

**CITY OF SALEM
ORDINANCE NO. 1606
AN ORDINANCE AMENDING THE CITY CODE TO CREATE A
DEPARTMENT OF COMMERCE**

BE IT HEREBY ORDAINED, by the Common Council of the City of Salem, County of Salem, and State of New Jersey that the City Code is hereby amended to include new Chapter 11 entitled "Commerce Department" which shall read as follows:

**Chapter 11
COMMERCE DEPARTMENT**

11-1. Establishment.

There is hereby established within the Office of Mayor, a Department of Commerce in and for the City of Salem.

11-2. Administration/Oversight.

The Executive Director of the Commerce Department shall report to the Mayor and who shall be a member of the Mayor's cabinet. The City Council's Committee on Commerce (hereinafter in this Chapter referred to as "the Committee") shall also have oversight over the Commerce Department. The Mayor shall direct and empower the Director of Commerce, to set forth all Commerce and Economic policies in addition to all policies, procedures and compliance measures for all departments contained therein, inclusive of governmental and non-governmental partners and/or designees in the areas under the jurisdiction of the Department of Commerce and Economic Development. The Mayor and the Director of Commerce and Economic Development shall have authority over all reporting and compliance procedures related to all Commerce and Economic activities and Offices therein contained. This shall apply to non-governmental partners and/or City services designees as well.

11-3. Purpose.

The Department of Commerce and Economic Development shall have authority over all matters relating to Commerce and Economic Development in the City of Salem and shall serve as the City's apex Economic Development Organization and as such, is authorized to oversee, recommend, implement, and enforce policies approved by the Mayor and Council which are designed to: promote economic growth, coordinate and manage all economic activities in the City inclusive of commercial corridors; interface with existing businesses both large and small to encourage growth, expansion and retention; attract new business, commerce and industry to locate or relocate within the City; and increase minority-owned businesses and contracting opportunities.

11-4. Authority over Departments, Agencies, Offices, Boards and Commissions

The Office of Commerce and Economic Development shall contain and/or coordinate with the following two Authorities: the Salem Port Authority and Salem Housing Authority; and six Offices: (i) the Office of Policy and Management; (ii) the Office of Housing and Community

Development; (iii) the Office of Planning and Redevelopment; (iv) the Office of Transportation, Energy and the Environment; (v) the Office of Neighborhood and Business Services; (v) the Office of Culture, History and the Arts. The following Boards and/or Commissions are under the authority of and/or shall receive City represented coordination through the Commerce Department: Historic Commission, Commission on Youth, Commission on seniors, Faith-Based Commission, Commission on Veterans Affairs, and the Commission on Homelessness. The Offices shall perform the functions set forth herein with respect to each Division.

11-5. Coordination with other departments, agencies, and groups.

The Commerce Department shall serve as the City's "umbrella organization" for all economic development activity and related funding in the City and is authorized to manage and coordinate all works of related offices, agencies, partners and initiatives covering business expansion, job creation, international trade, transportation, planning, public-private partnerships, job training, redevelopment, housing development, intergovernmental relations and cultural development. In this regard the Commerce Department is authorized and empowered to use such processes as are necessary to establish and maintain a direct link to City, County, State, Non-Profit, Faith Based departments, agencies and groups that are or can foster economic and/or community development within Salem City.

11-6. Executive Director.

There is hereby created the title of "Executive Director" of the Commerce Department for the City of Salem. The Mayor shall appoint the Executive Director subject to the advice and consent of City Council; however if City Council fails to act on the nomination within 30 days of the Mayor's nomination presented at a City Council meeting, the Mayor's nominee shall be deemed approved without further vote of the Council. The Executive Director shall serve at the pleasure of the Mayor and accordingly may be removed with or without cause by the Mayor. The City Council shall fix the budget for the Department and the compensation related to the position of Executive Director.

11-7. Function.

The Commerce Department through the Executive Director, and subject to the oversight and directions of the Mayor and Committee, shall have authority to:

- A. Manage, guide and implement action plans designed to achieve the purpose of the Department.
- B. Serve as chief compliance officer in matters related to commerce and economic development on behalf of the City to Offices, Agencies, Representatives, Boards and Commissions under the jurisdiction of the Department of Commerce and Economic Development;
- C. Design and implement campaigns approved by the Mayor and Committee to attract industrial, commercial, and other economic development into the City.
- D. Undertake an inventory and the securing and promotion of sites whose development is in line with the policies of government and to the economic benefit of the City.
- E. Manage, arrange, and coordinate City services necessary for specific economic development projects.

