



City of Portland City Manager Search Subcommittee Meeting

Thursday, September 8, 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 committee/board name 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/86055148307?pwd=elJXYmt4eTVhSXUzeXBPN3JxSWQ3QT09>

Passcode: 908755

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

US: +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799 or +1 669 900 6833 or +1 719 359 4580 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

Webinar ID: 860 5514 8307

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International numbers available: <https://portlandmaine-gov.zoom.us/j/keJWPnOuzt>

1. Introduction/Call to Order
2. Approve Minutes of previous meeting
 - a. Minutes of August 11, 2022 meeting
3. Discuss stakeholder groups
4. Discuss key issues facing the City of Portland
5. Review Draft Brochure
 - a. Draft brochure

City of Portland

Via Zoom

6. New Business (5 minutes)
7. Establish Next Meeting Date
8. Adjournment

City Manager Search Subcommittee Minutes
August 11, 2022

The August 11, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:03 AM on Zoom.

Mayor Kate Snyder (Chair), Councilor Mark Dion, Councilor April Fournier, Councilor Ali, Tom Caiazzo (Deputy Human Resources Director), and Jessica Grondin (Communications Director) were present. Art Davis from Baker Tilly was also present for the meeting.

The Mayor opened the meeting with introductions and stated we were waiting for Art Davis from Baker Tilly to join us. The Mayor noted that there were no public attendees at the meeting.

Motion to approve the minutes from the June 23, 2022 meeting. The motion was made by Councilor Dion and seconded by Councilor Fournier. Roll call vote Councilor Dion – yes, Councilor Ali – yes, Councilor Fournier – yes and Mayor Snyder – yes. Motion passed unanimously 4-0.

A discussion took place regarding how to proceed with the agenda that is facing us today. The Mayor first gave a summary of a meeting that took place with Tom Caiazzo, Art Davis from Baker Tilly and the Mayor. The meeting lasted approximately one hour. The purpose of the meeting was to engage with the search firm and to discuss the first phase of the work to be done in preparation of the citizen vote in November concerning the type of government the City will have moving forward after the vote.

The purpose of the meeting today is to review the current charter language and to look at a couple of brochures, one currently being used for the search for a new Economic Development Director in Portland and one that Baker Tilly is using for a City Manager search in Overland Park. We then will have an initial discussion with the consultant regarding stakeholder engagement. We want to determine who the consultant should be reaching out to in order to develop the documents that will be used once the voters have determined how to proceed with the Charter Commission recommendations.

Consultant Art Davis introduced himself to the Committee and discussed what he would like to see come out of this meeting.

The Committee discussed the Charter language as it relates to the work that needs to be done between now and when the citizens of Portland vote in November. Art Davis explained how he approached a similar situation in another community with developing a stakeholder list and meeting with stakeholder groups that had been identified.

Councilor Dion offered his thoughts on the materials that were backup to the agenda. Councilor Dion felt that the Charter language speaks for itself and is clear. In regard to the brochure from Overland Park, Councilor Dion felt that a lot of the language centered around what he would call soft skills for City Manager. The second piece that he focused on are the Community challenges that the next City Manager would face. The outside constituency groups would have their own list of challenges that Portland is facing.

Councilor Ali spoke about the brochure as well as the challenges facing Portland. Councilor Ali also stated that the Corporation Counsel in Portland does not report to the City manager.

Councilor Fournier wants to ensure that we are very honest and transparent with the language we use in whatever we put out to attract a new City Manager. We also want to get a diverse group of stakeholders to engage with us in determining the next City Manager.

Mayor Snyder weighed in on what both Councilors Dion, Ali and Fournier stated previously. Portland is a very diverse community and it will be important to engage all different groups in the community moving forward.

The committee moved to discussing the stakeholder groups that will be important to engage with moving forward. Art Davis explained what he has been doing with the Economic Development position in Portland.

Councilor Dion talked about Portland being a suburb of a suburb. However, Portland “punches way above our weight class”. Portland sets an agenda that has statewide implications. This is an opportunity for someone to set a higher bar. Hopefully we attract someone that wants to feel they are making a difference, someone that sees the benefit of managing a small city in terms of scale but a huge City in terms of setting policy for the state.

Councilor Ali wanted it known that we, as a City, have voted to have all of our contracts have gender neutral language in them. So moving forward with this process it will be helpful to Mr. Davis to know that.

The Mayor stated that Councilor Fournier is driving and has a spotty connection so she may or may not be able to participate in the remainder of the meeting.

The Mayor asked that the committee talk a little about our next meeting. The Mayor explained that we will have a couple of months before the November election to finalize this process.

The Mayor hopes that by early or mid-September we have a concrete list of stakeholders that will allow Art and his group to move forward in this phase of the process.

Councilor Dion believes that the full Council should be engaged in this portion of the process. We should ask the full Council to send 5 stakeholder groups and three issues/challenges that the City is facing in the coming year.

The Mayor suggested that we meet again on September 8th, our normal Thursday morning meeting. We can ask for help and input by the first of September. Everyone agreed that this will work in order to proceed.

The Mayor summarized what this committee will be doing in the next few weeks. It was suggested that Art and his group start to develop a rough draft of the brochure for the City Manager position.

There was no new business.

Motion made to adjourn by Councilor Dion and seconded by Councilor Ali. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 8:57 AM.



CITY MANAGER

THE CITY OF PORTLAND, MAINE

Are you an accomplished and skilled city manager aspiring for an opportunity to work for a charming, dynamic and vibrant community widely recognized for its scenic beauty, exceptional services and high quality of life? The city of Portland, Maine is seeking a strategic, collaborative, and visionary leader with exceptional communication and interpersonal skills to serve as its next City Manager.



PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

Referred to as the “gem of New England”, Portland is located is the population, financial, and cultural center of the State of Maine with a population of 67,000 residents that increases during the day to approximately 150,000. Portland is perched on a peninsula that reaches out onto an island-studded Casco Bay. The city is a progressive, lively community incorporating the character of yesteryear into a modern urban environment. Historic architecture blends with new; a working waterfront melds beautifully adjacent to the cobblestone streets of Old Portland - a vibrant arts district embedded with five-star gourmet restaurants and live entertainment. Portland has been recently 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 this destination community 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. They are 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.



THE CITY MANAGER

The city manager is part of the Executive Department and is the chief administrative officer of the city. The manager's primary responsibilities include providing and maintaining the essential city services through the efficient and effective management and operation of the city under the direction of the mayor and City Council. The city manager executes the policy direction set by the Mayor and City Council and directs the day-to-day operations of the City through the management of 13 city departments and approximately 1,400 employees.

The City manager is responsible for preparing and administering the annual budget approved by the City Council, developing and administering city policies and personnel under their authority, and recommends new policies or programs to the City Council. The City Manager represents the City of Portland, and will ensure that citizen complaints are handled professionally, and serves as a liaison for a variety of boards, organizations, committees, and commissions.

THE IDEAL CANDIDATE

The ideal candidate must be able to establish and maintain effective working relationships with elected officials, the City's leadership team, employees, and community. Candidates should possess a record of exceptional leadership and unquestioned personal and professional ethics and be able to use a collaborative and team-oriented approach. They should have the ability to effectively speak in public, write proficiently, and encourage transparency throughout the City organization with effective communication. The future City Manager should be a strategic and innovative thinker who is collaborative and responsive to all stakeholders. They should be diplomatic, honest, and confident with their character to ensure the community's trust in the City is maintained. They will be a proven and successful leader who upholds Portland's values, leads by example, and inspires respect from their department heads.

To be competitive, candidates should be knowledgeable or familiar with a variety of local government operations including municipal finance and budgeting, strategic planning, human resources and labor negotiations, growth management, public works, water and wastewater utilities, public safety, and economic development. Candidates should possess a record of effectively working with employees and labor groups, be focused on customer service and responsiveness, and demonstrate the ability to create a leadership team that is adept at problem solving and pursuing continuous improvement and innovation throughout the organization. The ideal candidate will possess outstanding interpersonal skills and the self-confidence and wisdom to listen to other points of view without being offended. The new City Manager must have respect for community and organizational traditions and values, while at the same time, move the organization forward in a positive direction. The ideal candidate must be receptive to and embrace new technologies and promote innovation throughout the organization. The ability to remain neutral even in politically charged situations is essential.

The selected city manager should have experience working in a community that embraces equity and inclusion in all areas of local government. The ideal candidate will be expected to lead a high-performing workforce in a positive, cooperative, and team-oriented approach to address issues and solve problems. Experience working for a similar sized municipal or county organization, or an organization of similar complexity in an executive and management capacity is important.

DESIRED QUALIFICATIONS

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

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EDUCATION AND EXPERIENCE

A bachelor's degree from an accredited college or university in Business Administration, Public Administration, or a closely related field, and a minimum of ten years professional experience, five of which shall be at the department director, assistant city manager, deputy city manager, or similar level of leadership responsibilities is required. A master's degree in Business Administration, Public Administration, or a closely related field, International City Manager Association Credentialed Manager, and Local Government Executive Institute certifications are highly desired/preferred. Pursuant to the City Charter, the City Manager shall reside within the city.

COMPENSATION AND BENEFITS

The salary range is \$__ - \$__ annually depending on skills and experience, along with excellent employee benefits. Other benefits such as vehicle allowance, relocation assistance, etc., will be determined on a case-by-case basis. 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 **Thursday, February 9, 2023**. 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=45Dr9wwWlhY>

[Live & Work in Maine](#) is a great website with lots of good information about living and working in Maine, including the Portland area.



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