



CITY OF DELAWARE CITY

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**CITY OF DELAWARE CITY  
CITY MANAGER SEARCH COMMITTEE  
DECEMBER 15, 2016  
MINUTES**

**CALL TO ORDER**

The meeting of the City Manager Search Committee was called to order at 7:00 p.m. by Chairperson Parets. Those present included Committee Members Morrill, Haugh, Price, Harrison and Parets. Also in attendance was City Solicitor Walton.

**ACTION UPON MINUTES OF THE PREVIOUS MEETING**

*Committee Member Morrill made a motion to approve the minutes as presented. The motion was seconded. A vote was taken, all ayes, motion carried.*

**REVIEW AND APPROVAL OF CITY MANAGER JOB DESCRIPTION**

City Solicitor Walton said he checked to see that the members of this committee were insured and found they were.

He said he prepared a draft of the City Manager's Job Description and emailed it to the committee members. He didn't, however, prepare a dummy email within his firm. He said he will complete that as soon as possible. Committee Chairperson Parets said the approved job description would be made public when they make the position opening public. The draft includes Salary Grade; Minimum Qualifications; Requirements; Nature of Work Performed; Required Knowledge, Skills, and Abilities; City Residency and an application closing date, which will be determined.

The committee reviewed and discussed each section of the job description. City Solicitor Walton said that most of the description of the Nature of the Work Performed was taken from the City Charter. He added that the City Residency

section was taken from the City Charter or Code. The committee recommended some minor revisions to the wording of the draft document.

Discussion occurred regarding the closing date to receive applications and whether or not the timing of the upcoming City election could have an impact on this schedule. It was determined that the ad would be posted by City Solicitor Walton's office no later than 1/4/2017, with an application deadline of 2/3/2017 at 5:00 pm. The ad will request a cover letter, resume and references to be submitted to Connolly Gallagher, the City Solicitor's firm. The next meeting of the Search Committee will be held on 2/9/2017 at 7:00 pm. The City Solicitor will forward the applicants' information to the committee prior to their next meeting, in order that they may come to the next meeting prepared to discuss and rank the applicants.

The committee discussed where the ad would be published and that it should also be posted on the City web site. It was determined that it would also be posted at the five locations (post office, library, gas station, Sunset Market and Town Hall), where all posting occurs in town. City Solicitor Walton said he would prepare a time line by the end of the year, listing the actions his firm has taken and will be taking pertaining to the ad. There was discussion about contacting organizations about the position opening.

*Committee Member Price made a motion to approve the City Manager – City of Delaware City job description document as amended. Committee Member Morrill seconded the motion. A vote was taken, all ayes, motion carried.*

### **REVIEW AND DISCUSSION OF SALARY & BENEFITS PACKAGE**

The committee discussed the salary and how that would compare to other municipalities of similar size. They also reviewed and discussed the benefits package, as documented in the Employee Handbook. City Solicitor Walton said the current City Manager does not take City health benefits. However there is a standard benefits package that is offered to all City employees. Chairperson Parets said he would be willing to call other municipalities of similar size, including New Castle, to question the salary and benefits they offer their City Manager. Discussion occurred pertaining to possible salary negotiations. City Solicitor Walton said the committee would make recommendations to the Mayor. When the Mayor makes the appointment with his salary recommendation, the Council would vote up or down for that appointment, including the salary recommendation. It was determined that when the committee speaks with the applicants, salary range should be discussed, rather than a particular salary.

**ADJOURNMENT**

*Committee Member Harrison made a motion to adjourn the meeting. Committee Member Price seconded the motion. A vote was taken, all ayes, motion carried. Meeting adjourned at 8:02 p.m.*

Respectfully submitted,

*Dawn K. Gwynn*

City Secretary