

**“So You
Want to be
a City
Manager?”**

Forum 2018

Moderator- Terrence W. James

April 20, 2018

Track 1 (1.3)



Purpose: To obtain an understanding of what is takes to be a city manager

Day in the Life

- Roles and Responsibilities
- Daily Agenda
- Helpful Habits
- Work-Life Balance

Problem of Practice

- Current Issue
- Problem Identification
- Processing
- Solution Development
- Outcome Evaluation

Preparation and Advice

- Education and Training
- Experience
- Tools for Success

Day in the Life of a City Manager



Aretha Ferrell-Benavides

Early AM	Mid AM	Noon	Mid PM	Late PM	Other Notes
News Emails	To-do List Morning Meetings	Lunch with Agency Lead(s) Admin Work	Review of Hot Button Issues Community Meetings	Evening News Follow-up on emails	Use of a Franklin Planner Learn to Delegate



Rashad Young

Early AM	Mid AM	Noon	Mid PM	Late PM	Other
Coffee/Breakfast (Internal and External Partners/Staff)	Media/Press Management Deputy Mayor Meetings	External Meetings	Agency Director's 1:1 Agency Visits	Community Hours Special Events	Exercise Self Reflection/Strategic Thinking

Day in the Life of a City Manager



Norton Bonaparte

Early AM	Mid AM	Noon	Mid PM	Late PM	Other
Work	Work	Work	Work	Work	...



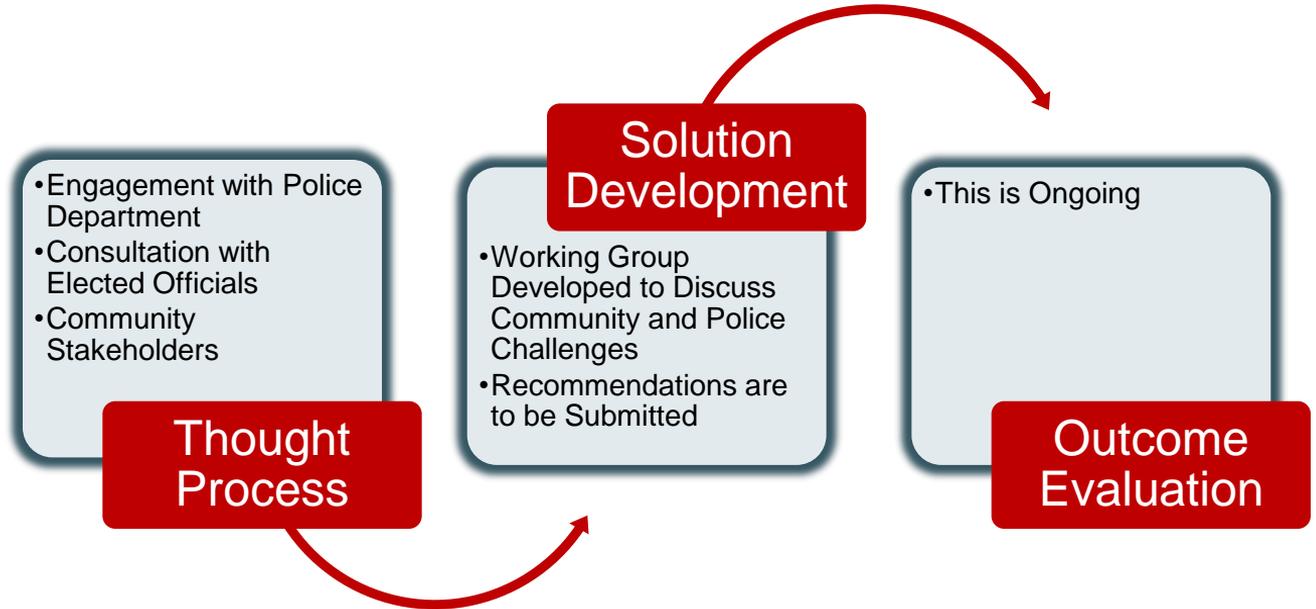
Nicole Ard

Early AM	Mid AM	Noon	Mid PM	Late PM	Other
Morning Walk Review of Urgent Emails and News	Check in with Staff	Variable Activities	Lunch with Staff / Community Meetings	Council/Community Meetings Check Emails	Exercise Schedule Varies by Day Faith Ongoing Communication with Council

*Problem/ Topic: Issues in Public Safety
(Sanford, FL)*

Problem of
Practice:

