

**CITY COUNCIL
COMMUNICATION:**

ITEM _____

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

00-465

SYNOPSIS -

AGENDA:

OCTOBER 2, 2000

The resignation of current Finance Director Kevin Riper requires a search be undertaken to fill this critical position. The search firm Ralph Andersen and Associates (Heather Renschler, Chairperson and CEO, 4240 Rocklin Road, Rocklin, CA 95677) is recommended to undertake this project.

SUBJECT:

SEARCH FIRM FOR
FINANCE
DIRECTOR

FISCAL IMPACT -

The cost of the search is expected to cost \$24,750. This is comprised of \$16,750 in professional fees and \$8,000 in expenses. There are sufficient salary savings in the vacant positions in the Finance Department to defray this general fund expense.

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

RECOMMENDATION -

Approve the hiring of Ralph Andersen and Associates to conduct the search for a Finance Director for the City of Des Moines, and authorize City staff, subject to review by the Legal Department, to negotiate an agreement and authorize the City Manager to execute the agreement for these professional services.

SUBMITTED BY:

TOM G. TURNER
HUMAN
RESOURCES
DIRECTOR

BACKGROUND -

A key executive position such as the Finance Director for the City of Des Moines requires a thorough and extensive search be conducted to obtain the best person available. Ralph Andersen and Associates is an experienced search firm with expertise in the public sector finance arena. Recently, Ralph Andersen and Associates completed a search for a new Finance Director for the City of Los Angeles. The costs noted above include expense of the firm for screening, videoconference interviews, preparation of appropriate brochures, copying and telephone expenses associated with the search. Travel expenses for finalists to be interviewed are not included in the

expense portion of the fee. Additional expenses for printing of brochures or extra travel to meet with candidates are not included and will be undertaken only with the express consent of the City Manager. Travel expenses for candidates to be interviewed by City staff are also not included. These expenses will be unknown until the slate of finalists is selected. City staff contacted ten firms before selecting Ralph Andersen and Associates. The costs submitted by the various firms ranged from a low of \$19,000 to a high of \$30,000 plus expenses. Ralph Andersen and Associates is the best value balancing cost, reputation, and experience in the public sector finance field.

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