



Legislation Text

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ORDINANCE TO AMEND AND SUPPLEMENT TITLE 2, ADMINISTRATION, CHAPTER 1, OF THE REVISED GENERAL ORDINANCES OF THE CITY OF NEWARK, NEW JERSEY, 2000, CREATING AND ESTABLISHING A DEPARTMENT OF PUBLIC WORKS, RENAMING THE DEPARTMENT OF NEIGHBORHOOD AND RECREATIONAL SERVICES TO DEPARTMENT OF RECREATION, CULTURAL AFFAIRS AND SENIOR SERVICES AND REORGANIZING AND AMENDING RESPONSIBILITIES BETWEEN THESE DEPARTMENTS AND THE DEPARTMENT OF ENGINEERING.

Sponsors: Amador/ James

WHEREAS, the City of Newark desires to restructure and reorganize departments within the City of Newark in order to establish and promote a more efficient and effective municipal government; and

WHEREAS, the Mayor and the Business Administrator of the City of Newark believe it is in the best interest of the City of Newark to create a Department of Public Works, rename Department of Neighborhood and Recreational Services, to Department of Recreation, Cultural Affairs and Senior Services and reorganizing and amending responsibilities between these Departments, and the Department of Engineering.

NOW, THEREFORE, BE IT ORDAINED BY THE MUNICIPAL COUNCIL OF THE CITY OF NEWARK, NEW JERSEY, THAT:

[Note: **Underlined text represents additions and strickthroughs represent deletions**]

SECTION 1: Title 2, Administration, of the Revised General Ordinances of the City of Newark, New Jersey, 2000, as amended and supplemented be further amended by creating and establishing a Department of Public Works, renaming the Department of Neighborhood and Recreational Services to Department of Recreation, Cultural Affairs and Senior Services and reorganizing and amending responsibilities between these Departments and the Department of Engineering.

SECTION 2: Title Two, Administration, Department of Public Works, is hereby established and shall read in its entirety as follows:

DEPARTMENT OF PUBLIC WORKS

I. ESTABLISHMENT AND ORGANIZATION; DEPARTMENT OF PUBLIC WORKS.

1. There shall be a Department of Public Works, the head of which shall be the Director of Public Works. The department shall consist of the following:

II. Office of the Director

- III. Division of Motors
- IV. Division of Parks, Grounds and Shade Trees
- V. Division of Public Buildings
- VI. Division of Sanitation

II. OFFICE OF THE DIRECTOR OF PUBLIC WORKS

1. QUALIFICATIONS AND COMPENSATION; HEAD.

There shall be a Department of Public Works, the head of which shall be the Director of Public Works. The Director of Public Works shall be the Executive Officer of the Department of Public Works. The Director, prior to his/her appointment, by the Mayor with the advice and consent of the Municipal Council, shall possess a bachelor's degree from an accredited college or university. The Director shall have extensive experience in the development, administration, and implementation of public works or other similar construction/maintenance programs, including budgeting and supervision for four years including management responsibilities. The Director may also serve as the Principal Public Works Manager.

The compensation of the Director of Public Works shall be such sum as shall be fixed by Ordinance. The Director of Public Works and the Principal Public Works Manager shall serve without additional compensation as head of any of the divisions of the Department of Public Works in the absence of division heads.

2. DUTIES AND RESPONSIBILITIES; HEAD.

The Director, through the Principal Public Works Manager, divisions and otherwise shall:

- (a) be responsible for the proper and efficient conduct of all public works functions of the city government and shall provide advice and service to other departments as needed.
- (b) plan, organize, and direct the programs and activities of a comprehensive public works department, such as street repair and maintenance; servicing and maintenance of City owned motor vehicles; care and maintenance of City parks, grounds, shade trees; care and maintenance of public buildings; and collection and removal of street cleaning, refuse collection, snow removal and maintenance of vacant land owned by the City and private property neglected by private owners.
- (c) direct studies of public work functions.
- (d) administer and manage, through outside contracts, the demolition of structures which are hazardous to the health or safety of the citizens, where such has been duly authorized
- (e) direct pothole repairs and snow removal on City streets.
- (f) be responsible for the hiring, discipline, removal subordinate employees within the Department.

