CITY OF EDINA

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MEMO

Date: December 16, 2014

To: City Council

From: Karen M. Kurt

Re: 2015 Boards and Commissions Work Plans

Attached are the draft 2015 Boards and Commissions work plans presented at the October 7 work session. After your review and edits, these work plans will be returned to their respective chairs to guide activities for the upcoming year.

Staff also use the work plans to determine whether or not a Board or Commission action item will be placed on the Council's agenda. Action items included on the work plan or directly assigned by the Council at a meeting are generally placed on the agenda. If the Board or Commission is proposing an action item that does not meet the previous criteria, they are directed to send an advisory communication to the Council to determine if the Council is interested in pursuing the issue. It is at the Council's discretion as to whether or not they address the advisory communication.

ARTS AND CULTURE COMMISSION
2015 Annual Work Plan

1) EVENTS & INITIATIVES

2015 Ongoing Event	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Literature The Author's Studio and The Loft Around Town	Ongoing	N/A	Art Center/Communications	
Progress Report: The Author's Studio began in Jan. 2012 with five local authors and 18-20 attendees. Now in its 5th season, 45-50 individuals attend each Q&A event with local author Colin Nelson. The Art Center enjoys continued partnership with The Loft around Town, and recently featured Nature Writing classes with Edina resident Jeannie Hanson in the Fall 2014 Activities Directory. The Commission continues to seek additional literary partners.				

2015 Ongoing Event	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Art in Public Places Public Art Edina	Ongoing	$10,000	Art Center/Communications Parks & Rec/Public Works	
Progress Report: The Public Art Edina working group continues to beautify Edina's public spaces with art and sculpture. Public Art Edina celebrates its 10th Anniversary in 2014 with 19 permanent and rotating sculptures in three locations; Edina Promenade, 50th & France, and Grandview Square Park. Public Art Edina continues to hold its annual Call for Sculpture art loan program, and is working to create public/private partnerships to purchase and exhibit public art. An Opening Reception for Sculptors is held annually in June at Pinstripes Bistro. The group was involved in the 50th & France Wayfinding and the Edina Promenade Phase IV Expansion projects, and is currently working on an Aquatic Center mural project, and wrapping of utility boxes in the City.				

2015 Ongoing Event	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Film Edina Film Festival	Ongoing	N/A		
Progress Report: Enhance the cultural life of Edina residents through film. The Film Festival group is re-grouping and planning for a new season in Fall 2015 and looking to attain an affordable and viable venue to grow this event.				

2015 Ongoing Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Dance TBD	Ongoing	N/A	Art Center/ Communications	
Progress Report: Enhance the cultural life of Edina residents through dance. Argentinian Tango lessons are currently offered at Edina Senior Center with registration through the Edina Art Center beginning Fall 2014. It is the Commission's vision to work with selected Edina dance studios to expand offerings in 2015 in the areas of tap, jazz, and modern dance.				

2015 Ongoing Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Music Music in Edina	Ongoing	$10,000	Art Center/Communications Parks & Rec/Public Works	
Progress Report: Enhance the cultural life of Edina residents through music. The Music in Edina working group had a successful 2014 summer concert series with four regional bands and between 175-275 people in attendance. Michael Monroe, First John Phillip Sousa Band, Patty Peterson, and Ticket to Brasil performed for 175-275 people at the Showmobile in Rosland Park. A November 9 concert is scheduled for Southview Middle School with Minnehaha Reparatory Orchestra and EHS graduate and tenor Justin Berkowitz. Plans for two winter/spring concerts on February 14 & March 13, 2015 at Braemar Clubhouse are in the works.				

2) FUNDING

2015 Ongoing Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Foster Cultural Entrepreneurship in Edina	Ongoing	N/A	City Staff	
Progress Report: The mission of the Edina Arts & Culture Commission is to build a vibrant community and foster common bonds by nurturing talent and creating venues for expressing and appreciating art and culture in Edina. The Commission seeks to develop the financial means to provide and promote arts and culture through coordinated participation by individuals and businesses. The Commission awaits a final Donation & Sponsorship Policy from the City of Edina before introduction of a fundraising plan is put into place. The Finance Department created the Arts & Culture Fund.				

