

City of Portland

City Manager Search Subcommittee



Thursday, February 16, 2023 at 8:00 AM

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/89723271920?pwd=bFBmWVRyQlVYY0tpeXRjSFloSStDUT09>

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Webinar ID: 897 2327 1920

Passcode: 725718

1. Call to order
2. Approve Minutes of previous meeting
 - a. Minutes of February 9, 2023 meeting
3. Review general timeline
 - a. Timeline
 - b. 2011 City Manager Search Process Information for Reference
4. Discuss and review updated interview plan and timeline
 - a. Updated Interview Schedule
5. Determine and set Next Meeting Date
6. New Business (5 minutes)
7. Adjournment

City of Portland
City Manager Search
Subcommittee

Thursday, February 16, 2023 at 8:00
AM

City Manager Search Subcommittee Minutes
February 9, 2023

The February 9, 2023 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:01 AM via Zoom.

Mayor Kate Snyder (Chair), Councilor Mark Dion, Councilor Pious Ali and Councilor April Fournier. Councilor Rodriguez and Councilor Phillips were also present at this meeting. Tom Caiazzo (Deputy Human Resources Director), and Jessica Grondin (Communications Director) were present to provide staff assistance to the committee. Anne Lewis, Sharon Klumpp and Michelle Lopez from Baker Tilly were also present for the meeting.

First agenda item - Approval of minutes from previous two meetings. Motion to approve the minutes from both the January 12, 2023 meeting and the January 19, 2023 meeting. The motion to approve both sets of minutes was made by Councilor Dion and seconded by Councilor Fournier. Roll call vote Councilor Ali – yes, Councilor Dion – yes, Councilor Fournier – yes and Mayor Snyder – yes. Motion passed unanimously 4-0.

The Mayor turned the meeting over to Anne Lewis from Baker Tilly to give a brief recap on what Baker Tilly has been doing since the last meeting. The Mayor explained that we have a comprehensive memo from Baker Tilly as part of the backup documentation to the agenda. Anne Lewis explained that we have received 44 applications for the City Manager position as of this morning. The position is open until February 16, 2023 at which time the posting will be closed. The posting actually says that the position is open until filled so there may be some latitude to include any applications that may come in after February 16th. Anne explained that the City received over 700 surveys from the community survey and that was a tremendous response. Baker Tilly will be reviewing the applications that have come in so far. After the initial review, Baker Tilly will develop a semifinalist list to present to the City. We are still on track with the timeline that has been provided. Anne has begun to review the applications that have been received and will continue to do so. Anne went over the process that she will use to narrow down the list of candidates. The Mayor made a brief statement about the process and timing of where we go from here. The Mayor wants to ensure that the people who would like their voices to be heard are indeed heard during this process. Other councilors asked questions and voiced their thoughts on what Anne Lewis had gone over.

Mayor Snyder moved to the next agenda item, the competencies benchmark survey. Sharon Klumpp from Baker Tilly talked about the benchmark survey tool and went over the results. Sharon explained that the tool is a standard industry tool and was designed to take the top seven competencies that were identified by those who took the survey. A minimum of four were needed to complete the survey and we had just four councilors respond. Sharon explained that once the semifinalists are identified, there will be a report that identifies where the candidates fall in relation to the seven identified benchmark competencies. This tool further assists Baker Tilly with developing interview questions that help candidates talk about their experiences related to these competencies. Councilors and committee members gave input and comments on the benchmark competencies.

The next agenda item is to review the community survey results. Anne Lewis discussed the results of the survey. It is noted that 720 community members responded and there is a lot of information contained in the responses. There is information contained in the survey that is not only useful for this process but that the Council and the next City Manager can use moving forward in the decision-making process for a number of important issues. It is a living document

that can be used beyond the immediate search. The meeting was opened up for comments and questions from the committee and other councilors present for this meeting. Several councilors made comments and gave their input on the very comprehensive list of community concerns.

