



# TOWN OF CHAPEL HILL

Town Hall  
405 Martin Luther King Jr.  
Boulevard  
Chapel Hill, NC 27514

## Legislation Details (With Text)

**File #:** [23-0122] **Version:** 1 **Name:**

**Type:** Consent **Status:** Passed

**File created:** 2/9/2023 **In control:** Town Council

**On agenda:** 2/15/2023 **Final action:** 2/15/2023

**Title:** Authorize the Mayor to Execute a Contract for the Town Manager Recruitment and Selection Process.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. POLIHIRE Proposal for Town Manager Recruitment and Selection Process, 2. A RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT ON BEHALF OF THE TOWN FOR THE TOWN MANAGER RECRUITMENT AND SELECTION PROCESS (2023-02-15/R-6)

Date	Ver.	Action By	Action	Result
2/15/2023	1	Town Council	adopted	Pass

### Authorize the Mayor to Execute a Contract for the Town Manager Recruitment and Selection Process.

**Staff:**

Cliff Turner, Director  
Tom Clark, Assistant Director

**Department:**

Human Resource Development

**Overview:** The Town Council appointed Chris Blue to serve as Interim Town Manager effective January 1, 2023. The Town is now prepared to begin the process of selecting the next Town Manager and seeks an outside agency with expertise in this area to design and manage the process for the Town. The Council reviewed proposals from multiple firms and selected POLIHIRE to lead this process.



**Recommendation(s):**

That the Council authorize the Mayor to execute a contract on behalf of the Town with POLIHIRE to search for a Town Manager.

**Fiscal Impact/Resources:** The maximum fee for proposed services is \$33,000, with a base fee of \$25,000 and optional services totaling \$8,000.



**Attachments:**

- Resolution
- POLIHIRE Proposal for Town Manager Recruitment and Selection Process

**A RESOLUTION TO AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT ON BEHALF OF THE TOWN FOR THE TOWN MANAGER RECRUITMENT AND SELECTION PROCESS (2023-02-15/R-6)**

WHEREAS, the Town Council appointed Chris Blue to serve as Interim Town Manager effective January 1, 2023; and

WHEREAS, the Town is now prepared to begin the process of selecting the next Town Manager and seeks an outside agency with expertise in this area to design and manage the process for the Town; and

WHEREAS, the Council reviewed proposals from multiple firms and selected POLIHIRE to lead this process.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorize the Mayor to execute a contract on behalf of the Town with POLIHIRE to search for a Town Manager, consistent with the terms presented in the proposal attached to the February 15, 2023 meeting materials.

This the 15<sup>th</sup> day of February, 2023.

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**The Agenda will reflect the text below and/or the motion text will be used during the meeting.**

By adopting the resolution, the Council authorizes the Mayor to execute a contract on behalf of the Town with POLIHIRE to search for a Town Manager.