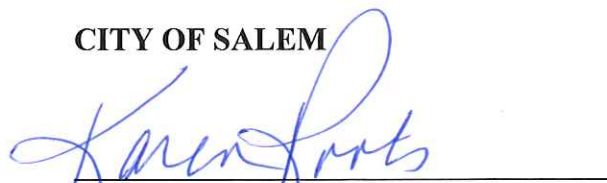
- F. Keep appropriate statistics and data to indicate trends in economic development and make evaluations and recommendations concerning the same.
- G. Review and make recommendations concerning economic development and planning for the Comprehensive Master Plan of the City.
- H. Manage, coordinate, and ensure compliance on the City's economic development efforts with those of other governmental bodies and agencies.
- I. Administer, coordinate, and ensure compliance on federal, state, county, and local aid programs pertaining to economic development in the City, except as otherwise provided.
- J. Serve as the chief conduit for the business community and City government relating to economic and community development projects and issues.
- K. Conduct regular management meetings with departments, agencies, and groups as referenced in 11-4 above.
- L. Recommend economic development strategies, actions, grant opportunities and other actions to the Mayor and Committee.
- M. Manage, implement and ensure compliance with, economic development plans approved by the Mayor and City Council.
- N. Maintain regular contact with the Mayor and meet semi-annually with the Committee.
- O. Prepare proposed short and long-term action plans for the Department for review by and approval of the Mayor and the Committee.
- P. Submit a monthly written report to the Mayor and the Committee.
- Q. Perform such other function as may from time to time be determined by the Mayor and/or City Council.
- R. The Port of Salem and, and the rates and charges for the use thereof;
- S. The Salem Housing Authority coordination function for City government;
- T. Jurisdiction and oversight as the City's representative, on Special purpose, Economic Development and Redevelopment Zones and Districts.
- U. Matters relating to celebrations, parades, and other similar functions, and acting as liaison for City government with volunteer organizations sponsoring such events within the City.
- V. All matters relating to the promotion of commerce, economic development, and employment within the City.
- W. When authorized by the Mayor and City Council, solicitations and/or expenditures of Federal and State funds for the promotion of Commerce and economic development related activities and employment within the City.
- X. All matters related to international relationships, international commerce, international visitors, international business, global marketing, and investments from overseas.
- Y. All matters related to foreign governments and overseas entities, cultural exchanges, trade missions, global collaborating and strategic alliances.
- Z. All matters related to developing and promoting Salem's creative/innovative economy.

THIS ORDINANCE shall take effect according to law.

ATTEST:

CITY OF SALEM


 Kathleen L. Keen, RMC City Clerk


 Karen Roots, Council President

Introduced: March 21, 2016

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
R. Carter			X			
E. Gage	X		X			
V. Groce				X		
C. Hassler		X	X			
H. Johnson			X			
S. Kellum			X			
L. Thompson						X
K. Roots			X			

NOTICE is hereby given that the foregoing Ordinance was introduced and passed at the meeting of the Common Council of the City of Salem on March 21, 2016 and further said Council will hold a hearing and consider said ordinance for final passage at a meeting to be held on April 4, 2016 at 7:00 p.m. at the Salem City Municipal Building at which time all persons interested may appear for or against the passage of said Ordinance.

Public Hearing: TABLED April 4, 2016

Final Adoption: April 18, 2016

COUNCIL	MOVED	SECONDED	Y	N	ABSTAIN	ABSENT
R. Carter			X			
E. Gage			X			
V. Groce		X	X			
C. Hassler	X		X			
H. Johnson			X			
S. Kellum						X
L. Thompson			X			
K. Roots			X			

Introduced: March 21, 2016

Published: March 29, 2016

Public Hearing: **April 4, 2016-TABLED**

Final Adoption: April 18, 2016

Final Publication: April 22, 2016

May 2, 2016
Date

APPROVED BY MAYOR:

Charles Washington, Jr.
Charles Washington, Jr., Mayor

I, Kathleen L. Keen, Municipal Clerk of the City of Salem, in the County of Salem, do hereby certify the foregoing to be a true and correct copy of an Ordinance adopted by the Common Council of the City of Salem on _____, 2016.

Date

Kathleen L. Keen, RMC City Clerk