



**CITY COUNCIL
COMMUNICATION:**

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

00-026

SYNOPSIS -

AGENDA:

JANUARY 24, 2000

Recommendation to retain Palmer Search Group, (3737 Woodland Avenue, Suite 640, West Des Moines, 50266, Austin Palmer, President) to conduct a regional search for a Real Estate Division Manager.

SUBJECT:

EXECUTIVE
SEARCH FIRM
SELECTION-REAL
ESTATE DIVISION
MANAGER

FISCAL IMPACT -

A flat fee of \$16,000 for recruiting services, which includes firms' travel expenses, advertising, and background checks- (excludes out-of-pocket candidate expenses) paid from the Training and Benchmarking budget.

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

RECOMMENDATION -

Approval.

SUBMITTED BY:

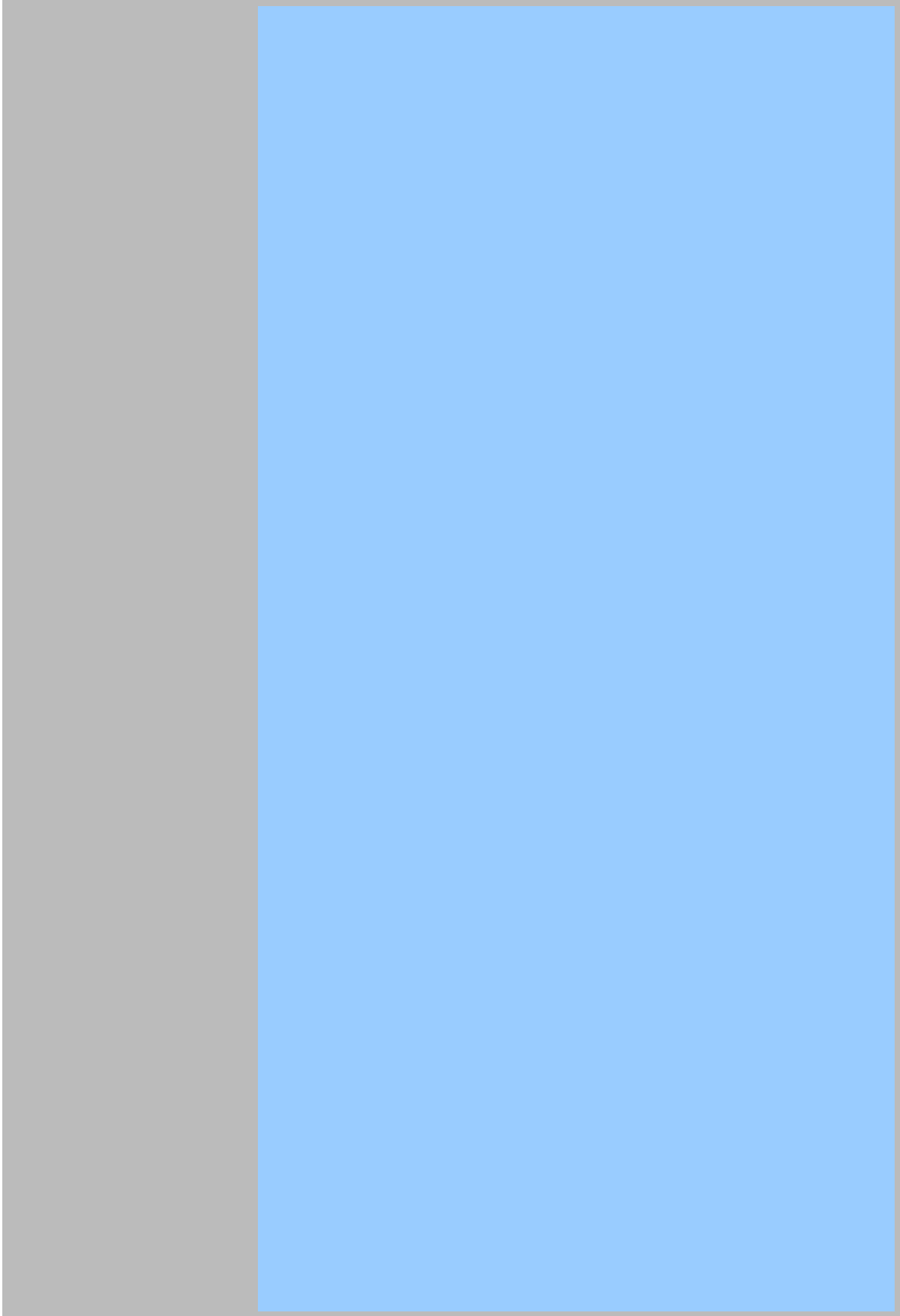
TOM TURNER
HUMAN
RESOURCES
DIRECTOR

BACKGROUND -

The reorganization of the Engineering Department's Right-of-Way (ROW) division has identified the need for a dynamic self-starter to lead a publicly sensitive division of the City. The position's title has been changed from ROW Administrator to Real Estate Division Manager to better reflect the more generalist approach to this position. Steve Gunson, Assistant to the City Manager, has been acting division manager for four months. Utilizing the resources available from an executive search firm will enhance recruitment for this key position.

The Human Resources Department conducted personal interviews with three local executive search firms (Palmer Search Group, Personnel Inc. and RSM McGladrey, Inc.) to obtain fee and recruitment services information in regard to the Real Estate Division Manager recruitment. All three firms offer

similar recruiting services. The Palmer Group, Inc. presented a flat fee of \$16,000 with a 120-day full-refund guarantee. RSM McGladrey offered a \$14,000 fee plus out-of-pocket expenses (advertising, travel, telephone and background reports) with no guarantee. Personnel Inc. proposed a \$15,000 fee plus out-of-pocket expenses expected to approach \$2,000 with a 6-month guarantee based on a pro-rata basis. The Palmer Search Group's proposal is the most competitive of the three.





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