

Mayor:
Mark Steffenson



Address:
12800 Arbor Lakes Pkwy
Maple Grove, MN 55369

Councilmembers:
Karen Jaeger
Phil Leith
Judy Hanson
Kristy Barnett

**City Council Work
Session
Meeting Agenda
June 20, 2022 - 5:30
p.m.**

Phone:
763-494-6000

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"Serving Today, Shaping Tomorrow"

1. CALL TO ORDER
2. Review Compensation and Classification Study process, compensation philosophy and peer communities

Documents:

[Memo - Review Compensation and Classification Study process, compensation philosophy and peer communities.pdf](#)

3. Review draft remote work policy

Documents:

[Memo - Review draft remote work policy.pdf](#)
[Attachment A - Draft remote work policy.pdf](#)

4. Review local option sales tax ballot language

Documents:

[Memo - ballot language.pdf](#)

ADJOURNMENT

To: Mayor Steffenson and Councilmembers
Heidi Nelson, City Administrator

From: Melanie Mesko Lee, Interim Human Resources Director

Date: June 15, 2022

Subject: Review Compensation and Classification Study process, compensation philosophy and peer communities

At the February 22, 2022 meeting, the city council approved a request for proposals (RFP) for a classification and compensation study consultant. At the May 16, 2022 meeting, the city council awarded the contract to David Drown Associates: Human Resources (DDAHR).

Representatives from DDAHR will be present for the work session discussion to review the Compensation and Classification Study process, compensation philosophy and peer communities to be used as part of the compensation and classification study.

To: Mayor Steffenson and Councilmembers
Heidi Nelson, City Administrator

From: Melanie Mesko Lee, Interim Human Resources Director

Date: June 15, 2022

Subject: Review draft remote work policy

At the 2022 council/staff strategic meeting on February 12, the city council discussed the changing needs of today's workforce and the opportunity to explore policies that would provide more flexibility for employees. City Council directed staff to draft a remote work policy for council consideration. Staff has prepared a draft remote work policy and is seeking council feedback and direction.

Service to the community and the organization remain the highest priority. Staff has developed policy parameters to ensure that those needs continue to be met and that any remote work arrangements do not impact service to the community.

Attachment A - Draft remote work policy

Article 60 Remote Workplace Policy

Purpose

In an effort to address the changing needs of today's workforce, it is the policy of the City of Maple Grove to provide remote workplace options for eligible employees while continuing to provide exemplary service to the community and organization. This policy is intended to provide an overview of the city's expectations and will be reviewed on a periodic basis to ensure the goals are met as intended. This policy may be amended or rescinded at the discretion of the city.

This policy does not alter the terms and conditions of employment with the City; it is not an entitlement nor a city-wide benefit. An employee's salary, benefits, and work status will not change as a result of this policy. The city administrator or department director may discontinue remote work schedules at any time and that discontinuation is not eligible for the grievance process.

Definition

Remote working arrangement is a regular, routine work arrangement that allows the employee to perform a portion of the job outside of city facilities. This type of arrangement specifies the number of hours and days to be worked outside of the office and the specific time in which it will occur.

Policy

Eligibility

1. Remote work arrangement agreements are at the discretion of the city based on operational needs, while considering how to balance employee work/life integration.
2. Not all positions will be eligible for remote working arrangements. Needs will vary by department, position, or situation and remote work may be approved on a temporary, occasional, or periodic basis.
3. Employees must have satisfactory work performance, as documented by the annual performance evaluation process and ongoing communication from a supervisor.
4. Remote work parameters will be outlined in writing and approved by the supervisor and department director before becoming effective.
5. The human resources department will be provided with a copy of all remote work arrangements in order to measure and report back to the City Council on a periodic basis.
6. Any remote workplace agreement may be discontinued, at will, at any time at the request of either the employee or the city.

Schedules

1. Department directors may approve remote work schedules for up to two days per week and will be done in a manner to ensure no impact to service delivery to either the community or colleague departments.
2. The supervisor retains the right to call an employee working remotely into city facilities as needed.
3. Employees are expected to demonstrate the same job responsibilities and service level expectations as if they are working from city facilities.
4. Supervisors may direct remote working employees to attend meetings in person at their discretion.
5. Remote work hours are considered regular work hours and employees are expected to track and record hours in the same manner as if they are working from city facilities. These arrangements are not a substitute for non-work activities (dependent/child care, appointments, or errands).
6. Employees shall continue to follow City of Maple Grove personnel, vacation, and sick leave policies.

Remote Work Expectations

1. **Service:** Service to the community and organization should not be negatively impacted by a remote work arrangement. Technology is available to help make that possible and employees are expected to use the available tools to ensure this expectation is met.
2. **Performance:** We expect a continued high level of customer service to be provided regardless of an employee's work location.
3. **Environment:**
 - a) The environment should be safe, ergonomic, and professional.
 - b) Employees must provide reliable internet access with enough bandwidth to connect to the city's system.
 - c) Employees should use city-authorized virtual backgrounds when conducting online meetings while working remotely.
4. **Equipment:** The city may provide remote employees with equipment needed, such as a computer or necessary hardware or software. The employee is responsible for providing other basic equipment such as desk space, reliable internet, and reasonable security of city assets.
5. **Safety:** Employees should maintain a safe working environment. Any work-related accident, injury, or illness that occurs while working remotely should be reported immediately to the employer's supervisor so that a first report of injury can be completed. An employee is covered by Worker's Compensation laws while working remotely.
6. **Security:** All IT security guidelines should be followed. Employees will be expected to ensure the confidentiality and security of all City data accessed from or transported to the remote work site. The same standards generally apply for remote work environments, including the Minnesota Government Data Practices Act, data privacy, equipment usage, and city policies.

7. **Travel:** Travel to and from a city facility for the purposes of meetings or other work requirements are not considered eligible for compensation and mileage will not be reimbursed.

DRAFT

To: Mayor and Councilmembers

From: Heidi Nelson, City Administrator

Date: June 16, 2022

Subject: Ballot language

As council is aware, staff has been working on advancing the financing plan for the Community Center expansion and renovation project. In addition to state bonding, the city is pursuing a local option sales tax to fund the project.

As part of the financing planning process, the city will need a ballot question on the 2022 General Election ballot for residents to vote on whether or not they support the imposition of a sales and use tax to help fund the Community Center project. Staff has been working Rapp Strategies, bond counsel Taft Law, and City Attorney Justin Templin to draft the ballot language below and a resolution as they relate to the proposed sales and use tax election question.

Staff will be seeking direction during the June 20 work session regarding the proposed ballot language. Formal consideration of the ballot question is scheduled for the July 18 City Council meeting. It should be noted that formal consideration on July 18 will include a resolution that must be adopted by August 1 in order to stay on schedule for the November election.

Below is the question that has been drafted for the 2022 General Election ballot.

CITY QUESTION 1 (MAPLE GROVE)

Imposition of Sales and Use Tax

Shall the City of Maple Grove impose a sales and use tax of one-half of one percent (0.50%) for no more than 20 years or until \$90,000,000 plus an amount equal to interest and the costs of the issuance of any bonds is raised, to finance the renovation and expansion of the Maple Grove Community Center, which may include the following: the addition of a third sheet of ice, walking track, expansion of aquatics facilities and locker rooms, expansion of space for seniors, new space for the arts and the historical society; and renovation and improvement of expo/banquet facilities, HVAC systems, roofs, and building structures.