

"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 No. 17-1120-02

**RESOLUTION REQUESTING THAT THE GENERAL ASSEMBLY AMEND THE
CHARTER OF THE CITY OF DELAWARE CITY RELATING TO THE POSITION OF
CITY SECRETARY**

WHEREAS, the Mayor and Council of the City of Delaware City, Delaware, ("City") have determined that Article VII, Section 7-03 of the Charter of the City should be amended;

WHEREAS, Article VII, Section 7-03 of the Charter requires that the City Secretary "shall give notice of Council meetings to its members and the public, keep minutes of Council meetings and hearings and all official proceedings, file and keep in a safe place the Seal of the City, attest the same when authorized by Council, keep all papers and documents relative to the affairs of the City which shall be deemed appropriate to be kept in his/her office, and perform such other duties as may be designated by the Mayor and Council, City Manager, this Charter or ordinance";

WHEREAS, Article VII, Section 7-03 of the Charter provides "[t]he responsibilities and duties of the City Secretary may be assigned to or combined with another office or department of the City government upon approval of the Mayor and Council";

WHEREAS, the City intends to modify the role and responsibilities of the City Secretary such that the City Secretary will no longer have such responsibilities as are currently described in Article VII, Section 7-03 of the Charter;

WHEREAS, the City Secretary shall no longer be responsible for giving notice of Council meetings to its members and the public, filing and keeping in a safe place the Seal of the City, or keeping all papers and documents relative to the affairs of the City which shall be deemed appropriate to be kept in his/her office. Upon amendment of the Charter, these tasks will be handled by City staff, at the direction of the City Manager;

WHEREAS, the Mayor and Council believe that it is in the best interest of the City and its citizens if Article VII, Section 7-03 of the Charter is amended to provide that the City

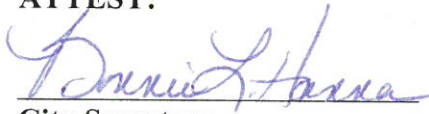
Secretary shall be responsible for keeping the minutes of Council meetings, hearings, and all official proceedings, and then recording said minutes in typewritten documents; the City Secretary shall attest to said minutes, and shall deliver said minutes to City Staff for appropriate distribution and filing; the City Secretary will have access to the Seal of the City, but will no longer be responsible filing and keeping it in a safe place;

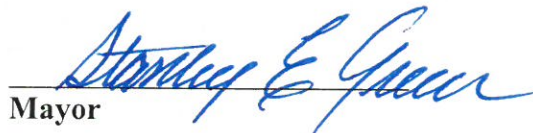
WHEREAS, a redlined copy highlighting the proposed revisions to the existing Charter is attached hereto as Exhibit A and a clean copy of the proposed revisions to the Charter is attached hereto as Exhibit B;

NOW, THEREFORE, the Mayor and Council of the City of Delaware City hereby resolve and request that the General Assembly of the State of Delaware adopt the revised Charter attached hereto as Exhibit B forthwith and further resolve that adoption of the revised Charter is in the best interests of the City and its citizens.

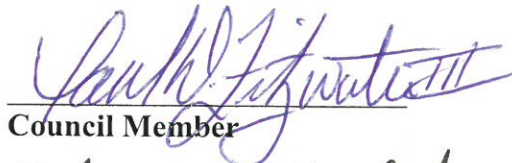
This Resolution is passed by the Mayor and Council of the City of Delaware City on this 20 day of November, 2017.

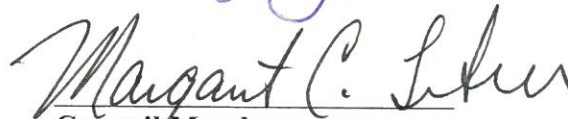
ATTEST:



City Secretary


Mayor


Council Member


Council Member


Council Member


Council Member

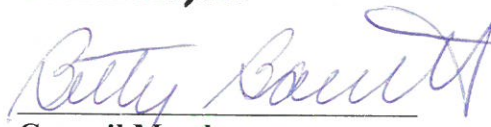

Council Member

EXHIBIT A

Section 7-03. City Secretary

The Mayor shall appoint with the advice and consent of a majority of all members of Council an officer of the City who shall have the title City Secretary. The City Secretary shall be appointed at the first regular Council meeting in April or the organizational meeting for a term of two (2) years. ~~The City Secretary shall give notice of Council meetings to its members and the public, keep minutes of Council meetings and hearings and all official proceedings, file and keep in a safe place the Seal of the City, attest the same when authorized by Council, keep all papers and documents relative to the affairs of the City which shall be deemed appropriate to be kept in his/her office, and perform such other duties as may be designated by the Mayor and Council, City Manager, this Charter or ordinance.~~ The City Secretary shall keep the minutes of Council meetings, hearings, and all official proceedings, and shall record said minutes in typewritten documents. The City Secretary shall attest to said minutes, and shall deliver said minutes to City Staff for appropriate distribution and filing. The City Secretary shall have access to the Seal of the City. The responsibilities and duties of the City Secretary may be assigned to or combined with another office or department of the City government upon approval of the Mayor and Council. The City Secretary may be removed from office by the Mayor and three (3) members of Council or four (4) members of Council.

EXHIBIT B

Section 7-03. City Secretary

The Mayor shall appoint with the advice and consent of a majority of all members of Council an officer of the City who shall have the title City Secretary. The City Secretary shall be appointed at the first regular Council meeting in April or the organizational meeting for a term of two (2) years. The City Secretary shall record the minutes of Council meetings, hearings, and all official proceedings, and shall record and preserve said minutes in typewritten documents. The City Secretary shall attest to said minutes, and shall deliver said minutes to City Staff for appropriate distribution and filing. The City Secretary shall have access to the Seal of the City. The responsibilities and duties of the City Secretary may be assigned to or combined with another office or department of the City government upon approval of the Mayor and Council. The City Secretary may be removed from office by the Mayor and three (3) members of Council or four (4) members of Council.