CALL TO ORDER – On Monday, July 28, 2014 at 7:00 p.m. a Council Meeting was held in the City Hall Auditorium.

ROLL CALL OF MEMBERS – Mayor Donald Pilon conducted a roll call of the members and determined that the Councilors present constituted a quorum. Councilors present: David Precourt, Leslie Smith Jr., Bette Brunswick, Kevin Roche, Arthur Tardif, Eric Cote and Nathan Johnston. City Administrator Rick Michaud was also present.

PLEDGE OF ALLEGIANCE

GENERAL:

CITY ADMINISTRATOR RECRUITMENT AND SELECTION:

ADVERTISEMENT OF THE VACANCY

City Administrator Richard Michaud retires effective December 31, 2014. The City Charter provides that the Council as a whole work together in the recruitment and selection process, and that ultimately the Mayor appoint and the Council confirm the next City Administrator.

The recruitment and selection process includes certain decisions that must be made to determine how the process will be undertaken. These steps include approving an advertisement for recruiting the new City Administrator. A draft advertisement modeled after the ads from recent searches for managers for Bar Harbor, Topsham and Rangeley has been provided to the Council. Of note, the ad includes extensive information on the community in order to drive interest from candidates that might not otherwise be familiar with Saco.

The ad will be placed in the following online publications: Maine Municipal Association Job Bank (free to the city as a member); International City/County Managers Association Job Bank (includes two online newsletters); Massachusetts, Vermont and New Hampshire Municipal Associations’ Job Banks; and JobsinMaine.com (the city already has a subscription), which links to other sites. The approximate cost is $1350 for the advertising effort, and because all advertising will be done online, the length of the ad generally does not impact the cost. The account charged for this type of expense is Advertising in the Administration budget, 10372-500341.

In addition, the Council should anticipate expenses of approximately $3,000 for travel and related expenses for the finalist interviews, which would be charged against the Contingency account, 10640-500400.

Councilor Brunswick moved, Councilor Smith seconded “Be it Ordered that the City Council approve the Draft Advertisement and proposed placement for recruiting the City Administrator”.

AMENDMENT – Councilor Cote moved, Councilor Roche seconded to advertise on MMA and JobsinME.com and to strike out the $1,350 for the advertising effort. The motion passed with four (4) yeas and three (3) nays – Councilors Precourt, Brunswick and Roche.

AMENDMENT - Councilor Roche moved, Councilor Precourt seconded to advertise in the immediate border states of Massachusetts, New Hampshire and Vermont for $700. The motion passed with four (4) yeas and three (3) nays – Councilors Smith, Tardif and Cote.

AMENDMENT – Councilor Cote moved, Councilor Roche seconded to strike the $3,000 for travel and related expenses for finalist interviews. The motion passed with five (5) yeas and two (2) nays – Councilors Smith and Brunswick.

AMENDMENT – Councilor Cote moved, Councilor Smith seconded to strike the following from the last sentence of paragraph three of the ad “in Public Administration, Business Administration, or similar field”. The motion
failed with three (3) yeas and four (4) nays – Councilors Precourt, Brunswick, Roche and Tardif. TABLED – Councilor Cote moved to table this matter to the next meeting in order to have an Executive Session with the present City Administrator to negotiate with him to stay on. There was no second so the motion was not considered.

Mayor Pilon called for a vote on the Main Motion with amendments. The motion passed with seven (7) yeas.

City Administrator
Saco, Maine

The City of Saco, Maine is accepting applications for the position of City Administrator. Saco is a rapidly growing community located in beautiful, coastal southern Maine, with several attractive features and areas within its 37 square miles: a “working waterfront” at Camp Ellis; the picturesque Saco River bordering its eastern edge; a convenient location directly off the main route Interstate 95 and 12 miles from Maine’s largest city, Portland; attractive tourist destinations, along with its immediate neighboring entities of Biddeford, Oki Orchard and Scarborough, as well as in nearby Portland; a new train station serving Boston to the south and Portland to the north; a Main St Maine community with a well maintained downtown historic district and strong tradition of supporting the Main St and a reputation for excellent schools, including a world class private high school, Thornton Academy. A former “mill town,” Saco continues to work to develop, along with sister city Biddeford, its historic brick factories and has two fully developed business parks with “sites ready,” as well as excellent planning and zoning processes supporting its current Comprehensive Plan, revised in 2011.

