



## **City Manager Fiscal Year 2018 Evaluation Summary for Release**

On Wednesday, October 17, 2018 the Mayor and City Council met with Ms. Suzanne Ludlow to conduct her Fiscal Year 2018 performance evaluation. The evaluation period covers July 2017 to September 2018. In conducting this evaluation, Councilmembers completed an online survey and met twice in administrative session. In an effort to maintain transparency both the Council and Ms. Ludlow wish to share this joint statement regarding the evaluation of her performance.

Overall, Council is very satisfied with Ms. Ludlow's performance in managing the City's affairs.

Ms. Ludlow's work on the budget, efforts to address tax duplication, hiring the new Chief of Police and leadership in the Maryland Municipal League have made this another successful year. She has been responsive to Councilmembers and to many resident questions and requests, and she presented a budget that was thoughtfully prepared and presented.

The Takoma Junction Development project demanded a great deal of time and resources of Council, the City Manager and a number of key staff who worked diligently on it. The City Manager also guided the City toward progress on other Council Priorities, and the Council is hopeful that we and the City Manager will be better able to focus to a greater extent on Council Priorities in fiscal year 2019.

Ms. Ludlow's goals last year were to hire an excellent Police Chief and to create and implement a strong orientation program for the newly elected members of City Council. The new Police Chief is a terrific addition to our City staff, Ms. Ludlow did an excellent job recruiting and hiring him. The Council orientation was well done.

In looking to the future, Council identified areas for improvement, including:

1. Keep the Council apprised of the status of Human Resources-related projects that significantly affect the workforce.
2. Acknowledging the challenges of the Takoma Junction work, Council recommends that the City Manager and the Council consider ways to enhance communications and interactions with residents.

3. Council also requested the City Manager consider revisions to the budget process and consult with Council on ideas to continue to improve the process.

Ms. Ludlow's goals for fiscal year 2019 include the following:

1. Develop a succession plan for key staff, several of whom are or will soon be eligible to retire.
2. Develop a plan for improving communication and collaboration between the City Manager's office, Council and key staff.

Council and Ms. Ludlow are working together with the common goal to ensure a successful fiscal year for the City and its residents.

Submitted respectfully to the residents of the City of Takoma Park, MD this 21st day of November, 2018.