



Milford City Hall Council Chambers 201 South Walnut Street Milford DE 19963

CITY COUNCIL AGENDA Tuesday, June 18, 2024

Attendees are welcome to participate virtually as well. Public Comments are encouraged on the agenda items designated with a Ⓢ. Virtual attendees may alert the City Clerk that they wish to speak by submitting their name, address, and agenda item via the Zoom Q&A function or by using the Raise Your Hand function during the meeting.

Those attending in person may comment when the floor is opened for that purpose.
All written public comments received prior to the meeting will be read into the record.

This meeting is available for viewing by the public by accessing the following link:

<https://zoom.us/j/95859380584>

or

<http://www.cityofmilford.com/553/Watch-Public-Meetings>

Members of the public may also dial in by phone using the following number:

Call 301 715 8592 Webinar ID: 958 5938 0584

6:00 PM

15-Minute Public Comment Period

Virtual attendees must register prior to start time of meeting by calling 302-422-1111 Extension 1300 or 1303, or by sending an email to cityclerk@milford-de.gov and providing your name, address, phone number, and the specific agenda item you wish to comment on. Persons in attendance must sign up prior to the start of the meeting.

WORKSHOP

City Clerk Vacancy
City Clerk Hiring Timeline
Job Description Review

ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED TO THE CITY CLERK IN ELECTRONIC FORMAT NO LATER THAN ONE WEEK PRIOR TO MEETING. NO PAPER DOCUMENTS WILL BE ACCEPTED, DISTRIBUTED, OR PRESENTED AT MEETING ONCE PACKET HAS BEEN POSTED ON THE CITY OF MILFORD WEBSITE. ANY MATERIALS UTILIZED DURING THE MEETING SHALL BE FROM THE COUNCIL PACKET AND REFERENCED BY PRESENTER USING AUDIO AND VISUAL MEANS TO ENSURE VIRTUAL PARTICIPATION BY ALL IN ATTENDANCE.

*Time Limit is three minutes per speaker, not to exceed a total of fifteen minutes for all speakers prior to start of meeting/workshop.

Ⓢ Designated Items only; Public Comment, up to three minutes per person will be accepted.

061124

061414 Clarification

**CITY OF MILFORD
JOB DESCRIPTION**

CITY CLERK/DIRECTOR OF ELECTION SERVICES

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required:

At least five years of progressive and increasingly responsible experience in municipal government or business. Any combination of experience and training that provides an equivalent level of qualification.

State of Delaware Notary Public license mandatory.

NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training.

Must pass pre-employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required.

Minimum Education Requirements

Bachelor's degree in business, public administration, or related field or within one year of receiving Master Municipal Clerk designation by the International Institute of Municipal Clerks (IIMC), supplemented by college level courses, including ongoing supplemental courses in law related skills, records management, computer, intergovernmental relations, and human relations. IIMC Certified Municipal Clerk (CMC) designation mandatory.

Direct Supervisor:

Mayor and City Council

Supervisory Responsibility: Assigning and evaluating work, approving timesheets, counseling and disciplining of Deputy City Clerk/Executive Assistant and other staff in the City Clerk's Office.

Job Summary:

This is a management position that reports directly to the Mayor and City Council for the effective operation of the City Clerk's Office. The key functions of the position are defined by the City Charter, and in addition, oversees legislative matters, maintains custody of the Seal of the City, attests to all laws enacted by the City Council, and is responsible for the appropriate notice, conduct and recordation of all meetings of the Council and other public bodies of the City in compliance with both the City Municipal Code and the State of Delaware Freedom of Information Act. The City Clerk/Director of Election Services has frequent contact with the Mayor, City Council, the City Manager, the City Solicitor, other department directors, city staff, and the public.

The City Clerk/Director of Election Services mentors others by advising and guiding them regarding problems that may be resolved by legal, clinical, or professional principles.

The City Clerk/Director of Election Services works with a wide-ranging assortment of individuals on a daily basis. They are called upon to use the utmost intact and discretion as they respond to the needs of those who solicit their advice.

Supervision Received:

Work is performed under the limited supervision of the Mayor and City Council.

Essential Job Functions:

Serves as Clerk to City to Council, ensuring that notice of Council meetings is given to its members and the public; that minutes are kept and promulgated; and that all its proceedings are appropriately published, indexed, filed, and stored.

Performs high level administrative tasks such as conducting research, referrals, tracking of records, provides Mayor and Council with firsthand knowledge of Charter/Code and maintains schedules for Mayor and Council.

Serves as custodian of the Seal of the City, maintaining it securely and attesting the same as required by law.

Serves as staff liaison for Council with City staff, other governmental agencies, or third-party organizations.

Serves as point of contact for constituents and other agencies, assisting them in presenting their concerns to staff and Council and providing advice on municipal matters.

Serves as Public Information Officer on Council-related matters for staff, media, citizens, and other agencies; serves as liaison between Mayor/Council and citizens during Delaware emergency operations.

Oversees the daily operations of the Office of the City Clerk, including implementing policies and procedures, managing projects, and supervising office staff.