A full service community, Saco has a population of approximately 18,800 served by 168 fulltime employees and an annual budget of $24,700,000 excluding schools. Saco operates under a charter with a 7 member Council/City Administrator/elected Mayor form of government. Councilors and the Mayor are elected to two year terms.

The Council is seeking candidates who have a minimum of five years of demonstrated municipal management experience as Manager, or similar related public/private business experience. Candidates with knowledge and proven experience in economic development; finance and budgeting; labor relations and contract negotiations; leadership and change management; and policy management, are desired. Strong communications skills; the ability to work openly and collaboratively with the Council, staff and community; and the ability to use current technologies are a must. Applicants are required to have a four year degree from an accredited college or university in Public Administration, Business Administration, or similar field; a Masters degree is preferred.

In addition to its updated Comprehensive Plan and a recently completed Economic Development Plan, Saco is working on revising its community vision and its related Strategic Business Plan. These are important to the city’s future and interest in and experience in these areas would be important assets for a new City Administrator.

Salary is negotiable based upon experience and qualifications.

Additional information about Saco is available on its website, www.sacomaine.org.

Deadline for receipt for applications is Friday, September 5th by 5:00 pm. Please send resume, cover letter, including a brief description of why you would want to be Saco’s next Administrator, and a list of three professional references with salary requirements by e-mail to hr@sacomaine.org or to sweaver@sacomaine.org, or by regular mail to:

Human Resources/CA Search
Attn: Stephanie Weaver, Personnel Officer
City of Saco
300 Main St
Saco, ME 04072
Saco is an Equal Opportunity Employer
2. JOB DESCRIPTION AND TIMELINE

The recruitment and selection process includes certain decisions that must be made to determine how the process will be undertaken. These steps include approving a Job Description for the City Administrator that will be used, in part, to help the Council define a profile of the ideal candidate. The profile, as outlined in the materials from the International City/County Managers Association (ICMA) provided to the Council, would identify the “qualities, characteristics, experience and areas of expertise” of the Council’s ideal candidate. The Job Description and the Profile will then be used to evaluate candidates for the position.

As well, a timeline outlining the general milestones and timing for the process should be approved. Of note, the timeline is an estimate and some dates and/or activities may change, depending on unforeseeable circumstances; as well, the timeline assumptions are regardless of whether the Council undertakes this process with or without a facilitator.

Councilor Smith moved, Councilor Brunswick seconded “Be it Ordered that the City Council approve the Job Description City Administrator July 2014 and City Administrator Recruitment and Selection Timeline with Milestones documents”.

AMENDMENT – Councilor Johnston moved, Councilor Cote seconded that under the “General” section, first sentence, to add “and City Council” after the word “Mayor” so that it matches the City Charter. The motion passed with five (5) yeas and two (2) nays – Councilors Brunswick and Smith.

AMENDMENT – Councilor Cote moved, Councilor Johnston seconded that under the “General” section, beginning of the third sentence to strike the words “In concurrence with the Mayor” and to add the word “Mayor” in the same sentence after the words “City Council” and also under #6 (b) to strike the words “with concurrence of the Mayor” and to add the word “Mayor” in the same sentence after the words “City Council”. The motion passed with seven (7) yeas.

Mayor Pilon called for a vote on the Main motion with amendments. The motion passed with seven (7) yeas.

POSITION DESCRIPTION

Class Title: City Administrator
FLSA: Exempt
Grade: Contract
Date: July 2014

City Administrator

GENERAL

Under the direction of the Mayor, the City Administrator is responsible for ensuring the efficient and effective operation of the City. This includes managing the day-to-day activities of a highly qualified and dedicated staff, the revenues and expenditures of the City’s multiple funds, and guiding the organization through a course of continual change and innovation. In concurrence with the Mayor, the City Administrator makes recommendations to the City Council concerning administrative affairs, financial conditions and long range financial needs, ensures that ordinances and applicable laws are enforced and directs and oversees the operation of City departments.

SUPERVISION RECEIVED

Works under the broad policy guidance of the Mayor and City Council.