The next agenda item is the timeline and the draft interview plan. The Mayor made initial comments and handed the meeting over to Anne Lewis to go over the interview process and timeline. Anne explained the process and what her and the Baker Tilly team will be doing once the position is closed. There will be a lot of information that Baker Tilly will provide to the committee along with the list of semifinalists. Each video interview will take approximately ten minutes to review so there will be quite a bit of homework for the committee. After the committee has reviewed each of the semifinalists, the committee will meet in a closed session to discuss who will be moving forward as finalists for the position. The Mayor discussed specific dates for receiving and reviewing materials that Baker Tilly will be providing to the committee after they have narrowed down the pool of applicants. Councilors had the opportunity to ask questions and voice their concerns with the interview process.

Councilor Fournier had to leave the meeting early.

The next meeting will be held on Thursday, February 16, 2023.

There was no new business.

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

CITY OF PORTLAND, MAINE
City Manager Search Timeline
Updated: December 8, 2022

Project Tasks	Deliverables	Target Date
Project Kickoff	Kick off meeting with Mayor and staff	December 7, 2022
Prepare Draft Recruitment Brochure	Conduct 1/1 kick off calls with City Council and designated staff; Online kick off survey completed by designated staff not participating in calls	December 12, 2022 – January 13, 2023
Brochure Approval	City reviews and approves the brochure	January 19
Stakeholder Survey	Stakeholders participate in survey to provide feedback	TBD
Stakeholders Survey	BT compiles community survey report for City to review	TBD
Advertising and Recruitment	Deadline for receipt of resumes and application materials	February 16
Leadership-Management Style Benchmark	City completes Benchmark Survey	TBD
Applicant Review	BT to screen applications and administer/review supplemental questionnaires; video interviews; media background checks; initial telephone interviews	February 17 – March 3
Semi-Finalist Report and Video Interviews	City receives confidential Semi-Finalist Report and reviews candidate written materials and recorded video interviews	Week of March 6
Finalists Selected	City selects finalists; discuss preferences for the interview process	March 16
Background Check/Reference Checks	BT completes reference checks/background checks/academic verification on finalists (10-15 business days to complete)	March 17 – April 7
Finalist Report	City receives Finalist Report.	Week of April 10
Interviews with Finalists	City conducts interviews with finalists and select top candidate	TBD
Employment Offer Made/Accepted	Employment offer extended to selected candidate	TBD

Today, the City Manager Search Committee announced the selection of three finalists from sixty-five applicants for the city's top administrative position. The finalists include City of Portland Acting City Manager Patricia Finnigan, Framingham, Massachusetts Town Manager Julian Suso, and North Andover, Massachusetts Town Manager Mark Rees.

As a part of the selection process, you are invited to meet the finalists at a reception this Friday, May 20th, in the State of Maine Room at City Hall from 5:00 to 6:30 PM.

The City Council will begin interviews this weekend and plans to make a final recommendation for City Manager by next month. You can visit the city's website at www.portlandmaine.gov to learn more about the search process.

We hope you can join us Friday.

May 20, 2011:

10:00 A.M. City tour for finalists and spouses. Meet at the City Manager's Office City Hall at 389 Congress Street. **Mike Murray and Nicole Clegg will each take a finalist and lead them on a tour of the city and municipal operations (waterfront, jetport, City Hall, etc.)**

The State of Maine room will be open all day with refreshments and snacks for candidates and City Councilors. Candidates are welcome to use the space for any downtime.

