

2025 Preliminary Property Tax Levy Adoption

September 16, 2024

EDA

Presenter: Amelia Cruver, Finance Director

Action requested + policy considerations

Recommended action: Motion to adopt resolutions approving 2025 preliminary EDA and HRA property tax levy.

Policy considerations: Does the EDA support **the EDA levy and HRA levy** pieces of the overall preliminary property tax levy payable in 2025 of \$49,979,665, a 7.52% increase from 2024, made up of the following components:

- \$48,598,532 for core government services and debt payments (general and debt service levies)
- \$1,194,133 for housing projects and programs (HRA levy)
- \$187,000 for economic development projects and programs (EDA levy)

Procedures

- EDA approves the EDA and HRA levies
- General levies, debt service levy and HRA and EDA levies will be discussed and approved by council
- Preliminary levy certified to the county by September 30th: 7.52% increase over 2024
- Same procedure on December 16th for the final levy approval

Budget Process and Calendar

Date	Agenda Item	Topics
July 8	Council report and discussion: Base budget and fee update	<ul style="list-style-type: none">• Learnings from 2023• Base Budget spending and revenues and levy impact• 2025 economic conditions
July 15	Council report and discussion: Operating budget Public Hearing: Fee update	<ul style="list-style-type: none">• Proposed new operating budget spending items in the 2025 budget and levy impact
Aug. 12	Council report and discussion: Capital budget and levy recommendation	<ul style="list-style-type: none">• Proposed capital projects for 2025 and levy impact• Proposed 5-year Capital Improvement Plan (CIP)• Preliminary 2025 levy
Sept. 16	Council report, discussion and vote: Approve maximum levy	<ul style="list-style-type: none">• Revisions to the proposed capital and operating budgets and associated levies• Adoption of maximum 2025 levy

Budget Process and Calendar, cont.

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October TBD	Council report and discussion: TIF Management Report and discussion	<ul style="list-style-type: none"> • TIF district performance • TIF district recommended transfers and decertification, if any.
Mid November	<i>Truth in taxation property tax notices sent out by the county</i>	<i>Residents receive an estimate of their 2025 tax bill and information on the public hearing in December</i>
Nov. 18	Council report and discussion: Revised budget	<ul style="list-style-type: none"> • Revisions to the budget and adjustments to the levy, as needed. In November the levy can only go down from the maximum set in September
Dec. 2	Council report and public hearing: Truth in Taxation	<ul style="list-style-type: none"> • Residents share feedback on the proposed 2025 budget
Dec. 16	Council report, discussion and vote: Budget adoption	<ul style="list-style-type: none"> • Council adopts the 2025 budget and CIP

HRA levy

- Held flat from 2024
- Moved spending and revenue that supports staff salary to the general fund
- \$1,194,133 levy reflects investment in housing projects and programs, not staff time

EDA levy

- Moved spending and revenue that supports staff salary to the general fund
- Analyzed the remaining spending in the fund that was occurring without an associated revenue stream. \$374,000 was being spent annually on land maintenance, zoning studies and non-loan support for small businesses.
- Two-year plan to increase the levy to cover those costs, \$187,000 increase in 2025 and planned increase to \$374,000 in 2026

Revised 2025 overall levy

Fund	2024 Adopted	Change	2025 Proposed	Percentage Change
General Fund	\$34,147,654	\$4,661,161	\$38,808,815	14%
Capital Replacement Fund	\$2,177,793	\$45,703	\$2,223,496	2%
Park Improvement Fund	\$860,000	-\$350,000	\$510,000	-41%
Employee Benefits Fund	\$200,000		\$200,000	0%
Subtotal General Levies	\$37,385,447	\$4,356,865	\$41,742,311	12%
Debt Service Levy	\$6,362,813	\$493,408	\$6,856,221	8%
General and Debt Service Levies	\$43,748,260	\$4,850,273	\$48,598,532	11%
Housing Redevelopment Authority Levy	\$1,744,133	-\$550,000	\$1,194,133	-32%
Economic Development Authority Levy	\$877,000	-\$690,000	\$187,000	-79%
Total Property Tax Levy	\$46,483,749	\$3,495,916	\$49,979,665	7.52%

Revised 5-year financial outlook

Fund	2024 Adopted	2025 Proposed	2026 Forecast	2027 Forecast	2028 Forecast	2029 Forecast
General Fund	\$34,147,654	\$38,808,815	\$40,749,256	\$43,176,719	\$45,335,555	\$47,602,333
Capital Replacement Fund	\$2,177,793	\$2,223,496	\$2,557,020	\$3,068,424	\$3,835,531	\$4,410,860
Park Improvement Fund	\$860,000	\$510,000	\$700,000	\$860,000	\$860,000	\$860,000
Employee Benefits Fund	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000
Subtotal General Levies	\$37,385,447	\$41,742,311	\$44,206,277	\$47,305,143	\$50,231,086	\$53,073,193
Debt Service Levy	\$6,362,813	\$6,856,221	\$7,523,750	\$7,566,453	\$8,139,875	\$8,690,269
General and Debt Service Levies	\$43,748,260	\$48,598,532	\$51,730,027	\$54,871,596	\$58,370,961	\$61,763,462
HRA Levy	\$1,744,133	\$1,194,133	\$1,194,133	\$1,194,133	\$1,194,133	\$1,194,133
EDA Levy	\$877,000	\$187,000	\$374,000	\$374,000	\$374,000	\$374,000
Total Property Tax Levy	\$46,483,749	\$49,979,665	\$53,298,159	\$56,439,729	\$59,939,093	\$63,331,595
Total Levy Growth		7.52%	6.64%	5.89%	6.20%	5.66%

Questions?

