



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: March 25, 2024
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: RoxAnn Rodney-Isbrecht, Clerk
Agenda Title: City Manager Evaluation

RECOMMENDED ACTION:

Even though Nicol just started, it's time for us to ensure we have a proper plan for evaluations to help her succeed. During the planning process for hiring the City Manager we discussed a 90-day, 6 month and annual review thereafter. The process we discussed is as follows (with timeline recommendations in **RED**):

- The City Manager will perform a self-assessment utilizing the same criteria as the Board. A copy of the self-assessment will be provided to Board members in the Council packets for the meeting in which the City Manager's evaluation will be discussed. The City Manager will also provide a listing of goals for the organization and their career. **Nicol will complete in May.**
- Board members will review the self-assessment and complete their assessment of the City Manager's performance prior to the Council meeting in which the City Manager's evaluation will be discussed. **The completed self-assessment and Council evaluation forms will be sent out in the May agenda packet.**
- At the Council meeting at which the City Manager's performance appraisal will be discussed, the Mayor shall facilitate the discussion about the various performance topics and compile the comments and evaluations from Council members for the City Manager's performance appraisal. **This will take place at the May meeting.**
- Following the Council meeting in which City Manager's performance is discussed, the Mayor will finalize the points of the evaluation and sit down to discuss the various points with the City Manager. **This will take place between the May and June Council meetings.**
- The Mayor will summarize the conversation and provide Council with the final evaluation at the next Council meeting. **The final evaluation will be distributed and discussed at the June Council meeting.**

A copy of the self-evaluation and Council member evaluations is attached for your review.

If Council is agreeable to the timeframe, format, and process, we will work with Nicol to move this ahead.