1:00 P.M. Lunch with Department Directors, **State of Maine Room (lunch has been arranged provided)**

2:30 P.M. **One-on-One Interviews with Candidates** at City Hall (Meet at the City Manager's Office). **Interviews to be held in Room 209, Mayor's Conference Room and City Manager's Conference Room.**

Time	Duson	Marshall	Suslovic
2:30 to 3:00 P.M.	Suso	Finnigan	Rees
3:05 to 3:35 P.M.	Rees	Suso	Finnigan
3:40 to 4:10 P.M.	Finnigan	Rees	Suso

5 to 7 P.M. Reception with finalists and spouses and members of the public at City Hall in the State of Maine Room. **Light refreshments will be served. Employees, neighborhoods associations and other organizations have been invited to attend the reception.**

May 21, 2011: One-on-One Interviews with Candidates at City Hall (Meet at the City Manager's Office).

Please enter City Hall at the basement level and take the elevator to the 2nd floor. Facilities staff will be waxing the floors and stairs for the first level and access will be restricted. Also, please note that graduations are scheduled for Merrill auditorium and events will be held in the State of Maine room during the day.

8:00 A.M. Coffee, fruit and Danish available **in City Council Chambers**

Time	Waxman	Anton	Coyne
8:10 to 8:40 A.M.	Suso	Finnigan	Rees
8:45 to 9:15 A.M.	Rees	Suso	Finnigan
9:20 to 9:50 A.M.	Finnigan	Rees	Suso

Portland, ME - City Manager Interview Schedule

May 21, 2011: One-on-One Interviews with Candidates Continue

Time	Donoghue	Mavodones	Leeman
10:00 to 10:30 A.M.	Suso	Finnigan	Rees
10:35 to 11:05 A.M.	Rees	Suso	Finnigan
11:10 to 11:40 A.M.	Finnigan	Rees	Suso

Lunch will be available at 11:00 AM in City Council Chambers

May 21, 2011: Full Council Interviews with Candidates Room 209

The interviews have been placed on the weekly calendar as City Council Workshop for City Manager Search. City Council is expected to go into Executive Session pursuant to 1M.R.S.A sec 405(6) (A). (The reason for entering executive session is that a public discussion could reasonably be expected to damage one or more of the finalist's reputation or violate their right to privacy)

12:00 to 12:30 P.M.	Suso
12:35 to 1:05 P.M.	Finnigan
1:10 to 1:40 P.M.	Rees

May 21, 2011: 1:45 P.M.: Council selects Portland's Next City Manager – Please note that this action would require an emergency City Council meeting. My understanding from Cheryl is that the City Council will discuss the interviews as a part of the workshop, but not take official action or vote. Correct me if I am wrong.

To STAKEHOLDER GROUP,

Last month, the Portland City Council, began its search for the next City Manager. To help us identify the best candidate for the job, we will be hosting a series of meetings with community groups and city stakeholders, like yourself, so that we can hear directly from you on what you think are the most important qualifications our next City Manager needs to best serve the city.

Please join us March 23rd at xx AM/PM in the State of Maine Room at City Hall for this discussion. Your input will help us make sure that this search leads us to the right person. RSVP to Sonia Bean, stb@portlandmaine.gov or 874-8689 by March 21st. Light refreshments will be served.

If you are unable to join us but would like to share your thoughts, you can provide us feedback via email at citymanagersearch@portlandmaine.gov. You can also visit the city's website at www.portlandmaine.gov to learn more about the search process.

We look forward to seeing you later this month and getting your insight.

Sincerely,

Cheryl Leeman, City Council City Manager Search, Chair



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City of Portland

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CONTACT: Nicole Clegg, 207-756-8173, 207-272-4477 (cell) nicoleclegg@portlandmaine.gov

FOR IMMEDIATE RELEASE

March 11, 2011

City Council Seeks Public Input for City Manager Search

Stakeholders and public invited to share thoughts on what the city needs for next City Manager

PORTLAND, Maine – In two weeks, the Portland City Council City Manager Search Committee, comprised of Councilor Cheryl Leeman (chair), Councilor John Anton and Councilor Jill Duson, will host a series of meetings with stakeholder groups as well as a public meeting to get the views of the community on what they believe are important qualifications for the City of Portland's next City Manager. Throughout the day of March 23rd, the City Manager Search Committee as well as Colin Baenziger of Colin Baenziger & Associates, the national search firm selected by the Council to assist in the hiring process, will meet with local non-profits, business groups including the Portland Community Chamber, the Portland Downtown District, and Creative Portland, neighborhood associations, city employees, School Board members as well as Portland Public Schools employees, and the city's Multicultural Advisory Committee. The day will end with an opportunity for members of the public to provide input to the City Council at City Hall.