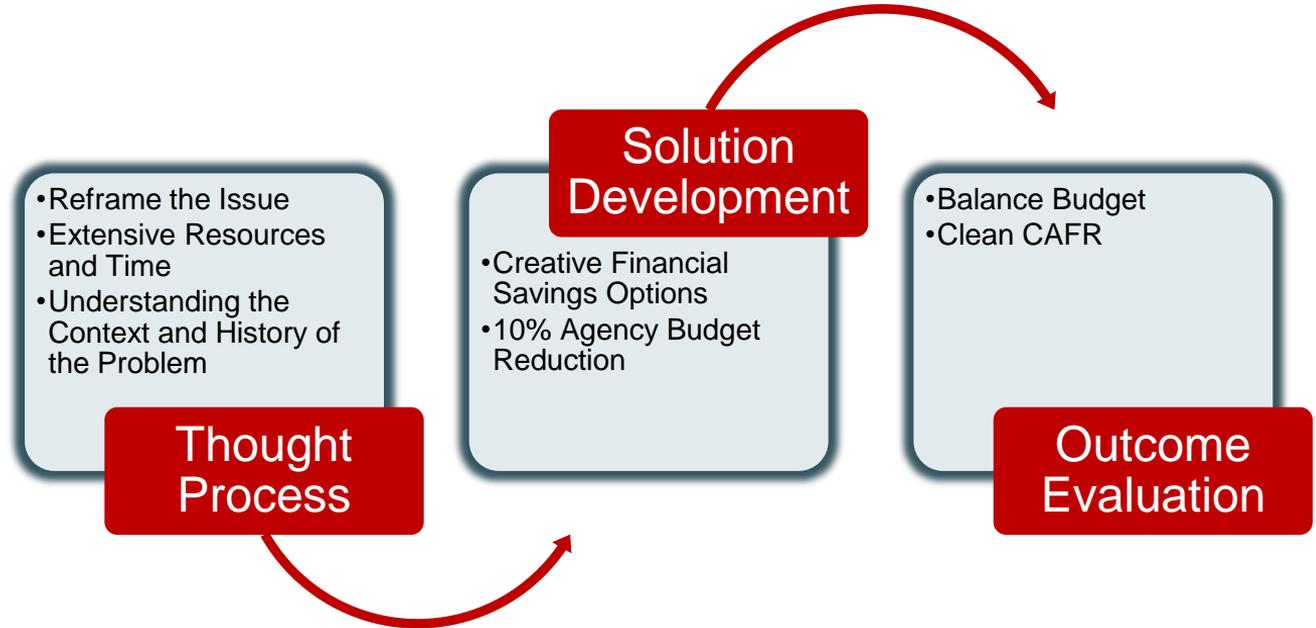
Public Safety



Problem of Practice :

Budget Balancing

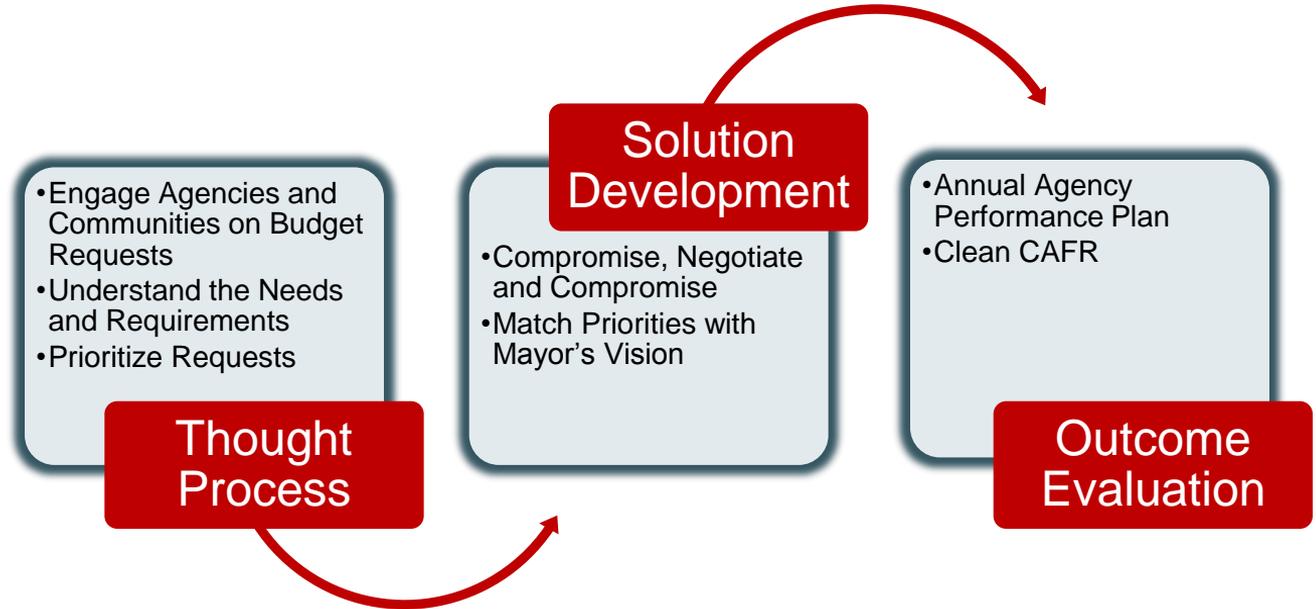
*Problem/ Topic: Budget and Finance
(Petersburg, VA)*