3. PRINCIPAL PUBLIC WORKS MANAGER, DUTIES AND RESPONSIBILITIES.

There shall be in the Office of the Director, a Principal Public Works Manager who shall hold a certified Public Works Manager Certificate pursuant to N.J.S.A. 40A:9-154.5 et seq. and shall be appointed by the Mayor with the advice and consent of the Municipal Council.

The Principal Public Works Manager, shall perform administrative and supervisory duties relating to installation, maintenance and repair of public works facilities, and assist the Director in planning,

organizing and directing all programs relating to a public works activity, or a combination thereof. The Public Works Manager shall advise, the Director, the Mayor, the Municipal Council and employees in proper compliance and administration of the various laws, regulations, technical practices, operations and management techniques with regard to public works activities conducted by the City.

The compensation of the Director of Public Works and the Principal Public Works Manager shall be such sum as shall be fixed by Ordinance.

4. ASSISTANT DIRECTOR OF PUBLIC WORKS, QUALIFICATIONS, DUTIES AND RESPONSIBILITIES.

There shall be in the Office of the Director, the position of Assistant Director of Public Works. The Assistant Director shall possess such qualifications as may be required by law. The Assistant Director shall assist in establishing priorities among work programs and implement plans. The Assistant Director shall manage work operations, and/or functional programs, and be responsible for employee evaluations, and effectively recommending the hiring, firing, promoting, demoting, and/or discipline of employees. The Assistant Director shall prepare reports and correspondence and supervise the maintenance of records and files.

The Assistant Director shall administer and manage, through the Divisions, the receipt and maintenance of Citizen Complaints and Requests including, but not limited to, potholes, sidewalk conditions, snow removal, and shade trees. The Assistant Director shall provide weekly reports on the status of the complaints and resolution to the Director and the Principal Public Works Manager

Within the Department of Public Works shall be the following Divisions:

III. DIVISION OF MOTORS

a. There shall be within the Department of Public Works, a Division of Motors, the head of which shall be the Manager, Division of Motors.

b. The Division of Motors, under the direction of the Director of Public Works, shall:

i. Supervise the work done in all City garages or by contract for the storage, repairs, servicing and maintenance of City-owned motor vehicles;

ii. Operate a garage or garages for the storage, servicing, repair and maintenance of all City-owned motor vehicles; and

iii. Control the use of motor vehicles owned by the City by maintaining individual vehicle records of mileage, costs of operation and maintenance and replacement schedules; and all such costs shall so far as practicable be charged to the using department under appropriate rules and regulations to be prescribed by the Business Administrator.

IV. DIVISION OF PARKS, GROUNDS AND SHADE TREES

a. There shall be within the Department of Public Works, a Division of Parks, Grounds and Shade Trees, the head of which shall be the Manager, Division of Parks, Grounds and Shade Trees.

b. The Division of Parks Grounds and Shade Trees, under the direction of the Director of Public Works, shall be responsible for the care and maintenance of all City parks and public grounds, including the trees, lawns, and landscaping appurtenant to public buildings, and the care and maintenance for the pruning, trimming, removal and planting of shade trees on City property, in the streets, rights-of-way and all other public places in the City.

V. DIVISION OF PUBLIC BUILDINGS

a. There shall be within the Department of Public Works, a Division of Public Buildings, the head of which shall be the Manager, Division of Public Buildings.

b. The Division of Public Buildings, under the direction of the Director of Public Works, shall:

i. Provide for the maintenance of City buildings; and

ii. Provide custodial and janitorial services for all public buildings exclusive of City institutions and fire houses; and

iii. Operate and manage City properties, including the City Hall group of buildings, other office quarters, and such property necessary for the City to perform its governmental functions; and

iv. Maintain the recreation centers, recreation facilities, fields and swimming pools facilities.

VI. DIVISION OF SANITATION.

a. There shall be within the Department of Public Works, a Division of Sanitation, the head of which shall be the Manager, Division of Sanitation.

b. The Division of Sanitation, under the direction of the Director of Public Works, shall be responsible for street cleaning, refuse collection and disposal, pothole repairs on City streets, snow removal on City streets; the City's Municipal recycling operation; the removal and collection of debris and refuse and otherwise maintain in a clean and neat manner, all vacant land owned by the City; and, perform the duties outlined above upon privately owned property where such action is legally authorized as a result of some failure by the private owner.

