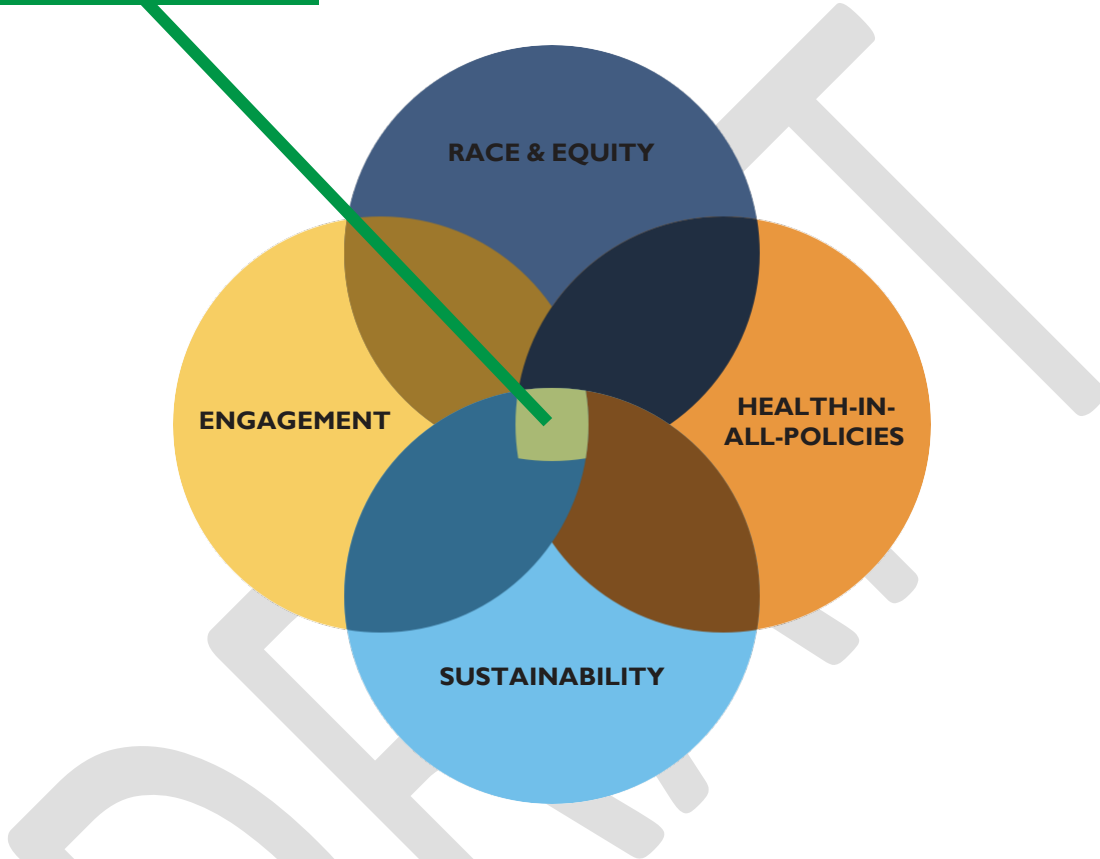
InitiativeType:	Definition:	Timeline	Results	Examples:
<b>Activity</b>	A single activity. Focus on direct and immediate results. Measure what was produced	Immediate	Outputs	- Event or action that is intended together information. <b>Community Listening Session</b>
<b>Project</b>	Multiple activities related to a single decision. Immediate outputs to assess short and mid term results / consequences	Short-Med term	Outcomes	- A plan that could involve multiple activities and decision makers over a specified length of time. <b>58<sup>th</sup> Street Project</b>
<b>System</b>	Overall decision impacting the organization. Outcomes produced across the organization to produce lasting long-term results Overall value or lessons learned	Long term	Impacts	- A thorough examination of a policy or process and the impacts of the decision that has a system-wide and institution-wide change in process and/policy. - <b>Purchasing Policy</b>





## COMMUNITY WELL-BEING

The combination of social, economic, environmental, cultural and political conditions identified by individuals and their communities as essential for them to flourish and fulfill their potential.



### Race & Equity

A race and equity lens is the intentional understanding that systemic and institutional policies and processes have traditionally caused patterns of predictable barriers, advantages and outcomes for community members based on their racial, cultural and additional parts of their identity while bridging the needs of the community with a focus on the impact and assessment of results.