Action requested + policy considerations

Recommended action: Motion to adopt resolutions approving 2025 preliminary EDA and HRA property tax levy.

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Assessment of Delinquent Charges

Public Hearing and Resolution Adoption

Presented by: Amelia Cruver, finance director
Kaitlyn Finkel, Accountant
Sept. 16, 2024

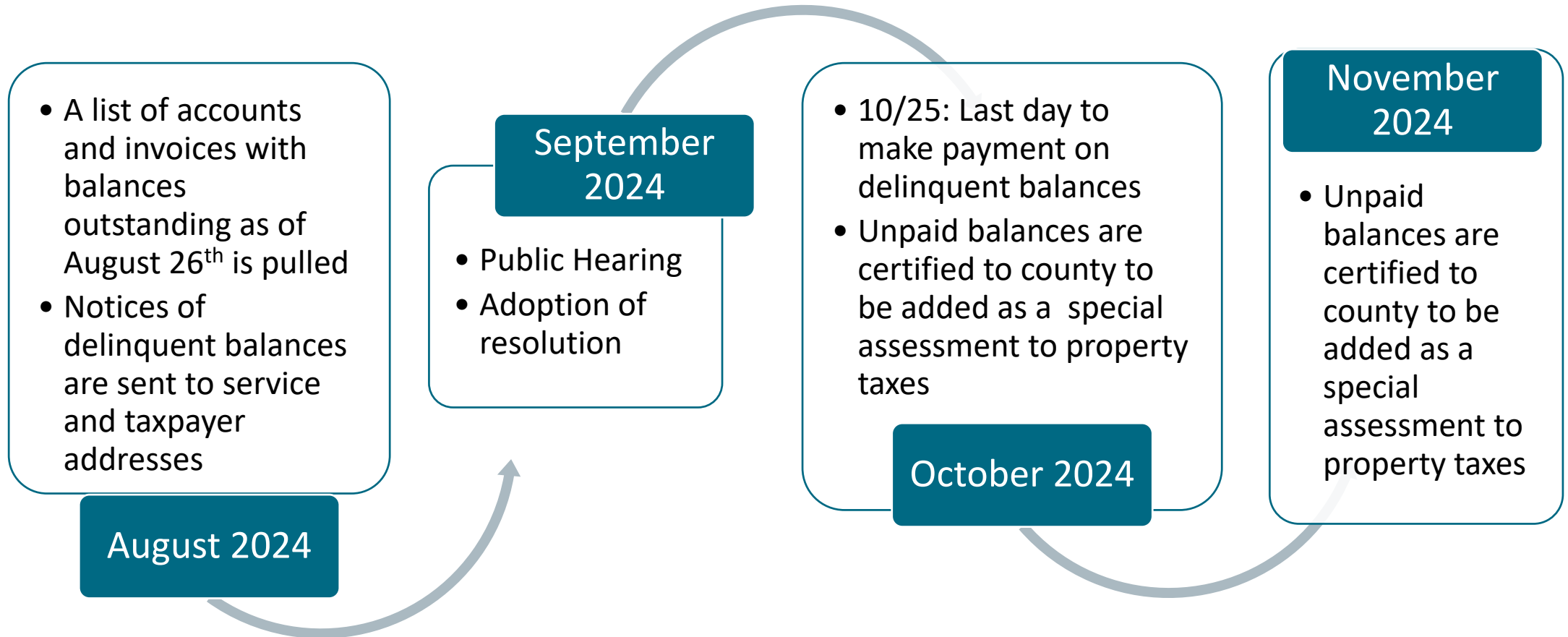
Certification Process

What is certification? Certification is an annual process where delinquent balances are sent to the county and added to the corresponding property's taxes as a special assessment payable the next year.

