



City of Portland City Manager Search Subcommittee Meeting

Thursday, August 11, 2022 at 8:00 AM Via Zoom

To submit written public comment on an agenda item, email publiccomment@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

REMOTE ACCESS INFORMATION:

The City Manager Search Subcommittee will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the [Agenda Center](#) following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/89459313168?pwd=NGdPLzgxYzdDYlBRZTdYVzVlYWtZdz09>

Passcode: 695045

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US: +13017158592,,89459313168#,,, *695045# or +13126266799,,89459313168#,,, *695045#

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Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833

Webinar ID: 894 5931 3168

Passcode: 695045

1. Approve Minutes of June 23, 2022 meeting
 - a. Minutes from June 23, 2022 meeting
2. Review and discuss current charter language
 - a. Current charter language
3. Review sample hiring brochure
 - a. Overland Park Brochure
 - b. Portland Economic Development brochure
4. Review sample city manager profile(s)
 - a. Overland Park City Manager profile

City of Portland

Via Zoom

5. Discuss the stakeholder groups that will be used for the City Manager search
6. New Business (5 minutes)
7. Establish Next Meeting Date
8. Adjournment

City Manager Search Subcommittee Minutes
June 23, 2022

The June 23, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:00 AM on Zoom.

Mayor Kate Snyder (Chair), Councilor Mark Dion, Councilor April Fournier, Councilor Ali, Tom Caiazzo (Deputy Human Resources Director), Samantha Chapin (Finance/Procurement) and Jessica Grondin (Communications Director) were present.

The Mayor opened the meeting with introductions and briefly went through the agenda. The meeting should be brief.

Motion to approve the minutes from the June 9, 2022 meeting. The motion was made by Councilor Fournier and seconded by Councilor Dion. The Mayor noted that there was no public at the meeting therefore public comment was not necessary. Roll call vote Councilor Ali – yes, Councilor Dion - yes, Councilor Fournier – yes and Mayor Snyder – yes. Motion passed unanimously 4-0.

The Subcommittee next had a discussion regarding the final scoresheet to select the firm that will assist the City with finding the next City Manager. The City asked the two firms to break their proposals into a two-phase approach. The results of the scores are contained in the final scoresheet. Sam Chapin explained what the process will look like moving forward. The firm of Baker Tilly had the highest score and therefore the City will move forward with Baker Tilly.

Mayor Snyder explained that the action of this committee today would be to make a recommendation to the full council on July 11, 2022 accompanied by all of the documentation to move forward with the agreement with Baker Tilly.

Mayor Snyder explained what she believed would be happening at the July 11th council meeting. The Council will be receiving the final report and recommendations from the Charter Commission. One of those recommendations, we suspect will be a change in governance structure between the Mayor's position and the City Manager position. At the same meeting we will be approving a contract to move forward with a search process to enable us to begin the hiring process in November for the position that we know. This process may not be entirely clear to the public as we do not get a lot of attendees at these meetings. The Mayor will do her best to summarize the process in a way to remain transparent with the process that this committee has taken.

Sam explained how the sealed bids for the mini proposals will be handled.

A motion to recommend a contract with Baker Tilly to advance the first stage of work toward a City manager search. The motion was made by Councilor Fournier and seconded by Councilor Dion. Roll call vote Councilor Ali - yes, Councilor Dion - yes, Councilor Fournier - yes and Mayor Snyder – yes. Motion passed unanimously 4 – 0.

Councilor Dion explained that it might be helpful if a letter or memo comes from the committee to assist the Mayor facilitate the conversation with the full council. The memo would explain the rationale of where we started and where we are now. The committee collectively did a good job with being transparent. The memo could be sent to the full council and also published as part of

the record as part of the packet so that outside constituents could read it before the council meeting. It is a complicated process that could get muddled if the full council just debates this issue. Mayor Snyder said she was happy to take that on and move forward with that for the July 11th council meeting.

The Finance office will reach out to GovHR to let them know that they were not selected and Tom Caiazzo will reach out to Baker Tilly to start the process of working with them on next steps.

This committee will get together moving forward, periodically as needed.

Motion made to adjourn by Councilor Ali and seconded by Councilor Fournier. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 8:23 AM.

Section 5. Appointment; qualifications; powers and duties of the city manager.

The city manager shall be chosen by the city council solely on the basis of character and executive administrative qualifications, and may or may not be a resident of the City of Portland or of the State of Maine at the time of appointment. Such person shall give bond for the faithful discharge of his or her duties to the City of Portland and in such sum as the city council shall determine and direct, and with surety or sureties to be approved by the city council. The premium on such bond shall be paid by the city. Such person shall be the administrative head of the city and shall be responsible to the city council for the administration of all departments. Neither the mayor nor members of the city council shall direct, request or interfere with the appointment or removal of any of the officers or employees of the city for whom the city manager is responsible, nor shall any of them give an order, publicly or privately, to any such city officer or employee relating to any matter in the line of that officer's or employee's city employment. Notwithstanding the foregoing, nothing herein is intended to prevent the city manager from assigning staff to work and communicate directly with councilors, boards and commissions, council committees, neighborhood and other groups and organizations, on city work.

The city manager's powers and duties shall be as follows:

- (a) To see that the laws and ordinances are enforced, but shall delegate to the chief of the police department the active duties connected therewith regarding criminal conduct.
- (b) To exercise control over all departments, divisions, agencies, and offices created herein or that may be hereafter created.
- (c) To implement the policy decisions of the city council.
- (d) To coordinate city programs and operations and recommend improvements in such programs and operations to the council.
- (e) To prepare city budgets, in consultation with and incorporating policy guidance of the mayor, and to present such budgets to the council.
- (f) To make appointments as provided in this charter.
- (g) To attend meetings of the city council, except when his or her removal is being considered, and recommend for adoption such measures as he or she may deem expedient.
- (h) To keep the city council fully advised as to the business and financial condition and future needs of the city and to furnish the city council with all available facts, figures, and data connected therewith when requested.
- (i) To prepare a five (5) year rolling capital improvement plan for annual presentation to the city council, which plan includes the following:
 - 1. A one (1) year plan of specific projects and their cost;
 - 2. A two (2) through five (5) year plan of specific projects and general categories, and amounts of proposed spending and funding sources; and

3. A discussion of the basis for the plan and the factors which went into its development or amendments.

(j) To prepare and submit to the city council such reports as are requested or he or she deems advisable; and

(k) To perform such other duties as may be prescribed by this charter or required by ordinance of the city council. (Referenda 11/4/86; 11/2/10)

Section 6. Vacancy in office of city manager.

