

To: Hallowell City Council
 Fr: Kate Dufour, Chair of Personnel & Policy Committee
 Dt: Monday, March 28, 2016
 Re: Committee Updates

City Manager Search Process. On Tuesday, March 15 the Personnel and Policy Committee met briefly to discuss the process and deadline for the recruitment of a city manager. As you will see below, the timeline is rather ambitious. Although we are hoping to have a new city manager in place in early May, delays are possible and we will regroup as necessary.

The job announcement was published on March 21 using the Maine Municipal Association's employment posting service, which is the same resource utilized last year. If we fail to receive a suitable number of resumes by the Friday, April 15 deadline, both as it pertains to quality and quantity, we will discuss other alternatives and repost the job announcement.

The City Manager Search Committee, which in addition to the members of the Personnel and Policy Committee include Hallowell Deputy City Clerk, Diane Polky, and Eric Perry is scheduled to meet on April 20th to review the applications received, decide on the candidates to interview, and set up interview dates for the week of April 25.

City Manager Recruitment Process

Week of March 21

- Publish Employment Announcement – Monday, March 25, 2016
- Application due date: Friday, April 15, 2016

Week of April 18

- Convene Search Committee – Wednesday, April 20, 2016.
 - Review applications, select candidates for week of April 25 interviews.

Week of April 25

- Interview candidates and set-up second interviews for week of May 2
 - Invite Mayor to participate in second round of interviews.

Week of May 2

- Offer job and begin contract negotiations.

Week of May 9

- Finalize contract and potentially appoint new City Manager at May 9 Council meeting.

Other Tasks. Taking into consideration the Committee's focus on hiring a new city manager, nearly all other tasks have been placed on hold. The one exception, however, is the development of a "whistle blowers" policy. I am in the process of gathering samples for the Committee's review and hope to have a draft policy available for consideration by the entire Council at its June meeting.