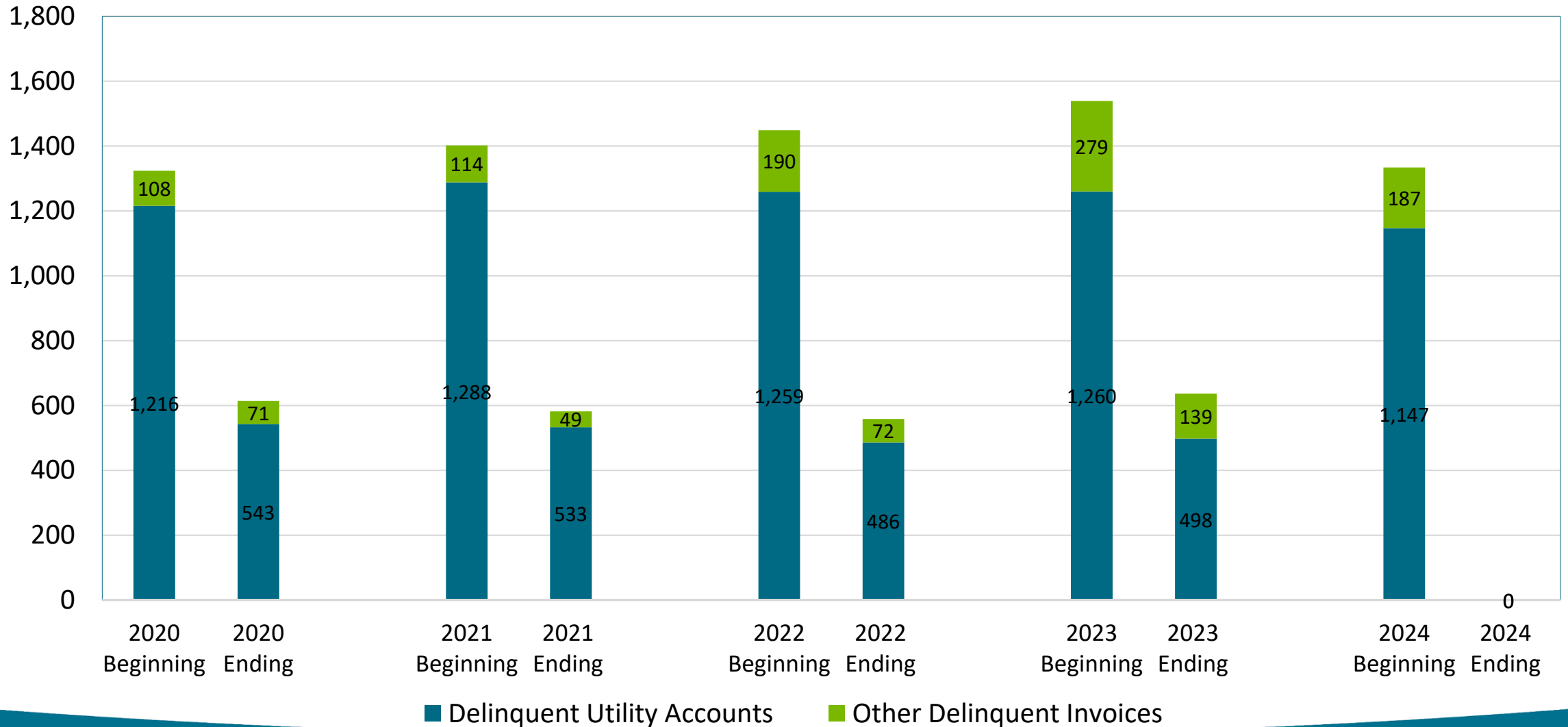
What accounts are eligible to be certified? Utility accounts and other delinquent accounts for city services provided to a property. These other invoices include mowing service, tree removal, tree pruning, snow removal, false alarms and citations.

Why does the city certify accounts? The city utilizes certifications as an alternative to shutting off water services for unpaid utility accounts. Additionally, it is a means to collect on unpaid invoices for services provided. Collection of charges is necessary to reimburse the city for expenses incurred. Without collecting these charges, the cost would be shifted to other taxpayers.

Timeline



Number of Delinquent Accounts by Type 2019 - 2023



Next steps

- Finance staff will continue to work with residents to answer questions and collect payment for delinquent balances.
- October 25, 2024, all accounts that have been paid are removed and final list of delinquent accounts is sent to the county.
- Certified amounts will be added to the property's taxes payable in 2025.