SECTION 3: Title Two, Administration, Chapter 12, Department of Neighborhood and Recreational Services of the Revised General Ordinances of the City of Newark, New Jersey, 2000 as amended and supplemented be further amended and is renamed the Department of Recreation, Cultural Affairs and Senior Services and shall read in its entirety, as follows:

CHAPTER 12 DEPARTMENT OF RECREATION, CULTURAL AFFAIRS AND SENIOR SERVICES **NEIGHBORHOOD AND RECREATIONAL SERVICES**

2:12-1. DEPARTMENT OF RECREATION, CULTURAL AFFAIRS AND SENIOR SERVICES **NEIGHBORHOOD AND RECREATIONAL SERVICES ESTABLISHED.**

I. Establishment and Creation; Department of Recreation, Cultural Affairs and Senior Services

1. There shall be a Department of Recreation, Cultural Affairs and Senior Services, the head of which shall be the Director, Department of Recreation, Cultural Affairs and Senior Services. The Department shall consist of the following Office and Divisions:

- (a) Office of the Director
- (b) Division of Recreation
- (c) Division of Cultural Affairs
- (d) Division of Senior Services

2. The Director, Department of Recreation, Cultural Affairs and Senior Services shall, prior to her or his appointment, be qualified by education, training and/or experience in the development of administration of a comprehensive recreation, cultural and elderly programs and the administration of facilities. The Director shall be responsible for the administration and operation of the programs, facilities and activities of the Department. Conduct studies of the present and future recreational needs of the City and develop plans to address the needs and provide those services. The Director's compensation shall be such sum annually as shall be fixed by Ordinance.

3. The Department, under the supervision of the Director, shall:

a. Administer and operate the City's playgrounds, playing fields, recreation centers, Centers for Hope, facilities for indoor and outdoor sports and athletic and recreational programs and activities for children and adults.

b. Sponsor and administer, through the Division of Cultural Affairs, cultural activities with other public agencies and organizations, including, concerts, art exhibits, festivals, literary events, historical events, parades and other cultural activities

c. Sponsor and administer, through the Division of Senior Services, year round programs and activities for seniors of the City.

d. Design and maintain, with the assistance of the City's Office of Information Technology, a website that provides up to date information of the Department's programs, events and services, hours of operation, and all relevant information pertaining to the use of the City's facilities.

e. Coordinate programs with the Newark Museum, Newark Public Library, New Jersey Performing Arts Center, Newark Symphony Hall, and Newark Public Schools.

Division of Recreation

a. There shall be within the Department of Recreation, Cultural Affairs and Senior Services, a Division of Recreation, the head of which shall be the Director of the Department of Recreation, Cultural Affairs and Senior Services.

b. The Division of Recreation, shall be responsible for the following duties: plan, initiate, organize, direct and execute City programs for cultural activities; administer and implement a comprehensive Recreational program for the children and citizens of the City of Newark; and publicize and disseminate information on the recreational activities, services and events available within the City of Newark and at the Watershed.

c. The Director shall be responsible for the care and operation of the recreation centers, Centers of Hope, soccer fields, football fields, baseball fields, ice rinks, passive parks, the watershed recreation programs and Summer Nutrition Program (Sun-up). The Director shall be responsible for planning, initiating, organizing, directing and executing City-wide programs of activities for recreation.

Division of Cultural Affairs

a. There shall be within the Department of Recreation, Cultural Affairs and Senior Services, a Division of Cultural Affairs, the head of which shall be the Manager, Division of Cultural Affairs. This Division shall serve as the local arts agency for the City of Newark.

b. The Division of Cultural Affairs, under the supervision of the Director of Recreation, Cultural Affairs and Senior Services, shall be responsible for the following duties: plan, initiate, organize, direct and execute City programs for cultural activities highlighting to the general public the City's rich culture; administer and implement a comprehensive Cultural Affairs program for the children and citizens of the City of Newark; and publicize and disseminate information on the cultural activities, services and events available within the City of Newark.

c. Coordinate with community groups various festivals, block parties and cultural gatherings.

Division of Senior Services

a. There shall be within the Department of Recreation, Cultural Affairs and Senior Services a Division of Senior Services, the head of which shall be the Manager, Division of Senior Services.