"Hiring a new City Manager is one of the most important decisions the City Council makes, which is why getting feedback from the public early and often ensures that the process and outcome are good not just for elected officials but for the city as a whole," stated Committee Chair Leeman. "The City Manager handles the day-to-day operations of the city. To do that well, he or she needs to understand and be

able to address the priorities of various community groups and stakeholders who are as committed as we are to seeing Portland flourish. The input we get from the public will help us make sure that this search leads us to the right person.”

At each of the meetings, members of the City Council City Manager Search Committee will outline the City Manager search process and answer questions people may have. For members of the public unable to attend, but interested in providing feedback, they can email their suggestions to citymanagersearch@portlandmaine.gov. The job description for City Manager as well as the Recruitment Brochure and timeline for the search process are available online at <http://www.portlandmaine.gov/citymanager.htm>. April 1st is the deadline for application submissions for the position.

The City Council commenced their search for a new City Manager last month following the retirement of City Manager Joseph E. Gray. Gray retired from public service after a forty-year career with the city, a decade of which he served in the top administrative post. Assistant City Manager Pat Finnigan was tapped by the City Council to fill the role as Acting City Manager until the City Council permanently fills the position, which is expected to occur this summer.

Wednesday, March 23, 2011 – Stakeholder and Public Input Opportunities for City Manager Search

7:30 – 9:00 AM	Meeting with local nonprofits; State of Maine Room, City Hall
Noon to 1:30 PM	Lunch & Learn with the Portland Community Chamber, Portland Downtown District, Creative Portland, Greater Portland Council of Governments, Portland Area Comprehensive Transportation System, and Cumberland County; Residence Inn Marriott
2:00 – 3:00 PM	Meeting with City of Portland employees; State of Maine Room, City Hall
3:00 – 4:00 PM	Meeting with Multicultural Advisory Committee and members of the multicultural community; State of Maine Room, City Hall
4:00 – 5:00 PM	Meeting with Portland School Board and Portland Public Schools employees; State of Maine Room, City Hall
7:30 – 9:00 PM	Public meeting with City Council; City Council Chambers, City Hall

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Project Schedule – Portland, ME

The following is the project schedule we suggest for this recruitment. It assumes CB&A is selected to perform the search on February 23rd. We recognize that it may need to be changed depending on the notice to proceed, the elected officials' schedules and the involvement of the selection committee.

February 28th: CB&A begins meeting with the elected officials and other suggested stake holders to understand the job and its challenges. Specifically, the purposes of these interviews will be to: 1) get to know the elected officials, 2) understand the issues the next City Manager will face, 3) understand the elements of the job, 4) develop a description of the ideal candidate, 5) determine the desired compensation, 6) develop the process for selecting the next City Manager, and 7) finalize the project schedule. Part of his time will be spent in your community getting to know what makes it a special place to live and work. He will also meet with community stakeholders and City staff, if the City Council desires.

Colin Baenziger begins drafting the recruitment profile for publications and prospective candidates.

March 4th: Colin Baenziger submits the draft of the full recruitment profile to the City for its review. Comments will be due back by March 11th.

Phase II: Recruiting

March 11th: CB&A posts the full recruitment profile on its website and submits it to the appropriate publications. It is also e-mailed to over 7,000 local government professionals.

April 1st: Closing date for submission of applications.

April 6th: CB&A reports the results of the recruiting effort to the Council.

Note: At this point, we may wish to obtain input from the selection committee.

