




City of Hartford * County of Van Buren * State of Michigan

TO: Mayor Danger and the Hartford City Commission

FROM: Nicol Pulluam, City Manager 

DATE: January 26, 2026

RE: **APPROVAL OF ROSE STREET ADVISOR PROPOSAL**

ITEM BEFORE THE COMMISSION:

The item before the Commission is to approve the Rose Street Advisors proposal.

DISCUSSION:

The city of Hartford currently lacks a dedicated human resources or personnel department. As a result, the city treasurer and city manager have been performing human resources duties without the appropriate training. I met with Rose Street Advisors to discuss their assistance with onboarding and offboarding personnel. The city needs to update its personnel handbook to ensure compliance with state and federal laws and HIPAA regulations. Below is a list of on-site employment practices audit services that Rose Street is offering to the city.

- Review the employee personnel, medical files, and I-9s. The review will include:
 1. The employment application
 2. New hire paperwork
 3. Tax forms
 4. File organization
 5. Compliance to HIPAA requirements
- Review required employment law postings to ensure that they are accurate and up-to-date.
- Review recruitment and hiring processes to ensure compliance with applicable laws and utilization of best practices.
- Review the Employee Handbook and any ad-hoc HR policies and advise on current employment policies and employment practices.
- Review onboarding compliance practices and deliver training tailored to HR requirements.
- Provide advice on human resources-related topics and system improvements.
- Provide recommendations for the support of future HR needs.

The city did not allocate funds for the audit; therefore, I am requesting the commission's approval to include the \$4,000 proposal in the upcoming budget. Additionally, I seek authorization for the city

manager to execute this proposal upon adoption of the budget. Furthermore, I would like the authority to begin training at a rate of \$185 per hour to ensure proper onboarding for new employees.

RECOMMENDATION:

The City of Hartford City Commission approves the Rose Street Advisor proposal, granting me the authority to include the \$4,000 proposal in the upcoming budget and to authorize the city manager to execute it after the budget is adopted. Also, give me the authority to start training at \$185 per hour so I can properly onboard new employees. The funding is budgeted in the city manager's training budget.