



**City Manager's Monthly Update
Staff Update**

May 18, 2026

Staff had a presentation from Rose Street regarding open enrollment for health insurance for the upcoming fiscal year. Staff will have 7 days to enroll in the benefits

The Department of Public Works started two new employees on May 4th and 11th. Worked on new employee packets and file folders.

Most of my time recently has been spent working with department heads on their budgets, alongside Joe. The finance committee and I met for the second time on May 5th. We had another detailed four-hour discussion of the budget.

Kristen and I worked together for the past two weeks. She is helping me catch up on requesting reimbursements from open grant projects.

Ricky and I met with Linnea at the Van Buren County Road Commission to discuss how they can assist with the road repairs in the city.

CITY MANAGER'S GOAL

Human Resource and Staff Development

Personnel Development

Onboarding and Exit Interview

19 West Main St * Hartford * MI * 49057 * 269-621-2477 * 269-621-2054 Fax

www.cityofhartfordmi.org

Updating Job Descriptions with signature pages
Employee Personnel Handbook
Organization Chart
Personnel Forms
Updating employee personnel files
Employee personnel reviews and self-evaluations

Department Staff Development

Cross Training
Succession Planning
Department Meetings Bi-weekly
Police Department employee meetings are held monthly
Weekly all Staff Safety training
Monthly employee recognition

City's website update

Biographies and pictures of the Mayor, City Commissioners, and Department Heads

Respectfully Submitted,



Nicol Pulluam
City Manager