

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2023-21

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

WHEREAS, the City Council seeks to hire a City Manager; and,

WHEREAS, since the previous City Manager's departure, the Council has appointed an Acting/Interim City Manager from the City's Senior Leadership Team to serve through the hiring and onboarding of a successful candidate; and,

WHEREAS, the Council wishes to have an executive search firm assist Council in the recruitment of a City Manager; and,

WHEREAS, a Request for Proposals was issued on June 22, 2023, and a total of five (5) search firms submitted proposals; and,

WHEREAS, a Council appointed review team of three City Council members and one senior staff member reviewed the proposals against criteria outlined in the Request for Proposals, interviewed three 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 recommends GovHR, at a rate of \$20,500, which includes all fees except third-party advertising fees (\$0-\$2500), recruitment costs (not to exceed \$1,500) and candidate travel expenses (as needed); and,

WHEREAS, GovHR has local and extensive national experience recruiting public sector executives for municipalities and other political subdivisions; and

WHEREAS, in the current fiscal year, FY24, \$70,000 was budgeted for these services.

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

SECTION 1. The Acting City Manager is authorized to negotiate and enter into a contract with GovHR for executive search functions.

SECTION 2. This Ordinance shall become effective upon adoption.

APPROVED this 2nd day of August, 2023 by roll-call vote as follows:

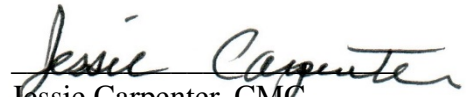
AYE: Searcy, Fulcher, Dyballa, Gibson, Seamens, Honzak

NAY: None

ABSTAIN: Small

ABSENT: None

Attest:

A handwritten signature in cursive script that reads "Jessie Carpenter". The signature is written in black ink and is positioned above the printed name.

Jessie Carpenter, CMC
City Clerk