

"A Historic Past"



"A Bright Future"

THE CITY OF DELAWARE CITY

407 Clinton Street – P.O. Box 4159

Delaware City, Delaware 19706

Phone: 302-834-4573 Fax: 302-832-5545

Resolution 16-0919-01

To Establish A City Manager Search Committee

Whereas, the current City Manager has indicated an intention to retire from his current position within the next year; and

Whereas, the City Council desires to establish a search committee to recommend qualified candidates to fill the City Manager position when such position becomes vacant.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The City Manager Search Committee ("Committee") is hereby established by the Council.

2. The Committee shall consist of five (5) residents of the City appointed by the Mayor and confirmed by a majority of City Council. Council members may submit names to the Mayor for potential appointment to the Committee. The Mayor need not submit resumes to Council in advance for appointees to the Committee.

3. The Mayor, in his discretion, may participate as a member of the Committee, but shall not be entitled to vote. No member of City Council shall be permitted to serve on or participate in the activities of the Committee.

4. The Committee will establish its own procedures for advertising the City Manager vacancy, reviewing applications and resumes, vetting and interviewing selected candidates, and shall utilize the services of the City Solicitor as needed.

5. At the completion of its search, the Committee will recommend three or fewer finalists to the Mayor and shall advise Council of its recommendations.

6. Upon receiving the Committee's recommendations, the Mayor may utilize the current City Manager as an advisor in determining his selection for the City Manager position.

7. The Mayor shall thereafter submit one individual for the position of City Manager to Council for approval. Only if the Mayor's initial appointment is not approved by a majority of Council will other candidates be considered.

8. The Committee shall be required to comply with the Delaware Freedom of Information Act ("FOIA") for all meetings and actions and shall provide at least seven (7) days notice of each meeting. Executive sessions may be utilized in compliance with FOIA.

9. The Committee shall not submit recommendations for the position of City Manager to the Mayor and Council until after January 1, 2017.

10. It is anticipated that, for training purposes, the selected City Manager and the current City Manager shall both serve as Co-City Managers for a period not to exceed thirty (30) days.

(Signature Page Follows)

This resolution is passed on this 19th day of September 2016 by the City Council of the City of Delaware City.

Stanley E. Green, Mayor

Natalie Greene

Natalie Greene, Councilmember

Betty Barrett

Betty Barrett, Councilmember

Dawn K. Gwynn

Dawn K. Gwynn, Secretary

Paul D. Fitzwater III
Paul D. Fitzwater, III, Councilmember

Robert Malinowski
Robert Malinowski, Councilmember

Margaret C. Titus
Margaret C. Titus Councilmember