Zoning amendment

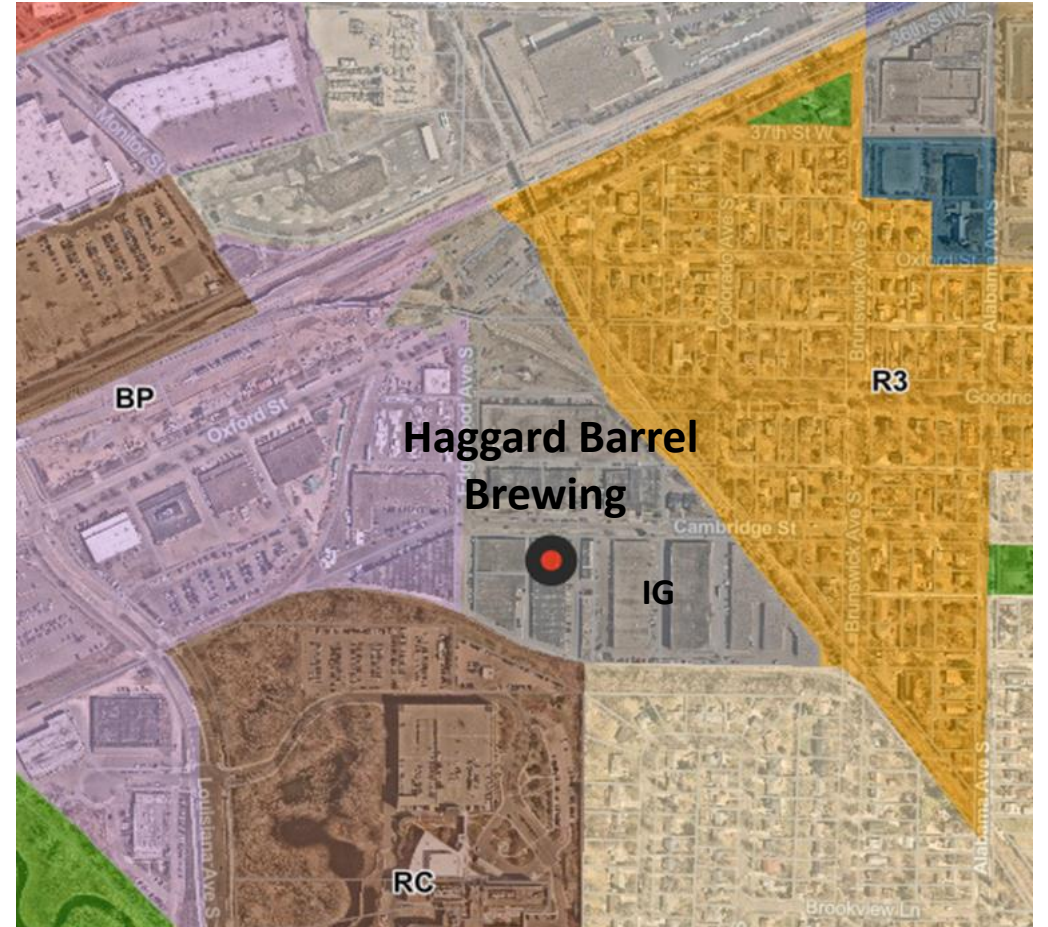
Taprooms in I-G general industrial zoning district

Applicant: Karl Eicher

Haggard Barrel Brewing (6413 Cambridge St)

