

**CITY OF ESTELL MANOR, NJ**

**ORDINANCE #05-2023**

**ORDINANCE CREATING THE POSITION OF CITY ADMINISTRATOR AND  
ADDING ARTICLE XII TO CHAPTER 70 OF THE CODE OF THE CITY OF  
ESTELL MANOR; AND REPEALING ALL ORDINANCES HERETOFORE  
ADOPTED THE PROVISIONS OF WHICH ARE INCONSISTENT HEREWITH**

**WHEREAS**, pursuant to *N.J.S.A. 40:69A-115 et. seq.*, the Mayor and City Council are empowered to create the position of City Administrator within the City of Estell Manor; and

**WHEREAS**, the Mayor and City Council believe that it is in the best interests of the residents of the City of Estell Manor to amend the City Code at this time to create the position of City Administrator in order to better serve the needs of the residents of the City of Estell Manor.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and City Council of the City of Estell Manor, County of Atlantic and State of New Jersey, that:

**SECTION 1. Article XII to Chapter 70 to be known as City Administrator and shall read as follows:**

**Chapter 70, Article XII City Administrator**

**§ 70-26 Office created.**

The office of City Administrator in and for the City of Estell Manor is hereby created pursuant to *N.J.S.A. 40:69A-115 et. seq.* In the event that the position of City Administrator is held by the same person who is the City Clerk, the title shall be “Administrator/City Clerk.”

**§ 70-27 Appointment; tenure; removal; Acting Administrator.**

- A. The Administrator shall be appointed by Mayor, with the advice and consent of Council, by majority vote of the Mayor and City Council pursuant to *N.J.S.A. 40A:9-137*.
- B. The Administrator shall serve at the pleasure of the Mayor and City Council, provided that they may be removed at any time by a two-thirds vote of the Mayor and City Council on motion of the Mayor or City Council person. The resolution of removal shall become effective three months after its adoption, unless it is given immediate effect. In that case, the Mayor and City Council shall cause to be paid to the Administrator forthwith any unpaid balance of their salary and their salary for the next three calendar months following adoption of the resolution.
- C. The Administrator may designate an Acting Administrator to perform the duties of the office during their absence or disability of less than 30 days. Should they not do so, the Mayor, with the advice and consent of Council, may make the appointment.
- D. On removal or resignation of the Administrator, the Mayor may appoint an Acting Administrator to serve for 90 days or until an Administrator is appointed pursuant to Subsection A, whichever is sooner.

**§ 70-28 Compensation.**

The Administrator shall be paid a salary fixed and adopted by the Mayor and Council in the annual salary ordinance. If the Mayor and Council by resolution increases the compensation of the Acting Administrator, such increased compensation shall not exceed the minimum salary for the position of Administrator.

**§ 70-29 Qualifications; residency.**

- A. The City Administrator shall be chosen on the basis of their executive and administrative abilities and qualifications with special regard as to education, training and experience in governmental affairs.
- B. The Administrator need not be a resident of the City.

**§ 70-30 Duties and responsibilities.**

The Administrator shall be the chief administrative officer of the City, responsible to the Mayor and Council for the administration of all City affairs, and with the following powers and duties:

- A. To serve as the principal administrative officer representing the City Council.
- B. To supervise the administration of all departments and offices, in consultation with the Mayor and the respective Council member in charge of the department.
- C. To represent the City in its relations to the federal, state and county governments and to other municipalities and to evaluate the City's interest in contracts, franchises and other business transactions as assigned by the Council.
- D. To keep the Mayor and Council informed of the financial condition of the City and make such reports thereon as required and to prepare annually a comprehensive report on the financial condition of the City.
- E. To study the administrative and other operations of the City and make recommendations for plans and programs to meet the changing needs of the City.
- F. To receive and reply to inquiries and complaints concerning City business and to provide information and assistance in respect thereto.
- G. To attend all meetings of the City Council as required.
- H. To establish and maintain sound personnel practices and maintain appropriate records of all employees and to have the authority to recommend to the Mayor and Council the initial hiring and disciplining of all City employees.
- I. To recommend the nature, location and extent of public improvements and to coordinate the execution of the same when authorized by the Mayor and Council.
- J. To implement and enforce the policies of the Mayor and Council with respect to the compiling and release of public information.
- K. To receive from each department, office and board its annual budget request and to review and transmit the same along with their comments and recommendations to the Mayor and Council.
- L. To consult with the Mayor and Council on the preparation of the tentative budget, recording changes, additions and deletions thereto, and to submit final recommendations in the form required

by law, together with an analysis of the various items of expenditure and revenue and such explanatory comments as may be required.

- M. To maintain a continuing review and analysis of budget operations, work progress and the costs of municipal services.
- N. To supervise the disbursement of all City funds and to review all vouchers and bills before submitting the same to the Mayor and Council for final approval as directed by the Mayor and Council.
- O. To supervise and continually review the City's insurance programs.
- P. To assist the Mayor and Council in negotiating contracts for the City as authorized by and subject to the approval of the Mayor and Council.
- Q. To act as a liaison on behalf of the City with all utility companies serving any portion of the City to be sure that such utilities are providing adequately for the needs of the residents of the City.
- R. To assure that the provisions of all franchises, leases, permits and privileges granted by the City are complied with.
- S. To require each department to maintain adequate inventory records of all equipment and materials owned and used by the City and to arrange for the disposal of all inadequate or obsolete equipment or materials when directed to do so by the Mayor and Council.
- T. To assign responsibility for departmental duties and coordinate interdepartmental operations as authorized by the Mayor and Council.
- U. To assist the residents of the City in matters within their jurisdiction, to maintain a record of complaints submitted to their attention and to take proper steps to remedy the causes for such complaints.
- V. To keep the Mayor and Council currently informed of all matters within their jurisdiction by such reports, verbally or in writing, as they deem advisable or as may be requested by the Mayor and Council and to submit an annual written report of their work accomplished at the request of the Mayor and Council for the benefit of the public.
- W. To see that all laws and all acts of the City subject to enforcement by them or by officers and employees subject to their direction and supervision are faithfully executed.
- X. To serve as liaison between the Mayor and City Council and other governmental agencies and to determine the availability of government programs and grants which may be beneficial to the City and, at the direction of the Mayor and City Council, to make application for and to obtain such other governmental grants for the City.
- Y. To perform such other duties as may be assigned to them from time to time by the Mayor and City Council.

**SECTION 2.** All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies, and should any section, clause, sentence or provision of any item in this Ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 3.** This Ordinance shall take effect upon its final passage and publication as provided by law.

THE CITY OF ESTELL MANOR,  
COUNTY OF ATLANTIC and  
STATE OF NEW JERSEY

ATTEST:

\_\_\_\_\_  
Elizabeth Owen, Mayor

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Lisa Marcolongo, RMC, CMR  
City Clerk

<b>COUNCIL MEMBER</b>	<b>MOTION</b>	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
GIVENS		X			
MASKER		X			
MADDOX	2	X			
DILG	1	X			
MAYOR OWEN		X			

FIRST READING: November 13, 2023  
PUBLICATION: November 21, 2023  
FINAL PASSAGE: December 5, 2023  
PUBLICATION: December 12, 2023