



## Commission Meeting July 25, 2022

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Prepared by: Dannai Clayborn, Clerk of the Commission

To: Commissioner Emily Dean  
Commissioner Melinda Reed  
Interim City Manager Tim Burton

Upon the resignation of the former City Manager, the City Commission determined a need to evaluate the recruitment process for the Manager position, prior to beginning a process for a permanent replacement. It was further noted flexibility is needed to promote healthy and effective relations between the City Commission and the City Manager, while still abiding by the City Charter. To address the identified needs, the Commission determined a subcommittee should be formed and reassigned annually from active members of the City Commission. At the June 27, 2022, Regular Commission Meeting, Mayor Wilmot Collins, and Commissioner Sean Logan were appointed as the Subcommittee members for 2022.

Following the formal appointment, the Subcommittee engaged in discussions with the Clerk of the Commission and members of the Communication and Management Services, LLC (CMS) team regarding the Commission's identified goals. The discussions consisted of assessing the established recruiting processes utilized for the Manager position and using previous recruitments for data gathering. Following the discussions, CMS provided the Subcommittee a proposal and project scope outlining a confidential interview process (unless otherwise permitted) of key individuals who may offer perspective on the recruiting strategies and logistics of the recruitments of previous Managers. Upon the completion of the interviews an amalgamated comprehensive report will be provided to the Commission for review, maintaining confidentiality where necessary, and following Charter guidelines for disclosure as part of any public process.

Next steps in the permanent Manager recruitment process may be informed by the data collected in the final report. Further details, including the development of a standardized recruitment strategy for future Commissions may result from the report. Any strategy may be refined by future Commissions, as they see fit. The Subcommittee members hope to receive a consensus from the remaining members of the Commission to proceed with an agreement with Communications & Management Services, LLC for the matters outlined in the attached proposal.

Respectfully submitted,

Commission – Manager Relations Subcommittee Members:

Mayor Wilmot Collins

Commissioner Sean Logan

Attachments: Communication and Management Services, LLC proposal