



City of Portland City Manager Search Subcommittee Meeting

Thursday, June 23, 2022 at 8:00 AM via Zoom

To submit written public comment on an agenda item, email publiccomment@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the City Manager Search Subcommittee meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

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.

Please click the link below to join the webinar:

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1. Approve Minutes of previous meeting
 - a. Minutes from June 9, 2022 meeting
2. Review RFP Scoresheet
 - a. Final RFP Scoresheet
3. Vote to recommend final search firm to the City Council
4. Decide on Next Meeting date
5. New Business (5 minutes)
6. Adjournment

City of Portland

via Zoom

City Manager Search Subcommittee Minutes
June 9, 2022

The June 9, 2022 City Manager Search Subcommittee meeting was called to order by Subcommittee Chair, Mayor Kate Snyder at 8:5 AM on Zoom.

Mayor Kate Snyder (Chair), Councilor Mark Dion, Councilor April Fournier, Tom Caiazzo (Deputy Human Resources Director), Samantha Chapin (Procurement Manager) and Jessica Grondin (Communications Director) were present. Councilor Ali was not present for the meeting.

The Mayor opened the meeting with introductions and went through the agenda. Two major items, 1. Approve the last three meeting minutes and 2. Talk about the initial phase for recruitment development for a City Manager position with the understanding that we won't know the direction of the voters until after the November election. We will not be making any decisions this morning but we will discuss the "mini" proposals from the two search firm finalists.

A motion was made by Councilor Fournier and seconded by Councilor Dion to approve the minutes of the last three meetings, May 19th, May 26th and June 2nd. The minutes from all three meetings were unanimously approved by the Committee. There was no discussion over those minutes. Mayor Snyder noted that there were no public attendees at the meeting.

The Mayor asked City staff to update the Committee on where we are at with the search for a new City Manager. Tom Caiazzo and Samantha Chapin updated the Committee on the process moving forward. Samantha explained that the scoresheet that was attached to the agenda is the wrong scoresheet but she will update everything and send it back out after the meeting. Ultimately it will be the top scorer who will be selected and would advance towards a contract for services. Overall GOVHR had a slightly higher score before the latest proposals.

The Committee discussed the mechanics of the Charter Commission's preliminary report and what the voters will be considering in November. The Committee then discussed each of the proposals that were submitted from GOVHR and Baker Tilly. The Committee discussed the process of scoring the proposals and then getting the winner in front of Council. The Committee will meet on June 16 2022 to finalize the scoring for the search firm process. The Committee will then bring forth the recommendation to the full Council to hire a search firm to assist the City with selecting the next City Manager or City Administrator.

The next regular meeting of the search subcommittee will be held on Thursday, June 16, 2022.

There was no new business to discuss.

Motion made to adjourn by Councilor Dion and seconded by Councilor Fournier. The motion passed unanimously. Meeting was adjourned by Chair Snyder at 8:32 AM.

RFP #22037
Executive Recruitment Consulting Services - City Manager

	GovHR	Baker Tilly
Qualifications and Expertise ... (Total weight: 20)	18.5	19.3
Evaluation of Project Manager/Team... (Total weight: 20)	19.0	19.3
Competitive Fee Proposal (Assigned weight: 20)	20.0	17.7
Completeness of Proposal ... (Assigned weight: 25)	23.3	23.5
Past Performance and References ... (Assigned weight: 15)	13.3	13.5
Completeness and Quality of Proposed Preparatory Phase (Assigned weight: 20)	15.8	19.0
Total	109.8	112.2