

**CC Work Session**

2. 1.

**Meeting Date:** 08/13/2013**By:** Colleen Lasher, Administrative Services

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**Title:**

Discussion Regarding the Economic Development Manager Recruitment

**Background:**

Staff met with Ms. Sharon Klumpp of Springsted, Inc. to discuss the the search process for the Economic Development Manager. The discussion included the following items: overview of the search process, the role of the Economic Development Manager, the focus of the position, immediate and long-term goals of the position, the desired experience and background of the next Economic Development Manager, and the recruitment strategies -- including wages.

Per Springsted, Inc. (an excerpt from the attached memo) "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."

Note: Springsted Inc.'s full memo is attached for your review.

**Notification:**

From an internal equity perspective, this range is in-line with the Police Captain and the Parks/Assistant PW Superintendent positions. The intent and goal will be to hire between step 1 and step 3 / or very near the mid-point range, based on qualifications and experience.

**Observations/Alternatives:**

Option #1: To increase the current 2013 pay scale by eight percent which would bring the range up to \$73,173-\$91,465.

Option #2: Do not increase the current 2013 pay scale, keeping it at \$67,753 to \$84,690.

Option #3 Direct staff to adjust the 2013 pay scale based on Council discussion.

**Recommendation:**

Staff recommends following Springsted's recommendation to raise the 2013 pay scale to \$73,173-\$91,465. Note: The 2014 wage scale would be adjusted upward by whatever amount the City Council approves for non-union employees in 2014.

**Funding Source:**

With an anticipated November 2013 hire date; the 2013 funding is well within the 2013 budget. The 2014 budget has not been adopted at this time; however, the funding for this position will be accounted for in the 2014 budget and is anticipated to be not more than \$112,957 (wages, taxes, benefits). Funding for the ED Position is from the Economic & Development Authority (EDA) budget, the Housing & Redevelopment Authority (HRA) budget and Tax Increment Financing (TIF).

**Council Action:**

Approve Option 1, based upon discussion, to increase the wage scale by eight percent / \$73,173-\$91,465.

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## Attachments

Memo

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### Form Review

**Inbox**  
Kurt Ulrich  
Diana Lund

**Reviewed By**  
Jo Thieling  
Diana Lund

Form Started By: Colleen Lasher

**Date**  
08/07/2013 04:24 PM  
08/08/2013 10:10 AM

Started On: 08/07/2013 09:19 AM

Final Approval Date: 08/08/2013



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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.