3) PERCENTAGE FOR ARTS ORDINANCE

2015 Ongoing Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
% for Arts Ordinance for the City of Edina	Ongoing	N/A	City Staff	

Progress Report: Three Arts & Culture Commissioners are researching information for a % for Arts Ordinance to present to Council & City Staff in 2015. Forecast Public Art to hold a forum devoted entirely to the % for Public Art issue on October 8, 2014. Initial documentation is based on research from three cities including St. Paul, MN.

4) VISION FOR A COMMUNITY BUILDING FOR THE ARTS

2014 - 2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Vision for a Community Building for the Arts	Ongoing	N/A	City Staff	
Progress Report: Three Arts & Culture Commissioners plus the Art Center GM have put together a draft document envisioning what a community building for the arts in Edina could look like with general requirements, meeting/multi-purpose space, class room space, pottery studio and artist studio space, and community performance space. A lack of a viable venue or cultural center exists within the City of Edina, for example in theater, which slows further pursuit in areas such as the performing arts.				

5) COMMUNICATION

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Enhance Communication of Arts & Cultural Events	End of 2015		Art Center/ Communications	
Progress Report: New for 2015 - Facilitate communication and collaboration that promotes participation and enhances the cultural life of the residents of Edina. The key issue identified is to develop the means to provide additional communication about artistic and cultural activities. The strategy is to coordinate activities to avoid competition between events, and the tactics discussed are to expand the Arts & Culture calendar, develop content; an arts & culture website, electronic newsletter, Facebook page specific to arts and culture.				

Other Work Plan Ideas Considered for Current Year or Future Years	
City Code review to allow enhancement of Edina to be an art-friendly city for artists to live, work, and create and do business.	Continuation of work done by the Arts and Culture Working Group in areas of performance space issues for artists of all types.

Proposed Month for Joint Work Session:	March/April
Staff Comments:	
Council Comments:	

ENERGY AND ENVIRONMENT COMMISSION
2015 Annual Work Plan

2015 New Initiative Workplan Item 1 (WP1)	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Reduce Energy Consumption and Greenhouse Gas Emissions (GHG) in City of Edina Operations to meet Comprehensive Plan Chapter 10 Goals.				
1) Measurement – continue to use and refine metrics and analyses				
a. B3 database for all City Buildings	April 1, 2015	Staff Time	Tim Barnes (12hrs)	
b. Create metrics for City vehicle fleets(gallons of fuel)	July 1, 2015	Staff Time	Gunnar Kaasa (20hrs)	
c. Create metrics for Utility operations (energy usage)	July 1, 2015	Staff Time	Dave Goergen (20hrs)	
d. Regional Indicators for City as a whole	April 1, 2015	$500 (Consultant)		
2) City Building Energy Efficiency initiative				
a. EEC Commissioners to work with City Manager and City Building manager to create a detailed plan for retrofitting existing buildings within 5 years	October 1, 2015	Staff + $1,000 (Consultant)	Scott Neal (8hrs) Tim Barnes (80hrs)	
b. At least one building will be retrofitted in 2015 either under the City's own effort or under the State GESP program	December 31, 2015	Staff + $10,000 (Consultant)	Tim Barnes (200hrs)	
3) City Capital Process Environmental Considerations Initiative				
a. EEC to review results of having an environmental considerations section in 2014 CIP process. EEC commissioners will work with City staff to refine and expand so that all capital decisions (i.e., new buildings, major building renovations and fleet purchases) have explicitly environmental analysis on how they will affect City GHG commitments	April 1, 2015	Staff Time	Eric Roggeman (20hrs)	

Progress Report:				
2015 New Initiative Workplan Item 2 (WP2)	**Target Completion Date**	**Budget Required**	**Staff Support Required**	**Council Approval**
Promote the Reduction of Energy Consumption and Greenhouse Gas Emissions (GHG) in the City of Edina at large to meet Comprehensive Plan Chapter 10 Goals.				
1) Community solar project				
a. City will allocate staff time to scope, bid and execute a community solar project on a city building in 2015 once PUC finalizes community solar details. Public Works roof is initial target site.	December 31, 2015	Staff + $10,000 (Consultant)	Ross Bintner (100hrs)	
b. EEC commissioners will work with the City staff on this effort				
c. The City will determine whether it wishes to purchase a share in this project for itself				
d. The April 2015 EEC community event will be used to roll out Community Solar to residents	April 1, 2015	Staff Time	Krystal Caron (80hrs)	
2) EEC coordination with Planning, Transportation and Parks commissions to achieve Chapter 10 commitments				
a. EEC commissioners will be encouraged to track these commission meetings and to comment and recommend actions per the City's commitments	December 31, 2015	None	None	
3) Expand City subsidized Home Energy Squad (HES) installs for residents				
a. The City will fund 150 HES installs at a cost of $10500, prioritize for lower income (a dramatic increase over the current funding of $4000)	December 31, 2015	$10,500 (Consultant)	Minor	
b. EEC will educate and promote HES with the goal to get 500 visits in the year.				
Progress Report:				