Phase III: Screening

May 2nd: CB&A forwards the semi-finalist materials to the City. These will include the candidates' resumes, a summary of our interviews with the candidates, the results of our background and reference checks, and Internet/newspaper archives results. Materials arrive on April 5th.

May 9th: Colin Baenziger reviews the semi-finalists with the City's elected officials.

***Portland, ME
February 23, 2011***

Project Schedule – Portland, ME

May 9th: The Council selects three to five candidates to interview.

Phase IV: Interview Process Coordination and City Manager Selection

May 20th: City holds reception for candidates and spouses

May 21st: Elected officials interview the candidates one-on-one and as a group.

May 23rd: City selects its top choice to be its next City Manager at its special meeting.

Phase VI: Negotiation, Warranty & Continuing Assistance

Post Selection: If requested by the City, CB&A works with City officials on an employment agreement. Typically this process takes a week before a contract is ready to be ratified.

Colin Baenziger will also stay in touch to ensure the Council-City Manager relationship is a strong one.

***Portland, ME
February 23, 2011***



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NEWS ADVISORY

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FOR IMMEDIATE RELEASE

May 27, 2011

City Council Selects City Manager

City Manager Search Committee to make announcement at press conference

PORTLAND, Maine – At a press conference today, the City Manager Search Committee, Councilor Cheryl Leeman (chair), Councilor John Anton and Councilor Jill Duson, along with Mayor Nicholas Mavodones will announce the City Council's selection for City Manager.

The City Council commenced their search for a new City Manager in February following the retirement of City Manager Joseph E. Gray. Gray retired from public service after a forty-year career with the city, a decade of which he served in the top administrative post. The search committee was assisted by Colin Baenziger of Colin Baenziger & Associates, the national search firm specializing in city and town management. Today's announcement follows a series of meetings with stakeholder groups as well as a public meeting during which City Councilors heard the views of the community on what they believe are important qualifications for the City of Portland's next City Manager. This feedback helped guide the review and selection of the finalist, who was interviewed by the full City Council last week after a public reception, held at City Hall.

When: May 27, 2011

Noon

Where: State of Maine Room

City Hall, Portland

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CONTACT: City Manager Search Committee Chair Cheryl Leeman, WHAT #?

Colin Baenziger, Colin Baenziger & Associates, 561-707-3537, colin@cb-asso.com

FOR IMMEDIATE RELEASE

May 16, 2011

Search Committee Announces Finalists for City Manager

Public reception Friday to meet selected finalists

PORTLAND, Maine – Today, the City Manager Search Committee, comprised of City Councilors Cheryl Leeman (chair), John Anton, and Jill Duson, announced the selection of three finalists from sixty-five applicants for city's top administrative position, City Manager. The finalists include City of Portland Acting City Manager Patricia Finnigan, Framingham, Massachusetts Town Manager Julian Suso, and North Andover, Massachusetts Town Manager Mark Rees. As a part of the selection process, the public is invited to a reception to meet the finalists at the State of Maine Room in City Hall this Friday, May 20th, between the hours of 5:00 PM and 6:30 PM. The City Council will begin interviews this weekend and will make a final recommendation for City Manager next month.

"Hiring a new City Manager is one of the most important decisions the City Council makes, and we are excited to present three outstanding finalists who have exemplary skills and experience to the public," stated Committee Chair Leeman. "The quality of the applicant pool speaks in many ways to the draw of the City of Portland and the opportunities our city presents to professionals that are, in my opinion, unparalleled in the Northeast. We found ourselves in the enviable position of being able to choose finalists from some of the best the country had to offer."

Patricia Finnigan came to Portland as an Assistant City Manager in 2007 after a sixteen year career with the City of Auburn, Maine first as Assistant City Manager and then as the City Manager for nearly thirteen years. While there, she developed a strategic economic development plan that attracted \$100 million in private investment, revitalized the downtown and the City's waterfront, achieved recognition for regional collaboration efforts, and turned around the community's financial picture to the point where it obtained an A bond rating, something Auburn had not achieved since the early 1980s.

