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MEMORANDUM

TO: Colleen Lasher, Human Resources Manager

FROM: Sharon Klumpp

DATE: Salary Recommendation for the Economic Development Manager

SUBJECT: August 7, 2013

Our analysis of the Economic Development Manager includes a review of duties and salaries. Based on our discussions with the City, we understand the importance the City places on recruiting someone with extensive experience completing significant commercial development deals. In other words, the City is looking for someone who has a track record and not someone who might be able to build a track record. While the position does not supervise employees, it does supervise projects and collaborations with representatives of other organizations, which requires a high level of interpersonal and management skills. It also functions as a member of the City's Economic Development Team.

The City's desire for experience and the level of interpersonal and management skills required for this position prompted us to research the salaries for comparable positions using the 2013 League of Minnesota Cities (LMC) salary database. The LMC database does not include salaries for economic development managers so we looked at community development director salaries because many organizations roll economic development responsibilities into a community development director. We found two positions that appear to be similar—the Business and Development Director for the City of Brooklyn Center (pop. 29,810) with a salary range of \$77,986-\$94,906 and the Planning and Economic Development Director in Hopkins (pop. 17,290) with a salary range of \$73,195-\$98,613. Based on work completed earlier this year for the City of Moorhead (pop. 38,566), we are also aware of the recently established Business Development and Retention Services Manager that has a salary range of \$70,093-\$95,768.

The City of Ramsey currently assigns the Economic Development Manager a pay range of \$ \$67,753 to \$84,690. Based on our review of the position and the market, we believe that the City should increase the pay range to at least \$90,000. We are recommending an 8% increase which would bring the range up to \$73,173-\$91,465. The midpoint of the recommended range is \$82,319. Hiring expectations would be around the midpoint (slightly higher or lower) if warranted based on the candidate's qualifications and experience.