### Health-In-All-Policies

Health-in-all-Policies is a collaborative approach to improving the health of people in Edina by incorporating health considerations into City decision-making. The goal of Health in All Policies is to ensure that decision-makers are informed about the potential public health impacts (positive or negative) of a particular decision or policy. A Health in all Policies approach identifies ways in which City decisions affect short and long-term health, and stresses the importance of collaboration across departments to reach mutual goals.

### Engagement

Seeks to better engage the community to achieve long-term and sustainable outcomes, processes, relationships, discourse, decision-making and implementation. It is an active, expansive relationship between the city and community that includes any level of public participation. Community Engagement should strive to identify those most impacted and include them in the process to achieve significant and positive social impact.

### Sustainability

Sustainability in cities is the active management of the relationship between natural resources and the built environment to preserve, maintain and restore natural systems that deliver a wide array of benefits for people and nature, while prioritizing the needs of under-resourced communities. As a result, all life and the systems that support them can survive, adapt and thrive no matter what kinds of chronic stresses or acute shocks they encounter.



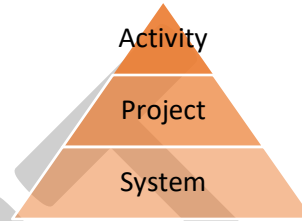


## PART 2: Tool

---

### INITIATIVE TYPE (choose one)

Activity      Project      System



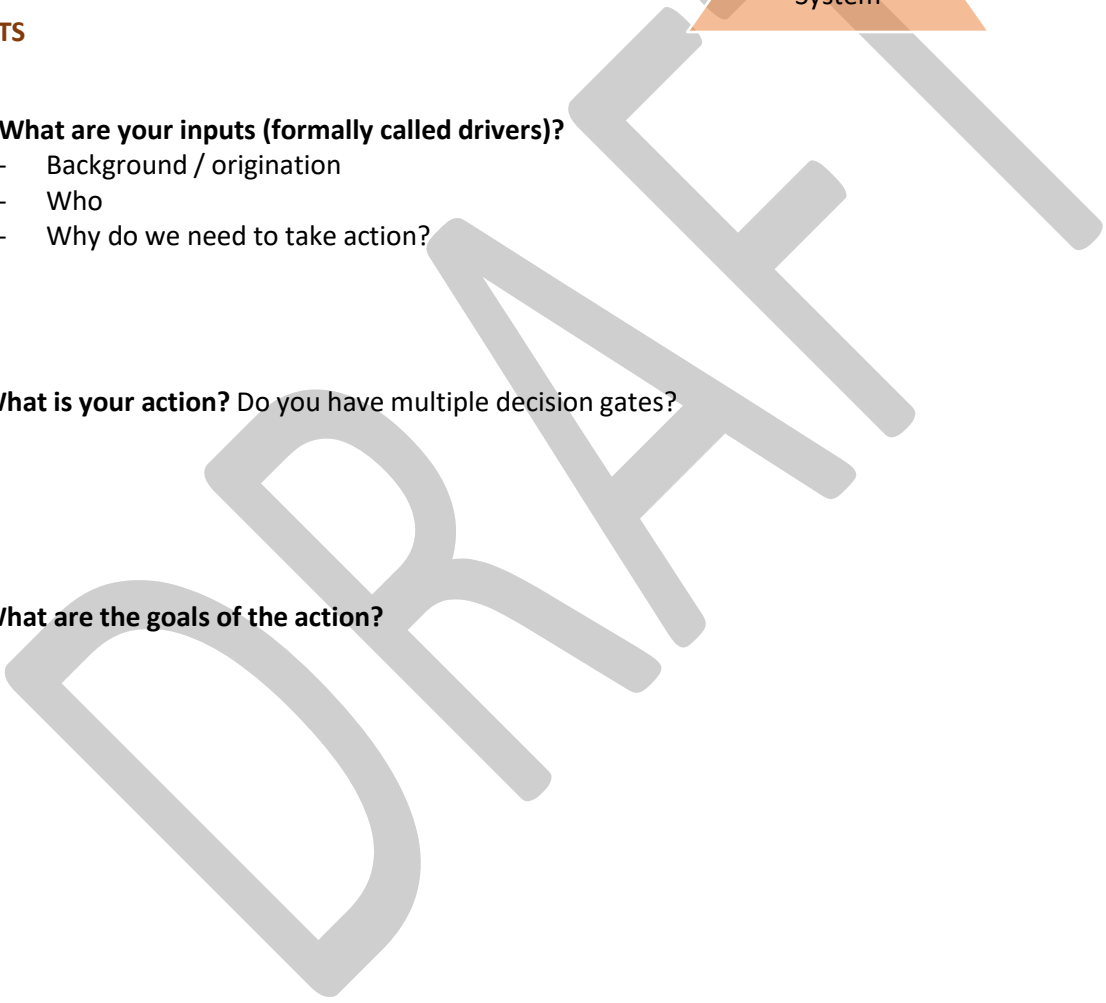
### INPUTS

#### 1. What are your inputs (formally called drivers)?

- Background / origination
- Who
- Why do we need to take action?

