

**CITY OF NEWARK
DELAWARE
COUNCIL AGENDA
ORGANIZATIONAL MEETING**

April 17, 2012 – 7:00 PM
(Charter – Section 309)

1. CERTIFICATION BY ELECTION BOARD OF COUNCIL MEMBERS

2. OATH OF OFFICE GIVEN TO COUNCIL MEMBERS

(Charter – Section 1102)

3. ELECTION OF DEPUTY MAYOR (Charter – Section 310)

4. ELECTION OF OFFICERS

City Treasurer (One Year Term) – By Election (Charter – Section 702.2, at Organizational Meeting or until successor shall have been duly elected and qualified.)

- City Treasurer – Patricia M. Fogg

5. BOARD APPOINTMENTS

Board of Building Appeals - 1 Appointment – Five-Year Term
(City Code, Chapter 7; 2009 International Building Code)

- Appointment of Jeffrey Bergstrom

Board of Sidewalk Appeals - 3 Appointments – Two-Year Term
(City Code, Section 26-27)

- Reappointment of Robert Cronin & Charles G. Maass
- Appointment of Alan Silverman

6. RULES OF PROCEDURE (Charter – Section 311)

Resolution No. 12 -G: Rules of Procedure (Presented)

7. ADJOURNMENT OF ORGANIZATIONAL MEETING



CITY OF NEWARK
220 Elkton Road, Newark, Delaware 19711
302-366-7070 Fax 302-366-7067 <http://cityofnewarkde.us>

April 10, 2012

Mayor and City Council
City of Newark
Newark, DE 19711

Honorable Mayor and Members of City Council:

We, the Election Board of the City of Newark, hereby certify that on April 10, 2012, the following was elected Council Member in Election District Five for a two-year term. There being only one candidate for the office of Council Member in Election District Three and Six, we declare the following candidates elected for a two-year term; said candidates are entitled to assume office without formal election pursuant to Section 10-24, of the Code of the City of Newark, and 15 Del.C. Section 7502:

Douglas F. Tuttle
Luke Chapman
A. Stuart Markham, Jr.

Council Member, District 3
Council Member, District 5
Council Member, District 6.

Respectfully submitted,

NEWARK ELECTION BOARD

Alicia R. Luchty
Janet R. Under
Gloria H. Hines
James W. Stewart E
Patricia C. Coker
Edward A. Smith

/pmf

CITY OF NEWARK
DELAWARE

April 4, 2012

TO: Members of Council

FROM: Mayor Funk

SUBJECT: Board Appointments at 4/17 Organizational Meeting

The following (re)appointments need to be made at the Organizational meeting.

Board of Building Appeals – The term of Stephen Geiger, 716 Willington Square Way, has expired and he will be moving out of the area. Therefore, he does not wish to be reappointed. I am suggesting that Jeffrey Bergstrom, 5 Darien Drive, who currently serves on the Board as an Alternate, be appointed as a full member. His term will expire in April, 2017.

Board of Sidewalk Appeals – The term of Paul Sammelwitz has expired and he has moved out of the area. Therefore, I recommend the appointment of Alan Silverman, 23 Wakefield Drive, who I have contacted and is willing to serve the City in this capacity. I also recommend the reappointment of Robert Cronin, 207 Briar Lane and Charles Maass, 309 Lark Drive. These terms will expire in April 2014.

Your support of these recommendations is greatly appreciated.

/pmf

**CITY OF NEWARK
DELAWARE**

RESOLUTION NO. 12-G

RULES OF PROCEDURE

WHEREAS, Section 309 and 311 of the Charter of the City of Newark gives to the Council of the City of Newark the right to determine meeting dates of Council, its own rules of procedure, and order of business;

NOW, THEREFORE, BE IT RESOLVED, that the meetings of Council shall commence at 7:00 p.m., unless otherwise specified, and the regular meetings of Council shall be held on the second and fourth Mondays, with special meetings to be held on alternate Mondays, if required; provided, however, that if a city holiday falls on a regularly scheduled Council Meeting night, said meeting shall be held the following night (Tuesday); and

BE IT FURTHER RESOLVED, that the order of business for each regular meeting of the Council of the City of Newark shall be as follows:

- 1. SILENT MEDITATION & PLEDGE OF ALLEGIANCE
- 2. ITEMS NOT ON PUBLISHED AGENDA:
 - A. Public (5 minutes per speaker)
 - B. University
 - (1) Administration
 - (2) Student Body Representative
 - C. Council Members
- 3. APPROVAL OF CONSENT AGENDA

(The following items may be placed on a Consent Agenda: Council Minutes and Planning Commission Minutes; Appointments/Resignations – Boards, Committees, Commissions; Alderman's Report; 1st Reading of Proposed Bills; Reports provided for Council Information Only; and Correspondence Requiring No Action.

Any Council Member may request that an item be removed from the Consent Agenda. Such items will be discussed and considered separately immediately following the approval of the Consent Agenda.)

- 4. ITEMS NOT FINISHED AT PREVIOUS MEETING
- 5. FINANCIAL STATEMENT
- 6. RECOMMENDATIONS ON CONTRACTS & BIDS
- 7. ORDINANCES FOR SECOND READING & PUBLIC HEARING
- 8. RECOMMENDATIONS FROM THE PLANNING COMMISSION/DEPARTMENT

9. ITEMS SUBMITTED FOR PUBLISHED AGENDA:

- A. Council Members
- B. Others

10. SPECIAL DEPARTMENTAL REPORTS

- A. Special Reports from Manager & Staff

A. The agenda for regular Council meetings is to be delivered to the members of Council at least seven days before the date of the meeting, and no change will be made without a majority vote of all members of City Council present.

B. All Council Members shall be notified in writing of special Council meetings at least three days prior to the meeting, and in those cases which, in the opinion of the Mayor, the City Manager, or by written request of three members of Council, constitute an emergency, and wherever practicable, upon no less than an eight-hour notice to each member.

Cancellation of a regular, special, or emergency meeting shall be at the discretion of the mayor, or, in the case of a meeting that has been called at the request of three or more council members, at the discretion of those council members, as circumstances may require. In any case, as much notice of said cancellation as is practical shall be given through the City Secretary's Office to the media and shall be posted on the City's web site.

C. Summary minutes shall be kept of all regular and special Council meetings, including the language of and votes upon all motions. Audio recordings shall record the business transacted at regular and special Council meetings and workshop sessions only and shall be stored for future reference according to the approved Record Retention Schedule for the City of Newark. A summary shall be prepared of all executive session meetings by the City Secretary and kept in a binder under the custody, control, and supervision of the City Secretary. If the City Secretary is not present at an executive session, the Mayor, or a designee of the Mayor, shall prepare a summary of the discussions conducted at such session.

D. In those matters not covered by this resolution, and where not in conflict with the Laws of Delaware or the Ordinances of the City of Newark, Robert's Rules of Order shall be the parliamentary authority.

RESOLVED at the Organizational Meeting of Council on _____, 2012

Vote: _____ to _____.

Mayor

Attest:

City Secretary