(1) Under the supervision and direction of the Director of Recreation, Cultural Affairs and Senior Services, the Manager shall:

(a) Supervise the administration of various social, recreational, educational programs and the transportation for the City's senior citizens.

(b) Organize and operate senior citizen centers.

(c) Propose and evaluate studies of senior citizen problems and act as city liaison with community groups involved in senior citizen affairs.

b. There shall be within the Division of Senior Services an Office on Aging, the head of which shall be the Manager of the Division of Senior Services.

(1) The responsibilities of the Office on Aging shall be:

(a) The operation of the full-day multipurpose senior citizen centers by providing social service information and referrals, arrange and provide for socialization activities, arts and crafts activities, day trip excursions, health education programs and screenings, consumer information, recreational, cultural, educational activities, and provide lunch.

(b) Administration, organization and management of the Transportation Program for Senior Citizens and the Physically Challenged, Senior Coach Transportation Program, and the Senior Citizen Center Transportation Program.

(c) Administration, organization and management of the Newark Nutrition Project for the Elderly.

2:12-1.1. Head of Department; Divisions; Volunteers.

a. There shall be a Department of Neighborhood and Recreational Services, the head of which shall be the Director of Neighborhood and Recreational Services. The Director's salary shall be such sum annually as shall be fixed by ordinance.

b. The Department shall consist of the following Divisions:

1. Inspection and Enforcement;
2. Neighborhood Preservation;
3. Sanitation;
4. Parks and Grounds;
5. Recreation and Cultural Affairs;
6. Demolition.

c. *Qualifications for Director.* The Director shall, prior to appointment, be qualified by education, training and/or experience in the development, implementation and administration of rehabilitation and neighborhood preservation programs to revitalize, rehabilitate, preserve or restore residential, commercial and non-commercial buildings, structures, facilities and properties. The Director's compensation shall be such sum annually as shall be fixed by ordinance of the Municipal Council.

d. *Duties of Director.* The Director, through the Divisions and otherwise, shall direct and supervise the functions and activities required for, and supportive of, the physical maintenance of neighborhoods and the City in general, which shall include:

1. Conduct inspections and enforce the provisions of ordinances governing land use exclusive of the Uniform Construction Code, Fire Safety Code and sanitary inspections; and
2. Assist in the development, implementation and administration of community-empowerment programs towards fostering safe, clean, aesthetically-pleasing, and the peaceful enjoyment of, properties, both public and private;
3. Work with other Municipal departments on providing public improvements and services, housing counseling and outreach and liaison services with neighborhood resident organizations;
4. Secure private lending cooperation and commitments from private industry, education systems, trade unions, agencies and associations towards developing the capability of neighborhood residents to conduct self-sufficient cleaning and beautification projects;
 5. Street cleaning, refuse collection and disposal, snow removal on all City streets;
 6. Administration of the City's recycling operations;
7. Demolition of structures which are hazardous to the health or safety of citizens and the general public; and
8. Care of all City parks and public grounds including trees, lawns and landscaping appurtenant to public buildings;
9. Administration of the recreational and cultural functions and activities of the City Government, including but not limited to oversight of the Newark Symphony Hall.

e. The Director shall be authorized to recruit the services of qualified volunteers for the

Volunteer Assistance Program, including seniors, students, professionals, families and community groups to assist the various divisions in the office and in the field. Office assistance may include, but is not limited to filing, computer input, copying, envelope stuffing and phone relief. Field help may include, but is not limited to, sign patrol and removal, mowing inspections and reinspections and abandoned house monitoring. Volunteers shall be not assigned to tasks or duties that are regulated by State statute or union contract.

1. Any interested person who wishes to volunteer must complete an application supplied by the Office of Personnel.
2. Candidates for the Volunteer Assistance Program will receive on-the-job training from the members of the Division they are assigned to work with.
3. Volunteer members will comply with the work agreement as provided to them by the Division.
4. All volunteers shall abide by the City's Rules and Regulations as they pertain to conduct of regular employees.
5. Volunteers can be terminated at any time without the right of a grievance procedure.
6. Volunteers will be provided an identification card which will identify them as volunteers. This identification card will be worn at all times while volunteering services.
7. Volunteers may require close supervision in case of confidentiality and therefore, it is the Division Manager's responsibility to ensure Division procedures are followed at all times.
(Ord. 6 S+FF (S), 9-16-98 §§ 1-3; Ord. 6 PSF-A(S), 11-29-11)

2:12-1.2. Division of Inspections and Enforcement.