Mark Rees has twenty years experience as a Town Manager in Massachusetts after starting his career in North Carolina and serving in Pennsylvania. He is currently the Town Manager of North Andover, Massachusetts (population 30,000) and previously served as the Chief Financial Officer for Framingham, Massachusetts. His proudest moment in local government occurred in the aftermath of massive flooding on Mother's Day in 2006. More than four hundred homes and businesses were damaged and the community truly came together with a huge volunteer effort to haul away debris and restore the community.

Julian Suso, currently the town manager of Framingham, MA, (population 68,000), has over twenty years experience as a City and Town Manager in Massachusetts and Ohio. His achievements include efforts in the downtown renovation of historic buildings, obtaining grant funding, improving his local governments' bond rating, initiating projects to improve energy efficiency, and undertaking programs that have brought regional and national awards to his communities. He will receive the Framingham State University's Citizen Laureate Award May 22nd and will be leaving Framingham at the end of June.

The City Council commenced their search for a new City Manager in February following the retirement of City Manager Joseph E. Gray. Gray retired from public service after a forty-year career with the city, a decade of which he served in the top administrative post. The search committee has been assisted by Colin Baenziger of Colin Baenziger & Associates, the national search firm specializing in city and town management. Today's announcement follows a series of meetings with stakeholder groups as well as a public meeting during which City Councilors heard the views of the community on what they believe are important qualifications for the City of Portland's next City Manager. This feedback helped guide the review and selection of the finalists. For additional information on the search process including resumes of the three finalists, visit the city's website at <http://www.portlandmaine.gov/citymanager.htm>.

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FOR IMMEDIATE RELEASE

June 6, 2011

Portland City Council to Appoint Mark Rees as City Manager Tonight

North Andover Town Manager to lead city's day-to-day operations

PORTLAND, Maine – At tonight's City Council meeting, beginning at 7:00 PM, the Portland City Council will vote to appoint North Andover Town Manager Mark Rees, who will be in attendance, as Portland City Manager. With more than twenty-five years of public service, Rees will become the twelfth Portland City Manager. His first day on the job is expected to be by September 1, 2011.

Mark Rees has twenty years experience as a Town Manager in Massachusetts after starting his career in North Carolina and serving in Pennsylvania. Currently, he is the Town Manager of North Andover, Massachusetts with a population 30,000 and operating budget of \$86 million. Rees describes one of his proudest moments in local government as dealing with the aftermath of massive flooding on Mother's Day in 2006. More than four hundred homes and businesses were damaged and the community truly came together with a huge volunteer effort to haul away debris and restore the community.

Prior to his role as Town Manager in North Andover, Rees served as the Chief Financial Officer for Framingham, Massachusetts, which has an operating budget of \$145 million. During his five year tenure, he developed the town's first five-year capital budget plan and financial forecast. He is credited with developing fiscal policies that reversed a three-year trend of operating deficits and sustained the community's AA3 bond rating.

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FOR IMMEDIATE RELEASE

June 27, 2011

Mark Rees to Start As City Manager Next Month

North Andover Town Manager will lead city's day-to-day operations

PORTLAND, Maine – Today, City of Portland Mayor Nicholas Mavodones announced that Mark Rees will begin his service as City Manager July 20, 2011. The North Andover Town Manager Mark Rees was selected to serve in the city's top administrative post following a national search led by the City Manager Search Committee, comprised of Councilors Cheryl Leeman (chair), Jill Duson and John Anton. Formerly appointed by the City Council June 6, 2011, Rees will serve as the city's twelfth Portland City Manager.

"Rees brings with him a wealth of experience and expertise in municipal operations," stated Mayor Mavodones. "I, along with my colleagues on the City Council, am looking forward to working with him to address the challenges and capitalize on the opportunities our community faces."

