

City Council Report
Interim City Manager
August 8, 2023

Thank you very much for the opportunity to act as your Interim City Manager. Already I am finding the position interesting and educational. As I'm typing this, I am less than 15 hours into the role, and I feel I'll be able to provide valuable assistance in the interim.

I have begun the development of a to-do list that will be prioritized with City employees and the Council. A "short" summary of the to-do list as of today includes:

- Developing a hiring plan for the City Manager Position and executing the plan to find a City Manager that will work well for the City, the staff, and the Council. This will include ensuring the current job description not only meets the directive of the City Charter, but also fits with the roles executed by the Clerk and Treasurer. The first step includes developing a position summary for the City Manager position outlining the compensation, fringe benefits, and working conditions and expectations. This will be helpful in the advertising and hiring process. In addition, an advertising plan will be presented with associated costs for Council's approval.
- Understanding the Clerk and Treasurer roles within the City to be able to present an effective plan for the Assistant or Deputy City Manager/Clerk, Treasurer, and Deputy Clerk roles moving forward.
- I will be asking RoxAnn and Pam to complete an Employee Job Analysis Questionnaire over the next two weeks that will provide feedback and data to provide appropriate working expectations and compensation. This will also be an important factor in determining expectations for the new City Manager so they may all work well together in an effective manner. I can already see that there is an abundance of work to be done and not enough hours for current staff to manage effectively. Any requested adjustments in compensation will be compared to similarly positioned Cities (utilizing MML), the contracts with the City Police Department and Department of Public Works, and the overall budget and compensation plan of the City of Hartford.
- Reviewing the budget, City Commission Rules of Order, City Ordinances, and policies to ensure my compliance and understanding of them so I work in accordance with them.
- Meeting with the Police Chief, and Department of Public Works to ensure I'm aware of the needs they have for the City Manager.
- Following up on ongoing projects the previous City Manager was working on. Thus far I have begun going through emails and looking into the Van Buren County Blight Elimination Grant, the roof issue at City Hall, the purchase of flower boxes that I believe the Council requested, the wastewater plant brush pile, and several others.
- Chief Prince is following up on the Bullet Proof Vest Grant and will be updating me soon as to the status so I can dig deeper if need be.
- Addressing the Building Inspector role.
- Looking into the reasons for the Ordinance Officer vacancy so the position can be filled appropriately.
- Standardizing the advertising, interviewing and hiring process to ensure the City is protected from litigation.

- Ensuring that the City budget can accommodate the employment needs of each department.
- Addressing the needs of the Community and Council.

While I would like to address every need of the City of Hartford as quickly as possible, available time is a factor. I will work hard to meet your expectations and complete everything I can while compiling notes and records for the incoming City Manager so they can hit the ground running upon hire.

We anticipate having my contract available for signature early the week of July 31.

We also anticipate the IT vendor having the laptop ready for remote use the week of July 31. This will allow me to address emails in a more efficient and timely manner as well as continue working on projects more efficiently. I am carrying the City phone if anyone needs to contact me.

I should have keys to City Hall this week as well so I can work outside of office hours, in the office, if needed.

I have met many of the City employees already. All have been very pleasant and helpful. You have a great group of dedicated people working for the City of Hartford.