- a. There shall be within the Department of Neighborhood and Recreational Services, a Division of Inspections and Enforcement, the head of which shall be the Manager, Division of Inspections and Enforcement.
- b. The Division of Inspections and Enforcement, under the supervision of the Director of Neighborhood and Recreational Services, shall conduct inspections and enforce the provisions of the zoning ordinance and all other ordinances governing land use, as codified in Title XL, Zoning and Land Use Regulations, exclusive of the Uniform Construction Code, the Fire Safety Code and the State Sanitary Code.
(Ord. 6 S+FF (S), 9-16-98 §§ 4, 5)

2:12-1.3. Division of Neighborhood Preservation.

- a. There shall be within the Department of Neighborhood and Recreational Services, a Division of Neighborhood Preservation, the head of which shall be the Manager, Division of Neighborhood Preservation.
- b. The Division of Neighborhood Preservation, under the supervision of the Director of Neighborhood and Recreational Services, shall administer the rehabilitation and preservation programs of the City to revitalize, rehabilitate, preserve, or restore residential, commercial and non-commercial buildings and other neighborhood structures, facilities and properties; assist in the development, implementation and administration of community empowerment programs towards fostering safe, clean, aesthetically pleasing, and the peaceful enjoyment of properties, both public and private; work with other Municipal departments on providing public improvements and services,

housing counseling and liaison services with neighborhood resident organizations; secure private lending cooperation and commitments from business, industry, education, trade unions and various agencies and organizations toward developing the capability of neighborhood residents to conduct self-sufficient cleaning and beautification projects.

(Ord. 6 S+FF (S), 9-16-98 §§ 6, 7)

2:12-1.4. Division of Sanitation.

a. There shall be within the Department of Neighborhood and Recreational Services, a Division of Sanitation, the head of which shall be the Manager, Division of Sanitation.

b. The Division of Sanitation, under the direction of the Director of Neighborhood and Recreational Services, shall be responsible for street cleaning, refuse collection and disposal, snow removal on all City streets; the City's Municipal recycling operation; the removal of debris and refuse and otherwise maintain in a clean and neat manner, all vacant land owned by the City; and, perform the duties outlined above upon privately owned property where such action is legally authorized as a result of some failure by the private owner.

(Ord. 6 S+FF (S), 9-16-98 §§ 8, 9)

2:12-1.5. Division of Parks and Grounds.

a. There shall be within the Department of Neighborhood and Recreational Services, a Division of Parks and Grounds, the head of which shall be the Manager, Division of Parks and Grounds.

b. The Division of Parks and Grounds, under the direction of the Director of Neighborhood and Recreational Services, shall be responsible for the care of all City parks and public grounds, including the trees, lawns, and landscaping appurtenant to public buildings, and the care for the pruning, trimming, removal and planting of shade trees in the streets and all other public places in the City.

c. All of those responsibilities and duties previously assigned to the Division of Inspection and Enforcement and the Divisions of Sanitation and Parks and Grounds within the Department of Neighborhood Services, are now assigned to the Divisions of Inspection and Enforcement, Sanitation and Parks and Grounds respectively in the Department of Neighborhood and Recreational Services.

(Ord. 6 S+FF (S), 9-16-98 §§ 10-12)

2:12-1.6. Division of Recreation and Cultural Affairs.

a. There shall be within the Department of Neighborhood and Recreational Services a Division of Recreation and Cultural Affairs, the head of which shall be the Manager, Division of Recreation and Cultural Affairs. This Division shall serve as the local arts agency for the City of Newark.

b. The Division of Recreation and Cultural Affairs, under the supervision of the Director of Neighborhood and Recreational Services, shall be responsible for the following duties: plan, initiate, organize, direct and execute City programs for recreation and cultural activities; administer and implement a comprehensive Recreational and Cultural Affairs program for the children and citizens of the City of Newark; and publicize and disseminate information on the recreational activities and services and cultural events available within the City of Newark. (Ord. 6 S+FF (S), 9-16-98 §§ 13, 14)

2:12-1.7. Division of Demolition.

a. There shall be within the Department of Neighborhood and Recreational Services a Division of Demolition, the head of which shall be the Manager, Division of Demolition.

b. The Division of Demolition, under the supervision of the Director of Neighborhood and Recreational Services, shall: demolish structures which are hazardous to the health or safety of the citizens, where such has been duly authorized; remove debris and refuse, and otherwise maintain in a clean and neat manner, all vacant land owned by the City; secure against unlawful entrance vacant structures owned by the City of Newark which are not in need of demolition; and perform the duties outlined above upon privately owned property, where such action is legally authorized as a result of some failure by the private owner.