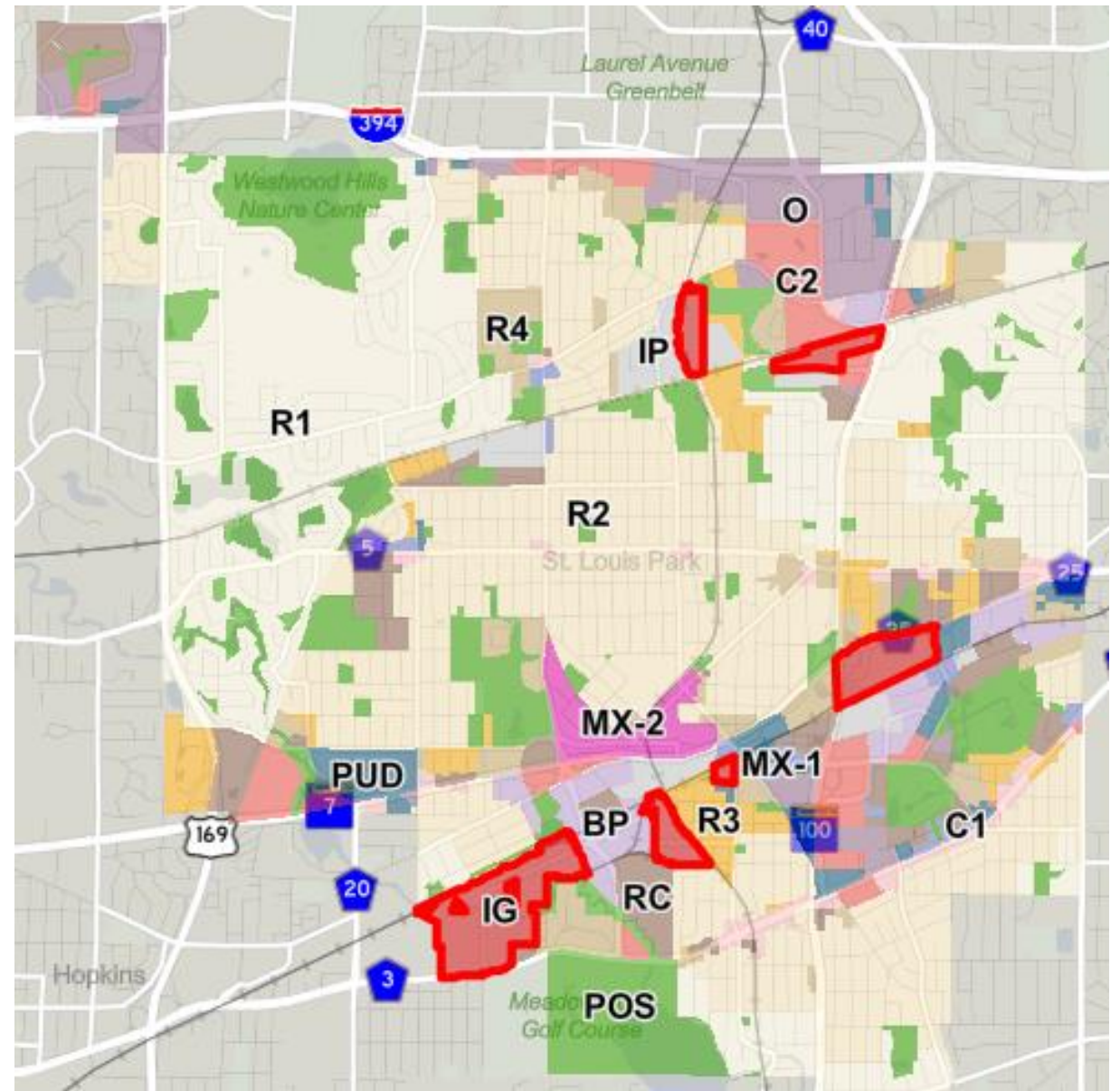
Summary of the request

- Allow brewery taprooms in I-G general industrial zoning district



I-G general industrial

- Move brewery from "permitted uses" list to "permitted with conditions"
- Add the condition:
Up to 25% of the gross floor area of the brewery may be used for any combination of retail and taproom



Purpose

- Improve regulation consistency
 - Taprooms in other districts
 - Uses permitted with conditions in I-G
 - Distillery cocktail rooms similarly allowed in I-G

Zoning district	Taprooms in breweries
BP – business park	Permitted with conditions
I-P – industrial park	Permitted with conditions
I-G – general industrial	Not permitted
MX-1 vertical mixed use	Permitted with conditions
MX-2 neighborhood mixed use	Permitted with conditions

Recommendations

Planning commission held public hearing on September 4, 2024. No comments received. Commissioners recommended approval.

Motion to approve the first reading of ordinance allowing taprooms in the IG general industrial zoning district and set the second reading for October 7, 2024.

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Council Meeting

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Agenda

- Budget Process Review
- Budget Principles
- Summary of proposed budget items
- Changes based on feedback from 8/12
- Revised 2025 Levy
- Revised 5-year financial outlook
- Property tax impact on households
- Next steps



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Budget Principles

In preparing this budget, staff sought to uphold the following principles:

- Maintain existing programs and follow current city policies.
- Changes in funding should be made after understanding the impact to racial equity.
- Prioritize funds for new programs on items with a high impact on city priorities.
- All changes to the budget should consider both the impact on the 2025 tax levy, and also the long-term costs and risks associated with the change.

Revised Recommendation

Staff are recommending a budget that increases the property tax levy by 7.52%, rather than the 9% proposed on 8/12. This increase assumes:

- Maintenance of the city's current service levels and the operating increases discussed on July 15.
- Moving the roof replacement of the Municipal Service Center project in the capital funds to a future year and
- Adding delamination as a factor in mill and overlay decisions rather than adding funding in 2025 and beyond solely for streets showing signs of delamination.

Revised Recommendation, cont.

Staff are recommending a budget that increases the property tax levy by 7.52%, rather than the 9% proposed on 8/12. This increase assumes:

- Utilizing fund balance rather than any levy revenue to cover the potential replacement of pool gutters in 2025.
- Eliminating the city's energy benchmarking program in recognition of a new state program.

Revised 2025 overall levy

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Property Tax Impact

7.52% Levy Impact							
	2024		2025		Percent Change 24 to 25	Annual Increase	Monthly Increase
	Median Est. Market Value	Property Tax Payable	Median Est. Market Value	Property Tax Payable			
Single-Family							
Homestead	\$373,300	\$1,646	\$377,200	\$1,755	6.60%	\$108.71	\$9.06
Non-Hmstd	\$373,300	\$1,663	\$377,200	\$1,816	9.21%	\$153.15	\$12.76
Condominium							
Homestead	\$208,800	\$848	\$203,900	\$846	-0.24%	-\$2.00	-\$0.17
Non-Hmstd	\$208,800	\$930	\$203,900	\$981	5.55%	\$51.58	\$4.30
Townhome							
Homestead	\$260,700	\$1,100	\$252,200	\$1,099	-0.05%	-\$0.53	-\$0.04
Non-Hmstd	\$260,700	\$1,161	\$252,200	\$1,214	4.56%	\$52.93	\$4.41
Apartments							
Class A	\$280,500	\$1,562	\$280,000	\$1,685	7.89%	\$123.21	\$10.27
Class B	\$192,200	\$1,070	\$185,000	\$1,113	4.03%	\$43.16	\$3.60
Class C	\$124,000	\$690	\$123,900	\$745	8.00%	\$55.19	\$4.60
Class A (4D-1)	\$280,500	\$937	\$280,000	\$337	-64.0%	-\$599.97	-\$50.00
Class C (4D-1)	\$124,000	\$414	\$123,900	\$149	-64.00%	-\$265.08	-\$22.09

Single Family Homestead Quartiles

	2023 EMV	Property taxes Payable 2024	2024 EMV	Property taxes payable 2025	Percent increase
1st quartile	288,900	\$1,236.57	291,800	\$1,306.92	5.69%
2nd quartile	331,700	\$1,444.34	336,900	\$1,543.55	6.87%
3rd quartile	373,300	\$1,646.28	377,200	\$1,754.99	6.60%
4th quartile	438,300	\$1,961.81	442,200	\$2,096.03	6.84%
5th quartile	632,600	\$2,905.01	644,200	\$3,155.86	8.64%

2025 budget outcomes

- Stop the spend down of assets in the development fund
- Multi-year plan to close deficit in capital funds
- Increases the amount of funding available to non-profits that provide housing and social services to residents
- Additional investment in forestry activities

Procedures

- HRA and EDA levies have been approved by EDA
- General levies, debt service levy and HRA and EDA levies will be approved by council
- Preliminary levy certified to the county by September 30th: 7.52% increase over 2024
- Same procedure on December 16th for the final levy approval

Questions?