During any vacancy in the office of city manager, and during any absence or disability of the city manager of more than sixty (60) days, the city council shall designate a properly qualified person to perform the duties of manager and fix such person's compensation. During a temporary absence of sixty (60) days or less, the city manager may designate a qualified person to perform the duties of manager during such absence. While so acting, such person shall have the same powers and duties as those given to and imposed on the city manager. Before entering his or her duties, he or she shall give bond to the City of Portland in a sum and with surety or sureties to be approved by the city council. The premium on such bond is to be paid by the city. (Referendum 11/2/10)

OVERLAND PARK
K A N S A S



CITY MANAGER

CITY OF OVERLAND PARK, KANSAS

Are you an experienced city manager eager to take on challenges to maintain and grow a large, successful Midwestern suburb with a team of outstanding professional staff? The City of Overland Park, a dynamic community of 200,000 residents -- recognized nationally for its remarkable quality of life and for providing outstanding services -- is seeking a strategic, collaborative and visionary leader with exceptional communication skills to serve as its next City Manager.



PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

Overland Park, a vibrant and growing community strategically located in the southwest quadrant of the Kansas City metropolitan region, is spread over 75 square miles in northeast Johnson County. As the largest city in Johnson County, and the second largest city in the State of Kansas and in the bi-state Kansas City metro area of over 2.2 million people, Overland Park is a driving force for both the regional and statewide economies. Overland Park's daytime population swells to nearly 235,000 and is widely regarded for its professional and well-run operations, and a favorable business climate with over \$4 billion in annual retail sales plus significant, ongoing growth in residential, corporate office, commercial and technology related development. The community's exceptional schools, a variety of high-quality housing and neighborhoods, a durable economy and a remarkably high quality of life have consistently earned it national distinction as an outstanding place to live, raise a family, buy a home, and retire. In September 2021 Overland Park was ranked by Money Magazine as one of its top ten "Best Places to Live." Good governance, stable leadership and high-quality municipal services have all contributed to a strong financial position, as evidenced by the City's "triple-A" bond ratings from the nation's top three bond rating agencies, a distinction held with only a handful of communities in the nation.

Overland Park residents and visitors have easy access to a number of excellent medical and hospital facilities in the community including Overland Park Regional Medical Center, Menorah Medical Center, Saint Luke's South and Children's Mercy South hospitals. The City offers a low cost of doing business and has been able to attract a highly skilled and educated workforce. The community is widely recognized as one of the nation's most dynamic corporate centers and is proud to maintain a large presence by private employers that include T-Mobile, Black & Veatch, OptumRX, Yellow, Wells Fargo Advisors, Shamrock Trading Corporation, US Bank, and Netsmart Technologies, to name a few. The City works very closely and collaboratively with the Overland Park Chamber of Commerce on economic development matters and is a large contributor to the Overland Park Economic Development Council. The City also works closely with the staff and Board of VisitOP, the City's convention and visitors' bureau, which is funded by the City.

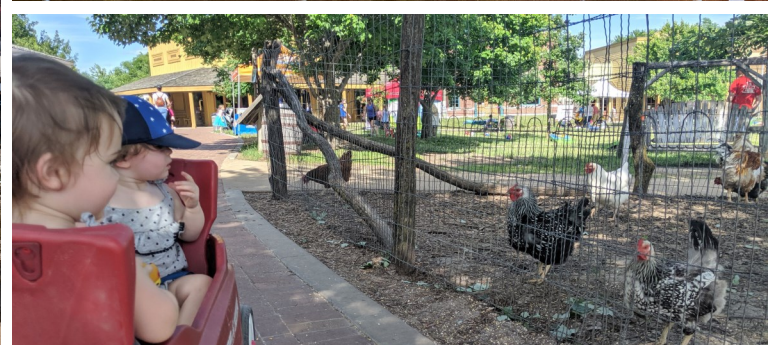


THE COMMUNITY

Overland Park has been recognized as one of the best places to raise a family. This is based on a variety of criteria including excellent school districts, outstanding recreational amenities and family friendly attractions such as the 300- acre Overland Park Arboretum & Botanical Gardens that provides a recreational and cultural resource for the Kansas City Region. Overland Park's Deanna Rose Children's Farmstead is also a significant place of interest and learning center for residents and visitors alike. There are four public school districts serving the residents of Overland Park: Blue Valley School District, Olathe Public Schools, Shawnee Mission School District, and the Spring Hill School District. The districts have record of achieving excellence and are nationally recognized for their success. Several higher education institutions are located in Overland Park, most notably Johnson County Community College – an award-winning and nationally recognized institution of higher learning, and the University of Kansas Edwards Campus that offers a number of graduate and undergraduate programs to students throughout Johnson County and the region. The community has a wide spectrum of interesting and outstanding restaurants, cultural amenities, regional and neighborhood parks, bike and hiking trails, and outstanding public and private golf courses.

Some additional cultural, educational and recreational amenities in Overland Park include:

- The Johnson County Arts and Heritage Center that houses the Johnson County Museum, KidScape, resident theatre company Theatre in the Park, a fine arts program, an emerging arts program, and the Overland Park Historical Society,
- The highly regarded Nerman Museum of Contemporary Art is on the campus of Johnson County Community College,
- There are two public golf courses operated by the city of Overland Park: St. Andrews Golf Club and the Sykes Lady Golf Club,
- The Matt Ross and Tomahawk Ridge Community Centers, are both operated by the city of Overland Park,
- Scheels Overland Park Soccer Complex was named the top soccer facility in the nation by Livability because it is considered the only complex of its kind in the United States, covering 96 acres with 12 lighted, regulation size synthetic, turf fields with a cooling system to control turf temperature on hot days,
- Historic Downtown Overland Park, located in the heart of the city, boasts a highly successful farmers' market, new and existing residential neighborhoods, and a vibrant and charming walkable community of nearly 300 locally operated businesses.



THE ORGANIZATION *(CONTINUED)*

Overland Park has successfully utilized long-range development plans to carefully manage growth of the community and the City's Comprehensive Plan is updated annually by the Planning Commission and the Governing Body. A five-year capital improvements plan is also reevaluated annually to determine priorities and improvements to public infrastructure, funded by a variety of revenue streams including sales and property tax revenues, special assessment districts, and other sources. The *Vision Metcalf Plan* was adopted over a decade ago to help guide redevelopment along Metcalf Avenue, a major north/south thoroughfare in Overland Park.

Overland Park offers its future City Manager, only its fourth since the City's incorporation in 1960, an outstanding opportunity to lead an exceptional and stable municipal organization in a community that offers a superb quality of life. To learn more about the City of Overland Park, please visit <https://www.opkansas.org/>.

OUR MISSION

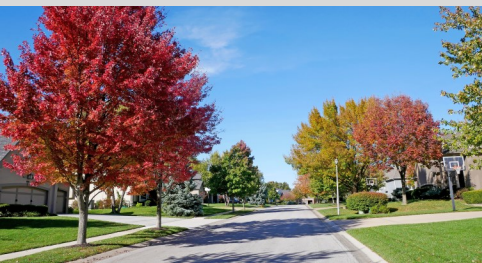
We plan, build, protect and preserve a lasting quality of life in Overland Park

OUR VISION

We are a trustworthy, agile and innovative organization with an engaged workforce committed to strengthening the vitality of our community

CORE VALUES

- **Service Commitment:** Providing courteous, timely, and helpful service to the public and each other
- **Stewardship:** Using resources wisely
- **Integrity:** Being honest, ethical and transparent
- **Respect:** Valuing diverse perspectives; treating all people with courtesy and dignity
- **Relationship Building:** Building and maintaining relationships, essential to our success and wellbeing
- **Pursuit of Excellence:** Committing to staff development and continuous improvement of service delivery





GOVERNANCE

The City of Overland Park operates under a “Mayor-Council-City Manager” form of government, which combines the political leadership of elected officials in the form of a mayor and city council, with the managerial experience and training of an appointed city manager. The Overland Park City Council Members are the city’s policymakers, elected to represent various segments of the community and to focus on policies responsive to citizens’ needs and wishes. The Governing Body consists of a Mayor, elected at-large, and 12 City Council Members, who represent six wards within the City. All elected officials serve four-year terms and are elected in staggered terms. The Mayor appoints Council Members to four Standing committees: Finance, Administration, and Economic Development; Community Development; Public Safety; and Public Works. The Mayor also has authority to appoint special committees. The Governing Body is responsible for appointing a professional City Manager as the municipal organization’s chief administrative officer.

THE POSITION

The mayor and city council appoint a manager to implement policies and ensure effective, efficient, and responsive professional service delivery to the entire community. The City Manager is responsible for overseeing all day-to-day operations and services provided by the organization. City services and operations are supported by 1,026 full-time employees and 154.4 full-time equivalent part-time employees. City employees, municipal services and capital improvements are supported by an overall (All Funds) budget of \$327.5 million and a 2022 General Fund Budget of \$230 million.

Overland Park is organized into 12 departments and divisions that provide a full range of services. In addition to Information Technology, the City organization is composed of Law, Police, Fire, Public Works, Planning and Development Services, Parks and Recreation, Finance and Administration, Human Resources, City Clerk’s Office, Municipal Court and the City Manager’s Office. The City is a full-service organization except for utilities and does not provide water, wastewater or solid waste removal services.

[CLICK HERE TO VIEW THE CITY’S ORGANIZATIONAL CHART](#)

The City also operates the Scheels Overland Park Soccer Complex, the Overland Park Convention Center, and additionally, oversees a not-for-profit entity, the Overland Park Development Corporation, created by the City for development and operation of the Sheraton Overland Park Hotel at the Overland Park Convention Center. The City also works with a not-for-profit foundation, the Overland Park Arts & Recreation Foundation. The foundation supports three major amenities: The Overland Park Arboretum, the Deanna Rose Farmstead, and the Overland Park Public Art Program.

THE CITY MANAGER

The current City Manager has announced his retirement, effective March 1, 2022. He has served as the City Manager since January of 2011 and held other senior management positions in the City prior to that starting in July 2000. Appointed by the Mayor and City Council, the City Manager functions as the chief administrative officer of the City and is in charge of administering the policies and decisions made by the City Council and oversees the day-to-day operations of the City government. It is the City Manager's responsibility to ensure that all City services are delivered in an efficient and cost-effective manner and to provide vision and leadership to the City organization. The City Manager coordinates the official business of the Overland Park City Council, prepares, submits, and administers the council-approved annual budget and capital improvement programs, and acts as a liaison between the City Council, citizens, and the city organization. Positions reporting to the City Manager include the Deputy City Manager, the Assistant City Manager, the Assistant to the City Manager, and the following Department Directors/Offices:



- City Attorney
- Police Department
- Fire Department
- Public Works Department
- Planning & Development Services Department
- Municipal Court Administrator
- Emergency Management Coordinator
- Communications Manager

DESIRED CAPABILITIES

The City Manager will provide dynamic organizational leadership, working with the executive leadership team to respond to the Governing Body, residents, businesses, and employees. During the first 12 to 18 months, the selected candidate may be asked to address the following priorities:

- **Review Current Staffing Vacancies and Rebuild Culture / Organizational Leadership:** Because of retirements and attrition, the organization will need to focus on recruitment, retention, and continuing / reestablishing a culture of leadership and excellence. The City Manager should develop a culture that places a high value on employees and provide an environment where they can develop and excel.
- **Support Implementation of *Forward OP*:** This community vision was established in 2018 and will be successful if other city and community plans and initiatives are aligned with the stated aspirations and desired outcomes over the next 2-3 decades.
- **Address Maintenance Needs of Aging Infrastructure:** The City must continue to balance its investments into the maintenance needs of aging infrastructure with continued economic development and growth.
- **Execute City's Comprehensive Plan Process:** Overland Park's Comprehensive Plan, in existence and updated regularly since the 1970s, is undergoing a major update that will require significant public input and participation, along with support from all municipal departments in order to achieve a successful and desired outcome.
- **Support Continued Downtown Revitalization:** Continue working collaboratively with the Downtown Overland Park Partnership, including support for the revitalization and reinvestment occurring in Downtown and revitalization of the Overland Park Farmers' Market.
- **Facilitate City Council Strategic Goal Setting:** Work with the Governing Body to develop a new vision and assist in establishing an updated set of short and long-term strategic goals for both the organization and community.
- **Assess Convention Center Hotel Status; Prepare Options for Review:** Assess future operational benefits and costs, and work with staff to prepare a set of long-term financial strategy options for City Council Consideration.

CANDIDATE PROFILE

The Overland Park City Council desires to hire a highly regarded professional leader with outstanding communication skills to serve as its next City Manager. Candidates should possess a record of exceptional leadership and unquestioned personal and professional ethics and utilize a collaborative and team-oriented approach. Possessing the ability to effectively speak in public, write proficiently, and encourage transparency throughout the City organization is imperative. To be successful, the selected candidate must be able to establish and maintain effective working relationships with elected officials, the City's executive leadership team, employees, and the community. The new City Manager must also demonstrate patience, good instincts, excellent judgment, and the ability to say "no" when necessary. Ideally, the new City Manager embraces new technologies and promotes innovation throughout the organization

The successful candidate will be an effective team builder, exhibit a collaborative style and be committed to mentoring and developing employees. They will be pushing for continued professional development for both themselves and their team by participating in professional association activities at either the state and national levels, completing seminars and workshops, and keep up with changes and new technologies in their field. They must also be highly proficient and experienced in municipal finance, budgeting, and economic development, with an ability to lead and manage a multi-faceted organization in a high service urban / suburban community in a metropolitan area. The ideal candidate will be fiscally prudent, possess outstanding "people skills" and a record of exceptional leadership. The new city manager must demonstrate an ability to effectively communicate with the city council, employees and the community. Candidates should also have knowledge and experience working on planning and development, including projects that involve the use of public incentives. Experience working with affordable housing, neighborhood and commercial redevelopment and revitalization projects, and other development related projects is important and will be an advantage. Experience working on successful commercial, neighborhood and downtown revitalization and redevelopment is strongly desired. Candidates with a record of listening to and facilitating compromise and problem solving among competing stakeholder interests will have an advantage. The city manager will be expected to effectively negotiate on behalf of the City with developers, neighborhood groups, and other governmental and nonprofit agencies. Experience working for a similar sized municipal or county organization, or an organization of similar complexity in an executive and management capacity is important. A strong background in municipal budgeting, finance and strategic planning is also desired. Candidates must possess the ability to build strong relationships with neighborhood groups, local businesses, the Overland Park Chamber, CVB, Downtown Overland Park Partnership, MARC, KDOT, and other regional, statewide and federal agencies. Viable candidates must also possess the confidence and be capable of articulating policy issues relating to issues of social equity, diversity, and environmental sustainability when they are brought before the City Council for consideration.



EDUCATION AND EXPERIENCE

To qualify for this position, the successful candidate should possess a Bachelors' degree in Public Administration, Business Administration, or a related discipline. A Master's degree is preferred. Candidates should be knowledgeable about municipal governance and operations and possess seven (7) years of increasingly responsible experience in an administrative and managerial capacity such as financial management, human resources, or a major operational area within a local government, or experience managing an organization of similar complexity. International City Management Association Credentialed Manager (ICMA) certification would be a plus.

COMPENSATION AND BENEFITS

The starting salary for the new City Manager will be market competitive, depending on the experience and qualifications of the selected candidate. Employee benefits are outstanding, including employer retirement contributions for FICA; Kansas Public Employee Retirement System (KPERS – a defined benefit plan); and Municipal Employees Pension Plan (MEPP – a supplemental defined contribution plan). A voluntary 457 Deferred Compensation Plan is also offered as an option with no contribution by the City. The successful candidate will also receive an automobile allowance. A full range of leave and insurance benefits are also provided including a wellness plan plus health/dental/life insurance. Residency in the City of Overland Park is required. Relocation assistance will be negotiated in accordance with the City's policy.

[CLICK HERE TO VIEW THE CITY'S COMPENSATION / BENEFITS INFORMATION FOR 2022](#)



OVERLAND PARK
K A N S A S



APPLICATION AND SELECTION PROCESS

Qualified candidates please submit your cover letter and resume online at

<https://www.bakertilly.recruitmenthome.com/3277>

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than **Monday, March 14, 2022**. Following this date, qualified semi-finalist candidates will then be forwarded to the City for determination of finalists. On-site interviews will be offered to those candidates named as finalists, with reference checks, preliminary background checks and academic verifications conducted after receiving candidates' permission. The successful candidate will be subject to the City's pre-employment requirements including a drug screen and possible additional background checks. For more information, please contact **Art Davis** at Art.Davis@BakerTilly.com, or by phone at **816.868.7042**.

Overland Park, KS is an Equal Opportunity Employer and values diversity at all levels of its workforce.



5440 West 110th Street, Suite 300 | Overland Park, KS 66211 | 651-223-3000
<https://bakertilly.recruitmenthome.com/>



HOUSING AND ECONOMIC DEVELOPMENT DIRECTOR

THE CITY OF PORTLAND, MAINE



PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

Located in the scenic Northeast, the City of Portland is the population, financial, and cultural center of the State of Maine. With a population of 67,000 residents (evenings), 150,000 (daytime) Portland is perched on a peninsula that juts out onto an island-studded Casco Bay. Portland is a progressive, lively city incorporating the character of yesteryear into a modern urban environment. Historic architecture blends with new; a working waterfront borders cobblestone streets of the Old Portland and a vibrant arts district is pebbled with five-star gourmet restaurants.

Portland is truly the gem of New England, which is why it was named the #1 place in the country to raise children, the top green city of its size, and one of the ten great adventure towns by National Geographic. Even Frommer's Travel Guide agrees, naming Portland among the top twelve surprising, thriving and emerging world destinations. More than 2 million people visit the city annually.

Portland's miles of trails, parks, and beaches are just a few reasons why people come to live and work in the city. The city offers world class events at Merrill Auditorium, an AA league professional baseball team, a minor league hockey team, NBA G-League basketball team, and year round entertainment. Within just a few miles of Portland's borders are ski resorts, lakes, mountains, and access to virtually any outdoor activity you can imagine.

Portland is home to the University of Southern Maine, the University of New England, the Muskie School of Public Policy, the University of Maine Law School and the Roux Institute of Northeastern University. The Southern Maine Community College System is just a short drive across the Casco Bay Bridge.

Portland is a city of neighborhoods diverse in character and design, offering a broad spectrum of housing choices for residents from dense urban neighborhoods to island communities. While it is the largest city in Maine with a metro population of 230,000, Portland still maintains its small-town feel with a strong sense of community and neighborhood support.

CITY GOVERNMENT

The City of Portland operates under a Council-Manager form of government with a nine member City Council. Each of the city's five voting districts elects one Council member, with an elected Mayor and three at-large members elected by the entire city. The Mayor is elected for a four-year term and Councilors are elected for three-year staggered terms. The City Council provides community leadership and develops policies to guide the city by setting strategic goals, passing ordinances, adopting resolutions, and appointing the City Manager, Corporation Counsel and City Clerk.

The City Manager oversees the day-to-day operations of the City. He is the administrative head of the City and is responsible to the City Council for the administration of all departments. The City Manager prepares the annual budget and presents it to the City Council for approval. In addition, the City Manager's office directly oversees the City's economic development, waterfront policy, island and community outreach and communications operations.

The City of Portland is widely recognized as a well-managed, full-service municipality providing valued services to its residents. In fiscal year 2021, the City Council approved a budget of nearly \$266 million with more than 1,350 positions.



THE DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

The Director provides overall direction and leadership of the City's Housing and Economic Development programs. As the Housing & Economic Development Director, work involves responsibility for planning, organizing, setting objectives, formulating policy, and directing and evaluating the activities and programs of the Department which include business recruitment and retention, advocacy of business interests in City government, marketing, and strategic visioning. The position requires seasoned judgment in the proper allocation of Department resources and involves extensive public contact.

The Director reports to the City Manager, and provides direct supervision of the Business Programs Manager, Waterfront Coordinator, Principal Administrative Officer I, Office of Economic Opportunity Director, Office of Creative Portland, and Housing and Community Development Division Director. The Department of Economic Development has a staff of 16 FTE.

Expectations of the position include:

- As a member of the executive team, participates in the collective responsibility for the success of the entire city organization.
- Serves as Project Manager on important City initiatives under the Housing and Economic Development Department as assigned by the City Manager.
- Prepares reports and recommendations as directed by the City Manager.
- Reviews and prepares items for City Council agendas and workshops.
- Responds to complaints and requests for service submitted by City Council and residents.
- Assists in preparation of the City Manager's proposed budget and capital improvement program to City Council.
- Represents the City of Portland and City Manager in all areas related to the Housing & Economic Development Department.
- Performs other duties and special projects as assigned.

The Director of Housing and Economic Development participates in the full range of supervisory and managerial activities with respect to the department, including, for example:

1. Overseeing and coordinating strategic planning efforts of the department.
2. Working with the department to create and monitor accomplishment of departmental goals.
3. Evaluating on an ongoing basis the department's attainment of agreed-upon goals.
4. Assuring that the department delivers high quality service within established budget parameters.
5. Assuring that the department effectively analyzes and manages their financial performance.
6. Managing the department's personnel, including:
 - Evaluating performance;
 - Rewarding positive performance and remediating poor performance; and
 - Training and developing people
7. Creating and fostering a culture that values innovation and best practices.
8. Creating a culture of accountability.
9. Creating and promoting a culture of customer service.
10. Creating a diverse and multiculturally competent workforce.
11. Sharing, with other Department Directors, liaison responsibility with the City Council and Council committees.
12. Assuring interdepartmental cooperation and collaboration.

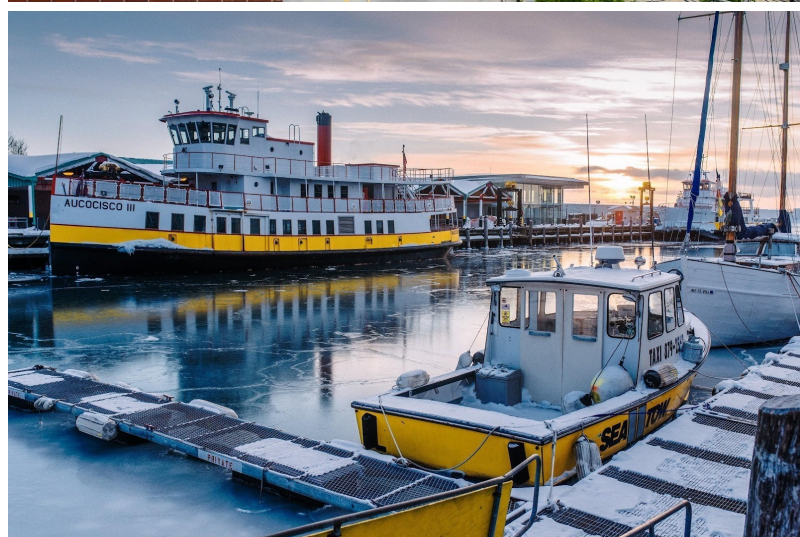


THE IDEAL CANDIDATE

- Possesses thorough knowledge of modern developments in the field of municipal and/or local government operations.
- Thrives on challenges. Shows enthusiasm and a positive attitude toward the community they serve.
- Brings a high degree of professionalism, proven leadership abilities, and can motivate and manage people and projects with limited resources.
- Works as part of an interactive team with other city departments and seeks collaboration with others to achieve group goals.
- Has ability to manage all aspects of municipal budgets and seek additional resources.
- Is skilled in mentoring and developing staff.
- Holds self and others accountable for actions.
- Is able to negotiate with a wide variety of people both within and outside the organization to achieve consensus on a proposed action.
- Is able to establish and maintain personal and professional relationships while building confidence and trust with others.
- Listens attentively with an open mind to ideas expressed by others.
- Possesses the highest degree of integrity, honesty, and fairness.
- Remains calm when questioned or criticized; handles stressful situations effectively.
- Is an effective and articulate communicator, both internal with coworkers and staff as well as with the public.
- Critically evaluates information to support a proposed course of action and resolves conflict.
- Makes commitments and follows through, deals openly, honestly and directly with others in a constructive manner.