(Ord. 6 S+FF (S), 9-16-98 §§15, 16)

2:12-1.8. Official List of Persistent Housing, Health and Fire Code Offenders.

The Director of the Department of Neighborhood and Recreational Services shall be responsible for creating and maintaining a list of persistent housing, health and fire code offenders.

a. Definitions.

A persistent offender shall be defined as a person, firm, company or corporation which has been convicted in Newark Municipal Court of four (4) or more municipal housing, health or fire code violations.

b. Publication of Names.

1. The names of all persistent offenders, who are City residents, shall be published in the Star Ledger as a paid advertisement and placed on the City of Newark's official web site, detailing the nature of their conviction(s) and the penalty imposed.

2. The names of all persistent offenders, who are non-residents, shall be forwarded to the local newspapers of their respective communities as a press release and on the City of Newark's official web site, detailing the nature of their conviction(s) and the penalty imposed.

SECTION 4: Title II, Chapter 8, Department of Engineering of the Revised Ordinances of the City of Newark, New Jersey, as amended and supplemented be further amended, and shall read in its entirety, as follows:

2:8-1. ESTABLISHMENT AND ORGANIZATION OF DEPARTMENT OF ENGINEERING.

There shall be a Department of Engineering, the head of which shall be the Director of Engineering. The Director's compensation shall be such sum annually as shall be fixed by ordinance. The Department shall consist of the following Divisions:

- a. **Division of** Engineering and Contract Administration;
- b. **Division of** Traffic and Signals;
- c. ~~Public Buildings;~~ **Office of Inspection and Enforcement;**
- d. ~~Motors.~~

2:8-2. DIRECTOR OF ENGINEERING.

2:8-2.1. Qualifications; Compensation.

The Director shall, prior to his/her appointment, be qualified by training or experience in the planning and execution of public works and improvements. The Director's compensation shall be such sum annually as shall be fixed by ordinance of the Council.

2:8-2.2. Powers and Duties.

The Director, through the Divisions and otherwise, shall direct and supervise the functions and activities required for **construction, alteration and repairs of public building improvements, surplus property, recreation facilities and** the maintenance of public buildings, surplus property, recreation facilities, motors and vehicles, planting of shade trees in the streets and all other public places of the City, and support services such as security, engineering services, the functions and activities related to traffic regulation, design, planning and control, maintenance and repairs of traffic signals and traffic signs and markings and installation and maintenance of parking meters, the issuance of permits authorized to be issued by the City pursuant to State law and local ordinance, except for such permits the application and fee for which are required by State Statute to be received by a particular official or office other than this Department where conditions governing such issuance have been met, and direct and supervise the Construction Official within the office of the Director of the Department of Engineering in accordance with the provision of Title VII State Uniform Construction Code Chapter 1, Section 7:1-2 of the Revised General Ordinances of the City of Newark. (2000).

In addition, the Newark Department of Engineering shall investigate every street which is adjacent to a school and shall have installed rumble strips on every street which is adjacent to a school, in such locations as serve to maximize the safety of the children attending each school. For purposes of this section, "school" means any institution for instruction below the grade of colleges or universities, whether maintained by private means for individual benefit or by government as public schools.

The Director shall be responsible through the Office of Inspection and Enforcement for the performance of inspections and enforce the provisions of ordinances governing land use exclusive of the Uniform Construction Code, Fire Safety Code and sanitary inspections.

The Director of the Department of Engineering shall be responsible for creating and maintaining the "Official List of Persistent Housing, Health and Fire Code Offenders".

a. Definitions.

A persistent offender shall be defined as a person, firm, company or corporation which has been convicted in Newark Municipal Court of four (4) or more municipal housing, health or fire code violations.

b. Publication of Names.