Action requested + policy considerations

Recommended action: Motion to adopt resolutions approving 2025 preliminary property tax levy.

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Advisory boards and commissions annual preparation discussion

Special Study Session
September 16, 2024

Discussion Questions

1. What has each commission been working on in 2024?
2. What does it mean to be advisory to council, and how can council best support your commission in the future?

Most recent commission workplan

- Listed in the following order
 1. Police advisory commission
 2. Human rights commission
 3. Environment and sustainability commission
 4. Community technology advisory commission
 5. Park and recreation advisory commission

2023 Annual Report, Pg. 1/3
Police Advisory Commission (PAC)
(Presented in 2024)

I. 2023 Goals and Key Initiatives:

- Onboarding new members.
- Monthly discussion and updates from staff liaison on PD hiring, promotions, major training developments, and police policy/procedure manual updates.
- Monthly discussion and updates from staff liaison on calls for service types/totals, major incidents, in-progress investigations appropriate for community input or knowledge, regional crime trends, violent crime info, highlights on drug overdoses and domestic violence.
- Monthly public info sharing on bias crime occurrences in SLP and discussion of patterns. PAC members also requested to know if those committing bias crimes are typically community members, or external actors.
- Group members worked with consultants and city staff to provide feedback and input into a revisioning of city commissions.
- Community surveys on satisfaction with public safety services discussed throughout 2023.
- Ongoing discussion of outreach to other Minnesota cities on PAC work and opportunities for collaboration.

II. 2024 Goals:

- a. Outreach to other cities' public safety-related boards/commissions with an emphasis on building relationships which allow us to share experiences and best practices.
- b. Community engagement and listening sessions to offer a safe space for open dialogue focused on building strong networks of relationships and communication pathways.
- c. Review and update bylaws for submission to the City Council.

2023 Annual Report, Pg. 2/3
Police Advisory Commission (PAC)
(Presented in 2024)

- d. Continue to advocate for launching a community survey. PAC members approved and submitted a letter requesting the survey be forwarded to the City Council at the June 7, 2023, meeting.

II. Race Equity and Inclusion:

- a. Focus on and inclusion of race/demographic data in Use of Force dashboard project.
- b. Tailored proposed survey questions to assess community perceptions related to SLP PD's diversity, equity, & inclusivity.
- c. Continue to review monthly bias crime reports.
- d. Community engagement and listening sessions to offer a safe space for open dialogue focused on building strong networks of relationships and communication pathways.

III. Strategic Priorities:

- **St. Louis Park is committed to being a leader in racial equity and inclusion in order to create a more just and inclusive community for all.**
 - Focus on and inclusion of race/demographic data in Use of Force dashboard project.
 - Tailored proposed survey questions to assess community perceptions related to SLP PD's diversity, equity, & inclusivity.
 - Continue to review monthly bias crime reports.
 - Community engagement and listening sessions to offer a safe space for open dialogue focused on building strong networks of relationships and communication pathways.
- **St. Louis Park is committed to continue to lead in environmental stewardship.**

2023 Annual Report, Pg. 3/3
Police Advisory Commission (PAC)
(Presented in 2024)

- While the SLP PAC does not currently have oversight of anything pertaining to environmental stewardship, we welcome any opportunity to review relevant potential future policy proposals related to SLP PD operations with a focus on minimizing or eliminating environmental impact.
- **St. Louis Park is committed to providing a broad range of housing and neighborhood-oriented development.**
 - As matters pertaining to housing options and neighborhood development are most appropriately addressed by numerous other commissions/boards (Planning, Housing Authority, etc.), the PAC does not currently engage in any specific work related to this strategic priority.
- **St. Louis Park is committed to providing a variety of options for people to make their way around the city comfortably, safely and reliably.**
 - While we are not currently engaged in any specific initiatives pertaining to this strategic priority, we look forward to feedback from the community survey and listening sessions to determine how we may best address community needs related to safety and comfortability.
- **St. Louis Park is committed to creating opportunities to build social capital through community engagement.**
 - Community-wide survey and public listening sessions to offer a safe space for open dialogue/feedback focused on building strong networks of relationships and communication pathways.

(Reviewed and approved by vote of the Commission at its regular meeting, Wed. 4-3-24.)

