

City of Portland

City Manager Search Subcommittee

Meeting



Thursday, March 2, 2023 at 8:00 AM

To submit written public comment on an agenda item, email [INSERT_EMAIL_ADDRESS_HERE](#). Submissions must be received by 12:00 pm the day before the [COMMITTEE_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:

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1. Call to order
2. Approve Minutes of previous meeting
 - a. February 16, 2023 minutes
3. Review interview schedule
 - a. Revised Interview Timeline
4. Public Hearing and vote to approve interview dates for finalists
5. Review the public communication plan

City of Portland
City Manager Search
Subcommittee Meeting

Thursday, March 2, 2023 at 8:00 AM

- a. Communications and Outreach Strategy
- 6. Discuss listening sessions
- 7. Next Meeting Date March 16, 2023
- 8. New Business (5 minutes)
- 9. Adjournment

City Manager Search Subcommittee Minutes
February 16, 2023

The February 16, 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 and Councilor April Fournier were present. Councilor Phillips was 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, and Michelle Lopez from Baker Tilly were also present for the meeting. The Mayor explained that we have two attendees from the public in the meeting.

First agenda item - Approval of minutes from the previous meeting. Motion to approve the minutes from the February 9, 2023 meeting. The motion to approve the minutes was made by Councilor Dion and seconded by Councilor Fournier. Roll call vote Councilor Dion – yes, Councilor Fournier – yes and Mayor Snyder – yes. Motion passed unanimously 3-0.

Councilor Pious Ali joined the meeting.

The next agenda item for this meeting is to discuss the general timeline. The Mayor made initial comments and handed the meeting over to Anne Lewis to go over the timeline and to update the committee on where we are at today. Anne explained the process and what her and the Baker Tilly team will be doing in the next couple of weeks. There will be a lot of information that Baker Tilly will provide to the committee along with the list of semifinalists the week of March 6th. The City will receive a copy of the cover letter, the resume, responses to a list of questions and a link to a video interview for each of the semi-finalists. 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. Anne explained that once the finalists are selected Baker Tilly will begin background checks for each candidate. All of this information would be provided to the full council to consider in deciding on the next City Manager for Portland. The Mayor asked how many applications we have currently and Anne Lewis responded that we have 63 applicants as of today. The Mayor then asked how many community surveys that we received. Michelle Lopez from Baker Tilly responded that we received 720 responses. The Mayor explained the process that was used to engage the community. The Mayor discussed the timeframe of when the committee would meet given the fact that we would receive a semi-finalist report from Baker Tilly the week of March 6th. Anne Lewis explained that the committee would receive the report of approximately 100 pages plus a ten-minute video interview from each candidate. That will be approximately an hour and a half of video interviews to review. Anne explained that if the Committee receives the report on March 6th that the committee would take the time over that weekend to review all of the material in order to meet on March 16th to select three finalists. The Mayor went on to explain the process that was used by the Council in 2011 when Mark Rees was selected as the City Manager. The Mayor went on to explain that she believes that between now and the end of March that the Council builds in some “listening sessions” with members of the community in order to get more engagement from the community. Councilors had the opportunity to respond to the Mayors concerns and to ask questions regarding next steps. Councilors on the committee felt that the staff component of the process will be a critical component in helping the committee select the next City Manager and would like the staff that interviews these candidates to report back to the committee face to face.

There was discussion regarding the dates that have been proposed to bring in the finalists and what will work best for everyone involved.

The Mayor explained how she viewed the process of engaging the community so that they do not feel left out in determining the necessary skills needed to be a dynamic leader for the City. The Mayor will also reach out to the full Council to determine what dates will work best for everyone.

The next meeting will be held on Thursday, March 2, 2023.

There was no new business.

Motion made to adjourn by Councilor Ali and seconded by Councilor Fournier. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 9:00 AM.

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

CANDIDATE TOURS	
Friday, (date), 2023 Starting Location: City Hall	
Candidates arrive 10 minutes prior to scheduled tour	
Time	Candidate
10:00 am - 12:00 pm	Candidate 1 – tour with <i>staff name</i> Candidate 2 – tour with <i>staff name</i> Candidate 3 – tour with <i>staff name</i>
12:00 pm – 1:00 pm	Lunch provided to candidates, optional tour of City Hall

**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 – confirming if this is enough time <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
9:30 am – 10:00 am	Candidate 1	Candidate 2
10:15 am – 10:45 am	Candidate 2	Candidate 3
11:00 am – 11:30 am	Candidate 3	Candidate 1
11:30 pm – 12:00 pm	Box Lunch provided to Council and staff	
12:00 pm	In Executive Session, City Council meets with the Staff Panel to discuss interviews. In Executive Session, City Council meets to review candidates and discuss next steps. <i>Review candidates, set negotiation parameters and authorize commencement of negotiations with selected candidate</i>	

City of Portland | Executive Department

Jessica Grondin, *Director of Communications & Digital Services*



To: City Manager Search Subcommittee

From: Jessica Grondin

Date: February 28, 2023

Re: Communications & Outreach Strategy for Search Finalists

This memo explains the communications and outreach strategy for how we plan to be transparent and engage the community and City staff as we move forward with reviewing candidates for the position of City Manager.

Once the Subcommittee finalizes the candidate interview schedule structures, as well as interview dates, and also the dates of the public listening sessions, here are the following things the Communications team plan to do and the anticipated weeks in which this work will happen:

Week of March 6, 2023

- Update the City Manager Recruitment Process Webpage with upcoming schedule and event details.
- Create invitations for public listening sessions.
- Promote listening sessions via a press release, news item on website and in our Friday News Round Up e-newsletter, and social media posts.

Week of March 27 or April 3, 2023

- Promote announcement of the finalists being selected via a press release, news item on website and in our Friday News Round Up e-newsletter, social media posts, and webpage updates.
- Create invitations and promote reception in the State of Maine Room for the public to meet the finalists.
- Promote schedule of the remaining interview process for the finalists.

Once City Manager is Chosen - Estimated to be End of April / Early May

- We will issue a press release & do corresponding promotion announcing the selection once the choice has been made and is ready to go to the Council for approval.

*Please note that our media distribution list includes more than media. It includes a number of community members, including neighborhood associations, and other community partners that we routinely work with. We will ask that City Councilors share any press releases with their constituents. Our Friday News Round Up e-newsletter has roughly 6,500 subscribers.