Problem of Practice :

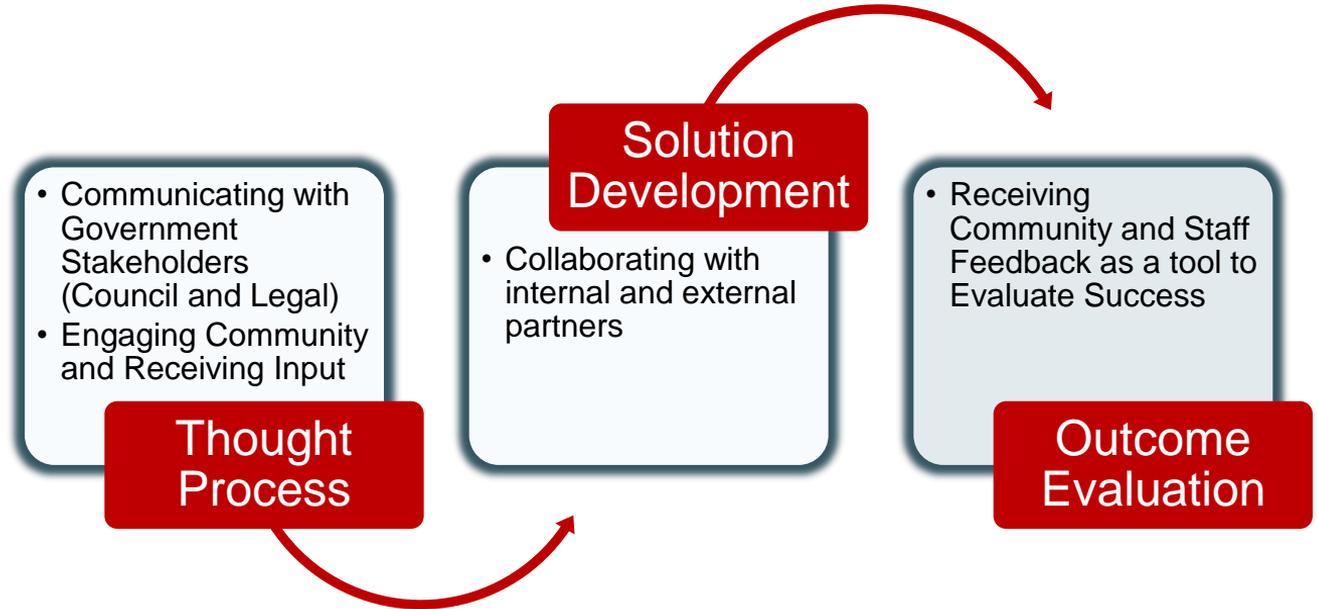
Budget Balancing

*Problem/ Topic: Budget and Finance
(Washington, DC)*



Problem of
Practice :
Public Safety

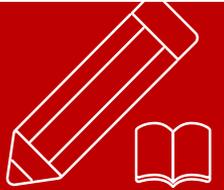
*Problem/ Topic: Issues in Public Safety
(Sandusky, OH)*



Preparation and Advice:

What did it
take to get to
where you
are now?

Education



Work Experience



Training



**Audience
Questions**

Closing Remarks

Thank You



Nicole Ard
(Greenbelt, MD)



Terrence W. James
(Washington, DC)



Norton Bonaparte
(Sanford, FL)



Aretha Ferrell-
Benavides
(Petersburg, VA)



Rashad Young
(Washington, DC)