Work Plan | *Human Rights Commission*

Time Frame	Initiative		Strategic Priorities	Purpose (see page 2 for definitions)	Outcome (fill in after completed)
1 st Quarter	Neighborhood grant program	<input type="checkbox"/> New Initiative <input checked="" type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/A	<input type="checkbox"/> Commission Initiated Project <input checked="" type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	
4 th Quarter	Cashless business and unbanked policy	<input checked="" type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	
3 rd Quarter	Children's first literacy festival	<input checked="" type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	Commission members tabled at the children's first literacy festival to engage with the community, share voting information, and recruit for current community engagement opportunity prospects.
4 th Quarter	Human Rights Commission Awards	<input type="checkbox"/> New Initiative <input checked="" type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	

Purpose: definitions

Commission Initiated Project

- Project initiated by the board or commission

Council Initiated Project

- Project tasked to a board or commission by the city council

Report Findings

- Initiated by the city council
- Board and commission will study a specific issue or topic and **report its findings or comments to the city council in writing**
- No direct action is taken by the board/commission

Formal Recommendation

- Initiated by the city council
- Board and commission will study a specific issue or topic and **makes a formal recommendation to the city council on what action to take**
- A recommendation requires a majority of the commissioners' support

Modifications:

Work plans may be modified, to add or delete items, in one of three ways:

- Work plans can be modified by mutual agreement during a joint work session.
- If immediate approval is important, the board or commission can work with their staff liaison to present a modified work plan for city council approval at a council meeting.

- The city council can direct a change to the work plan at their discretion.

Parking Lot

Items that are being considered by the board/commission but not proposed in the annual work plan. Council approval is needed if the board/commission decides they would like to move forward with an initiative.

Initiative	Comments:
LGBTQIA+ allyship (mental health resources and resources)	Commission is interested in seeking allyship with the LGBTQIA+ community citywide to continue to understand their challenges and work alongside them to promote equity and inclusion.

Environment and Sustainability Commission

Amplify the Impact: our 2023 Work Plan

The City of St. Louis Park has significant and expanding programs to meet our Climate Action Plan goals, yet the mere presence of these programs will not achieve these goals. We need to empower more of our residents, workers, and visitors to take advantage of these programs. There are also limits to what we as a single city can do on our own. For example, the city does not have the authority to go beyond the state building code.

To “Amplify the Impact” and achieve our community goal of carbon neutrality by 2040, the Environment and Sustainability Commission will:

- A. Expand our Outreach
 - a. Build relationships with community-based organizations, SLP city commissions and other groups to engage stakeholders typically not engaged in climate conversations, and to reach those most vulnerable to climate change.
 - b. Collaborate with staff to update existing materials and engagement kits to use at events, for outreach, etc.
 - c. Assist in identifying candidate sites for new programs in a multifamily or business setting.
 - d. Help organize and participate in new and existing events to educate and engage the St. Louis Park community.
 - e. Empower commission members to act as ambassadors for various local, state, and federal sustainability programs such as city incentive programs, energy assistance providers and Inflation Reduction Act provisions.
- B. Share our Voice
 - a. Continue communication between council, staff and the ESC on CAP goals as advisors of the work, and discuss possible opportunity areas.
 - b. Dialogue with community and advisory organizations in other Minnesota cities on policy collaboration.
 - c. Identify statewide policies that will help us meet our CAP and justice goals.
 - d. Advocate through written communications and public testimony as appropriate.
- C. Measure our Progress
 - a. Review quarterly updates on metrics that track participation in incentive programs (provided by staff) as well as community member engagement at events (provided by ESC volunteers).

Work Plan Template | *community technology advisory commission*

Time Frame	Initiative		Strategic Priorities	Purpose (see page 2 for definitions)	Outcome (fill in after completed)
4Q 2019	Establish committees to research technologies, providers, implementation issues and risks.	<input type="checkbox"/> New Initiative <input checked="" type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	<ul style="list-style-type: none"> Community engagement committee established and meeting regularly Technical committee to be established at Oct. 30, 2019, meeting to address a specific initiative Three committees established in late 2020 for three smart city areas: GIS, environment and connected communities.
3Q-4Q 2019	Attend meetings of other city boards and commissions to learn how technology might help their activities and related city services	<input checked="" type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	<ul style="list-style-type: none"> Did not happen due to the pandemic and change in commission direction to focus on smart cities. Collaborated with city staff on smart cities workshop in October 2020; continued to work collaboratively with city staff as appropriate to develop smart city projects.
3Q-4Q 2019	Connect with similar commissions from other agencies	<input checked="" type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	<ul style="list-style-type: none"> Commission has been provided with League of Minnesota Cities contacts to research activities of other Minnesota cities. Commission has modeled some activities on similar commissions in Tacoma and Seattle, Wash.
					<ul style="list-style-type: none"> Commission has met with school district to understand technology access needs. City staff and commission members have contacted broadband providers to understand their plans around access and equity in technology.
3Q 2019	Develop a plan for community engagement. Determine methods for informed public input on activities and priorities.	<input checked="" type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	<ul style="list-style-type: none"> Community engagement committee has contacted local private school Benilde-St. Margaret, resulting in recruitment of a youth member for the commission (Theo Pohlen) Committee developed an online survey for residents to help the commission understand what the needs/wants are of the community. Survey was not deployed due to concerns that it was equipment focused rather than access focused; and limitations of what the commission can solve. Commission researched possible venues for in-person focus groups in early 2020. Work continues in 2021 as part of committee work for smart cities.

