

City of Portland

City Manager Search Subcommittee



Thursday, March 16, 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:

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1. Call to order
2. Approve Minutes of March 2, 2023 meeting
 - a. March 2, 2023 minutes
3. Public comment and vote to go into executive session
4. Executive session to evaluate candidates for the vacant City Manager position
 - a. Discuss interview questions for finalists
5. Determine and set Next Meeting Date
6. New Business (5 minutes)

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7. Adjournment

City Manager Search Subcommittee Minutes
March 2, 2023

The March 2, 2023 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:02 AM via Zoom.

Mayor Kate Snyder (Chair) and Councilor Mark Dion were present. Councilor Phillips and Councilor Rodriguez 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 from Baker Tilly was also present for the meeting. There were two attendees from the public in the meeting.

The Mayor explained that we need three members of the committee to take an action so therefore the Mayor skipped over the approval of the previous minutes in order to wait until Councilors Fournier and Ali were able to join the meeting. The Mayor then asked Anne Lewis from Baker Tilly to give an update on the progress that Baker Tilly was making in the search for a new City Manager. Anne explained that as of this morning there were a total of seventy-seven (77) candidates for the vacant position. Baker Tilly is in the process of vetting these applicants, reviewing materials and asking them to complete a questionnaire and a video interview. Baker Tilly has narrowed down the pool of candidates to fifteen who will move on in the process. The goal is to present the semi-finalist report to the City early next week. This will be a confidential report that will include the candidates cover letter, resume, their responses to the questionnaire and a link to the video interview. The subcommittee will have the opportunity to review the candidate's materials before the next meeting scheduled for March 16, 2023. Anne is hopeful that at the March 16th meeting the search committee can narrow the pool of candidates down to two or three that will move forward in the process. Baker Tilly is pleased where we are at in the process and is please with the quality of candidates that have applied.

Councilor Fournier joined the meeting and Mayor Snyder gave Councilor Fournier a recap of what Anne Lewis went over in her summary update.

First agenda item - Approval of minutes from the previous meeting. Motion to approve the minutes from the February 16, 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.

Second agenda item is to review the interview schedule. The Mayor went over the updated interview schedule. Mayor Snyder explained that after discussion with the Human Resources Director, the concept of a staff coffee and cookie reception was considered so that City staff that wanted to participate and meet the finalists would not have to give up their time on Friday evening or Saturday.

The committee members gave their feedback on the schedule as well as developing the staff only coffee and cookie reception with the candidates. The consensus was that the schedule looks good and the committee was on board with the staff only reception with the candidates. There was some concern that the twenty minute one on one interviews would be tight but all agreed that the committee will need to stay on schedule to make this process flow smoothly.

The Mayor went over the interview schedule, along with adding a staff reception at noon on Friday. The Mayor asked for public comment on the schedule. There was no public comment on the schedule and public comment was closed.

The Mayor offered a motion to approve the interview schedule structure to include the staff reception. The motion was seconded by Councilor Fournier. Roll call vote Councilor Fournier – y, Councilor Ali – y Councilor Dion – y and Mayor Snyder – y. The motion passed unanimously.

The next agenda item was to approve the interview dates for finalists. The Mayor explained that she reached out to the Council to get confirmation about the dates that have been discussed. The Mayor put forth April 14th and 15th as interview dates for the finalists. The Mayor asked for committee discussion on these dates. There was no committee discussion therefore the Mayor put forth a motion to designate April 14th and 15th as the dates that finalists will come to Portland for interviews, etc. The motion was seconded by Councilor Fournier. The Mayor opened up public comment on the dates selected. There was no public comment therefore the public comment period was closed. Roll call vote Councilor Fournier – y, Councilor Dion – y, Councilor Ali – y and Mayor Snyder – y. The motion passed unanimously to set April 14th and 15th for finalist interview dates.

The Mayor asked to modify the agenda to discuss the listening sessions next and then discuss the communications plan. The Mayor explained the concept of having two listening sessions via ZOOM that would be open to anyone who wished to attend. The committee would make themselves available to listen to concerns from the people who attend. The Mayor proposed two dates, Wednesday, March 22nd at 7:00 PM and Wednesday March 29th at 5:00 PM for one-hour sessions. The Mayor opened this issue up for committee discussion. Members of the committee gave their feedback on this concept and the proposed dates to hold these sessions. The consensus was that the dates are good and they agreed with the concept.

The next agenda item is to discuss the communication and outreach plan that Jessica Grondin has put together for the committee. The Mayor asked Jessica to explain the written plan that is included with this agenda. Jessica went through the document and explained that she will be updating the plan now that specific dates have been confirmed. The Mayor then opened this issue up for committee feedback. The committee gave input and feedback concerning the communications memo.

The next meeting will be held on Thursday, March 16, 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 8:56 AM.