

OFFICE  
OF  
THE MAYOR

Mark A. Seda  
Mayor

**TOWNSHIP OF JACKSON  
2007 BUDGET**

DEPARTMENT NAME: Office of Mayor DEPARTMENT BUDGET CODE: 7-01-20-110-000

NARRATIVE SUMMARY

A. GENERAL DUTIES

- A. Enforce the charter and all ordinances of the Township adopted by the Council and all general laws applicable thereto.
- B. Report annually on a calendar basis to the Council and to the public on the state of the Township and the work of the previous year; he or she shall also recommend to the Council whatever action or programs he or she deems necessary for the improvement of the Township and the welfare of its residents. He or she may from time to time recommend any action or programs he or she deems necessary or desirable for the Township to undertake.
- C. Supervise, direct and control all departments of the Township and shall require each department to make an annual report in January of each calendar year, and shall require such other reports on its work as he or she may deem desirable.
- D. Require such reports and examine such accounts, records and operations of any board, commission or other agency of the Township, as he or she deems necessary.
- E. Prepare and submit to Council for its consideration and adoption an annual operating budget and a capital budget, establish the schedules and procedures to be followed by all Township departments, offices and agencies in connection therewith, and supervise and administer all phases of the budgetary process.
- F. Supervise the care and custody of all Township property, institutions and agencies, and make recommendations concerning the nature and location of municipal improvements and execute improvements determined by Council.
- G. Sign all contracts, bonds and other instruments requiring the consent of the Township, after approval by Council.
- H. Review, analyze and forecast trends of municipal services and finances and programs of all boards, commissions, agencies and other municipal bodies, and report and recommend thereon to Council.
- I. Supervise the development, installation and maintenance of centralized budgeting, personnel and purchasing procedures as may be authorized by ordinance.
- J. Negotiate contracts for the municipality subject to Council approval.

A. GENERAL DUTIES - Continued

- K. Assure that all terms and conditions imposed in favor of the municipality or its inhabitants in any statute, franchise or other contract are faithfully kept and performed.
- L. Serve as an ex officio nonvoting member of all appointive bodies in municipal government of which he or she is not an official voting member.

B. SPECIFIC ACHIEVEMENTS FOR 2006

Re-established oversight by in-house Engineer of Consultant Engineer invoices

Initiated discussions with various communication companies to expand cellular coverage while attempting to generate a reoccurring revenue source.

Provided input to the Township Council in formation of the Administrative Code.

Worked closely with state representatives to provide property tax relief, spearheaded Jackson efforts to petition Governor Corzine's Office to address school funding.

Advocated a spirit of cooperation between local government entities that emphasized problem solving. Have communicated directly with all four Fire Districts, the School District and Jackson Volunteer First Aid Squad.

Initiated discussions with the First Aid Squad and various officials in and out of Jackson on implementation of a Community Service Officer Program; a program that would supplement existing emergency medical services.

Actively promoted citizen awareness of local government operations through the direct interaction with numerous community groups.

Jump started compliance efforts as it pertains to Jackson's Affordable Housing obligations.

Aggressively pursued collection of monies owed to Jackson for Regional Contributions Agreements (RCA'S).

Closely monitored the updating of Tax Maps insuring their timely completion. These maps were necessary for initiating the revaluation process.

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C. SPECIFIC OBJECTIVES FOR 2007

Continue implementation of the recently adopted Administrative Code insuring the establishment of an organizational environment which manages conflict constructively and focuses energies and resources on the development of a model community.

Re-establish the Information Technology Committee; evaluate telecommunication and data network requirements with an eye on implementing cost saving technologies while cutting redundancies.

Work closely with the Fire Districts and Fire Companies in exploring the feasibility of the consolidation of Fire Districts.

Develop a short and long term capital improvement program addressing infrastructure, recreational facilities and equipment needs.

Provide the Tax Assessor with the tools necessary to complete the revaluation in as thorough and timely manner as possible.

Advocate Public/Private partnerships with the business community; use the Office of the Mayor to support, promote and expand the business community. Continue to actively encourage light, clean, commercial growth.

Work aggressively to attempt to bring Jackson into compliance with the Fair Housing Standards (COAH). Provide required seed money and continue to work closely with the court on COAH issues. Complete update of Affordable Housing Program.

Assure that Township interests are fairly represented before other governmental agencies. Placing particular emphasis on obtaining a greater and fairer share of state aid for the Township and School District.

Encourage community involvement and participation in the budget process and governmental processes throughout the year.

Continue the establishment of sound fiscal management policies that will promote the most efficient use of every property tax dollar.