1. The names of all persistent offenders, who are City residents, shall be published in the Star Ledger as a paid advertisement and placed on the City of Newark's official web site, detailing the nature of their conviction(s) and the penalty imposed.

2. The names of all persistent offenders, who are non-residents, shall be forwarded to the local newspapers of their respective communities as a press release and on the City of Newark's official web site, detailing the nature of their conviction(s) and the penalty imposed.

ARTICLE 2 Division of Engineering and Contract Administration

2:8-3. DIVISION OF ENGINEERING AND CONTRACT ADMINISTRATION; HEAD.

There shall be a Division of Engineering and Contract Administration the head of which shall be the Manager of Engineering, who may also be the Director of Engineering, if he/she meets the qualification set forth herein.

2:8-4. MANAGER OF ENGINEERING AND CONTRACT ADMINISTRATION.

2:8-4.1. Qualifications; Compensation.

The Manager of Engineering and Contract Administration shall, prior to his/her appointment, hold a professional degree in civil, sanitary, structural or mechanical engineering from a recognized school or college of engineering and shall possess a professional engineer's license and be qualified by further training and experience in a responsible supervisory position in the management of engineering work. His/her compensation shall be such sum annually as shall be fixed by ordinance of the Municipal Council.

2:8-4.2. Powers and Duties.

The Division of Engineering shall:

- a. Furnish to all departments of the City Government professional engineering and related technical services; represent the City in matters involving professional engineering in its relations with City agencies and other government jurisdictions, except as otherwise directed by the Business Administrator.
- b. Analyze the design, condition and performance of the City's public works systems including ~~water, sanitary and storm sewerage~~, streets and highways, traffic control and street lighting, ~~sewage and solid waste disposal~~, public buildings and structures, formulate plans, standards, schedules and costs estimates.
- c. **Provide for the construction, alteration of streets and highways, public buildings and structures and construction, alteration, and repairs of traffic control and street lighting.**
- ed. Determine whether engineering services shall be done by outside contract or by City personnel, and determine whether construction work be done by City personnel or by outside contractors; authorize, direct and supervise the preparation of plans and specifications and the letting and performance of all professional engineering and construction contracts for all City improvements.
- de. Authorize, direct and supervise the making of land surveys and soil tests; the setting of official grade and line for streets, sewers and other structures; maintain the official City map; establish criteria for the use and repair of public rights-of- way; provide for the keeping of project costs records and approval of contract change orders; maintain all survey and engineering records and as-built construction drawings.

ARTICLE 3 Division of Traffic and Signals

2:8-9. DIVISION CREATED; HEAD.

2:8-9.1. ~~Traffic Engineer~~ Manager of Traffic and Signals to be Head of Division.

There shall be within the Department of Engineering, a Division of Traffic and Signals, the head of which shall be the ~~Traffic Engineer~~ Manager of Traffic and Signals.

2:8-9.2. Duties.

The Division of Traffic and Signals shall:

- a. Construct, install, repair and maintain all facilities of traffic control signals and other electrically operated signals, excluding the police radio and signal systems;
 1. Whenever the ~~Traffic Engineer~~ Manager of Traffic and Signals, upon execution of the appropriate traffic survey, determines that a traffic control signal is no longer suitable for a particular intersection, he/she shall, prior to the removal of the traffic signal, provide a thirty (30) day advanced written notice of intent to the residents and businesses within a two hundred (200) foot radius of the traffic signal, as well as prepare an ordinance for the removal of the traffic control signal for Municipal Council consideration.
- b. ~~Install and maintain parking meters~~ intentionally blank;
- c. Erect, repair and maintain street traffic signs and pavement markings, plan new street light installation and check for street light outages.
- d. Administer the provisions of the Revised General Ordinances relating to autobuses in accordance with Sections 34:2-1 et seq., except Sections 34:2-6 through 34:2-8 thereof.
- e. Release reports in return for fees which are hereby established by the Division of Traffic and Signals. The fee for copies of any reports or portions of any reports authorized for release, shall be four (\$4.00) dollars up to three (3) pages and one (\$1.00) dollar for each additional page thereafter.
 - f. Perform, formulate and direct work relating to traffic regulation, design, planning and control.
 - g. Study traffic problems and make recommendations to expedite traffic flow and control.
- h. Direct the collection, recording, analysis and interpretation of data relating to traffic accidents, the investigation of their causes and the development of preventative measures.
- i. Supervise the planning and execution of traffic surveys and the analysis and interpretation of the data.
- j. Determine the need for and use of traffic regulations, the design and redesign of intersections and road sections, the traffic consideration in the planning of road improvements and new routes, and the warrants for and design and location of traffic control devices.
 - k. Analyze local traffic ordinances.
- l. Consult and assist State and local government officers in traffic control, accident prevention and highway matters.

