

ATTACHMENT A

**A RESOLUTION RECEIVING THE PRESENTATION FROM
JIM MERCER OF THE MERCER GROUP ON THE
SEARCH FIRM PROCESS
Resolution No. 84/2002-03**

The Carrboro Board of Aldermen resolves to:

Section 1: Approve the timeline for the recruitment and selection of a Town Manager and the Board's participation in this process as agreed upon at the January 14, 2003 Board meeting

This the 14th day of January 2003.

Draft

**TOWN OF CARRBORO
TOWN MANAGER SEARCH
SUGGESTED TIME LINE FOR SEARCH PROCESS**

Interview Mayor and Town Council, Key Town Staff, Conduct Citizen Focus Groups and Collect Written Information	January 14-16, 2003
Submit Draft Recruitment Brochure to Town	January 23, 2003
Town Approval of Recruitment Brochure	January 28, 2003
Place Advertising/Print Recruitment Brochure	January 28, 2003
Begin Networking Process to Recruit Candidates	January 28, 2003
Written Progress Report to Mayor and Board of Aldermen	February 21, 2003
Cutoff Date for Receipt of Applications	March 11, 2003
Meeting with Mayor and Board to Discuss Semi-Finalist Candidates	March 18, 2003
Reference and Background Checks on Applicants	March 19-April 1, 2003
Report on Finalist Candidates	April 2, 2003
Mayor and Board Interviews with Finalists	April 4-5, 2003
Decision on Selected Candidate	April 5, 2003
Negotiate with Selected Candidate	April 5-12, 2003
New City Manager Reports to Work	30-60 Days Later
Close off Search	Week of April 14, 2003