



Takoma Park City Council Meeting – April 7, 2021 Agenda Item 5

Work Session

Update on Process for City Manager Search

Recommended Council Action

Review process for city manager recruitment and hiring.

Context with Key Issues

City Manager Suzanne Ludlow will retire on July 1, 2021. The City Council has contracted with the Novak Consulting Group/Raftelis an executive search firm to assist the new City Council with the recruitment process for hiring a new city manager. Under city code, the city council has responsibility for this.

Steps taken to date in the search process:

- On February 4th from 6pm to 8pm, the Council held a Community Conversation on the City Manager Search. Members of the public joined the Council to discuss the attributes residents would like to see in the next City Manager and the most important issues facing the community today and in the near future.
- Launched an online survey on important skills and values in our city's management is available on the City website in English, Amharic, Spanish and French.
- Two stakeholder focus groups on important city management skills and values held on March 3rd and 4th.
- To date, 58 applications have been submitted.
- Upcoming schedule:
 - Council administrative session on April 21st to determine applicants to invite to virtual interviews and establish logistics and process for interviews.
 - Virtual interviews to be held on May 11th.
 - In-person interviews, subject to COVID-19 protocols held on May 17th.

Council Priority

Engaged, Responsive, and Service-oriented Government

Environmental Considerations

N/A

Fiscal Considerations

N/A

Racial Equity Considerations

The Council will consider race equity as part of its search for new City Manager, as well as how it facilitates community input in the process.

Attachments and Links