

**CITY OF ENGLEWOOD
BERGEN COUNTY, NEW JERSEY
ORDINANCE NO. 23-04**

**AN ORDINANCE AMENDING ARTICLE III OF THE
ADMINISTRATIVE CODE OF THE CITY OF ENGLEWOOD
ESTABLISHING THE POSITION OF DEPUTY CITY MANAGER**

WHEREAS, Article III entitled “City Manager” establishes a position of City Manager and describes the City Manager’s functions and duties; and

WHEREAS, the Governing Body of the City of Englewood seeks to establish the position of Deputy City Manager to assist the City Manager in the administration of the City Departments and Operations, an assist the City Manager in the administration of municipal affairs and in integrating and coordinating work activities of the various departments.

NOW, THEREFORE BE IT ORDAINED by the Governing Body of the City of Englewood, County of Bergen, State of New Jersey that Article III is hereby amended to establish the position of Deputy City Manager; and

BE IT FURTHER ORDAINED that the duties and responsibilities of the Deputy City Manager shall be as follows:

- ✓ Assist the City Manager in the day-to-day supervision of municipal department operations of either a general nature
- ✓ Assist the City Manager with the oversight of special projects and/or project grants to ensure their timely completion and fiscal accountability
- ✓ Assist the City Manager in planning for the effective utilization of available funds, personnel, equipment, materials, and supplies
- ✓ Assist the City Manager in supervising the maintenance of records showing the expenditure of funds by the departments through interaction and coordination with Department Heads and the City’s Finance Department
- ✓ Attend various internal and external meetings related to municipal affairs on behalf of the City Manager and reports back on participation, content and follow-up actions as required
Prepares memos, public information announcements, narrative reports, data collection, statistical analyses, and policy recommendations for consideration by the City Manager as assigned
- ✓ Serve on the City Manager’s budget team in the preparation and review of the annual municipal operating and capital budgets
- ✓ Serve as the City Manager’s liaison in coordinating with municipal professionals, contractors, and outside agencies as required

- ✓ Assist the City Manager in advising the local governing body on matters of policy and other administrative matters
- ✓ Serve as a liaison with local agencies, community councils, religious and civic organizations and other groups and institutions as needed to perform assignments
- ✓ Prepare comprehensive reports and supervises the establishment and maintenance of detailed records and files of assigned tasks and projects
- ✓ Assist the City Manager in researching and installing modern management methods and systems for all departments
- ✓ Act for and in place of the City Manager in his/her absence and performs such other functions, powers, and duties as may be assigned by the City Manager

ORDINANCE NO. 23-04

**AN ORDINANCE AMENDING ARTICLE III OF THE
ADMINISTRATIVE CODE OF THE CITY OF ENGLEWOOD
ESTABLISHING THE POSITION OF DEPUTY CITY MANAGER**

RECORD OF VOTE

FIRST READING DATE: March 8, 2023

COUNCIL	MOTION	VOTE
Cobb		Y
Maron	X	Y
Rosenzweig		Y
Wilson		Y
Wisotsky		Y

DATE PUBLISHED IN THE RECORD: March 16, 2023

DATES PUBLIC HEARINGS HELD: March 30, 2023

DATE SECOND READING HELD: March 30, 2023

COUNCIL	MOTION	OPEN	MOTION	CLOSE	MOTION	ADOPT
Cobb						
Maron						
Rosenzweig						
Wilson						
Wisotsky						

Y=YES N=OPPOSED A=ABSTAINED AB=ABSENT

PRESENTED TO MAYOR:

APPROVED _____

REJECTED _____ (VETO)

DATE SIGNED: _____

MAYOR MICHAEL WILDES

I do hereby certify that the foregoing is a true and exact copy of an Ordinance adopted and approved by the Mayor and Council of the City of Englewood.

Yancy Wazirmas, RMC
City Clerk