~~ARTICLE 4 Division of Public Buildings~~

Editor's Note: This division was previously established within the Department of General Services, R.O. 1966 C.S. §2:9B-3; which was abolished by Ord. 6 S+FO, 8-3-94.

Editor's Note: The Division of Parks and Grounds previously within the Department of General

Services, R.O. 1966 C.S. §2:9B-4, transferred to Department of Neighborhood and Recreational Services, see Section 2:12:1-5.

~~2:8-14. DIVISION OF PUBLIC BUILDINGS CREATED.~~

~~2:8-14.1. Manager, Division of Public Buildings; Duties.~~

~~There shall be within the Department of Engineering, a Division of Public Buildings under the supervision of a Manager, Division of Public Buildings who shall:~~

- ~~—a. Provide for the construction, alteration, repair and maintenance of City buildings.~~
- ~~b. Provide custodial and janitorial services for all public buildings exclusive of City institutions and fire houses.~~
- ~~—c. Provide for such holiday celebrations as duly authorized and directed by the Mayor.~~
- ~~d. Operate and manage City properties, including the City Hall group of buildings, other office quarters, and such property necessary for the City to perform its governmental functions.~~
- ~~—e. Care for and maintain the recreation centers, recreation facilities and swimming pools facilities.~~
~~(Ord. 6 S+FO, 8-3-94 § 5)~~

ARTICLE 5 Division of Motors

Editor's Note: This division was previously established within the Department of General Services, R.O. 1966 C.S. §2:9B-5, which was abolished by Ord. 6 S+FO, 8-3-94.

~~2:8-15. DIVISION OF MOTORS CREATED.~~

~~2:8-15.1. Manager, Division of Motors.~~

~~There shall be within the Department of Engineering, a Division of Motors, the head of which shall be the Manager, Division of Motors who shall:~~

- ~~a. Supervise the work done in all City garages or by contract for the storage, repairs, servicing and maintenance of City-owned motor vehicles;~~
- ~~b. Operate a garage or garages for the storage, servicing, repair and maintenance of all City-owned motor vehicles;~~
- ~~c. Control the use of motor vehicles owned by the City by maintaining individual vehicle records of mileage, costs of operation and maintenance and replacement schedules; and all such costs shall so far as practicable be charged to the using department under appropriate rules and regulations to be prescribed by the Business Administrator.~~
~~(Ord. 6 S+FO, 8-3-94 § 6)~~

OFFICE OF INSPECTIONS AND ENFORCEMENT:

a. There shall be within the Department of Engineering, an Office of Inspections and

Enforcement, the head of which shall be the Manager, Office of Inspections and Enforcement.

b. The Office of Inspections and Enforcement, under the supervision of the Director of Engineering, shall conduct inspections and enforce the provisions of the zoning ordinance and all other ordinances governing land use, as codified in Title XL, Zoning and Land Use Regulations, exclusive of the Uniform Construction Code, the Fire Safety Code and the State Sanitary Code.

Section 5: Any prior ordinances or parts thereof inconsistent herewith are hereby repealed.

Section 6: If any part of this Ordinance is declared unconstitutional or illegal, the remaining provisions shall continue in full force and effect.

Section 7: This Ordinance shall take effect upon final passage and publication in accordance with the laws of the State of New Jersey.

STATEMENT

This Ordinance amends and supplements Title 2, Administration, Chapter 1, of the Revised General Ordinances of the City of Newark, New Jersey, 2000, by creating and establishing a Department of Public Works, renaming the Department of Neighborhood and Recreational Services to the Department of Recreation, Cultural Affairs and Senior Services, and reorganizing and amending responsibilities between these Departments and the Department of Engineering.