

City of Orange Township Department of Administration

2021 Calendar Year Budget Presentation

June 11, 2021



Mayor's Office Staff Introduction



- Dwayne D. Warren, Esq.
 - Mayor
- Cheryl Davis-Marshall
 - Confidential Secretary
- Louis Copeland
 - Grant Analyst

Administration Staff Introduction



- Christopher M. Hartwyk
 - Business Administrator
- Sharon Watkins
 - Administrative Clerk/Civil Service/Compliance
- April Cruz
 - Personnel Technician
- Lori Watkins
 - Receptionist/Health Benefits/Pension
- Keith Royster
 - Chief Communications Officer
- Kim Fisher
 - Network Administrator
- TaQuisha Knight
 - Administrative/Payroll Clerk/Pension
- Jacqueline Harkeem
 - Resources Support Technician

Duties of Administration



The Department of Administration manages the day-to-day operations of the City of Orange Township. Highlighted duties of the Administration include:

- Oversight of all City of Orange Township Departments, Offices, and Agencies;
- Human Resources Responsibilities for 429 Full-Time Employees along with Seasonal and Part-Time Employees;
- Annual Operating and Capital Budget Preparation and Monitoring;
- Central Data Processing and Departmental Information Systems Maintenance;
- Implementation and Enforcement of Operational Policies and Procedures;
- Execution of Mayor Dwayne D. Warren's Policy Agenda;
- Roles and Duties as Assigned and Requested by Municipal Council;
- Responsible for structuring and monitoring issuance coverages and costs.

Oversight of all City Departments



Specifically, the oversight of all City Departments, Offices, and Agencies requires the Administration to:

- Consolidation of roles into Administration to optimize the resources used by City departments;
- Regular Directors' Meetings to synergize the goals and responsibilities of City departments;
- Ensure full membership and staffing to various Boards and Commissions in the City;
- Review and grant final approval to all requisitions and purchase orders;
- Financial and operational oversight of the City's motor vehicle fleet;
- Purchase and distribute office equipment and materials for City employees;
- Monitor purchasing and contracting of all City departments;
- Provide public defenders for Orange Municipal Court.

Human Resource Management



The Administration of the City of Orange Township is responsible for human resource management for over 400 full time employees which involves:

- Maintaining a sound personnel system in conjunction with Civil Service;
- Administrating employee benefits such as health and dental insurance
- Calculating and disbursing payroll benefits;
- Accounting and monitoring employee contribution to PERS, PFRS, and DCRP for compliance;
- Performing background checks and random employee drug testing;
- Participate in employee union agreement bargaining;
- Review and enforce disciplinary matters .

Central Data Processing and Information Systems Maintenance



The Administration of the City of Orange Township manages the central data processing and information systems on behalf of the Departments by:

- Establishing and maintaining cloud-based systems which allow for seamless inter-department interactions;
- Maintaining a municipal telecommunication system that connects multiple municipal buildings;
- Providing essential staff with mobile phones and/or laptops to enable working remotely.

Budget Preparation and Monitoring



The Administration of the City of Orange Township prepares the annual operating and capital budget by:

- Reviewing every department's budget with Chief Financial Officer and Department Director;
- Reviewing monthly and quarterly reports from the Finance Director comparing actual against budgeted income, and expenditures versus appropriations. Quarterly reports include analyses and forecasts of income, expenditures and surplus in relation to the budget;
- Reviewing and granting final approval to requisitions and purchase orders;
- Conducting financial oversight of the City's fleet management program.

Execution of Mayor's Policy Agenda



The Administration of the City of Orange Township assists in the execution of the Mayor's policy agenda through:

- Supervision of all Township utilities to ensure a happy, healthy and safe Orange;
- Participate in the negotiation of redevelopment and financial agreements;
- Research and apply for grants and enforcing compliance to the terms of their awards;
- Plan, draft, and submit legislation items to City Council in furtherance of the Mayor's policy agenda.

Budget Expenses – Oversight of Departments



- Consolidation of Roles
 - Salary and Wages of Business Administrator Office - \$266,990
 - Salary and Wages of Administrative Services - \$675,373.33
 - Public Defenders + Substitute PDs \$70,398
- Purchasing of Office Materials and Supplies - \$67,000
- Rentals and Leases (copiers and GPS) - \$84,000
- Equipment Repair and Maintenance - \$20,000
- Postage - \$56,000
- Fleet Management - \$525,000

Budget Expenses



Human Resource Management

- Most of the budgeted expenses for the Human Resource Management duty is accounted for in Administrative Services salary and wages.
- Concentra, City-Wide Health Exams - \$41,250

Central Data Processing and Information Systems Maintenance

- Annual License Spatial Data Logic - \$16,750
- Sysnet Solutions - \$94,202.00
- SHI International / CivicPlus - \$30,435
- Dropbox - \$9,600
- Communications (Comcast / Logmein) - \$200,000

Budget Expenses



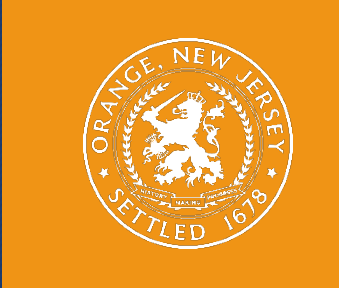
Budget Preparation and Monitoring

- Rockfleet Financial - \$85,000

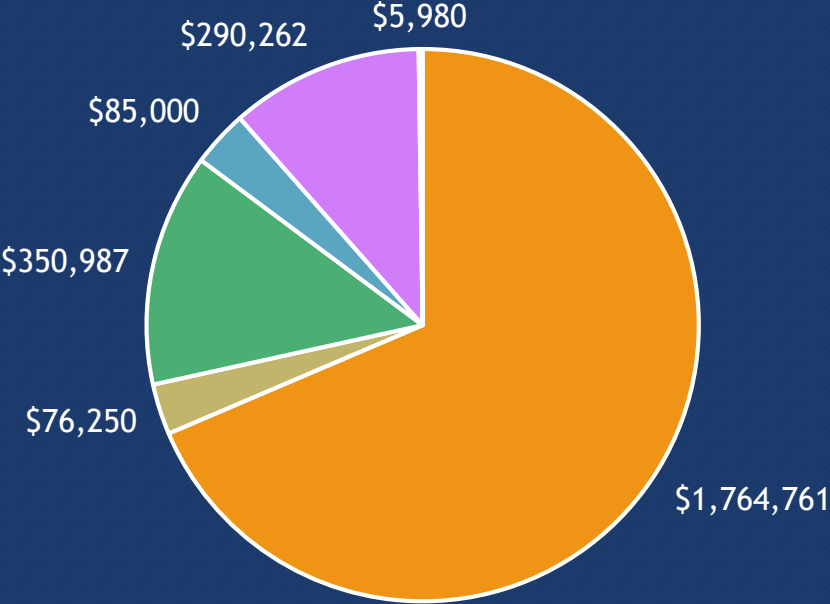
Execution of Mayor's Policy Agenda

- Dues and Publications - \$5,170
- Millennium Consultants- \$49,992
- Advertising - \$25,500
- Dropbox - \$9,600
- Communications (Comcast / Logmein) - \$200,000

Summary



Total 2021 Budget



- Oversight
- Human Resource Management
- Central Data Processing and IT
- Budget Preparation
- Execution of Mayor's Agenda
- Misc

