



<b>WHAT'S INSIDE:</b>	<u>Page</u>
<b><u>Information:</u></b>	
Charlotte Area Transit Executive Search Process .....	2-3
Transit Services Advisory Committee Appointment.....	3-4

## INFORMATION:

### Charlotte Area Transit Executive Search Process

*Staff Resource: Debra Campbell, City Manager's Office, 704 336-2671, [dcampbell@charlottenc.gov](mailto:dcampbell@charlottenc.gov)*

The City of Charlotte is responsible for leading the effort to replace the CATS Executive Director/Chief Transit Official and is using a process similar to that used to select the previous Executive Director. The MTC Interlocal Agreement includes no specific process for selecting the CATS Executive Director/Chief Transit Official, it only requires that:

1. The Chief Transit Official shall be [or become] a City of Charlotte employee;
2. Appointed by the Charlotte City Manager with the concurrence of the Mecklenburg County Manager and with the concurrence of a MTC member representative (not a Charlotte or Mecklenburg County representative) selected by the MTC .

A staff team consisting of the Human Resources Department, City Manager's Office, and Shared Services Procurement Division has been charged with managing the process. The City used an informal Request for Quotes process in which the request was sent to three firms with extensive transit sector executive recruiting experience. The three firms were Gilbert and Tweed Associates, KL2 Connects, LLC, and Krauthamer and Associates. All three companies responded with quotes by the December 22 deadline. The staff team evaluated the three proposals and selected Krauthamer and Associates. This team was selected for the following reasons:

- 40+ years of experience;
- 1000 successful recruitments;
- Thorough and responsive response to the Request for Quotes;
- Proven ability to recruit senior level executive talent in the transportation field (most recently CEO's for Washington MATA, New Jersey Transit, Virginia Rail Express, APTA, Houston Metro, Denver Rapid Transit District, Hillsborough Area Rapid Transit, NYC Transit, Honolulu Authority for Rapid Transportation);
- Agreed to numerous on-site visits;
- The City has previous experience working with the firm with positive results (recruited Ron Tober and Keith Parker).

The City has hired Krauthamer and Associates to perform the following:

1. Define job qualifications and requirements for the position and develop a job description/profile.
  - The firm will conduct four to six public forums for the purpose of soliciting information used to develop employment profile, including the following participants:

- Representatives from various geographical areas throughout Mecklenburg County
  - The firm will conduct four employee focus groups with representation from the following areas to solicit information used to develop the employment profile:
    - CATS Rail
    - CATS Special Transportation Services
    - Charlotte-Mecklenburg Staff
    - CATS Bus Operations Division
2. Identify and recruit qualified candidates.
  3. Interview and evaluate prospective candidates, make recommendations, conduct an assessment process of viable candidates, assist in the selection process.
  4. Help with on-boarding the successful candidate.

The process is expected to take approximately three to four months with an anticipated hire date in late April or early May. Staff will keep Council, the Board of County Commissioners and the MTC informed of its progress throughout the process. The next key step for the search firm is to develop the job profile to be advertised.

### **Transit Services Advisory Committee Appointment**

*Staff Resource: Larry Kopf, CATS, 704 432-0497, [lkopf@charlottenc.gov](mailto:lkopf@charlottenc.gov)*

At the January 12, 2015 Council Business meeting, several questions were raised concerning an appointment to the Transit Services Advisory Committee. The request was an appointment for a three year term for a “suburban employer” served by the Charlotte Area Transit System. At the January 12 meeting, there was a request to clarify the purpose and need for a “suburban employer”.

Although the category is called “suburban employer” it could also be a “suburban employee” that works for an employer located in a suburban location. The need for this voice on the advisory committee is because the majority of CATS service is set up to move people to areas near the center city for employment, resulting in most of the Transit Services Advisory Committee (TSAC) members being people who work near center city. The TSAC makes recommendations on service changes and staff has observed that they tend to agree with changes that help people get to center city but may not always consider the importance of service in the reverse commute, or from center city to suburban locations. CATS operates many bus routes that do not come into Uptown, and having this membership requirement ensures that they have at least one member who can advocate for riders of these services. The service and the committee will be more inclusive if all viewpoints are represented. The request is to have at least one person on the TSAC represent the views of the reverse commute user.

However, it is not an absolute requirement that members of TSAC be current riders of the system. City Council has latitude and can appoint the person who would be a valuable addition to the committee. This also means that City Council has the latitude to appoint an advocate for those who do not have access to transit currently, or appoint an individual who doesn't use transit. Again the preference is that for this appointment the appointee represent the view of the reverse commuter.