

Town of Carrboro

301 W. Main St., Carrboro, NC 27510



Meeting Agenda - Final

Thursday, March 28, 2024

6:00 PM

Special Called Meeting

Council Chambers - Room 110

Town Council

6:00

A. CONSENT

1. [24-074](#) Authorize the Mayor to execute an employment contract for the position of Town Manager.

PURPOSE: The purpose of this agenda item is to request that the Town Council consider the attached resolution to authorize the mayor to execute an employment contract with Patrice Toney for the position of Town Manager.

Attachments: [A - Resolution Authorizing Mayor to Execute TM Contract](#)
[B - Race and Equity Pocket Questions](#)



Agenda Item Abstract

File Number: 24-074

Agenda Date: 3/28/2024
In Control: Town Council
Version: 1

File Type: Other Matters

Authorize the Mayor to execute an employment contract for the position of Town Manager.

PURPOSE: The purpose of this agenda item is to request that the Town Council consider the attached resolution to authorize the mayor to execute an employment contract with Patrice Toney for the position of Town Manager.

DEPARTMENT: Human Resources

CONTACT INFORMATION: Julie Eckenrode, Human Resources Director, 919-918-7308,
jeckenrode@carrboronc.gov

COUNCIL DIRECTION:

Race/Equity Climate Comprehensive Plan Other

INFORMATION: Town Council contracted with BakerTilly to conduct a national search for the position of Town Manager. Council has selected Patrice Toney for the position. The employment contract will outline the details of Ms. Toney's employment.

FISCAL IMPACT: The Town Manager's position is fully funded in the FY24 budget.

RECOMMENDATION: Staff recommends that Council approve the attached resolution.

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN EMPLOYMENT
CONTRACT FOR THE POSITION OF TOWN MANAGER

WHEREAS, the Town Council engaged with BakerTilly US LLP to conduct an executive recruitment for Town Manager; and

WHEREAS, a national search was completed and yielded Ms. Patrice Toney as Council's selected candidate for the position;

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Town Council as follows:

Section 1. Authorization to Execute Agreement. The Council hereby authorizes the Mayor to execute an employment agreement with Ms. Patrice Toney for the position of Town Manager.

Section 2. Starting Salary. The starting salary for Ms. Toney in the position of Town Manager shall be One Hundred Ninety-Five Thousand Dollars (\$195,000) annually.

Section 3. Effective Date. This Resolution shall take effect immediately upon its passage.

This 28th day of March 2024.

Race and Equity Pocket Questions

Title and purpose of this initiative:

Authorize the Mayor to execute an employment contract with Patrice Toney for the position of Town Manager.

Department:

Town Council/Human Resources

What are the racial and equity impacts?

The recruitment process for the Town Manager position aimed to cast as wide net as possible with the assistance of a recruitment firm to receive a diverse applicant pool and find a highly qualified candidate for the position.

Who is or will experience community burden?

The community-at-large may be burdened in terms of levels of customer service when a key position like Town Manager is vacant.

Who is or will experience community benefit?

The community will benefit from the efficiencies and expertise the selected candidate will provide within the Town's organizational structure.

What are the root causes of inequity?

The GARE Core team has discussed root causes of inequity in hiring for a few years. Some root causes include unconscious bias (names that are generally associated with a particular race, for example) and systemic and structural racism related to education opportunities for BIPOC individuals and how that correlates with minimum job requirements.

What might be the unintended consequences of this action or strategy?

Unintended consequences of this action may include reinforcing the aforementioned root causes of inequity. An example may include strict educational requirements for job descriptions in lieu of equivalent experience. Additionally, when recruitment includes internal qualified candidates who are not selected to promote within the organization, employees may look elsewhere for promotional opportunities. This results in the loss of organizational knowledge and impacts employee morale.

How is your department planning to mitigate any burdens, inequities, and unintended consequences?

Ways to mitigate burdens, inequities, and unintended consequences include using best practices for writing job descriptions including allowing for an educational requirement or years of experience to be equitably considered, using a variety of advertising methods to try to attract diverse candidate pools, and periodically reviewing demographic data related to the Town's



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FACING RACE, EMBRACING EQUITY

employee make-up. Organizational development opportunities can help current employees grow in their roles. The Town aims to keep a pulse on employee morale with appreciation events and opportunities for employee feedback including employee surveys and listening sessions.