



Town of Angier

www.angier.org

Robert K. Smith
Mayor

Richard Hicks
Interim Town Manager

Veronica Hardaway
Town Clerk

BOARD OF COMMISSIONERS WORKSHOP

January 17, 2023

6:30pm

Pledge of Allegiance

Invocation

Approval of Agenda

Business Items:

1. **Year-end Audit** – Thompson, Price, Scott, Adams & Co., PA will present findings from the Comprehensive Annual Financial Report for year ending June 30, 2022
2. **Town Manager Search**
 - a. GovHR
 - b. Triangle J Council of Governments
3. **Public Works Salaries**
4. **Food Truck Regulations**
 - a. Draft Ordinance
5. **Annual Retreat/Planning Meeting**
 - a. Discussion to set a date
6. **Legislative Goals/Appropriation Requests**

Town of Angier, North Carolina Request for Proposal Town Manager Recruitment & Selection

January 6, 2023



630 Dundee Road
Suite 225
Northbrook, IL 60062

Primary Contact Person:

Laurie Pederson
Director of Administrative Services
847-380-3198
LPederson@GovHRusa.com

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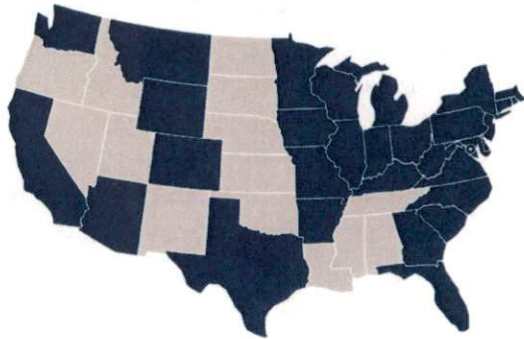
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Consultant Biography
Client List

Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.



GovHR has 21 full-time and 8 permanent part-time employees including 6 full-time recruiters and 26 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. Additionally, GovTempsUSA, GovHR's subsidiary, provides interim staffing solutions to keep operations moving during the recruitment process.

Our consultants are experienced executive recruiters who have conducted over 1,000 recruitments, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Leadership



Heidi Voorhees

President

847-380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori

Chief Executive Officer

847-380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Why Choose GovHR?

Unparalleled Expertise and Level of Service: We are a leader in the field of local government recruitment and selection with experience in **41 states**, in communities ranging in population from 1,000 to 3,000,000. Since our establishment in 2009, more than 40% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients. Surveys of our clients show that 94% rate their overall experience with our firm as **Outstanding** and indicate that they plan to use our services or highly recommend us in the future.

Delivering the Best: We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process, includes extensive use of **social media** for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization. Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates. Additionally, before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.

A Partner from Start to Finish: We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.

Services for Any Budget and Any Search: We strive to meet the specific needs of our clients. We offer several options for recruitment services to meet your needs and your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe that best fits your needs. However, you may find all our services [here on our website](#).

Our Team

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. With your staff needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced Senior Vice President Lane Bailey. He will act as your project manager and primary point of contact for this project. He will be responsible for your recruitment and selection process. His full biography can be found as part of the Appendix and his client list is available on our website.

Project Manager & Main Point of Contact



Lane Bailey

Senior Vice President

847-380-3240

LBailey@GovHRusa.com

Proposal Inquiries



Laurie Pederson

Client Services & Administrative Director

847-380-3198

LPederson@GovHRusa.com

References

We are a proven leader in public sector consulting. ***More than one-third of the organizations served by GovHR are repeat clients.*** Our team provides a growing pool of highly qualified candidates who are well-suited to handle the challenges and expectations of professional positions in local government and the not-for-profit sector.

The following references can speak to the quality of service provided by GovHR.

Cumberland County, NC

(County Manager, 2022)

Brian Haney, Assistant County Manager

117 Dick Street

Fayetteville, NC 28301

910-678-7619

bhaney@co.cumberland.nc.us

Amy Cannon, Retired County Manager

910-624-0364

acannon5265@gmail.com

Fayetteville, NC

(Assistant City Manager, 2022)

(Fleet Manager, 2022)

(Director of Construction Management and Capital Projects, 2020)

(Stormwater Manager/Assistant City Engineer, 2020)

(Stormwater Project Manager, 2020)

(City Engineer, 2020)

(Assistant City Manager, 2019)

(Director of Public Services, 2019)

(Fire Chief, 2019)

(Development Services Director, 2017)

(Assistant City Manager, 2017, 2012)

Erica Hoggard, Deputy Director of Human Resources

433 Hay Street

Fayetteville, NC 28301

910-433-1635

ehoggard@ci.fay.nc.us

Holly Springs, NC

(Director of Public Works, 2021)

J. Scott Chase, Assistant Town Manager

128 S. Main St.

Holly Springs, NC 27540

919 -567-4020

scott.chase@hollyspringsnc.gov

Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$125/hours plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for \$2,500. Community Forums can be conducted as an optional service.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 14,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 7,000 subscribers.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:

- Leadership and management skills
- Size of organization
- Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites (approximately 20 online sources)
 - Social media: LinkedIn (over 20,000 connections), Facebook, Instagram and Twitter
 - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References provided by the candidate are contacted
 - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the Client reviewing the recruitment report and providing additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations

- Provide you with an electronic file that includes:
 - Candidates' credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening will be conducted along with additional references contacted:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	Optional:
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include four to five candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline

Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

Weeks 1 & 2	Phase 1: Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

Commitment to Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR Team Members have moderated and spoken on DEI initiatives at the International City and County Management Association conference and state conferences in Illinois, Michigan, Wisconsin, and North Carolina. Our employees and consultants have undergone Implicit Bias Training and we are frequent speakers on incorporating DEI values into recruitment and selection processes. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Fort Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

Recruiting During the Great Resignation

The GovHR team is aware of the lasting impact that the Great Resignation has had on nearly all local government positions. Data shows annual quit rates have been at record highs the past two years. Additionally, there is a growing trend of public workers accelerating retirement plans, a drastic change from when workers were *postponing* retirement.

Our team of consultants work diligently to ensure the success of each recruitment and will be transparent upfront and throughout the process regarding any obstacles or delays they anticipate. Despite these challenging times, we have still seen a tremendous amount of success in our recruitments largely due to our consultants' outreach methods and our team's marketing strategies.

GOVHR'S RECOMMENDATIONS TO RECRUIT AND RETAIN TOP TALENT

Responsive: Roll out the Welcome Mat! Candidates may struggle with relocating for a new position as well as be concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

Encouraging: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

Competitive: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

Resourceful: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully consider requirements such as CPA, Professional Engineer and others that will limit your talent pool – consider using the word "ideally" or "preferably."

Understanding: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

Innovative: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. GovHR will assist you in being as innovative as possible in your outreach.

Transparent: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are now showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information if we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.

Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
Recruitment Fee:	\$19,500
Recruitment Expenses: (not to exceed) ➤ Expenses include candidate due diligence efforts	\$1,500
Advertising: <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.</i>	\$2,500*
Total: \$23,500**	

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Invoice upon acceptance of proposal: 40% of the Recruitment Fee

2nd Invoice upon recommendation of candidates: 40% of the Recruitment Fee & expenses incurred to date

Final Invoice upon completion: 20% of the Recruitment Fee plus all remaining expenses

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

The GovHR Guarantee – Full Scope Recruitment

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee's departure.

Limited Scope Recruitment – Scope of Services

GovHR offers Clients a "Limited Scope" recruitment process, designed for clients who require only partial assistance with a recruitment. The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar.

The consultant will:

- Meet with employees and other stakeholders
- Develop a Recruitment Flyer for the position
- Develop and place the position announcement on websites and on social media outlets
- Conduct outreach for candidates via personal and electronic contacts (up to 6 hours)
- Review all resumes for fit for position
- Conduct video interviews.
- Complete references for select candidates.
- Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the Client a few days in advance of a candidate presentation meeting.

At this point in the Limited Scope Recruitment process, GovHR involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment.
- GovHR will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- GovHR will not offer any guarantee regarding the selection and tenure of the candidates. GovHR will bill the client immediately after presentation of candidates and will not redo the recruitment and selection process if the Client is unsuccessful in hiring someone from the group of recommended candidates.
- Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the Client.

Limited Scope Recruitment – Price Proposal

Summary of Costs: Limited Scope	Price
Recruitment Fee:	\$18,000
Advertising: <i>*Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.</i>	\$2,500*
Total:	\$20,500**

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at the time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

*This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

- 1st Payment:** 1/2 of the Recruitment Fee (invoice sent upon acceptance of our proposal).
Final Payment: 1/2 of the Recruitment Fee and expenses incurred (invoice sent following the recommendation of candidates).

Payment of invoices is due within thirty (30) days of receipt.

Virtual Recruitment Option

Summary of Costs: Virtual	Price
Recruitment Fee:	\$9,000
Advertising: <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.</i>	\$2,000*
Total:	\$11,000

GovHR offers a condensed process called a "Virtual Recruitment". GovHR services will include the following:

- Telephone or video conference regarding the position and the recruitment process.
- Review of position job description and any prior position announcements.
- Preparation of a position announcement for client review and approval.
- Posting of position announcement on GovHR's website and social media sources (Twitter, Facebook, LinkedIn, Instagram).
- Distribution of position announcement to relevant professional network contacts via direct e-mail or telephone (up to 6 hours)
- Preparation of matrix for client review and approval that identifies key position requirements with which to evaluate candidates.
- Review of each candidate's qualifications against key position requirements and presentation of candidate matrix.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Payment: ½ of the Recruitment Fee (invoice sent upon acceptance of our proposal).

Final Payment: ½ of the Recruitment Fee (invoice sent following the candidate matrix).

Payment of invoices is due within thirty (30) days of receipt.

