

Introduced by: Councilmember Kostiuk

Single Reading: December 2, 2020

Effective Date: December 2, 2020

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2020-33**

**AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT  
FOR AN EXECUTIVE SEARCH FIRM  
TO ADMINISTER THE RECRUITMENT 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; and

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; and

WHEREAS, \$25,000 has been budgeted for the 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 2nd day of December, 2020 by roll-call vote as follows:

AYE: Stewart, Kovar, Dybala, Kostiuk, Seamens, Smith, Searcy

NAY: None

ABSTAIN: None

ABSENT: None