Voting Session

Single Reading Ordinance Authorizing A Contract for an Executive Search Firm to Administer the City Manager Recruitment

Recommended Council Action

Approve Single Reading Ordinance

Context with Key Issues

A Request for Proposals soliciting an executive search firm to administer the recruitment of the next City Manager was published on November 3, 2020. Five submissions were received by the November 20, 2020, deadline.

A review team consisting of Mayor Kate Stewart, Councilmember Kacy Kostiuk, and Councilmember Talisha Searcy reviewed the proposals. The executive search firms and their proposed costs are:

GovHR USA	$21,000
Mercer Group	$19,500 plus expenses not to exceed $5,000
The Novak Consulting Group/Raftelis	$24,900
Randi Frank Consulting, LLC	$11,000, plus expenses not to exceed $7,500
S. Renee Narloch & Associates	$21,450 plus expenses not to exceed $7,450

The review team invited GovHR USA and the Novak Consulting Group to interview. After the interviews, the review team unanimously agreed to recommend the Novak Consulting Group to the City Council as the firm to administer the recruitment of the next City Manager.

The Novak Consulting Group previously assisted the City recruitments, and is familiar with Takoma Park and the priorities of the City Council. The review team believe they have the best approach of how to engage all stakeholders in the process. Novak Group successfully completed the City of Gaithersburg recruitment for a new City Manager earlier this year.

Council Priority

Livable Community For All

Engaged, Responsive, Service-oriented Government

Environmental Considerations

Not applicable.

Prepared by: Tracy Smith, Human Resources Director   Revised: 2020-12-2; Posted: 2020-11-25
Approved by: Suzanne Ludlow, City Manager

Fiscal Considerations
The Council had budgeted $25,000 as a placeholder for this work. The proposal from the Novak Consulting Group of $24,999 is inclusive of all professional fees and expenses for the recruitment, other than the travel of finalists.

Racial Equity Considerations
The request for proposals asked for detailed information regarding the firms focus on hiring a diverse pool of candidates. The Novak Group has been successful in identifying candidates that are racially, ethnically, and gender diverse. They are committed to a focus on diversity by advertising in publications that target people of color, and seeking out well-qualified women and people of color for inclusion in their recruitments.

Attachments and Links
- Revised Draft Ordinance

CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2020-

AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT FOR AN EXECUTIVE SEARCH FIRM TO ADMINISTER THE RECUITMENT OF THE NEW CITY MANAGER

WHEREAS,   the current City Manager will retire on July 1, 2021; and

WHEREAS,   the Council wishes to have an executive search firm administer the recruitment; and

WHEREAS,   a Request for Proposals was issued on November 3, 2020, and five responsive proposals were submitted; and

WHEREAS,   a review team of three City Council members reviewed the proposals, met with two of the firms, contacted references, and agreed on a firm to recommend to the full City Council to serve as the executive search firm; and

WHEREAS,   the review team recommended The Novak Consulting Group/Raftelis, at a rate of $24,900, which is inclusive of all fees except for advertising and background checks;

WHEREAS,   there are additional options for The Novak Consulting Group to mediate onboarding with the City Manager and City Council to clarify expectations and key goals, at $5,000, or a team workshop with the City Manager and Senior Leadership Team, at $5,000, or both for a total of $8,000;

WHEREAS, $25,000 has been budgeted for the facilitation services.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1.   The City Manager is authorized to enter into a contract with The Novak Consulting Group/Raftelis for executive search functions.

SECTION 2.   This Ordinance shall become effective upon adoption.

Adopted this the   day of December, 2020 by roll-call vote as follows:

AYE:
NAY:
ABSTAIN:
ABSENT: