



## **City of Portland City Manager Search Subcommittee Meeting**

Thursday, October 13, 2022 at 8:00 AM Via Zoom

To submit written public comment on an agenda item, email [publiccomment@portlandmaine.gov](mailto:publiccomment@portlandmaine.gov). Submissions must be received by 12:00 pm the day before the City Manager Search Subcommittee 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/83676250361?pwd=ZE1LQjV3YmNyQUVPMQ1F2SnNVNWtqUT09>

Passcode: 357052

Or One tap mobile :

US: +19292056099,,83676250361#,,,,\*357052# or +13017158592,,83676250361#,,,,\*357052#

Or Telephone:

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

US: +1 929 205 6099 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860 or +1 564 217 2000 or +1 669 444 9171 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

Webinar ID: 836 7625 0361

Passcode: 357052

1. Call to order and introductions
2. Approve Minutes of previous meeting
  - a. Minutes of the September 8, 2022 meeting
3. Discuss stakeholder groups
  - a. Stakeholder Questionnaire
  - b. Preliminary List of Stakeholder Groups
4. Discuss key issues facing the City of Portland

# City of Portland

## Via Zoom

5. Determine and set Next Meeting Date
6. New Business (5 minutes)
7. Adjournment

City Manager Search Subcommittee Minutes  
September 8, 2022

The September 8, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:05 AM on Zoom.

Mayor Kate Snyder (Chair), Councilor April Fournier, Tom Caiazzo (Deputy Human Resources Director), and Jessica Grondin (Communications Director) were present. Art Davis from Baker Tilly was also present for the meeting. Councilor Ali was running late. Councilor Mark Dion was not able to attend.

The Mayor opened the meeting with introductions and gave a brief update on where we are at with the work of this committee. Mayor Snyder further stated that there were no decisions that would be made at this meeting and anyone who wishes can watch the recording, including the committee members who are not able to attend. Councilor Ali joined the meeting.

Motion to approve the minutes from the August 11, 2022 meeting. The motion was made by Mayor Snyder seconded by Councilor Fournier. Roll call vote Councilor Ali – yes, Councilor Fournier – yes and Mayor Snyder – yes. Motion passed unanimously 3-0.

Deputy HR Director Tom Caiazzo gave an update of where we are at currently and gave a summary of our August 11, 2022 meeting. Mayor Snyder weighed in on the fact that we did not receive any input on the stakeholder groups or key issues. Mayor Snyder stated that she felt that we were going to be providing input at this meeting and to discuss these issues in real time today. Mayor Snyder wants Art Davis to give us some insight and guidance regarding stakeholder engagement.

Art Davis gave a summary of what he provided as backup materials for this meeting. He then explained to the committee how Baker Tilly goes about developing the brochure to be used to search for a new City Manager. He went on to describe how he will conduct stakeholder engagement for the City of Portland. Once this work has been done, the City will be able to finalize the profile and brochure.

Councilor Fournier wants to have the discussion concerning stakeholder groups today and she would like to be mindful that her Council colleagues will have time to give input into these important discussions. The month of August was an incredibly busy time for the Council.

The committee moved to discussing the stakeholder groups that will be important to engage with moving forward. The Mayor began the discussion regarding stakeholder groups. The Mayor felt that City staff would be an important group to get feedback from. She also felt that our schools should have an opportunity for engagement in this matter. Other members of the committee discussed the groups that they feel are important to get feedback from. Councilor Fournier felt that the cannabis community would also be a group that we should get feedback from.

The Mayor asked Art Davis several procedural questions concerning the process of gathering input from stakeholder groups. Art Davis responded to the questions and explained that a survey could be developed and put on our website. Jessica Grondin explained that she could develop a survey to be placed on the website as well. An online survey may be good but should only be used in conjunction with in person meetings. The goal will be to develop the brochure and the job description for a City Manager.

The Mayor asked Art Davis about timing to move this process along. Art Davis explained how he would like to proceed and gave relative timeframes for accomplishing what he would need to move the process forward. Art discussed doing some of the stakeholder meetings in person and some of the meeting via ZOOM. Art suggested that more groups could be engaged if we did some of the meetings via ZOOM.

The Mayor and Tom Caiazzo will discuss the feasibility of having the next meeting on September 15<sup>th</sup> and if that is not possible then we will extend that out to September 22<sup>nd</sup> .

There was no new business.

Motion made to adjourn by Councilor Ali and seconded by the Mayor. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 9:02 AM.

# Memo

**To:** Mayor Snyder & Members of the Portland City Council,  
Department Directors, and  
Community Stakeholder Representatives

**From:** Art Davis, Project Team Leader  
Baker Tilly Public Sector Executive Recruitment

**Date:** September 9, 2022

**Subject:** City Manager Profile Development Questionnaire

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Thank you for the opportunity to assist the City of Portland, Maine with some preliminary steps in preparing a profile for the pending recruitment of your next City Manager. We are seeking input from you so that we can assist you in developing a draft profile and executive recruitment brochure to be used in pursuing the ideal candidates for consideration as Portland's next City Manager.

In order to prepare a profile and marketing brochure to conduct this recruitment, please find some attached questions regarding the City's current high-priority issues, as well as the optimal attributes and skills desired in a competitive candidate for the position. The attached questions are intended to frame, but not limit conversations.

Once completed, a final Brochure will be shared with the City Council for review and approval prior to commencing with any candidate outreach, possibly beginning in December of 2022.

If you prefer to fill out the attached survey and return it to me via email, that would also be helpful in obtaining your input. Once the results are compiled, I will present a final draft of the profile to the City Council for review as part of the "final draft" recruitment brochure.

I look forward to working with you on this important project and can be reached at (816) 868-7042, or by email at [art.davis@bakertilly.com](mailto:art.davis@bakertilly.com).

**CITY MANAGER  
PROFILE DEVELOPMENT QUESTIONNAIRE**

**EDUCATION / EXPERIENCE**

*We will need your view of the level of professional experience and academic achievement preferred or required for the position. For example, are you open to candidates nationwide or do you have a preference for experience in the state of Maine, or from within this region? Is there a size and type of public sector organization (municipal, county, state, and/or federal) that would be preferred?*

1. *What experience will be important for a candidate to possess in order to be successful in this role?*

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**PROFESSIONAL EXPERTISE**

2. *Are there areas of advanced training, certifications and specific expertise that would be ideal for a candidate to possess?*

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**MANAGEMENT / LEADERSHIP QUALITIES**

3. *From your perspective, what types of management and leadership qualities do you consider essential for the position of City Manager?*

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**HIGH-PRIORITY ISSUES**

*We will request individual viewpoints on the current high-priority issues that the new City Manager must address in the short-term and longer-term. This could include new initiatives or continuation of current efforts.*

4. *Identify what you consider to be the highest priority issue(s) the new City Manager must address during their first year in the position.*

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5. *What programs, projects or processes should be implemented or changed by the new City Manager?*

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**ADDITIONAL ISSUES**

Please provide us with any other perspective(s) you may have that we have not yet addressed.

6. *Please provide any additional information that would be helpful for the consultant to have that will result in a better understanding of the likely expectations by Portland residents, employees, and any other desired attributes and experience that would assist the new City Manager in fulfilling these expectations.*

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Thank you for your time. We appreciate your confidence in our process and look forward to working with you.

## **STAKEHOLDER GROUPS**

1. Faith Community/
  - The Jewish community
  - Muslim Leaders
2. Immigrant Groups
  - Maine Immigrants' Rights Coalition (They are a coalition of 60 + state wide immigrant led or serving organizations).
  - NAACP
  - Equality Center of Maine
3. Youth Groups
4. Age Friendly Portland
5. Portland Climate Action Team & other climate related organizations
6. Cannabis Community (big ongoing discussion)
7. Education Leaders
  - Portland Public Schools
  - Local Colleges (USM, UNE, Mecca, Rioux Institute)
8. Housing Developers
9. Civic Groups
  - ACLU
  - Equality Maine Center
10. Business Community
  - Chamber of Commerce
11. Immigrant Community
12. City Staff
13. Service Organizations
  - Preble Street
  - Opportunity Alliance
  - Community Housing of Maine
  - Housing Developers