

City Manager Selection Committee (CMSC)  
Report to the City Council  
March 15, 2004

- I. Summary of the City Manager Selection Committee activities (Nancy Cohen)
  - A. Creation of subcommittees
    1. Reporting Committee: responsible for maintaining a written record of the Committee's proceedings and a list of 'lessons learned' all of which will be compiled into a final report.
    2. Outreach Committee: responsible for developing and implementing initiatives to solicit resident input about the traits and characteristics desired in the next city manager, major challenges facing the City and changes that would benefit the City. Major activities: City-wide survey and public forum.
    3. Qualifications Committee: responsible for proposing statement of qualifications to be used by the Mercer Group when advertising the City Manager position and proposing a method for reviewing applications which will be presented to City Council by the subcommittee's chair, Robert Lanza.
  - B. Development of a profile of the City incorporated in the vacancy announcement.
- II. Qualification Subcommittee report on evaluating applications (Robert Lanza)
- III. Subsequent Committee activities: (Nancy Cohen)
  - A. Intent to formulate a set of questions to be used to query the top candidates about select issues important to the position and the City. The content of the questions will be a distillation of the survey responses, comments made at the public forum and concerns of the CMSC.
  - B. Interest in developing a schedule of activities for applicants (and spouse/partner) invited to Takoma Park.
  - C. Create an opportunity for members of the CMSC to meet with each applicant during her/his respective visit to the City (interview and/or informal meeting).
- IV. Development of a collaborative plan on subsequent selection activities (application review to final interviews) and the respective roles of the Council, the CSMC and The Mercer Group. (Nancy Cohen)