SUPERVISION EXERCISED

Exercises supervision over all municipal employees either directly or through subordinate supervisors.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Administration
   a. Assures that assigned areas of responsibility are performed within budget.
   b. Performs cost control activities.
   c. Monitors revenues and expenditures in assigned area to assure sound fiscal control.
d. Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

e. Daily city administrative management responsibilities and department head oversight in the delivery of municipal services to the citizens of Saco in concurrence with the Mayor.

2. Budget

a. Prepares and submits a preliminary annual City budget.

b. Administers the adopted budget of the City.

3. Mayor/Council Relations

a. Advises the City Council of financial conditions and current and future city needs.

b. Attends all meetings of the Council at which attendance may be required by the Council.

c. Provides management information to the Mayor, City Council, and department heads through research, memos, proposal development and recommended courses of action and alternatives.

d. Sets agendas for these meetings in conjunction with the Mayor, City Council, City Clerk’s Office, and department heads. Manages all staff work in preparation of the follow-up to these meetings.

e. Represents the Mayor’s Office and City policy positions at all times on behalf of Saco.

f. Attends functions and meetings on behalf of the City and the Mayor.

4. Employee Relations

a. Manages and supervises all departments, agencies and offices of the city to achieve goals within available resources.

b. Plans and organizes workloads and staff assignments.

c. Reviews progress and directs changes as needed.

d. Provides leadership and direction in the development of short and long range plans.

e. Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

f. Studies and standardizes procedures to improve efficiency and effectiveness of operations.

g. Performs or assists subordinates in performing duties; adjusts errors and complaints.

h. Appoints, suspends and removes department heads, in consultation with the Mayor and confirmation by the Council.

i. Appoints, suspends and removes other officers and employees of the city.

j. Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all Departments.

k. Performs related personnel work as needed (i.e. collective bargaining, conducting grievance hearings, and union contract management).

l. Conducts meetings of department heads and other administrative boards and committees.

5. Public Relations

a. Communicates official plans, policies and procedures to staff and the general public.

b. Sees that all laws and ordinances are faithfully performed.

c. Periodically reviews and assists in staffing City committees and commissions and attends regional committee or agency meetings.

6. Reports

a. Prepares a variety of studies, reports and related information for decision-making purposes.

b. Prepares and presents to the City Council, with concurrence of the Mayor, an annual report of the operations and costs of the city government for the preceding fiscal year and a proposed budget for the next fiscal year.

7. Performs other work as required.

**TOOLS & EQUIPMENT USED**

Personal Computer, including word processing & spreadsheet software; mainframe computer system; adding machine; telephone; photocopier; fax machine;
DESIRED MINIMUM QUALIFICATIONS

- Strong financial management capabilities with a proven track record of success in government finance practices i.e. budgeting, accounting, and government financing.
- Considerable knowledge of laws, regulations, ordinances, etc., applicable to City government.
- Thorough knowledge of government processes, services, and planning.
- Highly developed team leadership abilities with a solid knowledge of management principles and practices as they apply to public sector management including personnel management and organization development.
- Ability to plan and analyze City operations; develop alternatives and determine the costs, advantages and disadvantages of various alternatives.
- Strong research skills with the ability to prepare accurate and thorough reports.
- Excellent interpersonal and communication skills with an ability to interact effectively with citizens, city officials, agencies, and employees.
- Well developed organizational skills with an ability to work on multiple projects, within deadlines in a fast paced and ever changing environment.
- Advanced to intermediate knowledge of computers, software programs, Internet use, and e-mail. Comfortable with the use of advanced technology to meet citizen and organizational needs.
- Ability to work long hours and attend many night meetings.

EDUCATION AND EXPERIENCE

The City Administrator shall be a graduate of an accredited 4-year college or university with a degree in Public Administration or Business Administration. Masters Degree preferred. A minimum of 5 years of municipal management experience and/or related business experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk, stand and reach with hands and arms.

Correctable close vision is required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them form the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.
3. USE OF OUTSIDE RESOURCE TO ASSIST THE COUNCIL

The recruitment and selection process includes certain decisions that must be made to determine how the process will be undertaken. These steps include deciding to use an outside facilitator to assist the Council in the process or deciding to use in house staff only to assist the Council in the process. The use of an outside facilitator was considered in Executive Session on July 14, when Mr. Michaud’s departure was discussed by the Council and Mr. Michaud. Two formal proposals from local professionals frequently used by Councils to assist in such a process were provided by the Mayor to the Council, as well as background information on why Councils often use an outside facilitator, prior to the Executive Session and are included in this Item Commentary.

