

Introduced by:

**CITY OF TAKOMA PARK, MARYLAND**

**RESOLUTION  
EXPRESSING APPRECIATION TO TRACY SMITH  
FOR HER SERVICE AS TAKOMA PARK HUMAN RESOURCES DIRECTOR**

- WHEREAS, Tracy Smith became the Human Resources Director of the City of Takoma Park on August 19, 2019; and
- WHEREAS, Ms. Smith assumed her leadership role at a time when the Human Resources Department had limited staffing capacity and inefficient procedures resulting from staff turnover and a lack of automation; and
- WHEREAS, with the onset of the COVID-19 pandemic, Ms. Smith facilitated the transition of a large portion of the City's workforce to remote work for the first time in the City's history; and
- WHEREAS, Ms. Smith implemented the City's telework policy which promoted work-life balance by allowing flexible scheduling options for City staff; and
- WHEREAS, Ms. Smith oversaw the creation of the City's COVID-19 Health and Safety Protocols to lower exposure risk for both staff and residents; and
- WHEREAS, Ms. Smith automated several core Departmental tasks by launching electronic personnel and benefits forms on the City's website, implementing online healthcare enrollment, and introducing an online ticket support system to track staff requests; and
- WHEREAS, Ms. Smith developed an online recruiting and onboarding process as well as played an important role in the multi-year leave audit process; and
- WHEREAS, Ms. Smith entered personnel budget amounts for all Departments through three budget cycles, ensuring sufficient financial resources to cover personnel costs each year; and
- WHEREAS, thanks to Ms. Smith's skills, knowledge and legal background, she was an asset to City management and her colleagues in improving inter-departmental operations, managing labor relations, hiring for key leadership positions including the City's current City Manager, and regulating compliance with City policies.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TAKOMA PARK THAT great appreciation is given to Tracy Smith for her over two years of distinguished service to the people, Council and staff of the City of Takoma Park; and

BE IT FURTHER RESOLVED THAT best wishes are extended to Ms. Smith in her next professional chapter.

Adopted this 20th day of April, 2022.

Attest:

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Jessie Carpenter, CMC  
City Clerk