#### 2. What is your action? Do you have multiple decision gates?

#### 3. What are the goals of the action?





## QUESTIONNAIRE

Answer the following questions about this action from each 4D component perspective. Refer to this [case study \(link\)](#) for more detail and examples for each component:

1. **What** are the potential positive impacts/benefits/access opportunities created by this action?  
**Who** will benefit?

Engagement: \_\_\_\_\_

HIAP: \_\_\_\_\_

R/E: \_\_\_\_\_

Sustainability: \_\_\_\_\_

2. **What** are the potential negative impacts/consequences/barriers created by this action?  
**Who** will be affected by these?

Engagement: \_\_\_\_\_

HIAP: \_\_\_\_\_

R/E: \_\_\_\_\_

Sustainability: \_\_\_\_\_

3. **How** can this action be adjusted to help advance City goals/values? (See City Values above)

Engagement: \_\_\_\_\_

HIAP: \_\_\_\_\_

R/E: \_\_\_\_\_

Sustainability: \_\_\_\_\_

4. Are there other factors to consider? (Aesthetics, cost, time, etc.?)

\_\_\_\_\_





### MATRIX

Fill in a blank template of the matrix to identify where barriers, access, benefits and impacts overlap across community well-being pillars.

	Community Health	Engagement	Race & Equity	Sustainability	Other Considerations
<b>Barriers &amp; Access Created</b>	<ul style="list-style-type: none"> <li>•How can this decision be used to improve the health of Edina residents?</li> </ul>	<ul style="list-style-type: none"> <li>•Will the participation create a foundation for trust and relationships between the City and the community?</li> </ul>	<ul style="list-style-type: none"> <li>•Does this decision provide beneficial access and resource to underserved groups?</li> </ul>	<ul style="list-style-type: none"> <li>•How will the natural environment benefit or be harmed by this initiative</li> </ul>	
<b>Benefits &amp; Impacts</b>	<ul style="list-style-type: none"> <li>•Does this decision have significant public health consequences?</li> </ul>	<ul style="list-style-type: none"> <li>•Who is most impacted by this decision?</li> </ul>	<ul style="list-style-type: none"> <li>•What is the desired impact and how will it affect different groups of people?</li> <li>•Does the proposed decision close the gap on racial inequities/disp arities?</li> </ul>	<ul style="list-style-type: none"> <li>•How will the natural environment benefit or be harmed by this initiative</li> </ul>	
<b>City's Values &amp; Goals</b>	Does the decision, action, or policy align with the City's values, strategic goals, and code of ethics?				
<b>Assessment of Decision</b>	What methods of assessment will be used to measure the impact of the decision, action, or policy? For example: survey feedback, data collection, etc.				



# Values Viewfinder



The CITY of  
**EDINA**

**BLANK MATRIX (to complete)**

	Community Health	Engagement	Race & Equity	Sustainability	Other Considerations
Barriers & Access Created					
Benefits & Impacts					
City's Values & Goals					
Assessment of Decision					

DRAFT



## PART 3: Assessment

### OVERVIEW

**What:** Assess how the goals & strategies of initiative are met by the resulting decision from using this tool.

- Immediately: Identify what values and/or objectives you will measure to within the Values Viewfinder themes
- Immediately: Identify how you will assess achievement of these objectives - what are the indicators of success?
- *At strategy completion:* at completion of the activity/project/system, return to these objectives to see how well you did.
  - Most important for system-level strategies, since they're longer

### Why do we evaluate?

1. Support continuous and ongoing improvement
2. Assess performance against objectives
3. Provide input to future projects
4. Support improvement of practices
5. Ensure resources are being used appropriately and efficiently

### ACTION

#### Collect the right data for effective assessment:

- What information do you need to inform your assessment (ex: # participants, types of participants, etc.)?
- How will you gather information to inform your assessment (call participants post-strategy implementation, collect data during the strategy, review existing data that's already available like):
  - Census and demographic data
  - Target audience vs. Audience engaged
  - Greenhouse gas emission data
  - *What else?*

#### How (Questionnaire)

- What objectives will you measure to within the Values Viewfinder themes?
- What does success look like?
- *At strategy completion:* Were your objectives met?