



CITY OF HARTFORD

CITY COUNCIL AGENDA REPORT

Meeting Date: August 28, 2023
Department: Administration
Submitted By: Linnea Rader, Interim City Manager
Prepared By: Linnea Rader, Interim City Manager
Agenda Title: City Manager Hiring

RECOMMENDED ACTION:

The following packet has been put together for Council's review. The attachments are numbered following the summary below:

1. Proposed Timeline. The proposed timeline outlines the current details associated with the hiring of a new City Manager. Details about documents and processes to be reviewed as well as dates and requirements for potential special meetings are included.
2. City Manager Advertising Plan Options. The first two pages outline the various advertising options that were reviewed. The third page provides my recommendations for advertising and the proposed budget.
3. City Manager – Job Advertisement Abbreviated wording. This document shows the summary of what would be posted for MTA and the Tri-City record in accordance with their pricing. Other advertisements will include the job description, benefits summary and City of Hartford informational packet as space and formatting allows.
4. Job Description. The job description has been drafted in accordance with the City Charter. I recommend the format of the job description be utilized for all positions within the City.
5. Benefits Summary. The benefits summary has been drafted in accordance with the City of Hartford's employee handbook. The handbook references education assistance, but I'm still looking to see what this includes. If there are other benefits that are not included, please let me know. I do NOT agree with the waiting period for vacation time for any City employee. This was "normal" previously, but as times have changed, this has not been updated. Nor has the policy on retirement contributions. I recommend that these be changed for ALL new employees effective immediately.
6. City of Hartford City Manager Search. I've put this document together to share how amazing the City of Hartford is. Primarily this will be used to entice passive job seekers to review the City Manager position. This needs a LOT of work.

Everything included in this packet is in DRAFT format. The proposed timeline indicates that advertising will occur September 15, 2023. This provides Council members and employees time to assist in providing information and getting the documents in better condition prior to advertising. With that, please be sure to get your comments and insight to me ASAP so we can ensure we have the best presentation to potential City Managers.

During the August 28, 2023 Council meeting we will go through each of these documents to make sure everyone understands what is presented and how we can improve the overall presentation.