

CITY OF VINELAND

ORDINANCE NO. 2017- 72

ORDINANCE AMENDING ORDINANCE 1062, AS AMENDED, CHAPTER 5  
OF THE CODE OF THE CITY OF VINELAND ENTITLED DEPARTMENT  
OF ADMINISTRATION

WHEREAS, City Council of the City of Vineland has adopted Ordinance, an ordinance removing the Subdivision of Equipment Maintenance and Vehicle Fueling Facility, Division of Engineering and Subdivision of Planning from the Department of Public Works upon the recommendation of the Business Administrator; and

WHEREAS, the Business Administrator has recommended that the Subdivision of Equipment Maintenance and Vehicle Fueling Facility, Division of Engineering and Subdivision of Planning the place within the Department of Administration for A more efficient and effective use of personnel and equipment for all of the various Departments within the City of Vineland.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Vineland that Chapter 5 of the Code of the City of Vineland entitled Department of Administration be amended as follows:

Chapter 5, Section 5-10 Division of Equipment Maintenance and Vehicle Fueling Facility

- A. Division established. Within the Department of Administration, there shall be a division of Equipment Maintenance and Vehicle Fueling Facility.
- B. Functions of the Division. Under the direct supervision of the Business Administrator, the Division shall:
  - 1. Operate and manage the City garage or garages and yards for the storage, servicing, repair and maintenance of the City's motor vehicles and other equipment.
  - 2. Maintain and repair such other motor vehicles and motorized equipment of the City as may be directed by the Business Administrator and certify the amounts due and payable thereunder.
  - 3. Control the use and maintenance of motor vehicles stored and serviced by the Division through vehicle operating records, cost studies and replacement schedules.
  - 4. Operate, maintain and repair the municipally owned vehicle fueling facility, including the maintenance of records for the use of such facility, as shall be directed by the Business Administrator.

Chapter 5, Section 5-11 Division of Engineering

- A. The City Engineer shall be the Supervisor of the Division of Engineering and shall be directly responsible to advise the Business Administrator and other municipal elected officials, Departments and employees in the proper compliance and administration of various laws, regulations, technical practices, operations and management techniques with regards to the Division of Engineering and related activities conducted by the municipality. The City Engineer shall be a licensed professional engineer of the State of New Jersey.
- B. Salary of City Engineer; full-time position. The City Engineer shall receive an annual salary to be paid in the same manner as department heads and officers of the City of Vineland, with the salary range as set forth in Ordinance No. 8 and amendments thereto. The position of City Engineer shall be considered a full-time position.
- C. Outside employment. The City Engineer shall not accept any outside employment but shall devote his/her working hours and his/her energies solely to the duties of his/her office, unless the City Council shall, by special resolution, otherwise provide.
- D. Qualifications of City Engineer. The City Engineer of the City of Vineland shall be a duly licensed professional engineer and land surveyor of the State of New Jersey with a civil engineering background and shall be a certified public works manager as defined in N.J.S.A. 40A:9-154.6g. The City Engineer shall be subject to the City of Vineland Residency Ordinance.