Professional Outreach Option

Summary of Costs: Outreach	Price
Recruitment Fee:	\$4,000
Advertising: <i>*Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.</i>	\$2,000*
Total: \$6,000**	

****Variable Costs:** Advertising Expense can range from \$1,000 to \$2,000 per position depending on the sources used.

GovHR offers Professional Outreach to assist our clients with their recruitment process. GovHR services will include the following:

- Telephone or Video conference regarding the position and the recruitment process.
- Review of position job description and any prior position announcements.
- Preparation of a position announcement for client review and approval.
- Posting of position announcement on GovHR's website and social media sources (Twitter, Facebook, LinkedIn, Instagram).
- Distribution of position announcement to relevant professional network contacts via direct e-mail or telephone (up to 3 hours).
- Notification to all candidates that the recruitment process is being turned over to the client.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

Recruitment Fee and advertising expenses incurred will be billed upon completion of GovHR's services.

Payment of invoices is due within thirty (30) days of receipt.

Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Town of Angier, North Carolina agrees to retain GovHR USA, LLC ("GovHR") to conduct a Town Manager Recruitment in accordance with its proposal dated January 6, 2023. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

Town of Angier, North Carolina

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

PLEASE SELECT ONE:

- ☐ **Full Recruitment Service**
- ☐ **Limited Recruitment Service**
- ☐ **Virtual Recruitment Service**
- ☐ **Professional Outreach Service**

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



W. LANE BAILEY



W. Lane Bailey has more than 30 years of experience working in local governments, serving as Manager at both the City and County level. He is a strong community and social services professional, skilled in Management, Emergency Management, Community Engagement, Policy Analysis and Transportation Planning.

W. Lane Bailey is an established manager with 32 years of local government experience, having served seven years as a County Manager and over 21 years as a municipal manager. Lane is passionate about public service and the impact it has on communities and the difference it can make in peoples' lives. He is also a champion of developing and mentoring the next generation of local government leaders has built relationships throughout the United States and is widely respected in his field. Lane is also a staunch advocate of customer service and has presented on its importance in local government both nationally and internationally.

PROFESSIONAL EDUCATION

- Master of Public Administration, Appalachian State University, NC
- Bachelor of Science in Political Science, Appalachian State University, NC

MEMBERSHIPS AND AFFILIATIONS

- ICMA Southeast Regional Vice President
- North Carolina City County Management Association (NCCCMA), member and past president
- ICMA Credentialed Manager since 2002
- NC Society of Certified Managers Public Manager of the Year, 2009 recipient
- Centralina Council of Governments James D. Prosser Excellence in Government Leadership Award, 2018 recipient
- 2020 recipient of the John Whitehurst Service Award
- American Leadership Academy graduate
- Adjunct professor at Appalachian State University

PROFESSIONAL BACKGROUND

32 Years of Local Government Leadership and Management

- | | |
|---|-----------|
| • City Manager, Salisbury, NC | 2015-2021 |
| • City Manager, Lenoir, NC | 2004-2015 |
| • City Manager, King, NC | 2000-2004 |
| • County Manager, Polk County, NC | 1993-2000 |
| • Assistant County Manager, Polk County, NC | 1992-1993 |
| • Budget Analyst, Gaston County, NC | 1989-1992 |





City Administration Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
Alaska	Bethel	City Manager	6,500	2019
	Homer	City Manager (Professional Outreach)	5,300	2019
	Seward	City Manager	2,693	2019
	Unalaska	City Manager	4,768	2017
Arizona	Buckeye	City Manager	69,744	2021
Colorado	Eagle	Town Manager	6,739	2017
	Englewood	City Manager	34,957	2019
Connecticut	Cheshire	Town Manager	29,261	2017
	East Hampton	Town Manager	13,000	2019
	Enfield	Town Manager	45,246	2015
				2018
				2021
	Manchester	General Manager	59,710	2021
	Meriden	City Manager	60,838	2018
Delaware	Newark	City Manager	33,398	2018
Florida	Deerfield Beach	Assistant City Manager	80,000	2022
	Gainesville	Assistant City Manager	133,997	2021
	Lakeland	City Manager	110,000	2020
	Largo	Assistant City Manager	82,244	2018
	Palm Beach	Assistant City Manager	85,933	2021
Georgia	Albany	City Manager	77,434	2021
	College Park	City Manager	14,500	2021
	Decatur	Assistant City Manager	25,000	2018
		City Manager	25,000	2018
Illinois	Algonquin	Village Manager	30,947	2012
	Arlington Heights	Village Manager	75,500	2014
	Barrington	Village Manager	10,455	2018
	Bensenville	Village Manager	20,703	2015
	Bloomington	City Manager	78,005	2018
	Buffalo Grove	Village Manager	42,909	2010
	Carbondale	City Manager	25,092	2011
	Cary	Village Administrator	17,840	2011
	Centralia	City Manager	13,000	2020
	Clarendon Hills	Village Administrator	8,653	2014
		Village Manager	8,653	2010
	Crest Hill	City Administrator	21,169	2015
				2021
	Decatur	City Manager	76,178	2014
				2018
		Deputy City Manager	76,178	2019
	DeKalb	City Manager	43,849	2018