2015 New Initiative Workplan Item 3 (WP3)	Target Completion Date	Budget Required	Staff Support Required	Council Approval
EEC will hold a 2 hour working session with City Council and City Manager to discuss existing Edina City environmental commitments and to align EEC charter, expectations, resources and timetables for results	February 28, 2015	None	Minor	
Progress Report:				

Ongoing Responsibilities
Green Step Cities Reporting – review ongoing activities in GreenSteps program.
Urban Forestry – track progress through Parks and Planning Commissions, review final product.
Solid Waste and Recycling – track MPCA compost rulemaking and emerald ash borer quarantine changes.
Annual Purchasing Policy Report – review ongoing purchasing activities.
Business Recycling – track progress
Local Food Task Force – track progress

Other Work Plan Ideas Considered for Current Year or Future Years	

Proposed Month for Joint Work Session:	January, August

Staff Comments:	

Council Comments:	

2015 EEC Workplan preface

Whereas the City of Edina is forward looking with respect to energy and environmental matters; and

Whereas the City of Edina is committed to significant GHG emission reductions of 15% below 2007 levels by 2015; and

Whereas the City of Edina is committed to GHG emission reductions of 30% below 2007 levels by 2025; and

Whereas the City of Edina is committed to GHG emission reductions of 80% below 2007 levels by 2050, the EEC recommends the following course of action to attain or exceed those goals:

EDINA TRANSPORTATION COMMISSION
2015 Annual Work Plan

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Review and recommend modifications to roadway reconstruction project survey content and methodology	May 2015	No	Yes	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Review and recommend modifications to Traffic Safety Request process	August 2015	No	Yes	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Greater Southdale Area Transportation and Circulator Study implementation	October 2015	Yes - $100,000-$150,000 TIF funds	Yes	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Study access to and from Southwest LRT stations in St. Louis Park, Hopkins, Minnetonka and Eden Prairie	December 2015	No	Yes	
Progress Report:				

Ongoing Responsibilities
Living Streets Policy/Plan: Active Routes to School Comprehensive Plan – continue to look at opportunities for funding. Sidewalk Plan – prioritize sidewalk (PACS Fund) projects annually Way-finding Signage for bikeways and pedestrians Review/revise City Code for Plan implementation
Meet with Police Department and Public Works annually to discuss shared interests.
Education and outreach activities around pedestrian, bicyclist and motorist safety
Review transportation projects in the proposed Capital Improvement Program, including annual neighborhood street reconstruction projects
Review monthly traffic safety committee reports
Review Public Works street mill and overlays and seal coat projects as to opportunities for remarking for bicycle facilities
Valley View Rd between Gleason Rd and Antrim Rd – work with School District to address traffic issues.
Review transportation items in the Comprehensive Plan and make recommendations for study/implementation

Other Work Plan Ideas Considered for Current Year or Future Years	

Proposed Month for Joint Work Session:	

Staff Comments:	

Council Comments:	

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Community Health Commission
2015 Annual Work Plan

2015 Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Work with Edina Resource Center and Bloomington Public Health on Increasing Focus and Awareness on: • Resources available through BPH and other state, county and local organizations and agencies that support the health of those that live and work in Edina • Common Mental Health Issues and Available Resources • Increasing the Presence of Stress Management Tools in the Community and Awareness of the Impact of Stress on the Physical, Mental, and Social Well-Being of Edina Residents • Increasing Awareness of Healthy Eating and Living Choices for More at Risk Populations (e.g., Seniors, lower income populations) • Senior Mobility and Access to and Use of Local and State/County Services • Other areas CHC identifies as priorities during 2015	Continuous development and updating of resource availability.	None at this time	Continuous.	
Progress Report:				