CITY OF VINELAND

- E. Powers and duties of City Engineer. The City Engineer, in addition to the functions, powers and duties that are hereby or may hereafter be conferred and imposed upon him/her by law and the ordinances of the City of Vineland, pursuant to the policies adopted by the Director, shall:
1. Direct the operation of the Division of Engineering, the activities of the staff and coordinate the work of all subdivisional activities which shall include the Subdivision of Planning and Engineering.
  2. Report, at least monthly, to the Director in such form as shall be prescribed by the Director on the operation of the Division during the preceding month and make such other reports as may be requested by the Director.
  3. Perform his or her duties as prescribed by law and the ordinance of the City and such other duties as may be required of him/her by the Mayor, the City Council and the Director of Public Works.
  4. Prescribe the internal organization of the work of his/her office, consistent with applicable statutes and ordinances.
  5. In conjunction with the Superintendent of Public Works, establish standards and procedures for the control, use and care of all City-owned equipment, materials and supplies in the custody of the Department of Public Works.
  6. Recommend, with the Director of Public Works, the appointment of subordinate officers and employees of the Division of Engineering and make all individual assignments.
  7. Recommend for approval payrolls, bills and claims chargeable to the City Engineering Division appropriation.
  8. Prepare and assist in the preparation of loan and grant applications to state and federal government agencies for City projects and inform the Director of Public Works, the Mayor and Council of all available financial aid.
  9. Maintain the custody and charge of and keep in the place provided by the City Council the original or true copies of maps, charts, documents, worksheets and data which he/she has acquired or prepared for the City; and, upon the termination of his/her services to the City, he/she shall surrender to his/her successor all City property, papers, maps, charts and records, together with a status report on any pending project.
  10. The City Engineer shall survey and inspect, from time to time, the physical condition of all public structures, roads, subsurface utilities and other physical facilities in the City and evaluate the need for repairs, replacements, maintenance, additions and extensions thereof. He/she shall thereupon make recommendations for capital improvement programs to the Planning Board, the Mayor and the Council.
  11. Provide such operating standards and maintain or direct the compilation of such engineering data and records as may be necessary or desirable for the proper and efficient administration of the public works facilities.
  12. Prepare or cause to be prepared plans and specifications for construction projects undertaken by the City, either by City employees or under public contract, and make such inspections of the work of public contractors as may be necessary or desirable, supervise the performance of public works contracts and certify the amounts due and payable thereunder.
  13. Prepare plans and specifications and administer and oversee contracts let pursuant to said plans and specifications for solid waste management.
  14. Coordinate the activities of consulting engineers that may be retained, from time to time, by the City in connection with the contractual responsibilities of such engineers and examine and reject or approve all vouchers submitted for work performed by contractors in accordance with public projects or improvement contracts entered into by the City.
  15. Prepare all engineering data, surveys, designs and applications for approval for traffic signals and signing as required by the Department of Transportation of the State of New Jersey.
  16. Provide professional engineering advice and assistance to the Mayor, the Council and all departments, as required and within the limits of available appropriations.
  17. Perform land use studies and review of applications for land use and development as provided by ordinance or statute and provide or cause to be provided assistance to the City Planning Board for review of subdivision applications and plats, master planning studies and capital budget preparation and analysis.
  18. Maintain or cause to be maintained the City Official Map, Tax Maps and the City Zoning Maps in current legal status at all time and secure the prompt recording thereon of all changes in ownership and prepare, maintain and preserve maps, charts and records of roads, easements, rights-of-way, utilities, public buildings and structures and all public facilities owned or operated by the City of Vineland.

CITY OF VINELAND

19. Keep a complete record of all streets, roads, highways, public lands, alleys, public parks and squares and other places hereafter laid out, opened or altered in the City in a suitable book to be provided for that purpose, wherein shall be entered the true and lawful description thereof, specifying in each case the date of the survey or the time when the same was made and laid out, opened or altered, according to law. The Division of Engineering shall keep an accurate and complete record of all grades of streets and highways established by order of the City Council, and furnish a complete and accurate map in each of such cases.
20. Provide technical assistance, labor and equipment to other divisions within the Department of Public Works as expeditiously as possible based upon the priority of the assistance needed by said divisions.

Chapter 5, Section 5-12 Subdivision of Planning

- A. Subdivision established. Within the Division of Engineering there shall be a Subdivision of Planning.
- B. Functions of the Subdivision. Under the direct supervision of the City Planner and the general supervision of the City Engineer, the Subdivision of Planning shall:
  1. Advise and assist the Mayor with regards of the physical planning of all matters relating to the development of the City.
  2. Provide staff assistance to the Planning Board and the Zoning Board of Adjustment on all matters under their jurisdiction.
  3. Perform continuous studies and collect data to serve as a basis for planning recommendations to the administration

BE IT FURTHER ORDAINED that any Ordinance or portions thereof that are inconsistent herewith shall be deleted and void to the extent of such inconsistencies and the terms of this Ordinance shall supersede the same.

This Ordinance shall take effect upon adoption and publication according to Law.

Passed First Reading:

Passed Final Reading:

---

President of Council

ATTEST:

---

City Clerk