			44,862	2013
	Dixon	City Manager	18,601	2015
	East Moline	City Administrator	21,300	2011
				2016
	East Peoria	City Administrator	23,503	2016
	Effingham	City Administrator	12,384	2010
			12,577	2018
	Elmhurst	City Manager	46,387	2010
	Forsyth	Village Administrator	3,490	2021
	Fox Lake	Village Administrator	10,550	2013
				2021
	Freeport	City Manager	25,000	2017
	Galesburg	City Manager	33,706	2010
				2022
	Geneseo	City Administrator (Virtual)	6,500	2019
	Glen Ellyn	Assistant Village Manager	27,000	2013
		Village Manager	27,000	2010
	Glencoe	Assistant Village Manager	8,723	2015
		Village Manager	8,723	2013
	Greenville	City Manager	7,000	2021
	Hanover Park	Village Manager	38,510	2012
	Highland Park	City Manager	31,365	2011
	Hinsdale	Village Manager	16,816	2013
	Homer Glen	Village Manager	24,220	2011
	Homewood	Assistant Village Manager (Virtual)	19,464	2017
				2021
	Inverness	Village Administrator	7,400	2013
	Joliet	City Manager	147,500	2013
				2017
	Kenilworth	Village Manager	2,562	2012
	La Grange	Assistant Village Manager (Virtual)	15,610	2017
	La Grange	Village Manager	15,610	2017
	La Grange Park	Assistant Village Manager	13,579	2020
	Lake Bluff	Assistant to the Village Manager	5,700	2016
	Lake Forest	City Manager	19,375	2018
	Lake Villa	Village Administrator	8,774	2013
	Lake Zurich	Village Manager	19,631	2015
	Libertyville	Village Manager	20,431	2016
	Lincoln	City Administrator	14,500	2014
		Assistant Village Manager/Community Development Director		
	Lincolnshire		7,500	2016
		Village Manager	7,500	2012
	Lindenhurst	Village Administrator	14,468	2017
	Lombard	Village Manager	43,815	2013
	Marengo	City Administrator	7,614	2011
	Mettawa	Part-time Village Administrator	500	2010
	Mokena	Village Administrator	19,042	2015
	Moline	City Administrator	43,100	2017

	Monmouth	City Administrator	9,444	2014
	Morton Grove	Village Administrator	23,500	2011
	Mt. Prospect	Village Manager	54,771	2015
	Mundelein	Village Administrator	31,385	2020
	New Lenox	Village Administrator	25,000	2011
	Niles	Village Manager	30,001	2021
	Normal	City Manager	54,264	2017
	North Chicago	Chief of Staff	30,020	2021
	Northbrook	Village Manager	35,000	2021
	Oak Brook	Village Manager	8,058	2014
				2021
	Oak Park	Assistant Village Manager/Human Resources Director	52,000	2019
		Village Manager	52,000	2021
	Orland Park	Village Manager	60,000	2016
				2019
	Palos Heights	City Administrator (Virtual)	12,480	2021
	Pekin	City Manager	33,223	2016
	Peoria	Assistant City Manager	115,234	2021
	Pingree Grove	Village Manager	10,000	2020
	Plainfield	Village Administrator	41,734	2021
	Princeton	City Manager	7,700	2011
	Princeton	City Manager	7,700	2019
	River Forest	Village Administrator	11,635	2010
				2021
	Rock Island	City Manager	39,684	2011
				2021
	Savoy	Village Administrator (Virtual)	8,607	2020
	Schaumburg Township	Township Administrator (Virtual)	140,000	2021
	Schiller Park	Village Manager	11,692	2015
	Shorewood	Village Administrator	17,495	2018
	Skokie	Village Manager	65,000	2013
	St. Clair Shores	Assistant City Manager (Professional Outreach)	59,984	2021
	Sycamore	City Manager (Professional Outreach)	18,557	2021
	Tinley Park	Village Manager	56,831	2013
	Vernon Hills	Village Manager	25,911	2021
	Villa Park	Assistant Village Manager (Virtual)	22,038	2021
		Village Manager	22,038	2022
	Volo	Village Administrator	6,283	2013
	Washington	City Administrator	15,700	2015
				2021
	Wauconda	Village Administrator	14,125	2013
				2017
				2021
	Willowbrook	Village Administrator	8,967	2019
	Winnetka	Assistant Village Manager	12,417	2019
	Woodridge	Village Administrator	33,256	2017

Indiana	Munster	Town Manager	23,603	2014
	St. John	Town Manager (Professional Outreach)	18,047	2020
Iowa	Bondurant	City Administrator	5,493	2017
	Burlington	City Manager	25,663	2011
	Indianola	City Manager	15,833	2022
	Knoxville	City Manager	7,300	2021
	Marion	Deputy City Manager	30,000	2022
	Muscatine	City Administrator	23,819	2020
	Newton	City Administrator	15,000	2016
	Washington	City Administrator	7,266	2011
	Webster City	City Manager	8,000	2016
	West Liberty	City Manager	3,736	2013
	Windsor Heights	City Administrator	4,860	2019
Kentucky	Paducah	City Manager	24,850	2021
	Paris	City Manager	9,846	2021
Maine	Bangor	City Manager	33,039	2021
Maryland	Greenbelt	City Manager	23,753	2016
	Hagerstown	City Administrator	40,612	2015
	Sykesville	Town Manager	3,941	2019
	Westminster	City Administrator	18,522	2021
Massachusetts	Brookline	Assistant Town Administrator - Finance (Virtual)	58,732	2022
	Cambridge	City Manager	110,000	2016
	Eastham	Town Administrator	4,956	2016
	Provincetown	Town Manager	2,990	2015
	Williamstown	Town Manager	7,806	2021
			8,400	2015
Michigan	Adrian	City Administrator	20,676	2018
	Albion	City Manager	8,337	2018
	Alpena	City Manager	10,410	2012
	Caro	City Manager	4,208	2012
	Charlotte	City Manager	9,100	2020
	Clawson	City Manager	11,946	2021
	Delta Charter Township	Township Manager	32,400	2014
	Eastpointe	City Manager	32,673	2019
	Ferndale	City Manager	20,428	2019
	Hamtramck	City Manager	21,752	2017
	Kalamazoo	City Manager	75,000	2013
	Lincoln Park	City Manager	36,665	2019
	Oakland Township	Township Manager	16,779	2013
			19,132	2018
	Rochester	City Manager	13,017	2022
	Rochester	City Manager	13,017	2015
	Royal Oak	City Manager	59,112	2020
	Royal Oak Township	Township Manager	2,600	2021
	Troy	Assistant City Manager	83,181	2019
		City Manager	83,181	2018
Minnesota	Becker	City Administrator	4,874	2021

	Buffalo	Assistant City Administrator	15,855	2021
	Hibbing	City Administrator	15,855	2021
	Minnetonka	City Manager	53,953	2022
	St. Louis Park	City Manager	48,662	2021
	Waconia	City Administrator	13,500	2021
	Woodbury	Assistant City Administrator	68,820	2017
Missouri	Ballwin	City Administrator	30,181	2020
	Cape Girardeau	City Manager	38,000	2020
	Ferguson	City Manager	21,111	2015
	Maryland Heights	City Administrator	27,436	2015
	Republic	City Administrator	15,590	2016
	South Lyon	City Manager	11,327	2018
	University City	Assistant City Manager	35,172	2020
		Assistant to the City Manager/Communications Director	35,172	2018
		Assistant to the City Manager/Director of Human Resources	35,172	2020
		City Manager	35,172	2017
	Warrensburg	City Manager	20,200	2021
	Webster Groves	City Manager	22,800	2020
	Wildwood	City Administrator	35,517	2014
		City Manager	35,524	2019
Nevada	Boulder City	City Manager	16,207	2021
New Hampshire	Portsmouth	City Manager	21,796	2019
New Jersey	Waldwick	Borough Administrator	9,800	2015
New York	Long Beach	Deputy City Manager (Virtual)	33,275	2021
				2022
	Mamaroneck (Town)	Town Administrator	29,156	2021
	Mamaroneck (Village)	Village Manager	19,426	2018
	Scarsdale	Village Manager	17,837	2021
North Carolina	Fayetteville	Assistant City Manager	210,000	2012
				2017
				2018
				2022
North Dakota	Minot	City Manager	45,700	2020
Ohio	Oberlin	City Manager	8,390	2016
Pennsylvania	Centre County	County Administrator	158,172	2022
	Ferguson Township	Township Manager	18,300	2017
				2022
	Mt. Lebanon	Municipal Manager	33,137	2015
	South Fayette Township	Township Manager	14,416	2018
Rhode Island	North Kingston	Town Manager	26,326	2015
Texas	Austin	Assistant City Manager	885,000	2021
	Burleson	City Manager	36,990	2011
			43,960	2018
	Garland	Assistant City Manager	233,206	2016
	McKinney	Assistant City Manager	191,645	2019
	Missouri City	Assistant City Manager	74,139	2019

		City Manager	74,139	2021
Vermont	Winooski	City Manager	7,997	2022
Virginia	Chesapeake	City Manager	245,000	2019
	Portsmouth	City Manager	96,000	2020
	Salem	City Manager	25,643	2019
	Virginia Beach	City Manager	442,707	2019
Washington	Burien	City Manager	52,066	2022
	Duvall	City Administrator (POS)	8,090	2021
	Yakima	Assistant City Manager	97,000	2021
West Virginia	Bridgeport	City Manager	8,582	2019
				2021
	Morgantown	City Manager	31,000	2016
Wisconsin	Baraboo	City Administrator	12,048	2019
	Bayside	Assistant Village Manager	4,400	2019
	Beaver Dam	City Administrator	16,291	2021
	Bellevue	Village Administrator	15,524	2018
	Beloit (City)	City Manager	36,966	2015
	Beloit (Town)	Town Administrator	7,083	2016
				2020
	Brown Deer	Village Manager	12,000	2012
	Burlington	City Administrator	10,511	2014
	Cedarburg	Town Administrator	11,475	2015
	Fond du Lac	City Manager	43,021	2012
	Fort Atkinson	City Manager	12,300	2012
	Franklin	Director of Administration	36,155	2019
	Glendale	City Administrator	12,920	2016
	Harrison	Village Manager	13,185	2021
	Hartford	City Administrator	14,251	2015
	Hobart	Village Administrator	8,500	2016
	Janesville	City Manager	63,480	2013
	Lake Geneva	City Administrator	7,710	2015
	Lisbon	Town Administrator/Clerk	2,521	2014
	Monroe	City Administrator	10,827	2020
	Oak Creek	City Administrator	35,243	2016
	Plymouth	City Administrator/Utilities Manager	8,540	2020
		Director of City Services	8,540	2010
	Port Washington	Assistant City Administrator/Human Resources Director	11,250	2022
	Prairie du Chien	City Administrator	5,900	2017
	Princeton	City Administrator	1,504	2010
	Racine	City Administrator	78,200	2016
	Rhineland	City Administrator	7,800	2018
	Richfield	Village Administrator	11,500	2009
	Rome	Town Administrator	2,720	2016
	Shorewood	Village Manager	13,331	2017
	Waukesha	City Administrator	72,489	2012
				2014
	West Bend	City Administrator	31,000	2016



Town Manager Search for Town of Angier

Proposed Services by

Triangle J Council of Governments,

in partnership with Mid-Carolina Regional Council


Proposed Scope: The Town Manager Search

The selection of a Town Manager is the single-most important action that the Mayor and Town Council will consider. As the chief executive, the Town Manager is tasked with carrying out the policies and budget of the Town and is responsible for day-to-day leadership of Angier's staff and services. Triangle J Council of Government and Mid-Carolina Regional Council are uniquely positioned to assist the Town with the search process by providing locally-driven expertise, guidance, administrative assistance, or a combination of these three skillsets.

Below is the proposed scope for the town manager search process.

TJCOG and Mid Carolina staff will do the following:

1. **Meet with the Angier Town Council to discuss and verify a candidate profile and process for the search.** The purpose of this meeting is to ensure that the TJCOG and Mid-Carolina staff fully understand what the Town Council desires in their next Town Manager and the qualifications and skill sets to evaluate potential candidates.
2. **Develop materials for advertising the position and finalize with Town Council.** TJCOG and Mid-Carolina staff will create a job posting, brochure, and social media graphic to advertise the town manager position and send it to the Town Council for final approval.
3. **Advertise the position widely to encourage a deep and diverse candidate pool.** Before advertising, TJCOG and Mid-Carolina will suggest where advertisements should be placed, and the Town will have the ability to approve any advertisement that will have an associated cost. Advertising costs will be billed directly to the town at the actual cost.
4. **Serve as a direct contact for all applications for the position to preserve confidentiality.** TJCOG will serve as the direct contact for all applications.
5. **Review applications based on the candidate profile, qualifications, and desired skillsets identified by Town Council.** TJCOG and Mid-Carolina staff will identify the top 8-10 candidates for review and discussion with Town Council and compile all applications for review of the general applicant pool.
6. **Assist with the coordination of closed session location and materials and facilitate conversation.** The Town Council will meet in closed session and select candidates they wish to interview. TJCOG and Mid-Carolina staff will also gain consensus on methods of reviewing and assessing candidates.

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7. **Coordinate with selected candidates and the Town Council to schedule interviews**, with location to be determined. Interviews could be conducted in Angier, or the Angier Town Council can use TJCOG offices to help preserve confidentiality. Offices may be used at no cost.
 8. **Work with the Town Council to craft interview questions for the candidates.**
 9. **Manage the interviews by welcoming candidates;** Executive Directors Lee Worsley and Justin Hembree will participate in the interviews with the Board.
 10. **Work with the Board to identify the top candidate.** This will include coordinating a call between the mayor and the top candidate to offer the position.
 11. **Coordinate employment agreement review with the candidate and the Town's legal counsel.** TJCOG can assist with background checks if desired. Those costs will be billed directly to the Town at actual cost.
 12. **Attend Town Council meeting when the new manager is appointed in open session.** TJCOG and Mid-Carolina can provide materials or remarks if desired.
 13. **Support the new town manager as they start work, making sure that they are introduced to other managers in the area and are connected to the TJCOG regional manager network.**
 14. **All materials gathered during the process will be delivered to the Town to be retained by the Town as required by NC Public Records Law.** (No more than 30 days after the process has concluded)

Total cost - \$8,000

Free Hours

One of the many benefits of TJCOG membership is our "Free Hours Program," which allows member governments to engage TJCOG using a set number of "free hours" per year, provided as one free hour for one contracted hour of service. The Town of Angier is eligible for 15 free hours, which is reflected in the price above.

Additional Expenses

The fee listed above does not include the actual job advertisement costs or other direct costs involved in the search process, such as travel costs for candidates (if the town chooses to reimburse) and costs related to meetings (food, etc.).

Our Organizations

Triangle J Council of Governments (TJCOG) is the regional council serving the 7-county region of Chatham, Durham, Johnston, Lee, Moore, Orange, and Wake counties, acting as an extension of its 46 member governments and serving as a resource through regional policy, collaboration, and expertise across six focus areas: aging and human services, community & economic development, environment & resilience, housing, member support & strategy, and mobility and transportation.

TJCOG has executed a memorandum of understanding for intergovernmental services cooperation with the Mid-Carolina Council of Governments, serving Cumberland, Harnett, and Sampson. The staff of the TJCOG and Mid-Carolina will work cooperatively to fulfill the scope of this proposal, providing the Town with the expertise and local knowledge of both organizations.



Staff

Lee Worsley, Triangle J Council of Governments Executive Director

Lee Worsley has served as Executive Director of Triangle J Council of Governments since July 2015. Before Lee served as TJCOG Executive Director, he served over 15 years as a local government manager and assistant/deputy with several North Carolina jurisdictions. Lee has served as Deputy County Manager and Interim County Manager in Durham County, Assistant County Manager in Catawba County, County Manager in Greene County, and Assistant to the City Manager in Goldsboro. Lee is a native of Wake County and has held numerous leadership roles within several local government professional organizations. These include the President of the North Carolina City/County Managers Association, Regional Vice President of the International City/County Managers Association, Co-Chair of the International City/County Managers Association Strategic Planning Process, President of the Appalachian State Local Government Alumni Association, President of the University of North Carolina at Chapel Hill Masters of Public Administration Alumni Association and Chair of the State Association of Regional Councils. Lee holds a Bachelor of Science in Political Science with a concentration in City and County Management from Appalachian State University and a master's in public administration from The University of North Carolina at Chapel Hill.

Justin Hembree, Executive Director, Mid-Carolina Council of Governments

Justin Hembree, a native of Mitchell County, NC, currently serves as Executive Director of the Mid-Carolina Regional Council. A native of Mitchell County, NC, Hembree has over 20 years of experience in municipal, county, and regional government management. He has previously served as County Manager of Mitchell County, NC, Assistant County Manager of Henderson County, NC, and Town Manager of Taylorsville, NC. Hembree is active with the NC City and County Management Association, serves on the Board of Directors of the National Association of Development Organizations, is a Past Chair of the Western NC Managers Association and served a term as President and currently serves as Treasurer of the Appalachian State University Local Government Alumni Association. He holds a BS and an MPA, both from Appalachian State University, and served as a Cavalry Scout in the US Army.

Beth Davis, Communications Coordinator

Beth Davis is the Communications Coordinator for the Triangle J Council of Governments. In this role, she is responsible for overseeing and implementing a comprehensive marketing and communications strategy that promotes the TJCOG brand as a regional resource and leverages data and online marketing to improve communication processes. She has extensive experience with social media, graphic design, HR marketing, and copywriting. Before joining TJCOG, Beth served as the Regional Engagement Specialist for Kerr-Tar Regional Council of Governments and 4-H Extension Agent for NC Cooperative Extension.

Samantha Wullenwaber, Mid-Carolina Local Government Services Director

Samantha Wullenwaber serves as the Council's Director of Local Government Services. In her role with Mid-Carolina, she assists member governments in Harnett, Cumberland, and Sampson counties with any needs.

Before working for the Council, Wullenwaber worked as a Planning Technician and Director in the City of Dunn before being promoted to the Planning & Inspections Director. While in Dunn, Wullenwaber

additionally served as the Executive Director of the Dunn Community Development Corporation. She worked as the Planning Director for the Town of Clayton before being named the Interim Town Manager for the Town of Spring Lake. Wullenwaber is well-versed in all areas of local government operations.

Wullenwaber received her undergraduate degree from East Carolina University and her Master of Public Administration from the University of North Carolina at Pembroke. She is also a certified planner through the American Planning Association, AICP, and a Certified Zoning Official, CZO.

Acceptance

The Councils' staff will begin work as soon as we are notified of your acceptance. This confirms your intention to accept the scope of work as indicated in the proposal presented by the Councils and otherwise meet the responsibilities outlined. You are confirming the encumbrance of funds sufficient to pay the fees for services rendered.

Please return acceptance to:

Lee Worsley
Executive Director
Triangle J Council of Governments
4307 Emperor Blvd., Suite 110
Durham, NC 27703
919-558-9395 (voice) / 919-549-9390 (fax)
lworsley@tjcog.org / www.tjcog.org

Town of Angier

Signature ATTEST

_____ Title

_____ Date

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

(Signature of Finance Director)

Date

Sec. 4.7.9 - Mobile food vendors (food trucks).

All mobile food vendors shall comply with the regulations of this section except for vendors associated with Temporary Events. Mobile food vendors associated with temporary events shall be consistent with xxxxxxxx of this chapter. This section is not applicable to wayside stands for sale of produce and seasonal products.

Mobile food vendors at fixed locations on private property shall obtain a Land Use Permit stipulating an expiration date of the permit not to exceed 180 days (six months). A copy of this zoning permit shall be posted conspicuously at or near the window or windows where customers order or pick up food being vended. Documents required to be submitted to the Planning Department at the time a permit is applied for shall include the following:

1. A copy of any written agreement between the mobile food vendor and the owner of the private property where mobile vending will take place.
2. A copy of the most recent inspection from the Environmental Health Department that licensed the mobile food vendor (food truck).
3. A copy of the State issued photo identification of the applicant, which shall be placed on file in the office of the Planning Director. The name, along with a copy of the State issued photo identification of any alternate mobile food vending personnel shall be provided if other persons will be allowed at any date/time by the applicant to vend from the permitted food truck.
4. Proof of Liability Insurance for the food vendor.