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 3. St. Louis Park is committed to providing a broad range of housing and neighborhood oriented development.
 4. St. Louis Park is committed to providing a variety of options for people to make their way around the city comfortably, safely and reliably.
 5. St. Louis Park is committed to creating opportunities to build social capital through community engagement
- OR Other

Purpose: definitions

Commission Initiated Project

- Project initiated by the board or commission

Council Initiated Project

- Project tasked to a board or commission by the city council

Report Findings

- Initiated by the city council
- Board and commission will study a specific issue or topic and **report its findings or comments to the city council in writing**
- No direct action is taken by the board/commission

Formal Recommendation

- Initiated by the city council
- Board and commission will study a specific issue or topic and **makes a formal recommendation to the city council on what action to take**
- A recommendation requires a majority of the commissioners' support

Modifications:

Work plans may be modified, to add or delete items, in one of three ways:

- Work plans can be modified by mutual agreement during a joint work session.
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Parking Lot

Items that are being considered by the board/commission but not proposed in the annual work plan. Council approval is needed if the board/commission decides they would like to move forward with an initiative.

Initiative	Comments:
Produce a quarterly report for the city council of relevant technology activities and advances.	Commission has provided a report and/or met with city council in January, March and June 2021.
Produce final reports on completed commission activities, with recommendations for consideration by other commissions or by the city council.	<p>June 14, 2021, study session report</p> <p>March 8, 2021, study session report March 8, 2021, study session minutes</p> <p>January 25, 2021, study session report</p>
Enhance the commission's presence on the city website.	Commission website continues to be kept up to date with member information, agendas and minutes.
Provide analysis of proposed or considered technology for the community and city operations and provide recommendations and feedback to staff, the city council and other commissions.	<p>In 2020, the community technology advisory commission began exploring how the concept and practice of smart cities might be applied in St. Louis Park. Following a delay due to the COVID-19 pandemic, the project kicked off with an October workshop for commission members and city staff. At the workshop, Insight staff helped participants understand the concept and practice of smart cities, defined in this case as application of technology to improve quality of life. Potential use cases (applications) as defined by pre-workshop survey results were prioritized against both measurable benefits and the council's strategic priorities. Three main themes emerged: connected community, environment and geographic information system (GIS)-enabled applications.</p> <p>Committees that included commission members, city staff, the city's GIS account manager and Insight staff were established for each theme. The committees developed charters outlining goals, methods, initial tasks and opportunities for investigation, included in the Jan. 25, 2021, report to the city council.</p> <p>Since then, the committees have worked with Insight facilitators and city staff to create use case definitions. These definitions outline project goals, potential benefits and limitations, scope and impact for the prospective initiatives. The committee chairs presented highlights of the use cases at the March 8, 2021 city council study session and will follow up at the June 14, 2021 city council study session.</p>

Work Plan Template | Parks and Recreation Advisory Commission

Time Frame	Initiative		Strategic Priorities	Purpose (see page 2 for definitions)	Outcome (fill in after completed)
1 st quarter	Update on Boards and Commissions	<input type="checkbox"/> New Initiative <input checked="" type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Commission Initiated Project <input checked="" type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	The commission was kept apprised of the boards and commission study which resulted in no changes.
2 nd quarter	Association Presidential Summit	<input type="checkbox"/> New Initiative <input checked="" type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	In partnership with the school district, a summit meeting was held May 7, and the fall meeting will be held Nov. 13.
3 rd quarter	Minnehaha Creek clean-up: Fall	<input type="checkbox"/> New Initiative <input checked="" type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	The Minnehaha Creek fall clean-up is scheduled for Oct. 5 behind the Municipal Service Center.
3 rd quarter	Review and provide input on Webster Park master plan process.	<input type="checkbox"/> New Initiative <input checked="" type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	Staff to obtain property.
3 rd quarter	Host annual staff appreciation event	<input type="checkbox"/> New Initiative <input checked="" type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	The annual staff appreciation event will be held Oct. 9 at Westwood Hills Nature Center.
Monthly	Invite Youth Associations and other community groups to discuss opportunities and successes monthly. Invite staff members for updates and/or introduction (new staff).	<input type="checkbox"/> New Initiative <input checked="" type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	The Traveling Baseball Association as well as various staff members attended.
As needed	Encourage Commissioners to volunteer at special events such as ShamROC Ice Bowling, UGLY Sweater Dash, Penny Carnival, ROCToberfest, and other opportunities that arise.	<input type="checkbox"/> New Initiative <input checked="" type="checkbox"/> Continued Initiative <input type="checkbox"/> Ongoing Responsibility	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Commission Initiated Project <input type="checkbox"/> Council Initiated Project <input type="checkbox"/> Report Findings (council requested) <input type="checkbox"/> Formal Recommendation (council requested)	

City of St. Louis Park Strategic Priorities

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Initiative	Comments: