

Peoples Academy

Learn. Connect. Lead.

MAYOR AND COUNCIL

The Mayor and Town Council duties include:

- Adopt ordinances, rules and regulations to protect the community and promote the general welfare of the Town.
- Amend previously adopted policies through changes in the Town Code and the Development Ordinance.
- Appoint the Town Manager, Town Attorney, advisory board, commission, task force and committee members.
- Establish agreements with other governments.

You can reach us by...



Phone: 919-968-2743



Email: mayorandcouncil@townofchapelhill.org

Visit our website at www.townofchapelhill.org/government/mayor-and-council



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TOWN MANAGER'S OFFICE

We are responsible for...

- Respectful, responsible, sustainable, and strategic leadership
- Assuring that the law of the State and the ordinances, resolutions, policies, and regulations of the Town Council are faithfully executed
- Carrying out policy decisions of the Mayor and Town Council
- Managing, directing, and evaluating the performance of all Town services
- Providing staff support to the Town Council
- Ombuds
- Risk Management

You can reach us by...



Phone: 919-968-2743



Email: manager@townofchapelhill.org

Visit our websites at...

<https://www.townofchapelhill.org/government/departments-services/town-manager/town-manager-s-office>



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TOWN ATTORNEY'S OFFICE

We are responsible for...

- Protecting the legal interests of the Town of Chapel Hill
- Serving as in-house general counsel to the Town of Chapel Hill
- Advising the Mayor, Council, Boards and Commissions, Town administration and departments

You can reach us by...

 Email: townattorney@townofchapelhill.org *

** The Town Attorney cannot advise residents and businesses.*

Visit our website at:

<https://www.townofchapelhill.org/government/departments-services/town-attorney>



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HUMAN RESOURCES

We are responsible for...

- **Providing responsive, innovative programs to support an accountable, engaged workforce that can adapt to the changing needs of the community we serve**
- **Policies & Procedures Administration: help develop and administer policies, make sure employees, supervisors, and managers follow expectations and apply the policies fairly**
- **Classification & Compensation: work with departments and consultants to set minimum requirements and competitive pay for Town positions**
- **Employee Benefits: help select benefits such as insurance, retirement, and paid time off to attract and keep good employees**
- **Training & Development: provide comprehensive training program to help employees maintain and increase the skills they need to perform their jobs**
- **Talent Acquisition: develop a recruiting plan to attract and hire the best candidates for every position**
- **Wellness: make recommendations for programs, services, training, and job changes to promote employee health, safety, and wellness**

You can reach us by...

Phone: 919-968-2700



Email: hr@townofchapelhill.org



Visit our website at www.townofchapelhill.org/jobs



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OFFICE OF SUSTAINABILITY & RESILIENCE

We are responsible for...

- **Implementing and updating the Town's Climate Action and Response Plan, which charts a course for reducing the emissions that cause climate change and adapting to our changing climate. Action Categories include:**
 - **Buildings and Energy** (*focus: greener buildings and renewable energy*)
 - **Transportation and Land Use** (*focus: electric vehicles and car-free travel options*)
 - **Waste, Water and Natural Resources** (*focus: zero waste and resource protection*)
 - **Resiliency** (*focus: adapting to increased heat and rainfall*)
- **Advancing racial equity through our work**
- **Coordinating across departments and within the community to advance organizational and Town-wide sustainability and resilience**

Visit our website at...

<https://www.sustainchapelhill.org/>

You can reach us by...

Phone: 919-969-5000



Email: sustainability@townofchapelhill.org



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TECHNOLOGY SOLUTIONS

We are responsible for...

- Strategic and operational planning for the use of technology supporting Town services and management
- Managing technology investments including infrastructure, equipment, software
- Oversight of the procurement, operation and maintenance of computer systems, cloud-based systems, networks, and telephone services
- Providing business analysis and support for staff using technology
- Work with telecommunication companies and regional partners as they supply internet and cellular services to businesses and residents
- Cyber security protection of Town technology assets
- Management and development of information services including the Town's websites, Geographic Information Systems (GIS) and OpenData
- Support for Town data services, internet, and technology needs
- Outreach supporting education, civic hacking, public/private technology services and other community endeavors

Visit our websites at...

<https://www.townofchapelhill.org/government/departments-services/technology-solutions>

<https://townofchapelhill.maps.arcgis.com/home/index.html>