(PLEASE ATTACH UPDATED TABLE OF ORGANIZATION)

ALL BUDGETS MUST BE SIGNED BY DEPARTMENT HEAD/CHAIRPERSON

I HEREBY APPROVE MY DEPARTMENT'S BOARD'S BUDGET AS  
HERE TO ATTACHED *Mark K. Cole*

**TOWNSHIP OF JACKSON**

DEPARTMENT NAME: OFFICE OF THE MAYOR

DEPARTMENT CODE: 7-01-20-112-010

TITLE	NAME	2006 SALARY	2007 DEPARTMENT HEAD REC.	2007 TWP. ADMIN. REC.		2007 FINAL
				CAP IC	OC	

MAYOR	M. SEDA	\$9,337				\$29,500
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TOTAL		\$9,337				\$29,500
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GRAND TOTAL:

\$9,337

\$29,500

**Jackson Chamber of Commerce  
Community Related Annual Expenses  
January - December 2006**

<u>Newsletter Costs</u>		<u>Total</u>
Printing	160.00	
Postage	45.00	
Temporary help	90.00	
Personnel cost	<u>450.00</u>	<b>745.00</b>
 <u>Membership Directory Costs</u>		
Printing	1,600.00	
Personnel cost	<u>1,500.00</u>	<b>3,100.00</b>
 <u>Tourism Guide/Map Costs</u>		
Postage	500.00	
Printing	1,600.00	
Personnel cost	<u>2,250.00</u>	<b>4,350.00</b>
 <u>Other Community Related Costs</u>		
Telephone/Fax	3,000.00	
Website	2,000.00	
Scholarship	<u>1,500.00</u>	<b>6,500.00</b>
 <u>Total Annual Expenses</u>		 <u><b>14,695.00</b></u>

Account Number Description	2004 Approp Actual	2005 Approp Actual	2006 Approp Actual	***** Year 2007 *****			Budgeted	%PY
				Dept. Request	Admin. Recmnd	Comments		
Dept: 7-01-20-112-000								
-01-20-112-000								
-01-20-112-010								
-01-20-112-011	.00	.00	.00	29,500.00	29,500.00		0.0	
-BASE PAY	.00	.00	.00					
-01-20-112-020								
-01-20-112-021	.00	.00	.00	500.00	500.00		0.0	
-ADVERTISING	.00	.00	.00					
-01-20-112-023	.00	.00	.00	4,000.00	4,000.00		0.0	
-PRINTING & BINDING	.00	.00	.00					
-01-20-112-029	.00	.00	.00	150.00	150.00		0.0	
-OTHER CONTRACTUAL ITEMS	.00	.00	.00					
-01-20-112-033	.00	.00	.00	250.00	250.00		0.0	
-BOOKS & PUBLICATIONS	.00	.00	.00					
-01-20-112-036	.00	.00	.00	500.00	500.00		0.0	
-OFFICE MATERIALS & SUPPLIES	.00	.00	.00					
-01-20-112-041	.00	.00	.00	1,000.00	1,000.00		0.0	
-CONFERENCES & MEETINGS	.00	.00	.00					
-01-20-112-042	.00	.00	.00	300.00	300.00		0.0	
-TRAINING & EDUCATION	.00	.00	.00					
-01-20-112-044	.00	.00	.00	1,340.00	1,340.00		0.0	
-PROFESSIONAL ASSOC DUES	.00	.00	.00					
-01-20-112-058	.00	.00	.00				0.0	
-OTHER EQUIPMENT	.00	.00	.00					
-01-20-112-066	.00	.00	.00	2,000.00	2,000.00		0.0	
-REC SUPPLIES & SPEC ARTICLES	.00	.00	.00					
Control Total	.00	.00	.00	10,040.00	10,040.00	.00	0.0	
	.00	.00	.00					
Dept Total	.00	.00	.00	39,540.00	39,540.00	.00	0.0	
	.00	.00	.00					

OFFICE OF  
MAYOR

TAX BILL  
inserts

NJCM Conference of Exposition NJLm Annual Conf.

NJCM

# JACKSON CHAMBER OF COMMERCE

1021 W. Commodore Blvd.

Jackson, N.J. 08527

Phone (732) 833-0005

Fax (732) 833-7033



February 6, 2007

Mayor Mark Seda  
Township of Jackson  
Municipal Complex  
95 West Veterans Highway  
Jackson, NJ 08527

Dear Mayor Seda:

As you know, the Jackson Chamber of Commerce is a non-profit, voluntary organization consisting of business people bringing together their experience, knowledge, and ideas to promote the economic vitality of Jackson Township. This office fields numerous community-related calls and questions as well as disseminating information to the residents of Jackson that normally would be directed to township staff. Through the publication of the annual tourism guide, map, and quarterly newsletters, the Chamber is instrumental in projecting a positive image not only in the Jackson community but the entire region as well.

In order to offset the expenses that are incurred throughout the year concerning the aforementioned publications as well as personnel needed to accomplish these district-related endeavors; I have attached the Chamber of Commerce's Community-Related Annual Expenses. You will note that the four categories, Newsletter Costs, Membership Directory Costs, Tourism Guide/Map Costs, and Other Community-Related Costs incorporate the funds and personnel expenses needed to successfully execute these undertakings.

I am graciously requesting that you review the attached annual expenses and kindly appropriate \$5,000 to offset these operating costs. If you require any additional information or further explanation of any of these expenditures, please contact me at 732-833-7034.

Sincerely yours,

*Rosemary Tamasi*  
Rosemary Tamasi  
General Manager

ap

Attachments

*Recommended Approval  
of Request*