

"A Historic Past"



"A Bright Future"

CITY OF DELAWARE CITY

407 Clinton Street - P.O. Box 4159
Delaware City, Delaware 19706
302-834-4573

**Resolution 18-1217-02
to Establish
A City Manager Search Committee**

Whereas, the current City Manager has submitted her resignation, effective December 19, 2018; and

Whereas, the Mayor and City Council desire to establish a search committee to recommend qualified candidates to fill the City Manager position.

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. The Mayor need not submit resumes to Council in advance for appointees to the Committee. Paul Parets is hereby appointed to the Committee and shall act as the Chair of the Committee.

3. The Committee shall review the resumes of all applicants, and shall interview applicants for the position of City Manager as it deems necessary and appropriate.

4. The Committee will establish its own procedures for reviewing applications and resumes, and vetting and interviewing selected candidates.

5. At the completion of its initial interviews, the Committee will select three finalists for a second round of interviews. The Mayor shall participate in the second round of interviews as a non-voting member of the Committee. After completion of the second round interviews, the Committee shall advise the Council and the Mayor of its selection.

6. As required by the Charter, 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. If a candidate is not approved by Council, the candidate will not be presented to Council a second time. All applicants identities and resumes shall remain confidential until such time as a City Manager candidate is approved by Council.

7. 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.

8. The Committee shall utilize the services of the City Solicitor as needed.

9. The Committee shall use its best efforts to complete its search and provide the Mayor and Council its recommendation on or before March 1, 2019.

10. This resolution supersedes any and revokes all prior resolutions made by Council at its special meeting held on November 27, 2018 in relation to the City Manager Search Committee.

Signature Page Follows:

This resolution is passed on this seventeenth day of December 2018 by the
City Council of the City of Delaware City.

ATTEST:


City Secretary


Mayor

APPROVED AS TO FORM:


Council Member


City Solicitor


Council Member


Council Member


Council Member


Council Member