

**Memorandum
Mayor's Office**

To: Members of the City Council
Subject: Appointment of Interim City Manager
Date: September 8th, 2011



City Manager John Phillips will retire effective Friday, September 30th, 2011. Thomas Thomas will begin his employment with the City on Monday, October 24th, 2011. It will be necessary for us to have an Interim City Manager for this three week period.

As you know, Bob Hawes, Public Works Director / Assistant City Manager, has served in this capacity for many years during the absence of the City Manager. I have discussed this with him and he has agreed to serve as Interim City Manager from October 1st through October 23rd, 2011.

Recommendation:

It is recommended that the City Council approve the appointment of Robert Hawes to serve as Interim City Manager for the period from October 1, 2011 through October 23rd, 2011.

Submitted by: Dennis E. Pauley, Mayor

Approved by: Dennis E. Pauley, Mayor