

Theia Management Consulting

December 6, 2024

The Honorable Taylor Chistensen, Mayor
City Council
City of Slater
101 Story Street
Slater, IA 50244

Dear Mayor and Council:

I am writing to offer the services of our consultant team in assisting the City of Slater with its review of City Hall operations. We have assembled a consultant team that is unmatched in its experience in municipal government in Iowa. If selected, we will employ a team with 40 years of collective local government experience and are certified human resource professionals.

Please find attached a review of the consultant team's qualifications and the project approach, including approximate timelines and investments for the City Hall staffing and organizational review.

Thank you for the opportunity to submit our qualifications. We are excited to assist you in your efforts to establish an organization ready to meet the challenges of the future.

Sincerely,



Marketa Oliver, President
Theia Management Consulting, LLC

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Our Understanding of the City's Goals

Due to our team's deep experience on the front lines of municipal government in Iowa, we are acutely aware of the challenges facing communities. We understand the need for communities to be on the forefront of innovation and organizational development to continue to thrive. We understand that to be successful communities must simultaneously be budget-conscious but forward-thinking, and optimistic yet realistic. It must engage continuously with important community partners, and make the most of opportunities. It must build the community in a smart and sustainable way. Communities must also continually employ best human resources practices.

It is our understanding that the City of Slater is working on key organizational development initiatives that include a review of City Hall/Administrative Staffing and evaluating the future needs of organizational structure for a growing community.

Our aforementioned combined years of local government experience includes experience in administrator/manager roles as well as human resource expertise. We have the broad knowledge base, listening ability, leadership, energy, passion, financial expertise, facilitation capabilities, and other traits that are necessary to carry out the aforementioned tasks.

Firm Overview: Theia Management Consulting, LLC is an Iowa limited-liability corporation established in 2017. The firm specializes in City Administrator/Manager searches and strategic planning facilitation, as well as performing compensation and organizational development studies, employment background checks, and conducting financial analysis for local governments in Iowa.

Consultant Biographies:

Consultant **Marketa Oliver**, ICMA-CM, SPHR, has worked in city government for 34 years. Marketa is an ICMA Credentialed Manager, holds the SPHR designation from the Human Resources Certification Institute, and is a trained facilitator. She received the Iowa City/County Management Association's highest honor, the Joe Lukehart Award for Professional Service, and her cities have garnered seven program excellence awards from the International City/County Management Association. She has also received the Pacesetter Award from the Iowa Public Employers Labor Relations Association for the Bondurant Compensation Philosophy and Policy. Marketa is a past president of the Iowa Association of City/County Management and is considered a subject matter expert in several areas of city operations, speaking at international conferences on topics including economic development, organizational development, employee

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development, and fiscal management. Marketa's in-depth knowledge of human resources will support the team's ability to evaluate and develop the HR policies and training approaches to support the City's ongoing success.

Consultant Jené Jess, SHRM-CP has worked in city government for seven years with additional public experience with the State of Iowa, serving in the court system. She is a certified human resources professional (SHRM-CP) and recently participated in the ICMA High Performance Leadership Master Certificate. Jené has been honored by the Government Finance Officers Association with the prestigious HERO Award and with a Program Excellence Award. She was also honored with the Pacesetter Award from the Iowa Public Employers Labor Relations Association for the Bondurant Compensation Philosophy and Policy. As an HR practitioner, Jené has a broad knowledge base in human resource requirements and best practices. Her proven track record of innovation is a testament to her ability to deliver forward-thinking policies and approaches to compensation, training, and organizational development.

For additional information about the proposed consulting team, please find see LinkedIn profiles at:

Marketa Oliver: <https://www.linkedin.com/in/marketao/>

Jené Jess: <https://www.linkedin.com/in/jen%C3%A9-jess-mpa-shrm-cp-012a913a/>

Project Approach:

We aim to be highly flexible and responsive to your input to ensure the right process for your community. You are the experts on your community and your organization, and there is no one-size-fits-all approach for ensuring a good outcome. While we have provided a proposed timeline for the various steps outlined in your notice, we would be happy to adjust wherever needed to maintain an orderly, inclusive, and ultimately successful process.

The suggested framework and timelines for our process includes:

- **Information gathering:** This activity would take approximately 4 weeks. Consultants would meet with key staff to gain a comprehensive understanding of the current organization. Collect data on:
 - organizational structure;
 - Human resources/personnel policies;
 - Training programs;
 - staffing levels;

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- Current staff roles;
- Staff capabilities;
- Growth trends; and
- challenges, and opportunities.

As a step for information gathering, we would propose to schedule an on-site visit (expected to take up to a full day with the possibility of a briefer follow up visit as needed) to conduct employee/stakeholder interviews and to observe current operations.

- **Evaluation:** This activity would be completed by January 20, 2025. The Consultant team would review the information and make recommendations on any modifications that may be needed. As part of the evaluation stage, we will:
 - Review similarly-situated communities' structures; and
 - Review the information detailed above.

Project Deliverables:

The team would deliver a report that would include recommendations for any organizational structure changes; position description updates; draft training recommendations; and process changes.

Pricing:

For the activities contained herein, the team proposes a flat fee of \$2,000, plus expenses in an amount not to exceed \$200.