DESIRED QUALIFICATIONS

- Graduation from a four-year college or university with specialization in public administration or economic development; or any equivalent combination of experience and training.
- Minimum seven (7) years of executive-level experience in business planning and affordable housing development or managerial work in government or private organizations.
- Thorough knowledge of the challenges confronting existing businesses and residential developers in Portland, as well as those interested in relocating or investing in Portland.
- Thorough knowledge of geographic, economic, social and governmental characteristics of the area.
- Thorough knowledge of the real estate market, law and practices, and business financing.
- Considerable knowledge of the various ordinances, codes and regulations pertaining to planning, zoning, public works and urban renewal.
- Knowledge of federal and State of Maine business and affordable housing assistance programs including Tax Increment Financing and HUD Community Development Block Grant funds.
- Excellent communication skills and proven ability to present facts and express ideas effectively, both orally and in writing.
- Ability to plan and coordinate departmental activities and programs with other municipal, public and private agencies.
- Ability to direct and perform technical research, analyze data, and make oral and written presentations of the results.
- Ability to establish and maintain effective working relationships with Department Directors, City Councilors, departmental personnel, community and business organizations, labor unions, the general public, and representatives of other levels of government.





COMPENSATION AND BENEFITS

The salary range is \$111,901 - \$137,630 annually depending on skills and experience, along with excellent employee benefits. More information on our benefits can be found here: <https://www.portlandmaine.gov/Benefits>.

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://www.governmentjobs.com/careers/bakertilly>

This position is open until filled; however, a first review of resumes will occur on **Monday, April 25, 2022**. Following this date, applications will be screened against criteria outlined in this brochure. The City will consider offering an interview to those candidates named as Finalists, with reference, background, and academic verification checks conducted after receiving candidates' permission. For more information, please email Art.Davis@bakertilly.com or call 816-868-7042.

The City of Portland is strongly committed to diversity in its workforce. We are an Affirmative Action/Equal Employment Opportunity Employer.

Please view the City of Portland's YouTube video here: <https://www.youtube.com/watch?v=45Dr9wwWIhY>
[Live & Work in Maine](#) is a great website with lots of good information about living and working in Maine, including the Portland area.



5440 West 110th Street, Suite 300
Overland Park, KS 66221
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bakertilly.com

OVERLAND PARK
K A N S A S



CITY MANAGER

CITY OF OVERLAND PARK, KANSAS

Are you an experienced city manager eager to take on challenges to maintain and grow a large, successful Midwestern suburb with a team of outstanding professional staff? The City of Overland Park, a dynamic community of 200,000 residents -- recognized nationally for its remarkable quality of life and for providing outstanding services -- is seeking a strategic, collaborative and visionary leader with exceptional communication skills to serve as its next City Manager.



PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

Overland Park, a vibrant and growing community strategically located in the southwest quadrant of the Kansas City metropolitan region, is spread over 75 square miles in northeast Johnson County. As the largest city in Johnson County, and the second largest city in the State of Kansas and in the bi-state Kansas City metro area of over 2.2 million people, Overland Park is a driving force for both the regional and statewide economies. Overland Park's daytime population swells to nearly 235,000 and is widely regarded for its professional and well-run operations, and a favorable business climate with over \$4 billion in annual retail sales plus significant, ongoing growth in residential, corporate office, commercial and technology related development. The community's exceptional schools, a variety of high-quality housing and neighborhoods, a durable economy and a remarkably high quality of life have consistently earned it national distinction as an outstanding place to live, raise a family, buy a home, and retire. In September 2021 Overland Park was ranked by Money Magazine as one of its top ten "Best Places to Live." Good governance, stable leadership and high-quality municipal services have all contributed to a strong financial position, as evidenced by the City's "triple-A" bond ratings from the nation's top three bond rating agencies, a distinction held with only a handful of communities in the nation.

Overland Park residents and visitors have easy access to a number of excellent medical and hospital facilities in the community including Overland Park Regional Medical Center, Menorah Medical Center, Saint Luke's South and Children's Mercy South hospitals. The City offers a low cost of doing business and has been able to attract a highly skilled and educated workforce. The community is widely recognized as one of the nation's most dynamic corporate centers and is proud to maintain a large presence by private employers that include T-Mobile, Black & Veatch, OptumRX, Yellow, Wells Fargo Advisors, Shamrock Trading Corporation, US Bank, and Netsmart Technologies, to name a few. The City works very closely and collaboratively with the Overland Park Chamber of Commerce on economic development matters and is a large contributor to the Overland Park Economic Development Council. The City also works closely with the staff and Board of VisitOP, the City's convention and visitors' bureau, which is funded by the City.

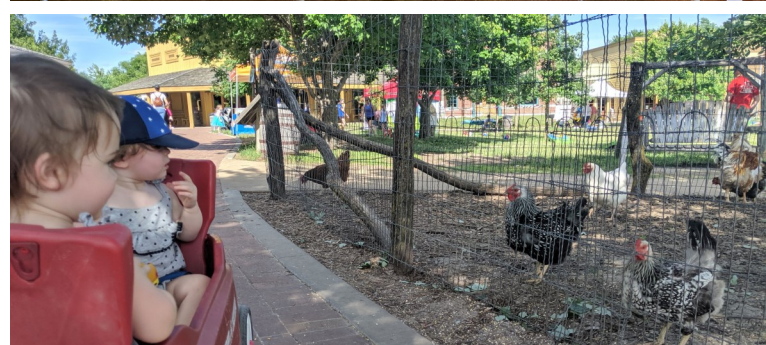


THE COMMUNITY

Overland Park has been recognized as one of the best places to raise a family. This is based on a variety of criteria including excellent school districts, outstanding recreational amenities and family friendly attractions such as the 300- acre Overland Park Arboretum & Botanical Gardens that provides a recreational and cultural resource for the Kansas City Region. Overland Park's Deanna Rose Children's Farmstead is also a significant place of interest and learning center for residents and visitors alike. There are four public school districts serving the residents of Overland Park: Blue Valley School District, Olathe Public Schools, Shawnee Mission School District, and the Spring Hill School District. The districts have record of achieving excellence and are nationally recognized for their success. Several higher education institutions are located in Overland Park, most notably Johnson County Community College – an award-winning and nationally recognized institution of higher learning, and the University of Kansas Edwards Campus that offers a number of graduate and undergraduate programs to students throughout Johnson County and the region. The community has a wide spectrum of interesting and outstanding restaurants, cultural amenities, regional and neighborhood parks, bike and hiking trails, and outstanding public and private golf courses.

Some additional cultural, educational and recreational amenities in Overland Park include:

- The Johnson County Arts and Heritage Center that houses the Johnson County Museum, KidScape, resident theatre company Theatre in the Park, a fine arts program, an emerging arts program, and the Overland Park Historical Society,
- The highly regarded Nerman Museum of Contemporary Art is on the campus of Johnson County Community College,
- There are two public golf courses operated by the city of Overland Park: St. Andrews Golf Club and the Sykes Lady Golf Club,
- The Matt Ross and Tomahawk Ridge Community Centers, are both operated by the city of Overland Park,
- Scheels Overland Park Soccer Complex was named the top soccer facility in the nation by Livability because it is considered the only complex of its kind in the United States, covering 96 acres with 12 lighted, regulation size synthetic, turf fields with a cooling system to control turf temperature on hot days,
- Historic Downtown Overland Park, located in the heart of the city, boasts a highly successful farmers' market, new and existing residential neighborhoods, and a vibrant and charming walkable community of nearly 300 locally operated businesses.



THE ORGANIZATION *(CONTINUED)*

Overland Park has successfully utilized long-range development plans to carefully manage growth of the community and the City's Comprehensive Plan is updated annually by the Planning Commission and the Governing Body. A five-year capital improvements plan is also reevaluated annually to determine priorities and improvements to public infrastructure, funded by a variety of revenue streams including sales and property tax revenues, special assessment districts, and other sources. The *Vision Metcalf Plan* was adopted over a decade ago to help guide redevelopment along Metcalf Avenue, a major north/south thoroughfare in Overland Park.

Overland Park offers its future City Manager, only its fourth since the City's incorporation in 1960, an outstanding opportunity to lead an exceptional and stable municipal organization in a community that offers a superb quality of life. To learn more about the City of Overland Park, please visit <https://www.opkansas.org/>.

OUR MISSION

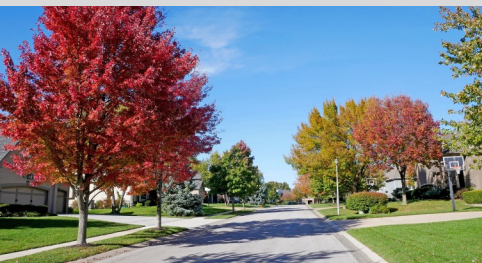
We plan, build, protect and preserve a lasting quality of life in Overland Park

OUR VISION

We are a trustworthy, agile and innovative organization with an engaged workforce committed to strengthening the vitality of our community

CORE VALUES

- **Service Commitment:** Providing courteous, timely, and helpful service to the public and each other
- **Stewardship:** Using resources wisely
- **Integrity:** Being honest, ethical and transparent
- **Respect:** Valuing diverse perspectives; treating all people with courtesy and dignity
- **Relationship Building:** Building and maintaining relationships, essential to our success and wellbeing
- **Pursuit of Excellence:** Committing to staff development and continuous improvement of service delivery





GOVERNANCE

The City of Overland Park operates under a “Mayor-Council-City Manager” form of government, which combines the political leadership of elected officials in the form of a mayor and city council, with the managerial experience and training of an appointed city manager. The Overland Park City Council Members are the city’s policymakers, elected to represent various segments of the community and to focus on policies responsive to citizens’ needs and wishes. The Governing Body consists of a Mayor, elected at-large, and 12 City Council Members, who represent six wards within the City. All elected officials serve four-year terms and are elected in staggered terms. The Mayor appoints Council Members to four Standing committees: Finance, Administration, and Economic Development; Community Development; Public Safety; and Public Works. The Mayor also has authority to appoint special committees. The Governing Body is responsible for appointing a professional City Manager as the municipal organization’s chief administrative officer.

THE POSITION

The mayor and city council appoint a manager to implement policies and ensure effective, efficient, and responsive professional service delivery to the entire community. The City Manager is responsible for overseeing all day-to-day operations and services provided by the organization. City services and operations are supported by 1,026 full-time employees and 154.4 full-time equivalent part-time employees. City employees, municipal services and capital improvements are supported by an overall (All Funds) budget of \$327.5 million and a 2022 General Fund Budget of \$230 million.

Overland Park is organized into 12 departments and divisions that provide a full range of services. In addition to Information Technology, the City organization is composed of Law, Police, Fire, Public Works, Planning and Development Services, Parks and Recreation, Finance and Administration, Human Resources, City Clerk’s Office, Municipal Court and the City Manager’s Office. The City is a full-service organization except for utilities and does not provide water, wastewater or solid waste removal services.

[**CLICK HERE TO VIEW THE CITY’S ORGANIZATIONAL CHART**](#)

The City also operates the Scheels Overland Park Soccer Complex, the Overland Park Convention Center, and additionally, oversees a not-for-profit entity, the Overland Park Development Corporation, created by the City for development and operation of the Sheraton Overland Park Hotel at the Overland Park Convention Center. The City also works with a not-for-profit foundation, the Overland Park Arts & Recreation Foundation. The foundation supports three major amenities: The Overland Park Arboretum, the Deanna Rose Farmstead, and the Overland Park Public Art Program.

THE CITY MANAGER

The current City Manager has announced his retirement, effective March 1, 2022. He has served as the City Manager since January of 2011 and held other senior management positions in the City prior to that starting in July 2000. Appointed by the Mayor and City Council, the City Manager functions as the chief administrative officer of the City and is in charge of administering the policies and decisions made by the City Council and oversees the day-to-day operations of the City government. It is the City Manager's responsibility to ensure that all City services are delivered in an efficient and cost-effective manner and to provide vision and leadership to the City organization. The City Manager coordinates the official business of the Overland Park City Council, prepares, submits, and administers the council-approved annual budget and capital improvement programs, and acts as a liaison between the City Council, citizens, and the city organization. Positions reporting to the City Manager include the Deputy City Manager, the Assistant City Manager, the Assistant to the City Manager, and the following Department Directors/Offices:



- City Attorney
- Police Department
- Fire Department
- Public Works Department
- Planning & Development Services Department
- Municipal Court Administrator
- Emergency Management Coordinator
- Communications Manager

