



**CITY OF INVER GROVE HEIGHTS
CITY COUNCIL CHAMBERS**

**CITY COUNCIL WORKSESSION
MONDAY, DECEMBER 2, 2019 at 6:00 p.m.**

A G E N D A

A. CALL TO ORDER – MAYOR TOURVILLE

1. Peer2Peer Culture – Heather Rand
2. 2020 Budget – Joe Lynch
(Shannon will supply draft resolutions to Council on Monday)
3. Town Hall Meetings in 2020 – Joe Lynch
(Handout will be sent separately)

B. ADJOURN

CITY OF INVER GROVE HEIGHTS

City Council Work Session

City Employee Code of Conduct/Peer2Peer Culture Initiative Update

Meeting Date: December 2, 2019

Item Type: Work Session

Prepared by: Heather Rand

Community Development Director

Contact: phone number 651-450-2546

Fiscal/FTE Impact:

☐	None
☒	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☐	Other

PURPOSE/ACTION REQUESTED:

Update city councilors on the Peer2Peer Culture Initiative developed as follow up to the 2019 City Hall Organizational Culture Assessment recommendations (formerly referred to as Code of Conduct Initiative).

SUMMARY:

In 2019, the city engaged with consultants Perme & Peterson to conduct an organizational cultural inventory assessment with city employees for the purpose of obtaining qualitative input that could then be analyzed and utilized to develop a plan for strengthening the organization's culture and maximizing the organization's effectiveness. As a result of this effort, one of the recommendations that surfaced is to create a cross-sectional or cross-department team of employees that work to establish and promote a code of conduct for city employees. This code of conduct committee was created last summer and its cross-department membership includes Dana Lindsey (Parks & Rec), Robin Reitberger (Police), Shelley Calvert (Admin), Jeff Schadegg (Fire), Heather Botten (Community Development), Janet Shefchik (Admin), Mike Edwards (Public Works), Stephanie Waegener (Admin), and Heather Rand (Dept Head Rep).

The code of conduct committee has since conducted a city-wide employee survey to identify the descriptive words that most exemplify desired city of Inver Grove Heights employee code of conduct in terms of behaviors with each other in the workplace and with customers. From this survey, a word bubble graphic was created that the committee deems to be a visual inspiration and reinforcement of the desired behavioral expectations (see attachment).

At the request of some city public safety employees, the code of conduct committee has recently supported a change in the name for this initiative from code of conduct to "Peer2Peer Culture" and renamed themselves the Peer2Peer Culture Committee, as the fire and police departments already have professionally established codes of conduct to which the Peer2Peer Culture Committee did not wish to complicate.

In 2020, the Peer2Peer Culture Committee intend to implement the following Peer2Peer Culture Programming:

- 1) Employee engagement efforts that include distributing office posters of the inspirational word bubble graphic and t-shirts printed with the word bubble graphic for employees to wear together on planned calendar days.
- 2) Implementation of a Peer2Peer Culture Award Program whereby employees may be nominated by their peers when they exhibit workplace behavior that clearly

demonstrates the desired Peer2Peer cultural behaviors expected. The committee will create a nomination procedure and multiple ways to recognize the nominees and their positive contributions to the organizational culture, which may include holding a quarterly drawing of nominees for the purpose of providing an award or incentive of some type such as a fun traveling trophy or monetary gift card, the details for which have not yet been finalized.

We provide excellent, efficient, fiscally sustainable services. We pride ourselves on making this possible by providing a collaborative, supportive and engaging environment.

Take Ownership

Behavior



Expectations

A word cloud of terms associated with 'Desired outcomes'. The words are arranged in a circular pattern around the central text. The words include: 'Successful', 'Communication', 'Professional', 'Fun', 'Engaged', 'Involved', 'Collaborative', 'Creativity', 'Empowerment', 'Empathy', 'Resilience', 'Respect', 'Inclusivity', 'Diversity', 'Equity', 'Justice', 'Well-being', 'Health', 'Safety', 'Security', 'Stability', 'Peace', 'Harmony', 'Balance', 'Growth', 'Development', 'Progress', 'Innovation', 'Leadership', 'Teamwork', 'Partnership', 'Cooperation', 'Synergy', 'Collaboration', 'Participation', 'Involvement', 'Engagement', 'Commitment', 'Dedication', 'Passion', 'Enthusiasm', 'Motivation', 'Inspiration', 'Creativity', 'Innovation', 'Leadership', 'Teamwork', 'Partnership', 'Cooperation', 'Synergy', 'Collaboration', 'Participation', 'Involvement', 'Engagement', 'Commitment', 'Dedication', 'Passion', 'Enthusiasm', 'Motivation', 'Inspiration'.

How do **YOU** make
IGH great?!

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

2020 Budgets – Final Review

Meeting Date: December 2, 2019
 Item Type:
 Contact:
 Prepared by: Joe Lynch, City Administrator
 Reviewed by:

Fiscal/FTE Impact:

- | | |
|--------------------------|------------------------------------|
| ☐ | None |
| ☐ | Amount included in current budget |
| ☐ | Budget amendment requested |
| ☐ | FTE included in current complement |
| ☐ | New FTE requested – N/A |
| ☐ | Other |

PURPOSE/ACTION REQUESTED

Final Review of the 2020 Proposed Budgets.

Summary

This is the final opportunity prior to the December 9th meeting when Council will be asked to adopt the 2020 Budget and accompanying resolutions. Dakota County has provided updated information on the Market Values, Net Tax Capacity and Fiscal Disparities. These are included in Exhibits A-G.

With these updates, the Tax Levy remains at \$24,864,156, an increase of \$1,632,862 from 2019. This is a 7% increase from 2019.

At this time staff estimates that \$117,500 is included in the proposed budget that could be the discussion for Council to focus on. This is achieved through a combination of savings in personnel (decrease of 1FTE to .6 FTE) and removal of duplication of costs in overlap between Temporary and full time staffing in Community Development (\$57,000) and a change in Building Inspections (\$29,000). Council may consider what you would like to do with this amount:

- Keep levy as proposed and use funds to augment Pavement Management – this may be helpful when considering what to do about 60th Street and Bacon project assessments
- Reduce the Levy by the full amount
- Reduce the levy by an amount less than the full amount - \$67,500. This will leave a smaller amount (\$50,000) as a contingency in case there is something unforeseen or unexpected in 2020. We have done away with the Contingency Fund and typically take funds from other sources in these events.

Included are Draft Resolutions that would be the same as those at the December 9th meeting. I have not received any calls or emails regarding the proposed tax levy or taxes, as shown on the tax notices received. I also checked with Interim Finance Director, Shannon Battles, and she had not received any calls or emails either. There are three interesting facts that occurred as a result of this budget year. First, the Taxable Market Value for the entire City is up over 6%. Second, TIF District 4-1 expires at the end of 2019 and approximately \$1.8M in tax capacity comes back on to the tax rolls in 2020. Third, and final, is the fact that Fiscal Disparities for the City is up approximately \$305,000 for 2020, all of which to combine to spread the tax impact out for all taxpayers.

The 2020-2024 CIP is typically presented at the December Council meeting as a part of the budget adoption packet. This year, because of discussion at the Council level and being followed up on by staff toward PMP, we will bring this back to Council at your January Work Session for discussion and seeking direction to place it on a future January meeting Agenda for approval.