

# TOWN MANAGER SEARCH

## CITIZEN & BUSINESS OWNERS LISTENING SESSIONS



February 28<sup>th</sup> and March 2<sup>nd</sup>, 2024

# INTRODUCTION & WELCOME

Thank you for taking the time to be here and to participate.

These sessions are hosted by the Mayor and Town Council.

Your facilitators are Mayor Liz White and Councilmembers Bill Craft and Terri Cartner.

This session is expected to last 60 to 90 minutes.



# WHAT IS A LISTENING SESSION?

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*A Listening Session is:*

- Like a ‘focus group’ or ‘input session’ where the goal is to obtain specific information and ideas from a target audience (e.g., citizens, business owners, staff).
- Guided by facilitators who ensure participants understand the format and information the session is seeking to obtain. Facilitators also answer questions and keep the participants focused and on schedule.
- Target questions are provided to enable the participants to brainstorm on the topic at hand.

# WHAT A LISTENING SESSION IS NOT

*A Listening Session* is NOT:

- A “gripe” session.

So.....

- Please contribute in a positive way.
- We aren't here to change the past.
- We are here to move towards a collective, envisioned future for the benefit of us all.





# WHY HAVE LISTENING SESSIONS?

- Oak Island's Council is charged with the hiring of the new Town Manager.
- Input from various stakeholders is Mission Critical in crafting the profile for the new Manager we want to hire.
- Everyone who is interested should have a reasonable opportunity to provide input into this especially important process in the life of our town.

# HOW WILL THIS SESSION WORK?

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- Each person will receive two sheets of paper. Each sheet will have a question.
- Circle the appropriate session number (we will tell you which session this is)
- Enter your name and address and check the boxes that apply to you.
- Select one person at your table to be the note collector/reporter.
- For 10 minutes, work on Question #1 individually. When time is called, each person reports their answers to the table note taker.
- When all note collector/reporters have recorded all answers, the note taker/reporter will announce the answers from their table.
- All responses will be recorded by facilitators.
- The same process will be repeated for Question #2.
- Completed sheets will be collected by the facilitators at the end of the exercise.

# ROLE OF THE TOWN MANAGER

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Per Article VI, Section 6.2 of the Town's Charter, the role of the Town Manager is as follows:

The Manager shall be the chief administrator of the Town. The Manager shall be responsible to the Council for administering all municipal affairs placed in his charge by them, and shall have the following powers and duties:

- Appoint and suspend or remove all city officers and employees not elected by the people and whose appointment or removal is not otherwise provided for by law, except the Town Attorney, in accordance with such general personnel rules, regulations, policies, or ordinances as the Council may adopt. Before appointing or removing officers or department heads he shall consult with Council, but retain the authority to take whatever personnel action he deems proper.

# ROLE OF THE TOWN MANAGER - cont.

- Direct and supervise the administration of all departments, offices, and agencies of the city, subject to the general direction and control of the Council, except as otherwise provided by law. No member of Council shall direct or request the appointment of any person to, or removal from, office by the Town Manager; nor give orders or directions to any subordinate of the Town Manager, either publicly or privately, without the permission of the Town Manager. On the other hand, members of Council shall be free to make work-related inquiries of any employee, to be available for discussion, and to bring to the attention of the Town Manager any facts of which he may not be aware which may require remedial action.
- Attend all meetings of the Council and recommend any measures that he deems expedient.
- See that all laws of the State, the Town Charter, and the ordinances, resolutions and regulations of the Council are faithfully executed within the Town.
- Prepare and submit the annual budget and capital program to the Council.



# ROLE OF THE TOWN MANAGER - cont.

- Annually submit to the Council and make available to the public a complete report on the finances and administrative activities of the Town at the end of the fiscal year.
- Make any other reports that the Council may require concerning the operations of the Town departments, offices, and agencies subject to his direction and control.
- Perform any other duties that may be required or authorized by the Council.

# QUESTION # 1

Describe the ideal characteristics of the  
future Oak Island **you envision.**  
(5-7+ year time frame)

# QUESTION # 2

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List the qualifications, characteristics, experience, and education for a Town Manager you feel is needed to guide Oak Island into the future **you envision.**

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# THANK YOU !!!



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