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HUMAN RESOURCES  
MEMORANDUM

To: Gregg Mandsager, City Administrator  
From: Stephanie Romagnoli, Human Resources Manager   
Date: August 14, 2019  
Re: City Administrator Evaluation Process

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**Introduction:**

City Council recently reviewed a set of recommendations from Patti Seda of Seda Consulting, LLC regarding the process of evaluating the City Administrator. The outcome of that meeting was a request by Council to obtain a proposal for Seda Consulting to conduct the recommended process to ensure it is carried out as effectively as possible. Her proposal is attached to this memo.

**Background:**

This proposal includes administration of the evaluation process that includes a 360 degree evaluation from the City Administrator's direct reports, a City Administrator self evaluation, an update on the status of City goals, and City Council evaluation of the administrator. Included in the process are one on one meetings with each staff member participating in the process. Additionally, the information will be compiled and summarized for the Council. Seda Consulting will facilitate a discussion with City Council and the City Administrator to gain consensus on an action plan following the evaluation. Also included in this proposal is the opportunity for a staff training session designed to strengthen staff communication. This proposal provides a comprehensive approach to ensuring the City Administrator evaluation process is fair and effective.

**Recommendation/Rationale:**

Seda Consulting's proposal provides a thorough approach to ensuring the City Administrator receives a meaningful, fair, actionable evaluation. It is crucial for the success of the process that it be correctly administered, especially in the first year. Therefore, it is my recommendation that if City Council wishes to proceed with this change, the proposal be approved. The cost for the entire process is \$15,000. If there are additional questions, I will be happy to provide more information.

# City of Muscatine City Administrator Evaluation Proposal

July 2019

## Goal and Project Overview

Provide unbiased and objective third-party facilitation of the City Administrator Performance Evaluation process, as approved by the City Council on July 23, 2019. As well as provide coaching and guidance to improve the team dynamics, communication and performance of the City Leadership team, as outlined below:

Sept-Oct	24	<b>360 Survey:</b> Issue to the Head of each City of Muscatine Department an on-line survey and conduct a follow-up 1:1 interview.
Nov 1	2	<b>City Administrator Self Appraisal:</b> Issue to the City Administrator a self-appraisal.
Nov 1	2	<b>City Goal Update:</b> Ensure the City Administrator, in cooperation with the Heads of each Department, updates the 2019 City Goals.
Nov 30	4	<p><b>City Administrator Appraisal:</b> Issue to each City Council Member and the Mayor:</p> <ul style="list-style-type: none"> <li>• City Administrator Self Appraisal</li> <li>• City Goal Update</li> <li>• City Administrator Appraisal</li> </ul> <p>Each Council member to complete the appraisal for the City Administrator's employment record. The Mayor to complete the appraisal as a courtesy and for relationship management.</p>
Dec 15	8	<p><b>Appraisal Summary:</b> Within two weeks of the final interviews and evaluations, create an Appraisal Summary to include the following:</p> <ul style="list-style-type: none"> <li>• Summary of the Head of Department feedback information, to maintain anonymity</li> <li>• City Administrator Individual Appraisal</li> <li>• Mayor Individual Appraisal</li> <li>• City Council Individual Appraisals</li> <li>• Summary of City Council Appraisals</li> </ul>
Dec 15	4	<p><b>1:1 Appraisal Summary Review:</b> Review with the City Administrator at a private meeting the Appraisal Summary.</p> <p><b>Group Appraisal Summary Review:</b> Review with the City Administrator and the City Council the Appraisal Summary, in a closed session, per the City Administrator's request, The City Administrator has the right to request legal counsel present at both meetings.</p>
January	2	<p><b>Action Plan:</b> At the conclusion of the meeting, the Council to identify and gain consensus on:</p> <ul style="list-style-type: none"> <li>• Up to two competencies on which the City Administrator should focus their development. List of competencies to be provided by the City of Muscatine HR Director.</li> <li>• Contract items/terms</li> <li>• Merit review, per City Policy and budget.</li> </ul>
January	2	<p><b>Final Documentation:</b></p> <ul style="list-style-type: none"> <li>• Ensure the City Administrator is given the opportunity to attach written comments to the Appraisal Summary within five days following the Closed Session and upon completion, share the comments with the Council members, with a copy to the Mayor.</li> <li>• Close the process by ensuring the City Administrator signs off on the Appraisal Summary, as acknowledgement of completion of the process, and placed in the City Administrator's personnel file.</li> </ul>

**Bonus:** To improve team effectiveness, productivity and employee engagement, Seda Consulting will:

- Issue MPO Personality Assessments on each Head of Department,
- Share the report with the individual during their 1:1 meeting to bring self-awareness to their thinking, working and communication style.
- Share this information with City Administrator
- Conduct a 2-3 hour team communication workshop

The above program is proven to increase productivity and employee engagement.

**Patti Seda, SHRM-SCP**

[www.PattiSeda.com](http://www.PattiSeda.com)

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# City of Muscatine City Administrator Evaluation Proposal

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## Accountabilities

Seda Consulting, LLC	Client
<ul style="list-style-type: none"><li>• Respond to phone or email requests within 24 hours on business days, within 48 hours on weekends/holidays.</li><li>• Deliver on commitments as outlined in this Agreement.</li></ul>	<ul style="list-style-type: none"><li>• Provide information as requested, in a reasonable timeframe.</li><li>• Provide administrative support specific to this project, to include but may not be limited to:<ul style="list-style-type: none"><li>○ Printing materials, if necessary</li><li>○ Meeting logistics, reserving rooms, sending invite to the participants, providing drinks/food, as required by client</li></ul></li></ul>
<ul style="list-style-type: none"><li>• Agree to maintain confidentiality and not disclose proprietary or sensitive information from either party.</li><li>• Immediately inform the other of any developments that might materially affect the success of this project, whether directly related to the project or not.</li></ul>	

## Terms and Conditions

Payment Terms:

- \$8,000 upon launch
- \$7,000 60 days after launch

Once approved, the projects are non-cancelable for any reason, although it may be delayed, rescheduled, and otherwise postponed by the client without any penalty whatsoever.

The client signature indicates agreement with the terms and conditions and constitutes the launch with payment as outlined above.

**For City of Muscatine:**

**For Seda Consulting, LLC:**

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patti Seda

\_\_\_\_\_  
Date

**Patti Seda, SHRM-SCP**

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