Recommends goals and objectives for the department to the City Manager and manages the annual budget for the department.

Attends all City Council meetings and provides Council knowledge regarding parliamentary procedures, follows through on all Council actions, follows up with staff on direction of Council.

Research and reports on legislative policy and legal matters for the Mayor, Council, and the City. Further, acts as historian of City information for the City Manager, department directors, and other City staff.

Drafts ordinances, resolutions, proclamations, agreements, and other legal documents in consultation with the City Solicitor.

Designated by Mayor and City Council to manage confidential personnel matters that fall under their powers as described in the City Charter including the recruitment and appointment of a City Manager and Police Chief.

Attests to leases and deeds of the City property, grants, agreements, bonds, tax notes, and other forms of obligations of the City and laws enacted by the City Council.

Assigns staff support for City Boards, Committees and Commissions. The position assures notice is given for meetings and minutes are kept.

Manages and oversees all City elections, including all aspects of City voter registration, publication requirements, polling place assignments, communication with candidates, and coordination with the Sussex County Department of Elections, State Election Commissioner, and the City of Milford Election Board. Position also facilitates training and payment of poll workers, publicizing voter information, and absentee balloting. Coordinates candidate filings and certification of matters related to both general and special municipal elections.

Serves as the Freedom of Information Act Coordinator for the City of Milford, working with departments and the public to facilitate access to the records of the City in compliance with FOIA.

Performs other duties as prescribed by the City Charter, City Ordinance or as legally directed by City Council.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment

Knowledge:

Detailed knowledge regarding the City's Municipal Code, parliamentary procedures, election procedures, records retention, database management, technology related to recording software and variety of computer programs, implementation of the Freedom of Information Act, and a number of municipal procedures for actions such as rezonings, annexations, referendums, and adoption of code amendments and city ordinances.

Knowledge of modern office technology and practices, parliamentary procedure, public records management, and disclosure standards.

Skills:

The Clerk's Office is responsible for maintaining the City's history and making it available to Mayor, Council, and committee members, which is vital to members as they address longstanding issues that come before them for consideration. The City Clerk/Director of Election Services researches current issues and provides historical context to members as they address concerns related to policy and procedure. In addition to conducting research and accumulating information, the City Clerk/Director of Election Services must synthesize this data to develop solutions for problems presented by the public, staff, Mayor, and Council. This often requires a high degree of innovation to find creative strategies for achieving goals.

The City Clerk/Director of Election Services serves as the City's archivist, with responsibility for implementing and monitoring procedures for managing all City records. The City Clerk/Director of Election Services must ensure that all data is handled in conformance with State procedures that dictate records retention. They serve as consultants to all departments and provide guidance on information storage, disposition, and retention to ensure that the City's constituency has access to public records.

The City Clerk/Director of Election Services ensures that data stored in Laserfiche is indexed in such a way to provide Mayor, Council, staff members, and the public with timely access to reliable information.

In addition, the City Clerk/Director of Election Services plays a key role in protecting the City's financial assets from legal liability. They provide guidance to staff, Mayor and Council on interpretation and conformity with the City's Municipal Code. They advise Council on how to accomplish their goals within the framework of the provisions of the Code. The City Clerk/Director of Election Services ensures that matters considered by Council are addressed in the proper sequence and according to correct parliamentary procedure, so that the actions taken by Council are legally binding.

The Clerk's Office serves as a liaison between the City and candidates for election. The City Clerk/Director of Election Services provides education and advice to candidates regarding election procedures and ensure that candidates are kept informed on City matters.

The City Clerk/Director of Election Services interfaces with State legislators as they assist Council to seek endorsement of legislation related to City policy, such as amendments to the City's Charter.

The Clerk's Office oversees various "routine" matters (which are rarely routine due to the large number of special circumstances and the complexity of the issues considered), such as rezonings, alley abandonments, annexations, adoption of ordinances, recording of legal documents such as easements, deeds, agreements, etc. Each of these matters involves a lengthy, detailed, step-by-step process. Failure to develop, implement, and abide by these procedures can leave the City vulnerable to lawsuits and significant monetary losses.

Abilities:

Demonstrated ability to communicate effectively, both verbally and in writing.

Responsible for information, knowledge and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Information to include numbers, words, symbols, ideas, concepts, and oral verbalizations.

The ability to plan, assign, coordinate, monitor, and evaluate the workload of an office with multiple subordinate staff.

The ability to establish and maintain effective working relationships with employees, elected officials, appointed volunteers, and the general public.

Sound judgment, integrity, discretion, tact, and dependability.

Responsible for receiving a voluminous amount of information which is directed to Mayor and Council through the Clerk's Office. They sift through data, analyze the implications of the material, and make sure that Mayor and Council is kept informed of all significant issues. The City Clerk/ Director of Election Services must ensure that Mayor and Council receives prompt and accurate information, as lapses in this area can have serious public relations and legal implications.

The City Clerk/Director of Election Services works with an assortment of individuals regularly. They are called upon to use the utmost tact and discretion as they respond to the needs of those who solicit their advice.

