CITY COUNCIL SPECIAL MEETING

January 29, 2013
6:15 p.m.
Coon Rapids City Center
Council Chambers

Call to Order

Pursuant to Minnesota Statute 13D.04, subd. 2, the City Council will meet in a special meeting to discuss the following:

1. Approve the 2013 Pay Equity Report

2. Cons. Resolution 13-21 2013(1) Miscellaneous Assessments Declaring the Cost to be Assessed, Ordering Preparation of Proposed Assessment Roll and Ordering Public Hearing for February 19, 2013

Other Business

Adjourn

City Council Special Meeting **1.**

Meeting Date: 01/29/2013

Subject: 2013 Pay Equity Implementation Report Approval

From: Matt Stemwedel, Assistant City Manager

Information

INTRODUCTION

The City Council is asked to approve the City of Coon Rapids' 2013 Pay Equity Implementation Report.

DISCUSSION

The Minnesota Legislature passed the Local Government Pay Equity Act in 1984. This act required political subdivisions to establish equitable compensation relationships between female-dominated, male-dominated and balanced classes of employees to eliminate gender based wage disparities. Essentially, female-dominated employee classes cannot be consistently compensated below male-dominated classes when performing comparable work.

This act requires that the City submit a report to the State's Department of Employee Relations (DOER) providing actual wage and job evaluation information for employees every three years. The last report was submitted in 2010 and the City was found to be in compliance with pay equity standards. The City must now submit a report by January 31, 2013 that reflects data as of December 31, 2012.

This memorandum includes two attachments for Council's review. The first attachment, called the "Pay Equity Implementation Report" provides basic information about the City and its compensation system. The Mayor must sign this report before it is submitted to the DOER. The second attachment, called "Compliance Report" provides the initial statistical analysis of the City data that was entered in to the DOER's pay equity system. Based upon this analysis, it appears that the City has meet pay equity standards again. The DOER will review the information after it has been formally submitted and will provide the City with an official decision regarding pay equity compliance.

RECOMMENDATION

Staff recommends that the Council, by motion, receive and approve the 2013 Pay Equity Report as submitted.

Fiscal Impact

BUDGET IMPACT:

There are no costs directly related to submitting the Pay Equity Report. However, the City could face penalties if it failed to submit a report or if found to be out of compliance with pay equity laws.

Attachments

Pay Equity Implementation Report

Compliance Report

Minnesota Pay Equity Management System - Coon Rapids(13-No Submission)

Home **Go To** **Utilities** **Log Out**

Pay Equity Implementation Form

Information entered on this page is not saved until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

Part A: Jurisdiction Identification

Jurisdiction: Coon Rapids
11155 Robinson Drive
Coon Rapids

Jurisdiction Type: CITY - City

Contact:	Name	Title	Phone	Email
	Jill Pocklington		763-767-6447	pocklington@coonrapidsmn.gov

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.
The system used was: Other (specify)

Describe:(*less than 240 characters)
PDI Control Data

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:
Coon Rapids City Hall (City Manager/HR Offic
(prominent location) (*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:
Coon Rapids City Council
(governing body) (*less than 60 characters)
Tim Howe
(chief elected official)(*less than 60 characters)
Mayor
(title) (*less than 60 characters)

☑ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body

Part C: Total Payroll

$20,037,931.78 is the annual payroll for the calendar year just ended December 31.

- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Sign & Submit | Return to Test Results

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.

Compliance Report

Jurisdiction: Coon Rapids
11155 Robinson Drive

Coon Rapids MN 55433

Report Year: 2013
Case: 1 - 2013 Data (Private (Jur Only))

Contact: Jill Pocklington Phone: (763) 767-6447 E-Mail: pocklington@coonrapidsmn.gov

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	64	38	2	104
# Employees	234	50	5	289
Avg. Max Monthly Pay per employee	5,412.44	5,068.00		5,379.85

II. STATISTICAL ANALYSIS TEST

The minimum requirement to pass this statistical analysis test is an underpayment ratio of 80%. Coon Rapids passed.

A. Underpayment Ratio = 88.04 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	21	9
b. # Below Predicted Pay	43	29
c. TOTAL	64	38
d. % Below Predicted Pay (b divided by c = d)	67.19	76.32

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 282	Value of T = 4.517

a. Avg. diff. in pay from predicted pay for male jobs = $8

b. Avg. diff. in pay from predicted pay for female jobs = ($232)

III. SALARY RANGE TEST = 0.00 (Result is A divided by B)

The Salary Range Test result must be 0% or 80% or more to pass. Coon Rapids passed.

