



City of Portland City Manager Search Subcommittee Meeting

Thursday, April 14, 2022 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 previous meeting
 - a. Minutes of April 7, 2022 meeting
3. Update on the City Clerk job (5 minute)
4. Review the RFP final scoresheet
 - a. Final Scoresheet backup material
5. Determine next steps for the RFP
6. Next Meeting: April 21, 2022
7. Adjournment

City Manager Search Subcommittee Minutes
April 7, 2022

The April 7, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:03 AM on Zoom.

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

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

Motion to approve the minutes from the March 10, 2022 meeting. The motion was made by Councilor Dion and seconded by Councilor Ali. The Mayor noted that there was no public comment on the previous minutes. Roll call vote Councilor Dion – yes, Councilor Ali – yes, and Mayor Snyder – yes. Motion passed unanimously 3-0.

The City Clerk job posting was updated by Tom Caiazzo who explained the job was posted for thirty (30) days and the City received eleven (11) applications for the position. Only one applicant had any elections experience whatsoever and that was limited from a small community in Southern Maine. This was disappointing as the City was hoping for more qualified applicants to apply. The subcommittee must review the applications and determine if they are going to set up interviews in order to make a selection or repost the job to see if we get any applicants that are better qualified for the position. A discussion took place to determine the path forward for this position. Councilor Fournier joined the meeting. Councilor Dion questioned whether it was a failure in process to not solicit a national search firm to assist us with the search for qualified candidates. Councilor Fournier believes that we may need to get creative with this appointment, given the lack of experienced clerks in the area. Mayor Snyder is inclined to go back out and also to consider an interim solution. The committee agreed to the following:

- Notify all current applicants that the City is looking for more municipal and elections experience
- Review the job ad and revise to emphasize that the successful applicant must have municipal and elections experience and possibly add a salary range
- Repost the position as soon as possible for another thirty (30) days
- Also look at creative solutions for possible interim arrangements to fill the position.

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. All scoresheets have been submitted to Sam Chapin. Mayor Snyder opened this topic up by saying the Charter Commission intends to submit a preliminary report on May 11, 2022 with the understanding that this will be a preview of what the Commission intends to bring to the Council in July. Mayor Snyder said that there is no doubt that there is a fair amount of trepidation as to what is going to come out of the Commission's recommendations in regard to the leadership of the City. From the middle of May until the beginning of November, there will be a lot of unknown regarding the City Manager position and the Mayor would like the other Councilor's views on this subject.

A lot of discussion took place regarding the issue of how to proceed with selecting a firm from the RFP to assist the City with selecting a new City Manager. The committee discussed how to proceed when we are not sure what is going to come out of the Charter Commission's recommendations and not knowing until November the results of any voter outcomes.

Councilor Dion left the meeting due to a prior commitment.

The subcommittee set the next meeting for April 14, 2022. We will focus the April 14, 2022 meeting on the process moving forward with the selection of a search firm. The final scoresheet will be reviewed and the subcommittee will decide on how to proceed with the RFP process.

Motion made to adjourn by Councilor Ali and seconded by Mayor Snyder. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 9:03 AM.

RFP #22037
Executive Recruitment Consulting Services - City Manager

	GovHR	Baker Tilly	TransPro	Inclusion Maine	USPRO
Qualifications and Expertise ... (Total weight: 20)	18.5	19.3	12.3	10.0	12.0
Evaluation of Project Manager/Team... (Total weight: 20)	19.0	19.3	12.5	9.8	12.8
Competitive Fee Proposal (Assigned weight: 20)	20.0	17.7	15.7	12.4	9.0
Completeness of Proposal ... (Assigned weight: 25)	23.3	23.5	16.0	11.8	13.8
Past Performance and References ... (Assigned weight: 15)	13.3	13.5	7.5	7.0	8.3
Total	94.0	93.2	64.0	50.9	55.8