The City Clerk/ Director of Election Services reports directly to the Mayor and eight (8) members of City Council who are elected for staggered terms of office, but the Clerk's Office remains constant in its support role. The City Clerk/Director of Election Services establishes and maintain procedures that provide continuity for Mayor/Council members and city staff. Because newly elected members are often unfamiliar with city policy and parliamentary procedure, the Clerk's Office provides orientation, education, and guidance to new members as they become familiar with city procedures.

Council members do not maintain offices at City Hall, therefore the City Clerk/Director of Election Services acts as the "face" of Council by serving as Council's point of contact between fellow Council members, committee members, City staff, and the public. They provide advice to all parties on how best to accomplish their goals, within the framework of the requirements set forth in the City's Municipal Code.

The Clerk's Office serves as one of the City's primary points of contact with the public. The City Clerk/Director of Election Services is called upon to respond to constituents and interest groups from a variety of backgrounds (who may often be passionate about their concerns), by providing information, solutions to problems, education on City policy, or direction to the appropriate City department. In addition, they have frequent contact with the press and must respond with a high degree of accuracy and diplomacy.

The Clerk's Office is an extremely fast paced environment and networks with several State jurisdictions and agencies on a regular basis (e.g., various municipalities throughout the State, State and Federal Offices, Delaware Public Archives, the Department of Elections) and must maintain good rapport with these organizations.

Requires high level reading, writing, and verbal skills. Communicates on a regular basis with Mayor, City Council, staff members, and constituents using a high degree of diplomacy and tact.

Must be able to read, interpret, and explain complex information related to State and Municipal Code, contracts, and policy. Prepares a variety of documents including minutes, reports, correspondence, and policy statements. Requires strong writing skills and a thorough command of the English language, including grammar, spelling, and punctuation. Public speaking may be required.

Decision making is a significant part of job, affecting a large segment of the organization and the public; works in a dynamic environment, responsible to assist in developing policy and practices.

Because Mayor and Council is not present at City Hall daily, the City Clerk/Director of Election Services must take responsibility for making good decisions independently and must remain cognizant of the legal implications of all decisions made and protect the interests of the City and its constituents.

Must often exercise sound judgment in educating staff and Council members on proper procedure or the most favorable approach to accomplishing goals. They must be willing to accept controversy, determine the proper course of action, and advocate strongly for the approach that is the most advantageous for all involved. This requires the utmost in good judgment and diplomacy.

JULY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 MON	2 TUE	3 WED	4 THU	5 FRI
6 SAT	7 SUN	8 MON	9 TUE	10 WED	11 THU	12 FRI
13 SAT	14 SUN	15 MON	16 TUE	17 WED	18 THU	19 FRI
20 SAT	21 SUN	22 MON	23 TUE	24 WED	25 THU	26 FRI
27 SAT	28 SUN	29 MON	30 TUE	31 WED		

AUGUST 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 THU	2 FRI	3 SAT
4 SUN	5 MON	6 TUE	7 WED	8 THU	9 FRI	10 SAT
11 SUN	12 MON	13 TUE	14 WED	15 THU	16 FRI	17 SAT
18 SUN	19 MON	20 TUE	21 WED	22 THU	23 FRI	24 SAT
25 SUN	26 MON	27 TUE	28 WED	29 THU	30 FRI	31 SAT

SEPTEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT
8 SUN	9 MON	10 TUE	11 WED	12 THU	13 FRI	14 SAT
15 SUN	16 MON	17 TUE	18 WED	19 THU	20 FRI	21 SAT
22 SUN	23 MON	24 TUE	25 WED	26 THU	27 FRI	28 SAT
29 SUN	30 MON					

OCTOBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 MON	2 TUE	3 WED	4 THU	5 FRI
6 SAT	7 SUN	8 MON	9 TUE	10 WED	11 THU	12 FRI
13 SAT	14 SUN	15 MON	16 TUE	17 WED	18 THU	19 FRI
20 SAT	21 SUN	22 MON	23 TUE	24 WED	25 THU	26 FRI
27 SAT	28 SUN	29 MON	30 TUE	31 WED		

NOVEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 FRI	2 SAT
3 SUN	4 MON	5 TUE	6 WED	7 THU	8 FRI	9 SAT
10 SUN	11 MON	12 TUE	13 WED	14 THU	15 FRI	16 SAT
17 SUN	18 MON	19 TUE	20 WED	21 THU	22 FRI	23 SAT
24 SUN	25 MON	26 TUE	27 WED	28 THU	29 FRI	30 SAT

DECEMBER 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 SUN	2 MON	3 TUE	4 WED	5 THU	6 FRI	7 SAT
8 SUN	9 MON	10 TUE	11 WED	12 THU	13 FRI	14 SAT
15 SUN	16 MON	17 TUE	18 WED	19 THU	20 FRI	21 SAT
22 SUN	23 MON	24 TUE	25 WED	26 THU	27 FRI	28 SAT
29 SUN	30 MON	31 TUE				