A. Avg. # of years to max salary for male jobs = 5.00

B. Avg. # of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP 10.94 *

B. % of female classes receiving ESP 0.00

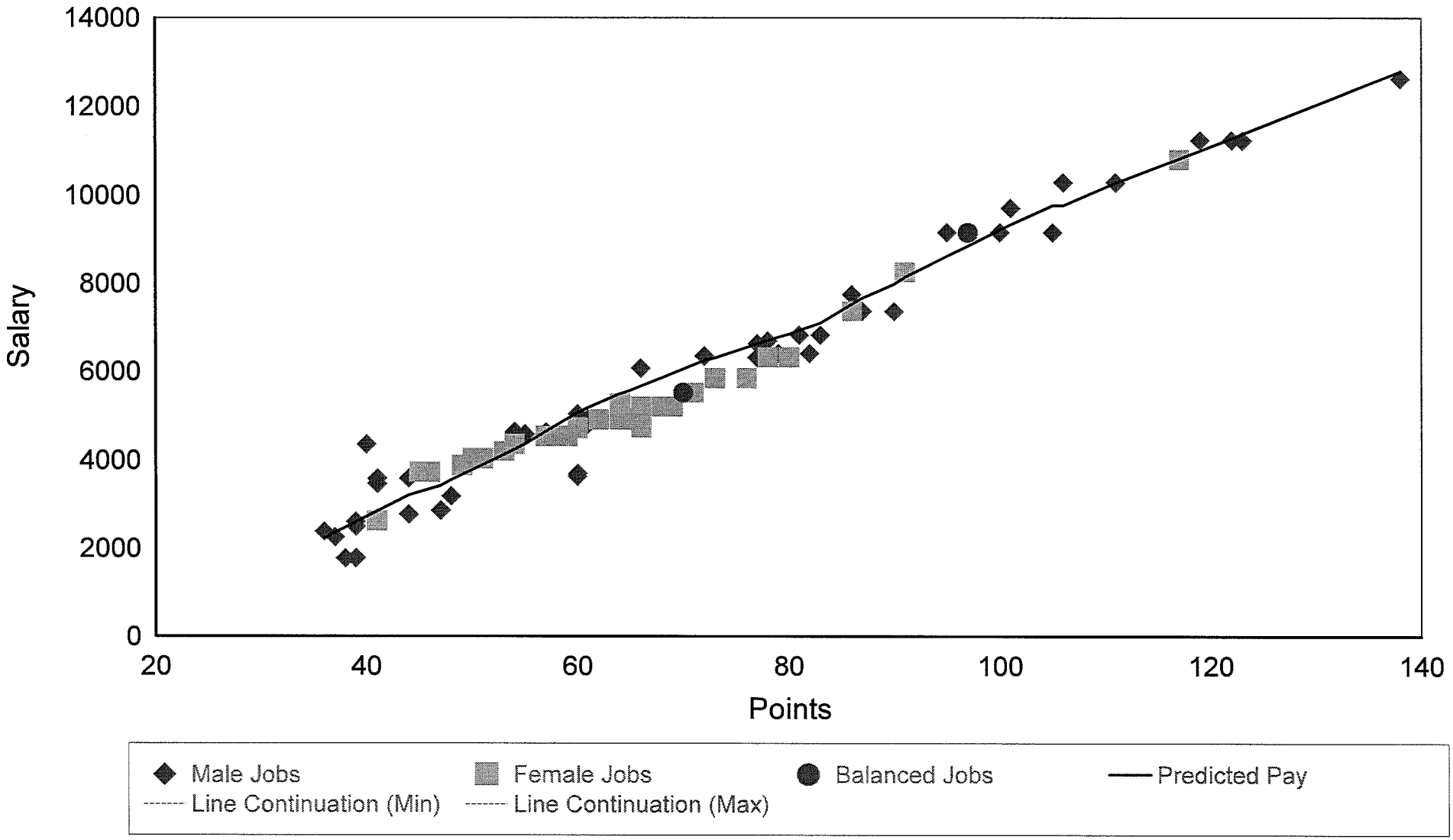
*(If 20% or less, test result will be 0.00)

The Exceptional Service Pay Test result must be 0% or 80% or more to pass. Coon Rapids passed.

Predicted Pay Report for Coon Rapids

1/23/2013

Case : 2013 Data



City Council Special Meeting **2.**

Meeting Date: 01/29/2013
Subject: Set Hearing Date for Misc. Assessments 2013(1)
Submitted For: Sharon Legg, Finance Director
From: Heidi Cederstrand, Assessment Clerk II

Information

INTRODUCTION

A date for a public hearing should be set to consider miscellaneous assessments to be certified to the County for collection with the 2014 property taxes.

DISCUSSION

The City Council must set a public hearing as required by State Statutes. At that hearing, the City Council may refer appellants to the Board of Adjustment and Appeals. The Board of Adjustment and Appeals will then give their recommendation.

The Board of Adjustment and Appeals is expected to conduct this hearing on March 7 and make a recommendation to the City Council at the March 19 Council meeting. Staff will incorporate the process in the required mailing to the property owner.

These assessments include services provided to taxpayers, in most cases code enforcement violations. The terms of repayment are determined by the amount being assessed. The proposed assessments are categorized by the number of years to be assessed and the interest rate recommended.

RECOMMENDATION

Staff recommends adoption of Resolution 13-21 Miscellaneous Assessment declaring the cost to be assessed, ordering preparation of the proposed assessment roll and ordering the public hearing for February 19, 2013 on the proposed assessment roll.

Attachments

MISC. 2013 (1) Res. Set Hearing

RESOLUTION NO. 13-21

RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PUBLIC HEARING ON PROPOSED ASSESSMENT ROLL FOR 2013(1) MISCELLANEOUS ASSESSMENTS

WHEREAS, costs to the City for abatement of code violations, securing and monitoring fees for vacant property, mowing of weeds, utility bankruptcy and any other unpaid fees, with total cost incurred for the improvements being $83,564.84 and administrative fees of $5,220 making the total cost of the improvements $88,784.84.

WHEREAS, the Clerk has notified the Council that such proposed assessment has been completed and filed in the Clerk's Office for public inspection,

NOW, THEREFORE BE IT RESOLVED by the City Council of Coon Rapids, Minnesota:

1. The cost of such improvement to be specially assessed is hereby declared to be $88,784.84.

2. The City Clerk with the assistance of the City Assessor shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation as provided by law, and the City Assessor shall file a copy of such proposed assessment for public inspection.

3. An assessment hearing shall be held on the 19th day of February, 2013 in the Council Chambers at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such assessment will be given an opportunity to object to the assessment. A written objection must be filed prior to or at the assessment hearing to preserve the owner's right to appeal the assessment to district court.

4. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper.

Adopted by the Coon Rapids City Council this 29th day of January, 2013.

_____
Tim Howe, Mayor

Attest:

_____
Catherine M. Sorensen, City Clerk