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2015 Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Initiate with City Staff increased Community Health Presence on City Website (e.g., tools and resources focused on the health of those that live and work in the community) and other media outlets (e.g., About Town)	Ongoing	Unknown	Continuous	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Evaluate City Employee Resources Regarding Alignment with CHC Recommendations; Examine Potential Scope Change or Additional Positions (e.g., evaluate vacant Chemical Health Coordinator position in Edina Schools)	July 2015	None at this time	5 hours	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Coordinate with School District and Sober Squad Student Organization on Potential Improvements Related to Alcohol, Drug, and Tobacco Usage and Bullying	All of 2015	None at this time	Estimate 5 hours	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Work with Hennepin County Public Health, Bloomington Public Health and the City to Improve Data Collection Methods to Facilitate Better Edina Health Benchmarking.	July 2015	None at this time	Estimate 8 hours	
Progress Report:				

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2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Each of the Youth, General Health, and Communications Subcommittees Identify Two New Health Improvement Opportunities (HIOs).	December 2015	None at this time	Support provided by liaison role at CHC meetings. Additional support as needed.	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Participate in Vision Edina Process.	All of 2015	Unknown	As needed.	
Progress Report:				

Ongoing Responsibilities
• Community Health Assessment Required By MDH
• Annual Evaluation of Community Health Services
• Annual Evaluation of Public Health Emergency Preparedness Services
• Annual Evaluation of Services Provided by Edina Resource Center
• Annual Consultation with Edina Medical Consultant
• Monitor & Support Health Promotion Programs
• Public Health & Public Health Emergency Preparedness Legislation – As Needed Basis
• Evaluation of Edina Public Schools Food Service Provider

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Other Work Plan Ideas Considered for Current Year or Future Years	
Discuss Possible City of Edina Rental Housing Licensing and Inspection Program as it Relates to Physical, Social, and Mental Health, Healthy Homes, Health Equity, Access/Awareness of Available City Services, Property Maintenance, Cost/Budget/Resources, etc.	
Identify Opportunities to Apply Health-in-all-Policies Concepts to City Development Projects.	

Proposed Month for Joint Work Session:	June

Staff Comments:	Increasing frequency of Community Health Commission (CHC) meetings from quarterly to monthly has been a very positive adjustment. Monthly meetings help to keep discussions flowing smoothly between meetings. CHC members are committed to evaluating and recommending appropriate City Council action to improve the health of Edina residents.

Council Comments:	

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HERITAGE PRESERVATION BOARD
2015 Annual Work Plan

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Update Edina Historic Context Study: Adding most recent data from the Country Club District, Morningside Bungalow Study and Suburban Development Study	2015 - 2017	Potential for CLG Grant from MHS	Yes	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Designate the Wooddale Bridge an Edina Heritage Landmark	2015	No	Yes	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Designate 6901 Dakota Trail an Edina Heritage Landmark property	2015	No	Yes	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Designate 6909 Hillcrest Lane an Edina Heritage Landmark property	2015	No	Yes	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Establish a Working Group to provide educational opportunities linked to Edina's heritage preservation program during Preservation Month (May)	April 2015	No	Yes	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Explore the History of Your Home - Encourage engagement with the Placeography.org site.	2015-2016	No	Yes	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Add to resources publically available on topics such as architecture and technical advice - raising community awareness through education.	2015 - 2016	No	Yes	
Progress Report:				

Ongoing Responsibilities
RESEARCH: Evaluate potential heritage resources to add to the determined eligible for landmark designation list.
PRESERVATION: 1. Review Certificates of Appropriateness (COA) applications for heritage landmark designated properties; **2.** Invite eligible property owners to designate their properties Edina Heritage Landmarks.
COMMUNICATION & EDUCATION: 1. Educate public on the importance of heritage preservation to the vitality of the community. **2.** Continually update the Heritage Preservation page on the City of Edina's web site. **3.** Attend Minnesota Heritage Preservation conferences to enhance education and communication

Other Work Plan Ideas Considered for Current Year or Future Years

Begin work on updating the Heritage Preservation Section of the Edina Comprehensive Plan	

Proposed Month for Joint Work Session:	September

Staff Comments:	

Council Comments:	

