

City of Portland

City Manager Search Subcommittee



Thursday, March 30, 2023 at 8:00 AM via Zoom.

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.

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1. Call to order
2. Approve Minutes of the March 16, 2023 meeting
 - a. March 16, 2023 Minutes
3. Review Timeline and the Interview Schedule
 - a. Draft Interview Schedule
4. Review Feedback-Loop Survey (questions and process) for April 14 Community and Staff Receptions
5. Public comment and vote to go into executive session under 1 MRS 405-A(6)A
 - a. Discuss and finalize interview questions for City Manager finalists
 - b. Additional candidate resume review.
6. Determine and set Next Meeting Date

City of Portland
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7. New Business (5 minutes)
8. Adjournment

City Manager Search Subcommittee Minutes
March 16, 2023

The March 16, 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, Councilor April Fournier and Councilor Ali were present. Also present were Council members Roberto Rodriguez and Regina Phillips. Jessica Grondin (Communications Director) was present to provide staff assistance to the committee. There were two attendees from the public in the meeting.

The Mayor explained that the committee members after the vote to go into executive session would leave the ZOOM meeting and go to the Google meeting for executive session. Once in executive session the committee would not be coming back to the ZOOM meeting. The Mayor went on to explain that the executive session was to discuss individual candidates and narrow the search down to three finalists. Once the finalists have been determined and they have been notified, a press release will go out to the public.

First agenda item - Approval of minutes from the previous meeting. Motion to approve the minutes from the March 2, 2023 meeting. The motion to approve the minutes was made by Councilor Ali 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.

Motion to go into executive session. There was public comment regarding the executive session. Public comment was closed and a motion to go in to executive session under 1 MRS 405-A(6)A was made by Councilor Ali and seconded by Mayor Snyder. Roll call vote Councilor Dion – yes, Councilor Fournier – yes, Councilor Ali – yes and Mayor Snyder – yes. The motion passed unanimously. The committee went in to executive session to discuss individual candidates and narrow the list down to three finalists at 8:07 AM.

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

CANDIDATE TOURS Friday, April 14, 2023 Starting Location: City Hall <i>Candidates arrive 10 minutes prior to scheduled tour</i>	
Time	Activity
9:30 am – 11:30 am	Candidate 1 – tour with <i>staff name</i> Candidate 2 – tour with <i>staff name</i>
11:30 am – 12:00 pm	Lunch provided to candidates
12:00 pm – 12:50 pm	Cookie and Coffee with the Candidates (<i>staff only</i>) Location: TBD

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

CANDIDATE INTERVIEWS WITH CITY COUNCIL (1:1) Friday, April 14, 2023 Location: TBD <i>Candidate Arrival: 12:45 pm</i>					
	Mayor Kate Snyder	Councilor Pious Ali	Councilor Mark Dion	Councilor Anna Trevorrow	Councilor Victoria Pelletier
Interview Location	TBD	TBD	TBD	TBD	TBD
1:00 pm – 1:20 pm	Candidate 1				
1:25 pm – 1:45 pm	Candidate 2	Candidate 1			
1:50 pm – 2:10 pm		Candidate 2	Candidate 1		
2:15 pm – 2:35 pm			Candidate 2	Candidate 1	
2:40 pm – 3:00 pm				Candidate 2	Candidate 1
3:05 pm – 3:25 pm					Candidate 2
3:30 pm – 3:50 pm					
3:55 pm – 4:15 pm					
4:20 pm – 4:40 pm					

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

CANDIDATE INTERVIEWS WITH CITY COUNCIL (1:1) Friday, April 14, 2023 Location: TBD <i>Candidate Arrival: 12:45 pm</i>				
	Councilor Regina Phillips	Councilor Roberto Rodriguez	Councilor April Fournier	Councilor Andrew Zarro
Interview Location	TBD	TBD	TBD	TBD
1:00 pm – 1:20 pm				Candidate 2
1:25 pm – 1:45 pm				
1:50 pm – 2:10 pm				
2:15 pm – 2:35 pm				
2:40 pm – 3:00 pm				
3:05 pm – 3:25 pm	Candidate 1			
3:30 pm – 3:50 pm	Candidate 2	Candidate 1		
3:55 pm – 4:15 pm		Candidate 2	Candidate 1	
4:20 pm – 4:40 pm			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 Reception <i>Location: State of Maine Room</i> 6:15 pm – Candidate Introductions			

CITY OF PORTLAND, MAINE

EXECUTIVE RECRUITMENT – CITY MANAGER

INTERVIEW SCHEDULE

CANDIDATE INTERVIEWS WITH CITY COUNCIL AND STAFF Saturday, April 15, 2023 Location: City Council Chambers and TBD <i>Candidates arrive 30 minutes prior to scheduled interview and are free to depart at the conclusion of interview</i>			
Time	Council Panel	Staff Panel (mid-level)	Staff Panel (director level)
9:00 am – 9:30 am			Candidate 2
9:30 am – 10:00 am	Candidate 1	Candidate 2	
10:15 am – 10:45 am	Candidate 2	Candidate 1	
11:00 am – 11:30 am			Candidate 1
11:30 pm – 12:00 pm	Box Lunch provided to Council and staff		
12:00 pm - TBD	In Executive Session, City Council meets with the Staff Panel (mid-level) to discuss interviews. In Executive Session, City Council meets with the Staff Panel (director level) 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>		