

**ORDINANCE NO. 24-07**

**AN ORDINANCE AMENDING AND SUPPLEMENTING REVISED GENERAL ORDINANCES OF THE CITY OF OCEAN CITY- 2024 REORGANIZATION II**

BE IT ORDAINED by the Mayor and Council of the City of Ocean City, County of Cape May, State of New Jersey, as follows:

Section 1.

Chapter II, Part I, Article 4. Administrative Branch of the Revised General Ordinances of the City of Ocean City shall be amended supplemented as follows:

**2-1.23 Departments.**

The following Departments are hereby created, and all administrative functions, powers and duties of the municipality other than those vested in the office of the Municipal Clerk and Municipal Tax Assessor shall be allocated and assigned among and within these Departments.

- a. Department of Administration.
  1. [unchanged]
  2. Powers and Duties. The Administrator:
    - (a) Shall have, exercise and discharge the functions, powers and duties of the Department.
    - (b) Under the direction and supervision of the Mayor, the Business Administrator shall:
      - (1) Oversee the preparation of the Budget and Capital Plan;
      - (2) Administer a centralized purchasing system;
      - (3) Administer a sound human resource system;
      - (4) Supervise the administration of each of the departments established by this section. For this purpose he shall have the power to investigate the organization and operation of any and all departments, to prescribe standards and rules of administrative practice and procedure, and to consult with the heads of departments under his jurisdiction; provided that with respect to the Department of Finance related to audit, accounts or control, the authority of the Business Administrator under this Subsection shall extend only to matters of budgeting, personnel and purchasing.
    - (c) Shall oversee Emergency Management, Purchasing and Human Resources.
    - (d) Oversee the preparation of the long-term capital plan.
    - (e) Develop and maintain a public information and public relations program for the City.
    - (f) Oversee and administer the Ocean City Beach Patrol.
    - (h) Oversee and administer Information Technology.
    - (i) Oversee community planning and zoning administration, including staff assistance to the Planning Board, Zoning Board;
    - (j) Oversee the administration of the New Jersey State Uniform Construction Code and enforce other miscellaneous state and municipal codes and ordinances;
    - (k) Oversee the administration of the Office of Licensing

g. Department of Operations and Engineering..

2. Functions. The Department shall perform all appropriate functions associated with:

(a)

Overseeing and coordinating general engineering services and project construction;

(b)

Maintaining and repairing streets, roads, alleys, boardwalk, beaches, drainage facilities, fleet, public buildings and all public infrastructure;

(c)

Supervising recycling and trash collection operations;

(d)

Assisting in the preparation of the long-term capital plan;

(e)

Administering the traffic maintenance programs (signs and lines);

(f)

Managing recycling, clean communities, and stormwater management programs; and

(g)

Maintaining public property.

(h)

Placement and maintenance of signage for public access.

#### Section 2.

If any portion of this ordinance is declared to be invalid by a court of competent jurisdiction, it shall not affect the remaining portions of the ordinance which shall remain in full force and effect.

#### Section 3.

All ordinances or portions thereof inconsistent with this ordinance are repealed to the extent of such inconsistency.

#### Section 4.

This Ordinance shall take effect in the time and manner prescribed by law.

---

Jay A. Gillian, Mayor

---

Peter V. Madden, Council President

The above Ordinance was introduced by the Council of Ocean City, New Jersey, at a meeting of said Council held on the 25<sup>th</sup> day of April, 2024 and was taken up for a second reading and final passage at a meeting of said Council held on the 9<sup>th</sup> day of May, 2024 in the Senior Center, 1735 Simpson Avenue, Ocean City, New Jersey, at 6 o'clock in the evening.

---

Melissa G. Rasner, City Clerk