



Office of the Mayor

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TO: City Council Members Kearney, Coffey, Inscoc, Rainey, Peace-Jenkins, Daeke,
Simmons and Daye
City Manager Griffin
City Attorney Zollicoffer
City Clerk McCrackin

FR: Mayor James D. O'Geary

RE: City Manager Transition Process

Ladies and Gentlemen:

Thank you for meeting with me today so we can begin the discussion on our next steps in wake of the City Manager's notice of retirement. I would suggest we make the processes for finding an interim manager and our next manager a deliberative one. In so doing, I urge us to not be rushed, as the recruitment and selection process can take six to nine months.

Most of us were involved with the city manager selection process when we were seated as a Council in December 2007. At that time, the previous Council had selected Mr. Ed Wyatt as the interim manager and we became fully involved in the city manager recruitment and selection process. Six of the current nine of us were involved with that process as follows: Councilmembers Inscoc, Rainey, Peace-Jenkins, Daeke and Daye, and me. Thus, I feel much more confident with this process than most of us felt back in 2007 when we found ourselves having to find a new city manager.

Our situation is also quite different in 2014 from what it was in 2007. We have a cohesive governing body and staff operating smoothly under the auspices of the Roles and Responsibilities Agreement and the Council-Manager form of government protocol. In 2007 and early 2008 we found ourselves without a City Manager, Finance Director, City Clerk and Human Resources Director. Our Assistant City Manager was new in his role, though a veteran in the City Engineer's Office. In short, we had a significant staff leadership void. We have a dynamic Strategic Plan being actively utilized to help guide our decision making and despite the continuing effects of the Recession, our finances are not in crisis. Thank you, Mr. Griffin, for

helping us fill this void and getting us into this much stronger position which we are enjoying today.

Fortunately, this is not the case today. This allows the Council more flexibility in its recruitment and selection process and allows us to now better articulate our goals and objectives as a governing body to potential new candidates. Thus, ladies and gentlemen, I feel comfortable as we move forward and assured we will be successful in our efforts to find a good, solid replacement for Mr. Griffin.

I would like to suggest we move forward in a manner similar to that used in the 2007/08 processes because we are familiar with the processes and were ultimately successful with our decision making. I think we should consider addressing this matter as follows:

Step 1: Interim City Manager

I would suggest we utilize the NC League of Municipalities (League) to assist us in finding a retired, seasoned city manager to serve as a part-time interim city manager until we can select the new city manager. If you feel comfortable with this process, Mr. Griffin will contact the League and set up an appointment with one of its staff persons, probably and preferably Mr. Harwell Wright, and begin that process.

This process was used in 2007 and no one could have asked for better interim city manager services than that provided by Mr. Ed Wyatt.

Step 2: City Manager Credentials Process

After the interim city manager has been appointed, I think we should then move to discuss the attributes we would like to have in a new city manager. I would suggest using the League or one of its affiliate organizations to assist us in this process. Once we have made these determinations, it would then be appropriate to initiate advertisements for the position.

Step 3: City Manager Recruitment and Selection Processes

Once the position is advertised, we can move forward with recruitment, review of applications and ultimately interviews.

City Council as Committee of the Whole

The processes required of the Mayor and City Council to recruit and select our next city manager are too important to be left to just a few persons. Therefore, I want to suggest Councilmembers be fully involved in the process as a Committee of the Whole. As Mayor, I will serve as the direct contact with the individual assisting the City with the recruitment and selection processes and I shall work diligently to keep the Council informed. I shall also call special meetings as needed to advise Councilmembers, solicit advice and decision making as the process matures.

Next Steps

I would like to fully discuss my suggestions with Council today. Subsequent to our discussion and adjustments as you may feel necessary, obtain a consensus so I might move forward with the process.

I welcome your input and our working together to find our next city manager.

POG