Human Rights and Relations Commission
2015 Annual Work Plan

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Community Outreach: Community Conversations Working Group (Davis & Kennedy) 1. Conduct community listening sessions 2. Reach out to those that live or work in Edina (including religious, ethnic, disabled, income levels, etc.). 3. Partnership with Advocates for Human Rights Consolidate into a report 1. What is a welcoming community 2. Is Edina a welcoming community	March 2015 – complete community conversations (5-6) that start in November 2014 May 2015 – report complete and presentation to HRRC	$500	Administrative	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Human Rights City Designation (Kennedy & Sanders)	2015	$300	Administrative	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Days of Remembrance/Genocide Awareness: Event (Seidman, Kennedy, Arseneault)	April 19, 2015	$1000	Administrative, coordination with Communications	
Progress Report:				

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2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Affordable Housing Expanding Opportunity 1. Continued education on affordable housing 2. Monitor status of Edina 3. Support current efforts	2015	None		
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Body Image and Sexuality Awareness (Gates, Seidman, Arseneault)	2015	$800	Administrative, coordination with Communications	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Human Trafficking (Weinert & Arseneault)	May 2015	$300	Yes	
Progress Report:				

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Progress Report:				

Ongoing Responsibilities
Update Bias Offense Response and Prevention Plan (August)
Tom Oye Award (Oct-March)
Days of Remembrance (April or May, to coincide with the national observation of the United States Holocaust Memorial Museum)
Edina Resource Center/Edina Community Council (HRRC representative)
The Advisor: Blog

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Other Work Plan Ideas Considered for Current Year or Future Years	
Disability Awareness Campaign: 25th Anniversary of the Americans with Disabilities Act	
Black History Month	
Tolerance in Motion – hosting mobile exhibit and associated activities (pending funding by sponsors)	

Proposed Month for Joint Work Session:	August

Staff Comments:	

Council Comments:	

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Planning Commission
2015 Annual Work Plan

2015 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
A. Zoning Ordinance Amendments (See attached Zoning Ordinance Work Plan Tracker.)The Planning Commission would like to complete the following from the list in 2014:	On-going	No additional budget requested at this time	Yes, staff support is required	Council approval is required for each Zoning Ordinance amendment
1. Grading & Drainage – work with engineering to establish clear regulations	2015		50 Hours + Engineering Department	
2. Parking regulations/Proof-of-parking	2015		30 Hours	
3. Lighting Ordinance	2015		30 hours	
B. Policy Recommendations 1. Tree Ordinance/Landscaping 2. Density in Southdale area 3. Living Streets – Bringing buildings up to the street & connecting to the street. 4. Mid Term Comp. Plan Consideration 5. Sustainability enforcement/PUD/Ped. friendly/affordable housing 6. Monitoring Residential Redevelopment standards & ordinance	On-going	No additional budget requested at this time	Yes, staff support is required	Council approval is required
C. Commission Liaison 1. Connectivity – Living Streets 2. France Avenue Corridor Planning 3. GrandView				

D. Small Area Plan - Conduct a Small Area Plan for the Cahill and 70th Commercial area as defined in the Comprehensive Plan.	2015-16	$25,000-$75,000 depending on the scope of work to be done by a consultant. (TIF funds)	Yes, staff support is required	Council approval is required
E. Small Area Plan – Complete the Small Area Plan for the Wooddale and Valley View Commercial area.	2015	$40,000 (TIF funds)	Yes, staff support is required	Council approval is required
Progress Report:				

Ongoing Responsibilities
The Planning Commission is responsible to review all Land Use applications submitted to the City of Edina. Land Use applications include: Variances; Site Plan Review; Sketch Plan Review; Conditional Use Permits; Subdivision; Lot Line Adjustments; Rezoning; and Comprehensive Plan Amendments. To accomplish this responsibility the Planning Commission meets twice per month, on the second and fourth Wednesday of the month. The Planning Commission typically reviews 3-4 of the above requests each agenda.

Other Work Plan Ideas Considered for Current Year or Future Years	
Begin preparation for the 2018 Comprehensive Plan Update	

Proposed Month for Joint Work Session:	May

Staff Comments:	We anticipate 2015 as another very busy year for development. We will try to accomplish as much as we can outside of our usual “ongoing responsibilities.”

Council Comments:	