

# CITY OF ORANGE TOWNSHIP

*City Clerk's Office*



## 2022 BUDGET HEARING

# Staff

- ◆ *Joyce L. Lanier, City Clerk*
- ◆ *Margarette Homere*
- ◆ *Tamara Robinson*
- ◆ *Trisha Scipio*
- ◆ *Gabrielle Sims-Shelton*

# *Strategic Areas*

## **OPERATIONAL EXCELLENCE & EFFICIENCY**

Continually improve operational processes to enhance our services to ensure that the City is customer-focused, proactive, consistent, and responsible.

## **CUSTOMER SERVICE**

Provide services in a transparent manner, build cooperative partnerships and strong working relationships.

## **LEGAL COMPLIANCE**

Comply with new or modified legal mandates at the local and State levels, including mandatory functions required by the municipal and administrative codes.

## **CIVIC ENGAGEMENT**

Enable and promote civic engagement and involvement through the electoral process participation in public settings, outreach to and partnerships with schools, community organizations, and business and property owners in the City of Orange Township.

# *Mission Statement*

- Manage and preserve the City's official records;
- Assist the public in accessing public documents and information;
- To serve as the City's source for informational, historical, legislative, and election services for the community, the Public and City agencies;
- Support the needs and requirements of City Council.
- Provide these services in a manner that is professional, high quality, efficient, fair, transparent and courteous.

**It is our mission to SERVE and in service move Orange Forward.**

# *Vision*

To set the bar for excellent customer service through innovation, expertise and a cooperative spirit.

In these difficult and challenging times, our goals is to remain focused on expanding public access and self-service solutions, collaborating with others to leverage ideas and resources, and strengthening our relationship with the business community for economic development.

# Duties

- ◆ Administration of the City Seal on Public Documents
- ◆ Secretary of the Municipal Corporation
- ◆ Chief Registrar of Voters
- ◆ Archiving Permanent Records
- ◆ Open Public Records Act (OPRA)/Administration of the Open Public Meetings Act (OPMA)
- ◆ Staff serves as translators for this office as well as Other Departments
- ◆ Ordinance Codification
- ◆ Assist in Maintaining the Council Website
- ◆ Maintain an Up to Date List of all Boards, Commissions and Committees
- ◆ Bingo and raffle licensing; Towing licensing and the processing of taxi and livery applications
- ◆ Records retention programs
- ◆ Coordinate activities between the Council and the public, various boards and commissions of the City

# Goals

- ◆ Paperless Agenda Packages
- ◆ Citywide Records Management Program
- ◆ Provide Kiosk for public use to search and obtain City records
- ◆ Purge City documents

# *Achievements*

- ◆ Redesigned our Records Management Program
- ◆ Offsite Storage of the City's historic and permanent records.
- ◆ Purged over a 100 Boxes of Records as per State's guidelines from a various departments.
- ◆ Digitized Records from 1860 to present enhancing the accessibility and retrieval of City records.
- ◆ Maintained the Council's Website with real time documents and information providing a smooth transition to contactless access and distribution during the Global Pandemic
- ◆ Processed over 2,000 Opra Requests
- ◆ Implemented a Quarterly Council Newsletter