



City of CHARLOTTE

MEMORANDUM

TO: Mayor Armitage and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: Interim City Manager Candidates

DATE: September 11, 2020

Pursuant to Council direction, I have been working with Ryan Cotton of GovTemps to identify candidates for Council to interview for interim city manager. Mr. Cotton provided resumes this week for six individuals who wished to be considered for this position. I reviewed the resumes with Mr. Cotton and also with Mayor Armitage in order to identify the top three candidates for Council to interview. I provided my input to Mayor Armitage and he determined which of the candidates should be invited for interviews. Resumes and cover letters for those candidates will be found elsewhere in the agenda packet.

The principal objective in selecting candidates for you to interview was to identify those whose work history demonstrated a range of experiences that would indicate the ability to easily step into the position, become familiar quickly with the organization and its needs, and provide Council and staff the expertise that you and they need at this time. I want to be clear that these attributes might not be those that you will seek in candidates that you will consider later for the permanent manager position. These candidates were advised that they should not consider this position as getting their foot in the door for a permanent position.

Mayor Armitage has called a special meeting on Monday, September 21 beginning at 6:00 p.m. for the purpose of interviewing candidates and selecting an interim city manager. Adherence to this time schedule will help to ensure that time without a manager is minimized or eliminated.

The interviews will be conducted using Zoom. It is my expectation that Mr. Cotton will observe the interviews and be available to Council at the conclusion of the interview process to answer any questions you might have.

I have obtained from Mr. Cotton a set of sample interview questions for your use which I will email to you. I will be reviewing these next week with Mayor Armitage to finalize them prior to the September 21 meeting.