



City of Portland City Manager Search Subcommittee Meeting

March 10, 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:

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2. Approve Minutes of previous meeting
- a. Approve February 24, 2022 minutes
3. Update on City Clerk posting
4. Review the five RFP packets
5. Discuss and set agenda for next meeting
6. Next Meeting: March 24, 2022
7. New Business (5 minutes)

8. Adjournment

City Manager Search Subcommittee Minutes
February 24, 2022

The February 24, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:06 AM on Zoom.

Mayor Kate Snyder (Chair) Councilor Pious Ali, Councilor Mark Dion, and Tom Caiazzo (Deputy Human Resources Director), Kathy Jones (City Clerk) Samantha Chapin (Procurement) and Jessica Grondin (Communications Director) were present. Councilor Fournier was running late.

Motion to approve the minutes from the January 1, 2022 meeting. The motion was made by Councilor Dion and seconded by Councilor Ali. The Mayor noted that there was no public at the meeting therefore public comment was not necessary. Roll call vote Councilor Ali – yes, Councilor Dion - yes, and Mayor Snyder – yes. Motion passed unanimously 3-0.

The Mayor went through the agenda and how the meeting will proceed.

The City Clerk job description and job posting was the focus of the first part of the meeting. Mayor Snyder opened public comment on the draft job description. There were no public attendees so Mayor Snyder closed public comment and moved back to the subcommittee for discussion.

The final draft job description was opened for discussion. Councilor Dion stated that he had reviewed the final job description and was satisfied with the content. Councilor Ali said that he agreed with Councilor Dion. Motion made by Councilor Ali and seconded by Councilor Dion to approve the final City Clerk job description. Roll call vote Councilor Dion – yes, Councilor Ali - yes, and Mayor Snyder – yes. Motion passed unanimously 3-0.

Discussion ensued regarding the posting of the City Clerk position. The Subcommittee discussed where the job would be posted and how long it would be posted. Tom Caiazzo explained that Human Resources was capable of handling the posting of this position. It was also stated that we could post “until filled” or post for a specific period of time, typically 30 days. The subcommittee agreed that we would post for a specific period of time with a specific deadline. The subcommittee agreed that we should post the position for thirty (30) days. A discussion took place regarding the different links of where to post the position. The subcommittee agreed on the different sites that the position would be posted to.

A discussion followed in regard to who the selection committee would be. Would it be this committee or would there be additional Council members included. Mayor Snyder stated that it was her understanding that the entire Council would be making the selection, meaning this subcommittee would make a recommendation to the full Council once a tentative selection has been made. Councilor Dion asked if the subcommittee would send one final recommendation to the Council or if the subcommittee would send a couple of finalists to the full Council to make the final selection.

Motion made by Mayor Snyder seconded by Councilor Dion to approve the final City Clerk posting. Mayor Snyder opened the meeting up to public comment at this point. There was no

public comment so it was closed. Roll call vote Councilor Ali - yes, Councilor Dion – yes, and Mayor Snyder – yes. Motion passed unanimously 3-0

The subcommittee moved on to the next agenda item to discuss the overall process for reviewing, scoring and finalizing the RFP to select the firm to run the search for the next City Manager.

Sam Chapin (Procurement) explained that we had five responses to the RFP. The next step is to get the proposals to this committee for everyone's review of the proposals. Sam then explained the review process as well as the scoring for each proposal.

The subcommittee discussed the scoring matrix in relation to the specific criteria as well as the weight given to each criterion. Sam explained how the review process would work and the individual scoring timeline. Councilor Ali asked if the review process would be discussed in executive session. The subcommittee asked that a determination be made as to what is allowable to be discussed in executive session. Corporation Counsel determined after the meeting that it was not an allowable use of executive session to hold the RFP review.

The subcommittee set the next meeting for March 10, 2022. We will focus the March 10, 2022 meeting on the City Manager RFP submissions.

Motion made to adjourn by Councilor Ali and seconded by Councilor Dion. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 9:04 AM.