

Memo

To: Mayor and City Council

From: Gregg Mandsager, City Administrator

Date: April 16, 2019

Re: Proposal for Performance Review Process for the City Manager

Patti Seda creates evaluations for a wide variety of companies based on best practices in the HR industry. Her recommended process for the City would be to first meet one-on-one with the elected officials, then meet individually with the City Administrator. The purpose of these meetings would be to define the role of the position being evaluated. Her next meeting would be with the Council as a whole to continue to work on developing a consensus on how to objectively measure success with the evaluation. After the meetings she would put together the evaluation process, then have another meeting with the Council to go over the changes and address any questions/comments. The final form is subject to the approval of both the City Council and City Administrator.

Ms. Seda recommends moving forward prior to July 1st as budgeted. Please note...If their evaluation timeline is January – December, it would be unfortunate to begin this process mid-year, which realistically would mean presenting expectations to the city manager in the fall, only a few months before year-end. This will require a budget amendment, but as noted the approved budget for next fiscal year accounts for this effort.

Recommendation: Approve the attached contact with Seda Consulting, LLC.

City of Muscatine Proposal

January 2019

Overview

The City of Muscatine has requested a proposal to guide them in developing a new performance review process for the City Manager.

Project Overview

Measures of Success: Alignment and clarity on performance expectations for both the City Manager and the City Council.

Step 1: Establish Role Expectations

Through interviews and assessment of up to seven City Council members, establish the following for the role of the City Manager:

- Expectations of the Role
- Measures of success
- Key competencies and experience required
- Desired personality traits

Step 2: Develop a Job Evaluation

Based on the Role Expectations, develop a job evaluation form specific to the City Manager, subject to review and approval of the city council.

Step 3: Establish Expectation/Coaching with City Manager

Ensure the City Manager has clarity and guidance on expectations:

- Present the job evaluation form and expectations
- Provide three months of executive coaching, to include one session/month and unlimited access via email and phone calls

Accountabilities

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

Patti Seda, SHRM-SCP

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