With three decades of public service, Mark Rees brings twenty years of experience as a manager to the Portland position. His last day as the Town Manager of North Andover, Massachusetts will be June 30, 2011.

"I am eager to get started in Portland, and am very happy that I will be able to start earlier than anticipated. I look forward to meeting with City officials, residents and employees and to begin helping Portland continue to move forward in a positive direction."

Prior to his role as Town Manager in North Andover, Rees served as the Chief Financial Officer for Framingham, Massachusetts, which has an operating budget of \$145 million. During his five year tenure, he developed the town's first five-year capital budget plan and financial forecast. He is credited with developing fiscal policies that reversed a three-year trend of operating deficits and sustained the community's AA3 bond rating.

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CITY OF PORTLAND, MAINE
EXECUTIVE RECRUITMENT – CITY MANAGER
INTERVIEW SCHEDULE

CANDIDATE TOURS	
Friday, (date), 2023 Starting Location: TBD	
<i>Candidates arrive 10 minutes prior to scheduled tour</i>	
Time	Candidate
8:00 am - 8:55 am	Candidate 1
9:00 am - 9:55 am	Candidate 2
10:00 am - 10:55 am	Candidate 3
11:00 am – 12:45 pm	<i>Box lunch provided to candidates and staff</i>

CITY OF PORTLAND, MAINE EXECUTIVE RECRUITMENT – CITY MANAGER INTERVIEW SCHEDULE

CANDIDATE INTERVIEWS WITH CITY COUNCIL (1:1) Friday, (date), 2023 Location: TBD <i>Candidate Arrival: 12:45 pm</i>									
	Mayor Kate Snyder	Council Member Pious Ali	Council Member Mark Dion	Council Member April Fournier	Council Member Victoria Pelletier	Council Member Regina Phillips	Council Member Roberto Rodriguez	Council Member Anna Trevorrow	Council Member Andrew Zarro
Interview Location	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
1:00 pm - 1:20 pm	Candidate 1							Candidate 3	Candidate 2
1:25 pm – 1:45 pm	Candidate 2	Candidate 1							Candidate 3
1:50 pm – 2:10 pm	Candidate 3	Candidate 2	Candidate 1						
2:15 pm – 2:35 pm		Candidate 3	Candidate 2	Candidate 1					
2:40 pm – 3:00 pm			Candidate 3	Candidate 2	Candidate 1				
3:05 pm – 3:25 pm				Candidate 3	Candidate 2	Candidate 1			
3:30 pm – 3:50 pm					Candidate 3	Candidate 2	Candidate 1		
3:55 pm – 4:15 pm						Candidate 3	Candidate 2	Candidate 1	
4:20 pm – 4:40 pm							Candidate 3	Candidate 2	Candidate 1
4:45 pm – 5:45 pm	Candidate dinner break and travel <i>Location: TBD</i>								
6:00 pm – 7:30 pm	Community Forum <i>Location: State of Maine Room</i>								

CITY OF PORTLAND, MAINE
EXECUTIVE RECRUITMENT – CITY MANAGER
INTERVIEW SCHEDULE

CANDIDATE INTERVIEWS WITH CITY COUNCIL AND STAFF		
Saturday, (date), 2023 Location: City Council Chambers and TBD		
Candidates arrive 30 minutes prior to scheduled interview and are free to depart at the conclusion of interview		
Time	Council Panel	Staff Panel
8:30 am – 9:30 am	Candidate 1	Candidate 2
9:35 am – 10:35 am	Candidate 2	Candidate 3
10:40 am – 11:40 am	Candidate 3	Candidate 1
12:45 pm – 1:00 pm	Box Lunch provided to Council and staff	
1:00 pm	City Council reviews candidates and discusses next steps Review candidates, set negotiation parameters and authorize commencement of negotiations with selected candidate	