The benefits of using an outside facilitator to assist in the recruitment and selection process include having their expertise in: a) reaching consensus on the professional profile of the City Administrator; b) guiding the Council through this process; and c) helping the Council evaluate candidates, as well as providing the Council with objective input to support a transparent process.

The considerations for using an outside facilitator include the cost (quoted by both resources as $5,000 for their services) and the preference of some Councilors to undertake this process using only in house staff to assist. No formal decision was made during the Executive Session on this matter. If the Council proceeds with outside assistance, the $5,000 cost would be charged against account 10430-500428 Contracted Services in the General Government Legal budget.

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY/MILESTONES</th>
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<tbody>
<tr>
<td>7/28/2014</td>
<td>CITY COUNCIL MEETING</td>
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<tr>
<td></td>
<td>Item Commentary to include:</td>
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<tr>
<td></td>
<td>1. first draft of Administrator Profile and job description</td>
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<td></td>
<td>2. adopt process outline and timeline</td>
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<td>3. approve ad and placement</td>
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<td>4. formal recognition that the Council will conduct the process</td>
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<td>8/1/2014</td>
<td>ADVERTISING of POSITION BEGINS</td>
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<td>8/11/2014</td>
<td>Council MEETS TO FINALIZE PROFILE</td>
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<td>FOR EVALUATING SUBMISSIONS</td>
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<td>9/5/2014</td>
<td>POSTING CLOSES</td>
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<tr>
<td>9/8/2014</td>
<td>REVIEW and RANK SUBMISSIONS (Mike Wing, CA and HR)</td>
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<td>9/12/2014</td>
<td>RANKED SUBMISSIONS TO Council</td>
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<td>Include a guide for evaluating and ranking.</td>
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<td>9/22/2014</td>
<td>Council MEETS TO DISCUSS CANDIDATES</td>
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<td>Identify top 3-5 candidates for interviews.</td>
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<td>Likely a two meeting process.</td>
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<td>9/29/2014</td>
<td>FINAL CANDIDATE LIST by Council</td>
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<td>HR to arrange interviews.</td>
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<tr>
<td>10/6/2014</td>
<td>FIRST ROUND INTERVIEWS STARTED</td>
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<td>Include tours of the city.</td>
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<td>10/20/2014</td>
<td>FIRST ROUND INTERVIEWS COMPLETED by Council</td>
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<td>10/27/2014</td>
<td>Council MEETS TO FINALIZE TOP CANDIDATES</td>
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<tr>
<td>11/3/2014</td>
<td>SECOND ROUND INTERVIEWS</td>
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<td>Top 2-3 candidates invited back.</td>
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<td>REFERENCE CKS COMPLETED</td>
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<td>Site visits, reference ck, background ck</td>
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<td>11/10/2014</td>
<td>Council MEETS TO FINALIZE TOP CANDIDATE FOR OFFER</td>
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<td>11/21/2014</td>
<td>OFFER NEGOTIATION COMPLETED</td>
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<td>1/5/2014</td>
<td>START DATE</td>
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Councilor Brunswick moved, Councilor Precourt seconded “Be it Ordered that the City Council approve spending up to $5,000 to hire outside facilitator Don Gerrish of Eaton Peabody to work with the Council in the recruitment and selection of the next City Administrator.

AMENDMENT – Councilor Roche moved, Councilor Precourt seconded that we approve Michael Wing to help the city out with the process and not to exceed $3,000. (Note: Rather than Don Gerrish of Eaton Peabody for $5,000.)

Councilor Smith asked to move the question.

The motion passed with five (5) yeas and two (2) nays – Councilors Tardif and Cote.

Mayor Pilon called for a vote on the Main motion with amendments. The motion passed with six (6) yeas and one (1) nay – Councilor Tardif.

VI. ADJOURNMENT

Councilor Smith moved, Councilor Roche seconded to adjourn the meeting at 9:12 p.m. The motion passed with unanimous consent.

Attest: ______________________________

Michele L. Hughes, City Clerk