

The Washington City Council met in a special session on Thursday, January 13, 2011 at 5:00pm in the City Council Chambers at the Municipal Building. Present were: Archie Jennings, Mayor; Bobby Roberson, Mayor Pro tem; Doug Mercer, Councilman; William Pitt, Councilman; Gil Davis, Councilman; Pete Connet, Interim City Manager; Franz Holscher, City Attorney and Cynthia Bennett, City Clerk.

Councilman Ed Moultrie was absent and excused from the meeting.

Also present were: Susan Hodges, Human Resource Director; Mike Voss, of the Washington Daily News; Hartwell Wright and Lisa Kinsey of the NC League of Municipalities.

Mayor Jennings called the meeting to order and Councilman Pitt delivered the invocation.

**PRESENTATION & DISCUSSION: HARTWELL WRIGHT, NC
LEAGUE OF MUNICIPALITIES - CITY MANAGER SEARCH**

Hartwell Wright with the N.C. League of Municipalities met with the council to advise them on what to do and what not to do when it comes to recruiting and reviewing applicants for the position. He also advised them on what to do when they are ready to hire the new manager. The advertising process for the next city manager has already started with a deadline for applicants to submit resumes by Feb. 28th, the positing will remain open until filled.

Mr. Wright told the Council the way it conducts its search for a new city manager could influence applicants in deciding whether they want to come to Washington or not. He also stated with the state of the economy, there will likely be numerous resumes submitted.

Mr. Wright also told the Council and Mayor that choosing a new city manager will be one of the most important decisions they make during their time in office. The search will likely take about six months, from receiving resumes to making an offer to the preferred candidate.

Mr. Wright noted that a competitive starting salary range for this position based upon Washington's size, service area, geographic areas, and population is roughly \$100,000 to \$115,000.

Councilman Mercer said he had checked the salaries of city managers in 28 North Carolina municipalities with populations ranging from 8,000 to 13,000 and determined that only four managers were making more than our previous city manager.

Mayor Pro Tem Roberson reminded Council that items other than salary likely will make up the city manager's compensation package, items such as a car allowance, life insurance, disability insurance, deferred income, retirement contributions and health-care insurance for dependents. He also stated he expects the next city manager to want an employment contract, one that includes a severance package between him/her and the city.

The next step in the City Council's search for a new city manager will be developing a profile to use as a tool in helping find a replacement for former City Manager James C. Smith.

The Council will develop the profile during a special meeting at 4 p.m., prior to its regular meeting set for 5:30 p.m. January 24, 2011.

**CLOSED SESSION: UNDER NCGS 143-318.11 (A)(3)ATTORNEY/CLIENT
PRIVILEGE AND (A)(6)PERSONNEL**

By motion of Councilman Pitt, seconded by Councilman Davis, Council agreed to enter into closed session at 6:30pm under NCGS 143-318.11(a)(3)Attorney/Client Privilege and 143-318.11(a)(6)Personnel.

By motion of Councilman Davis, seconded by Councilman Pitt, Council agreed to come out of closed session at 6:45pm.

STATEMENT OF JIM SMITH RELEASE AGREEMENT FOR COUNCIL MINUTES

As required by North Carolina General Statute § 143-318.11(a)(3), and to the extent allowed by North Carolina General Statute § 160A-168, the City of Washington announced the terms of the Release Agreement it has entered with James C. Smith, Jr. In accordance with the specific terms of said Release Agreement, the City has paid Mr. Smith: (a) a severance payment equal to six (6) months of Mr. Smith's net wages at his 2010 pay rate; (b) a retirement contribution payment equal to the net percentage contribution to Mr. Smith's deferred compensation account that the City would normally pay on the severance payment; and (c) a premium payment that represents an amount equal to the monthly premium the City would pay for Mr. Smith's comprehensive medical insurance, dental, vision and life insurance from his effective date of resignation, January 1, 2011, until February 4, 2011. In exchange, the City received, among other things, a full release of claims, including prior contractual obligations between Mr. Smith and the City.

ADJOURN

By motion of Councilman Davis, seconded by Mayor Pro tem Roberson, Council adjourned the meeting until January 24, 2011 at 4:00 pm in the Council Chambers at the Municipal to discuss the hiring of a new City Manager with an emphasis on developing a profile to assist in the search.

Cynthia S. Bennett, CMC
City Clerk