DESIRED CAPABILITIES

The City Manager will provide dynamic organizational leadership, working with the executive leadership team to respond to the Governing Body, residents, businesses, and employees. During the first 12 to 18 months, the selected candidate may be asked to address the following priorities:

- **Review Current Staffing Vacancies and Rebuild Culture / Organizational Leadership:** Because of retirements and attrition, the organization will need to focus on recruitment, retention, and continuing / reestablishing a culture of leadership and excellence. The City Manager should develop a culture that places a high value on employees and provide an environment where they can develop and excel.
- **Support Implementation of *Forward OP*:** This community vision was established in 2018 and will be successful if other city and community plans and initiatives are aligned with the stated aspirations and desired outcomes over the next 2-3 decades.
- **Address Maintenance Needs of Aging Infrastructure:** The City must continue to balance its investments into the maintenance needs of aging infrastructure with continued economic development and growth.
- **Execute City's Comprehensive Plan Process:** Overland Park's Comprehensive Plan, in existence and updated regularly since the 1970s, is undergoing a major update that will require significant public input and participation, along with support from all municipal departments in order to achieve a successful and desired outcome.
- **Support Continued Downtown Revitalization:** Continue working collaboratively with the Downtown Overland Park Partnership, including support for the revitalization and reinvestment occurring in Downtown and revitalization of the Overland Park Farmers' Market.
- **Facilitate City Council Strategic Goal Setting:** Work with the Governing Body to develop a new vision and assist in establishing an updated set of short and long-term strategic goals for both the organization and community.
- **Assess Convention Center Hotel Status; Prepare Options for Review:** Assess future operational benefits and costs, and work with staff to prepare a set of long-term financial strategy options for City Council Consideration.

CANDIDATE PROFILE

The Overland Park City Council desires to hire a highly regarded professional leader with outstanding communication skills to serve as its next City Manager. Candidates should possess a record of exceptional leadership and unquestioned personal and professional ethics and utilize a collaborative and team-oriented approach. Possessing the ability to effectively speak in public, write proficiently, and encourage transparency throughout the City organization is imperative. To be successful, the selected candidate must be able to establish and maintain effective working relationships with elected officials, the City's executive leadership team, employees, and the community. The new City Manager must also demonstrate patience, good instincts, excellent judgment, and the ability to say "no" when necessary. Ideally, the new City Manager embraces new technologies and promotes innovation throughout the organization

The successful candidate will be an effective team builder, exhibit a collaborative style and be committed to mentoring and developing employees. They will be pushing for continued professional development for both themselves and their team by participating in professional association activities at either the state and national levels, completing seminars and workshops, and keep up with changes and new technologies in their field. They must also be highly proficient and experienced in municipal finance, budgeting, and economic development, with an ability to lead and manage a multi-faceted organization in a high service urban / suburban community in a metropolitan area. The ideal candidate will be fiscally prudent, possess outstanding "people skills" and a record of exceptional leadership. The new city manager must demonstrate an ability to effectively communicate with the city council, employees and the community. Candidates should also have knowledge and experience working on planning and development, including projects that involve the use of public incentives. Experience working with affordable housing, neighborhood and commercial redevelopment and revitalization projects, and other development related projects is important and will be an advantage. Experience working on successful commercial, neighborhood and downtown revitalization and redevelopment is strongly desired. Candidates with a record of listening to and facilitating compromise and problem solving among competing stakeholder interests will have an advantage. The city manager will be expected to effectively negotiate on behalf of the City with developers, neighborhood groups, and other governmental and nonprofit agencies. Experience working for a similar sized municipal or county organization, or an organization of similar complexity in an executive and management capacity is important. A strong background in municipal budgeting, finance and strategic planning is also desired. Candidates must possess the ability to build strong relationships with neighborhood groups, local businesses, the Overland Park Chamber, CVB, Downtown Overland Park Partnership, MARC, KDOT, and other regional, statewide and federal agencies. Viable candidates must also possess the confidence and be capable of articulating policy issues relating to issues of social equity, diversity, and environmental sustainability when they are brought before the City Council for consideration.



EDUCATION AND EXPERIENCE

To qualify for this position, the successful candidate should possess a Bachelors' degree in Public Administration, Business Administration, or a related discipline. A Master's degree is preferred. Candidates should be knowledgeable about municipal governance and operations and possess seven (7) years of increasingly responsible experience in an administrative and managerial capacity such as financial management, human resources, or a major operational area within a local government, or experience managing an organization of similar complexity. International City Management Association Credentialed Manager (ICMA) certification would be a plus.

COMPENSATION AND BENEFITS

The starting salary for the new City Manager will be market competitive, depending on the experience and qualifications of the selected candidate. Employee benefits are outstanding, including employer retirement contributions for FICA; Kansas Public Employee Retirement System (KPERS – a defined benefit plan); and Municipal Employees Pension Plan (MEPP – a supplemental defined contribution plan). A voluntary 457 Deferred Compensation Plan is also offered as an option with no contribution by the City. The successful candidate will also receive an automobile allowance. A full range of leave and insurance benefits are also provided including a wellness plan plus health/dental/life insurance. Residency in the City of Overland Park is required. Relocation assistance will be negotiated in accordance with the City's policy.

[CLICK HERE TO VIEW THE CITY'S COMPENSATION / BENEFITS INFORMATION FOR 2022](#)



OVERLAND PARK
K A N S A S



APPLICATION AND SELECTION PROCESS

Qualified candidates please submit your cover letter and resume online at

<https://www.bakertilly.recruitmenthome.com/3277>

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than **Monday, March 14, 2022**. Following this date, qualified semi-finalist candidates will then be forwarded to the City for determination of finalists. On-site interviews will be offered to those candidates named as finalists, with reference checks, preliminary background checks and academic verifications conducted after receiving candidates' permission. The successful candidate will be subject to the City's pre-employment requirements including a drug screen and possible additional background checks. For more information, please contact **Art Davis** at Art.Davis@BakerTilly.com, or by phone at **816.868.7042**.

Overland Park, KS is an Equal Opportunity Employer and values diversity at all levels of its workforce.



5440 West 110th Street, Suite 300 | Overland Park, KS 66211 | 651-223-3000
<https://bakertilly.recruitmenthome.com/>