A. Siting Requirements.

1. A maximum of two (2) mobile food vendors shall be located on a Lot or Parcel in all commercial zoning districts at any given time. If the permit is issued to the owner of the parcel or to the business operating on the premises, it shall be the responsibility of the permittee to ensure that no more than two mobile food vendors are operating simultaneously on their private property.
2. Mobile food vendors shall be located a minimum of one hundred (100) feet from the main entrance to any eating establishment or similar food service business, and one hundred (100) feet from any outdoor dining area operated as part of an eating establishment, as measured from the designated location on the Lot or Parcel accommodating the food truck, trailer or cart.
3. Mobile food vendors, food trucks, trailers and carts shall be located a minimum distance of fifteen (15) feet from any fire hydrant.
4. Mobile food vendors, food trucks, trailers and carts shall not be located within any area of the Lot or Parcel that impedes, endangers, or interferes with pedestrian or vehicular traffic.
5. Mobile food vendors, food trucks, trailers and carts shall not occupy any parking spaces required to fulfill the minimum requirements of the principal use, unless the Principal Use's hours of operation do not coincide with those of the food truck business. Nor shall any mobile food vendor occupy parking spaces that may be leased to another business and used to fulfill its minimum parking requirements.
6. Food trucks, trailers and carts shall not occupy any handicap accessible parking space as specified in NCGS§ 20-37.6.

B. Operations.

1. One freestanding sandwich board sign shall be permitted as part of the food truck, trailer or cart vending operation. No audio amplification shall be permitted as part of the food truck, trailer or cart vending operation.
2. Hours of operation of food trucks, trailers and carts shall be limited to the hours between 6:00 a.m. and 9:00 p.m. in all commercial zoning districts unless the property owner has obtained a Special Use Permit from the Town of Angier allowing for extended hours of operation.

3. When open for business, the food truck, trailer or cart operator, or his or her designee, shall be present at all times, except in cases of an emergency. If the food truck, trailer or cart operator's name does not match the name on the zoning permit displayed conspicuously at the window or windows where customers order or pick up food being vended, the name of the operator shall be displayed alongside the permit. Failure to prominently post the name of the vendor in this manner shall be viewed as a deliberate violation of the issued permit.
4. The food truck, trailer or cart vendor is responsible for the proper disposal of waste and trash associated with the operation. Town trash receptacles are not to be used for this purpose. Vendors shall remove all waste and trash from their approved location at the end of each day or as needed to maintain the health and safety of the public. The vendor shall keep all areas of the permitted lot free and clean of grease, trash, paper, cups, cans or other materials associated with the vending operation. No liquid waste or grease is to be disposed in tree pits, storm drains or onto the sidewalks, streets, or other public space. Under no circumstances shall grease be released or disposed of in the Town's sanitary sewer system.
5. All equipment required for the operation shall be contained within, attached to or within twenty (20) feet of the food truck, trailer or cart. All food preparation, storage, and sales-distribution shall comply with all applicable County, State and Federal Health Department sanitary regulations.

C. Permits Required.

1. A Town of Angier Land Use Permit shall be obtained by the property owner (as listed in the Harnett or Wake County, North Carolina property tax records) for any Lot or Parcel proposed to accommodate a mobile food vending operation as a primary use. If at any time evidence is found that the permitted Lot or Parcel is being used other than in compliance with these regulations, the zoning permit shall be rendered null and void, and the owner shall be cited for such violation as hereinafter set forth.
2. A Town-issued mobile food vendor permit shall be obtained every 180 days (six months) by the vendor or by the legal owner of the property. Prior to the issuance of the permit, the vendor shall provide evidence of having obtained the Land Use Permit (as described in paragraph (A), a food vending permit from the County Environmental Health Department where the mobile food vendor is licensed (unless the product being vended is not subject to Environmental Health Department inspection), a North Carolina Sales and Use Certificate for collecting and paying the proper sales taxes (if applicable), and a means for the disposal of grease within an approved grease disposal facility.
3. If at any time evidence of the improper disposal of liquid waste or grease is discovered, the mobile food vendor permit shall be rendered null and void, and the business shall be required to cease operation immediately. The vendor shall be cited for the violation as hereinafter set forth.
4. Copies of the zoning permit and food vending permit shall be kept in the food truck, trailer or cart at all times.
5. If at any time, the vendor's County Environmental Health Department revokes or suspends the issued food vending permit, or if the Harnett or Wake County Environmental Health Department sanitation inspector finds violations of food services regulations, the Town permit for mobile food vending operation shall be revoked or suspended simultaneously.

D. Enforcement.

1. This section shall be enforced by law as provided in G.S. § 160A-175 or as provided in this code. All criminal sanctions shall be up to the dollar limit provided in G.S. § 14-4(a), as currently enacted or as hereafter amended, or any similar limitations.
2. The civil penalty for violating this section shall be as follows: For the first offense, the fine shall be one hundred (\$100.00) dollars. For the second offense, the fine shall be three hundred (\$300.00) dollars. The mobile food vendor permit shall be revoked after the third offense.