

CITY OF VINELAND

ORDINANCE NO. 2021- 18

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

WHEREAS, in accordance with N.J.S.A. 40:69A-43, each municipality under the Mayor-Council form of government shall have a Department of Administration and such other departments, not exceeding nine, for which each department shall be headed by a Director appointed by the Mayor with the advice and consent of City Council.

WHEREAS, on December 12, 1976, the City Council of the City of Vineland adopted Ordinance 1062 creating the Department of Administration which, in accordance with N.J.S.A. 40:69A-44, may supervise the administration of each department within the City excepting the Department of Law and Financial Control; and

WHEREAS, several departments have been created within the City but have not been assigned unto a Director as required, including Economic Development and Information Systems; and

WHEREAS, within the Department of Public Works is the sub-division of Solid Waste Management which includes recycling, both which are being recommended by the Director of Public Works and the subdivision head of Solid Waste Management to be relocated and under the supervision of the Department of Administration; and

WHEREAS, City Council finds it to be more efficient to locate/relocate the departments of Economic Development, Information Systems and the Sub-division of Solid Waste Management within the Department of Administration and under the supervision of the Business Administrator.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Vineland as follows:

1. Chapter 135, Section 135-10 entitled Subdivision of solid Waste Management shall be deleted in its entirety.
2. Chapter 5 entitled Department of Administration shall be amended by the addition of Section 5-13, Division of Solid Waste and Recycling Management as follows:

Section 5-13 Division of Solid Waste and Recycling

- A. The Division of Solid Waste and Recycling Management shall be directly supervised by the Supervisor/Director of Solid Waste Management who shall hold a New Jersey CRP and CCCC certification.
- B. Functions of the Division. Under the direct supervision of the Supervisor/Director of Solid Waste Management and the general supervision of the Business Administrator shall:
  1. Enforce the provisions of Chapter 620 of the Code of the City of Vineland in accordance with established rules and regulations on file with the City Clerk, state laws and regulations and in accordance with the County of Cumberland Solid Waste Management Plan.
  2. Implement recycling programs and procedures established by the City of Vineland
  3. Provide, operate and maintain facilities for collection and disposal of solid waste, including but not limited to licensed composting sites and post closure maintenance of the municipal landfill.
  4. complete all New Jersey Department of Environmental Protection tonnage reports.

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5. administer all grants and provide presentations for Clean Communities requirements
4. Prepare and assist in the preparation of loans and grant applications to state and federal government agencies for City projects and inform the Director of Administration
3. Section 5-14 Division of Economic and Community Development
  - A. The Division of Economic and Community Development shall be headed by the Supervisor/Director of Economic Development who shall also serve as the Municipal Housing Liaison and shall be under the general supervision of the Business Administrator
  - B. Functions of the Division of Economic and Community Development
    1. Is responsible for attracting new businesses to the City, expanding and assisting existing businesses and improving the quality of life of its residents through job creation, expanded tax base, and redevelopment.
    2. Works with the City's public relations firm on marketing campaigns and various consultants that have expertise specific to the projects the City wishes to undertake.
    3. Manages several entities created by the City to assist in economic development, which include the Vineland Development Corp. (VDC), the Vineland Industrial Commission (VIC), the Enterprise Zone Development Corporation of Vineland and Millville (EZDC), and the Vineland Revolving Loan Fund (VRLF).
  - C. Subdivision of Community Development . Within the Division of Economic and Community Development shall be the Subdivision of Community Development.
    1. The Subdivision of Community Development shall be directly supervised by a Program Monitor.
    2. Functions of the Subdivision of Community Development.
      - a. Under the general supervision of the Supervisor/Director of Economic and Community Development/Housing Liaison, the Program Monitor shall:
        1. be responsible for the administration of Vineland's affordable housing program and oversees the Housing Trust Funds, which are collected through fees imposed by the State of New Jersey Council on Affordable Housing (COAH) on residential and non-residential development to provide affordable housing.
        2. is responsible for administering the HUD CDBG funds and HOME funds for housing rehabilitation and community services.
3. Section 135-14 Division of Information Systems

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- A. The Division of Information Systems shall be headed by a Municipal Department Head whose salary shall be set in accordance with Ordinance No. 8, as amended.
- B. Functions of the Division. Under the direct supervision of the Department Head the Division shall:
  - 1. Oversee the Information Systems(IS) within the City including all internal departments, police, fire, emergency medical and municipal utilities and provide assistance to all employees regarding the systems and hardware.
  - 2. Devise the IS strategy and ensure all systems necessary to support its operations and objectives are in place so as to keep up to date with advancements of technology field.
  - 3. Set objectives and strategies for City IT and recommend the selection and implementation of suitable technology to streamline all internal operations.
  - 4. Design and customize technological systems and platforms to improve performance and reduce downtime as well as plan the implementation of new systems while working with all departments to identify individual needs.
  - 5. Identify and recommend the purchase of technological equipment and software.
  - 6. Oversee the technological infrastructure including software, networks, computer systems and all peripherals to ensure optimal performance.
  - 7. Create and maintain IS budgets and disaster recovery plan in accordance with state and industry regulations and assess risk managements and set procedures to limit the City's exposure while protecting and securing on-site IS assets as well as virtual and remote entities.

BE IT FURTHER ORDAINED that the balance of Ordinance 1062, as amended, not amended hereby shall remain in full force and effect.

BE IT FURTHER ORDAINED that should any portion of this Ordinance be deemed unenforceable by a court of competent jurisdiction, that portion so determined to be unenforceable, shall be void and the balance hereof shall remain in full force and effect.

BE IT FURTHER ORDAINED that should any Ordinance or portion thereof be inconsistent herewith, such Ordinance or portion thereof shall be void to the extent of such inconsistencies.

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

Passed first reading:

Passed final reading:

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President of Council

ATTEST:

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City Clerk