



CITY OF SUMMIT NJ



# WELCOME

Volunteers are Summit's greatest resource.  
Thank you for all you do.



# AGENDA

Introductions

Presentations on mission, goals  
and accomplishments

Future communications and synergies

Other thoughts



# COMMUNICATIONS OFFICE MISSION

Committed to fostering a well-informed and engaged community by providing accurate, timely, and accessible information about city services, initiatives, and events. We strive to enhance the quality of life for all residents, businesses and visitors through effective communication, community collaboration, and dedication to excellence in public service.

## MEDIA OUTREACH

Access our range of communication channels, including our website, social media, newsletters, and public announcements, to promote and stay up-to-date on city news and events.



## MARKETING

Work with us to amplify your community initiatives, events, and programs. We are here to support and promote activities that enrich our community.



## COMMUNITY ENGAGEMENT

Utilize our resources to enhance your communications and understanding of city operations, making you a more effective community advocate and volunteer.



**Together, we create a connected, informed, and vibrant community, ensuring that Summit continues to be a great place to live, work, and visit.**

# OFFICE OF THE CITY CLERK

## MISSION

The City Clerk serves as the secretary to the municipal corporation and governing body. The office administers local elections and provides a number of administrative and community relations services. As secretary to the governing body, the City Clerk coordinates and attends all Common Council meetings, prepares agendas and minutes and a majority of the ordinances and resolutions, and maintains official city files and records. The office is the keeper of the official city seal. The City Clerk receives, distributes and assigns all correspondence on behalf of the Mayor and Common Council.

ROLE	RELATIONSHIP	RESPONSIBILITIES
<ul style="list-style-type: none"><li>• General liaison to all city volunteer boards.</li><li>• Maintains volunteer appointment database.</li><li>• Coordinates annual appointments meetings and provides status updates and annual report of all volunteer appointments to the Mayor and Council.</li><li>• Processes all administrative paperwork associated with appointment of volunteers.</li><li>• Provide guidance regarding volunteer role and responsibilities.</li><li>• Assists in scheduling of committee meetings.</li><li>• Provides onboarding/orientation to newly appointed volunteers.</li></ul>	<ul style="list-style-type: none"><li>• Appointed members should welcome citizen input at meetings and provide a channel for citizen expression by listening to comments, opinions, and concerns from the public.</li><li>• Each board is assigned a Council Liaison. The Council Liaison acts as the conduit between the board and governing body.</li></ul>	<ul style="list-style-type: none"><li>• Primary responsibility is to advise and make recommendations to the Common Council when solicited.</li><li>• Each board serves as a link between the Common Council and the public, helping to inform the public of the board's mission.</li></ul>

**The primary responsibility of the board chair is to advise and make recommendations to the Common Council when solicited. Each board serves as a link between the Common Council and the public, helping to inform the public of the board's mission.**



# COMMITTEE STRUCTURE



STAFF DIRECTORY AVAILABLE AT  
[CITYOFSUMMIT.ORG](http://CITYOFSUMMIT.ORG)

## ADMINISTRATIVE POLICIES & COMMUNITY RELATIONS

Councilmembers Lisa Allen and Jaime Levine; City Administrator, City Clerk, City Solicitor  
Historic Preservation, HTTV, Technology Advisory Committee

## CAPITAL PROJECTS & COMMUNITY SERVICES

Councilmembers Jaime Levine and Marjorie Fox; Director of Community Services  
Planning Board, Zoning Board, Environmental Commission, Recycling Advisory Committee, Hometown Heroes, Affordable  
Housing Committee, Shade Tree Advisory, Summit Free Market, Parkline Steering Committee, Summit Public Art

## COMMUNITY PROGRAMS & PARKING SERVICES

Councilmembers Delia Hamlet and Andy Minegar; Director of Community Programs, Director of Parking Services  
Summit Parking Advisory Committee, Summit Downtown Inc., Reeves Reed Arboretum

## FINANCE

Councilmembers Andy Minegar and Lisa Allen; Mayor, City Administrator, Chief Financial Officer  
Board of Education, Board of School Estimate, Economic Development Advisory Committee, Library Board

## LAW & LABOR

Councilmembers Phyllis Sank and Delia Hamlet; City Administrator, City Clerk, City Solicitor  
Rent Commission, Civil Rights Commission

## SAFETY & HEALTH

Councilmembers Marjorie Fox and Phyllis Sank; Mayor, City Administrator, Police Chief, Fire Chief and Health Officer  
Board of Health, First Aid Squad, Shaping Summit Together, Silver Summit Advisory Committee, PAL

# PRESENTATIONS

Housing Authority

Environmental Commission

Summit Free Market

Police Athletic League

Silver Summit Senior Citizens Advisory Committee

Zoning Board

Rent Commission

Shade Tree Advisory Committee

Library Board of Trustees

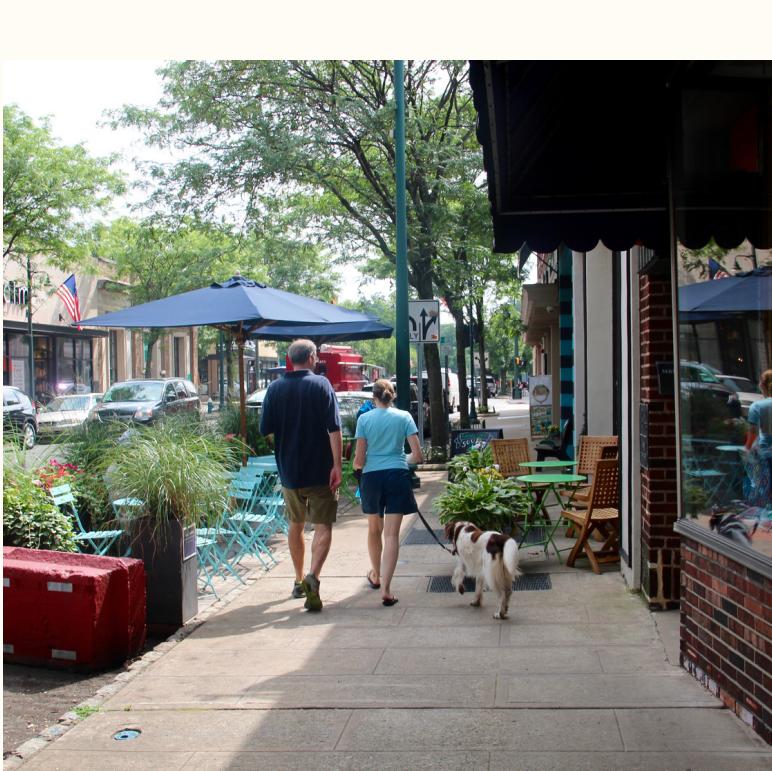
Planning Board

Historic Preservation Commission

Recycling Advisory Committee

Summit Public Art

Technology Advisory Committee



**THANK YOU  
FOR PARTICIPATING**

