



City of Portland City Manager Search Subcommittee Meeting

Thursday, April 21, 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.

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1. Call to order
2. Approve Minutes of previous meeting
 - a. Minutes of the April 14, 2022 meeting
3. Review and approve City Clerk salary range
4. Brief Update on RFP process
5. New Business (5 minutes)
6. Determine and set next two meeting dates
7. Adjournment

City Manager Search Subcommittee Minutes
April 14, 2022

The April 14, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:05 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 April 7, 2022 meeting. The motion was made by Councilor Ali and seconded by Councilor Dion. The Mayor noted that there was no public comment on the previous minutes. Roll call vote Councilor Ali – yes, Councilor Dion – yes and Mayor Snyder – yes. Motion passed unanimously 3-0.

The City Clerk job posting was updated by Tom Caiazzo who explained that we sent the eleven (11) applicants an email telling them that we would not be moving forward with their applications. The City Clerk job was reposted on April 13 2022. The job add was revised, stating that the successful candidate must have elections and municipal clerk experience. The job will be posted to all of the same sites where it was posted the first time. The job will be posted until May 13, 2022. We are hopeful that we will get qualified applicants this time around. The salary range for this position was not added because there are questions regarding the appropriate salary range. This issue will be discussed at the April 21, 2022 meeting. The Mayor did discuss potential outreach initiatives with the current City Clerk, Kathy Jones. Councilor Fournier joined the meeting.

The subcommittee moved on to the next agenda item to discuss the review of the final scoresheet for the RFP to select a search firm to assist the City with selecting the next City Manager. Mayor Snyder opened this topic up by asking how do we move through this next phase of the RFP process in the context of some uncertainty surrounding the Charter Commission's recommendations. 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.

The committee agreed that the top two firms, GovHR and Baker Tilly would be the two firms moving forward in the process. Specific questions will be developed in regard to their ability to navigate through the Charter Commission process to determine a final job description as well as a timeline for posting and filling the position as determined ultimately by the voters in November. Also, will they be able to perform work between June and November to be ready to go in November. We would need to put the questions together in advance in order to give the two firms an opportunity to put their presentations together. The subcommittee is looking at April 28th to meet with the two firms. We are tentatively looking at April 28 2022 from 2 – 4 PM.

Sam will put something together to get to the two firms and Mayor Snyder will review it before it goes out.

The subcommittee set the next meeting for April 21, 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.

Mayor Snyder asked that we determine if there is money in the FY 22 budget to pay for a search firm to assist us with the City Manager search process or if we have to put it into the FY 23 budget.

The next meeting is scheduled for April 21, 2022 and we will be joined by the HR Director to discuss the pay range for the City Clerk position. There will also be a brief update in regard to the RFP process as discussed today. This meeting should not take the full hour.

Motion made to adjourn by Councilor Fournier and seconded by Councilor Ali. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 8:38 AM.