



City of Portland City Manager Search Subcommittee Meeting

January 27, 2022 at 8:00 AM via Zoom

1. ZOOM INFO:

- a. This meeting will take place remotely using Zoom.

This meeting will be held remotely pursuant to the Remote Meeting Policy adopted by the City Manager Search Subcommittee and as authorized under 1 M.R.S. 403-B because of the existence of an emergency or urgent issue that requires the committee to meet by remote methods. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live, a recording will be available at portlandmaine.gov/livestream following the meeting.

For public comment, 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://us02web.zoom.us/j/88922869905?pwd=S3pvM2FBZ0VXQW5la1ZVUkczdS9Ddz09>

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2. Call to order
3. Approve Minutes of previous meeting
 - a. Minutes of previous meeting
4. Update on City Manager Search RFP
5. Discussion on City Clerk selection process
 - a. City Clerk Job Description
6. New Business (5 minutes)

7. Next Meeting Thursday, February 10, 2022
8. Adjournment

City Manager Search Subcommittee Minutes
January 13, 2022

The January 13, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair Kate Snyder at 8:0 AM on Zoom.

Mayor Kate Snyder (Chair) Councilor Pious Ali, Councilor Mark Dion, and Tom Caiazzo (Interim Human Resources Director), Brendan O'Connell (Finance Director), Samantha Chapin, (Purchasing & Controls Manager) and Jessica Grondin (Communications Director) were present. Councilor April Fournier was running late.

Mayor Snyder opened the meeting by explaining that the subcommittee is building the process to support the search for a new City Manager and that we would also be talking about, in addition to the committee's work, the process to be used to fill the position of City Clerk.

Motion to approve the minutes from the December 14, 2021 meeting. The motion was made by Councilor Dion and seconded by Councilor Ali. Roll call vote Councilor Ali – yes, Councilor Dion – yes, and Mayor Snyder – yes. Motion passed unanimously. Councilor Fournier was not present for the vote.

The subcommittee discussed the revised RFP which was included in the backup material for this meeting. There was some discussion over the three paragraphs that were added regarding how diverse a community that Portland has become. Councilors Dion and Ali both felt that this addition to the RFP was thorough and helpful to potential firms wanting to bid.

A short discussion took place regarding the role of the City Manager in developing and administering the City budget. Mayor Snyder suggested that in the first bullet, instead of saying preparing and administering the budget, we could just say "administering the budget". The subcommittee agreed to make this change.

Public hearing on the RFP. Mayor Snyder stated that we are welcoming public comment on this process but seeing that there was no one from the public on the ZOOM call, public comment was closed.

Councilor Dion felt it was important to review the selection criteria on page 9 of the draft RFP. Councilor Dion wanted to make sure the subcommittee was all on the same page so that it could be explained to the full Council how the selection for a search firm was going to be made.

Councilor Fournier joined the meeting approximately 14 minutes into the meeting and Mayor Snyder brought Councilor Fournier up to date with where we are at in the meeting.

Councilor Dion felt it was important to send the draft RFP out to the full Council as an FYI so that they are aware of what we have developed and that they feel they are in the loop on this process. Mayor Snyder suggested that we move forward with the vote on the RFP today and then follow up with a communication to the full Council, letting them know what the RFP looks like, the timeline and how to plug in to our committee meetings. Mayor Snyder suggested a brief but thorough communication.

Motion to approve the RFP. Motion made by Council Dion, seconded by Councilor Fournier.

Roll call vote - Councilor Ali, yes - Councilor Fournier, yes - Councilor Dion, yes and Mayor Snyder, yes. Motion passed unanimously to approve the RFP.

Moved to the next agenda item which is to discuss the City Clerk hiring process. The City has until July 1, 2022 to hire a new City Clerk. Mayor Snyder discussed what the process might look like. Discussion took place over a nationwide search versus a local search. Candidates would need to be familiar with Portland and the elections process. No decision will be made at today's meeting. Discussion took place over whether we cast a wider regional net in order to get the best candidate. The hope is that we hire a candidate who can hit the ground running with possibly a short transition with some overlap. The City Clerk job description and any other information the subcommittee might need to know in terms of hiring a City Clerk was requested for the next meeting as well as extending an invite to current City Clerk, Kathy Jones.

The subcommittee set the next meeting for January 27, 2022.

Motion made to adjourn by Councilor Ali and seconded by Councilor Fournier. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 8:46 AM.

POSITION DESCRIPTION

Class Title: City Clerk
Class Grade: Council Appointee
Date: January 2011

FLSA: Exempt

Nature of Work

The City Clerk, an Officer by Charter of the City, serves at the pleasure of the City Council and is the Director of the City Clerk Department. The Clerk is responsible for the administration, supervision and direction of work in the Department of the City Clerk as prescribed by federal law, State statute, City ordinance, and the policies of the City of Portland. Responsibilities include overseeing voter registration, elections, business licensing, issuance of State/local licenses and permits, vital records of City residents, and records of all official acts of the City Council.

Supervision Received

The City Clerk works independently and at the direction of the City Council and the City Manager. Work is reviewed by the City Council and City Manager.

Supervision Exercised

Supervises the Principal Financial Officer, Election Administrator, Business License Administrator, Senior Administrative Officer and all front office staff.

Essential Duties and Responsibilities

Establishes policies, programs and projects for the department within the overall policies of the City Council and with the approval of the City Manager.

Plans, organizes, directs, coordinates and evaluates the programs and services of the department, ensuring policies are in adherence to State mandates, City ordinances, and federal law when applicable.

Conducts municipal, State, and federal elections consistent with applicable laws, ordinances and policies.

Staffs City Council meetings and assists in preparation of agendas, orders, and related material. Records the votes of Council members and prepares an official record of City Council proceedings. Oversees the permanent storage and retrieval of Council and Board/Committee records.

Supervises the work of employees engaged in the recording, filing, indexing, and issuing of official City documents and vital statistics.

Evaluates the maintenance of all voting records and supervises the integrity of the voting list.

Initiates computerized recordkeeping of Department files.

Oversees the issuance of various state and municipal business licenses and permits, and the maintenance of related records. The Clerk or designee acts as the hearing officer and issues all suspension and denial decisions based on standards specified by Ordinance.

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Serves as staff to the Appointments Committee of the City Council and may staff other Council Committees.

Prepares and administers the budgets for the Department.

Confers with City Councilors other City officials and officials of other governmental agencies to discuss current and proposed programs, policies and procedures.

Performs special project work assigned by the Council or City Manager.

Performs related work as required.

Requirements of Work

Graduation from a four-year college or university with a bachelor's degree in public or business administration; or any equivalent combination of experience and training which provides the following knowledges, abilities and skills:

Must be a Certified Clerk of Maine or a Certified Municipal Clerk under the International Institute of Municipal Clerks; both preferred.

Thorough knowledge of the State statutes relating to the duties and responsibilities of City Clerks including voting regulations.

Thorough experience in public management and administration including supervisory experience.

Experience using a personal computer. Must be proficient in Microsoft Office software.

Ability to interpret municipal ordinances such as licensing, specifically pertaining to the administration of the office of the City Clerk.

Ability to propose changes and testify on issues that pertain to the duties of the City Clerk Department.

Ability to establish and maintain effective working relationships with the City Councilors and other City officials, employees and the general public.

Must be able to work extended hours.

Must be able to carry voting equipment, reach high and low and have the visual acuity to research records.

Desired Experience and Training

Experience in working with ranked choice voting a plus.