

# Business Administration

Annual Report 2020

## PROJECTS

- ➔ Fire Consolidation
- ➔ COVID-19 Continuity of Business Operations & Services
- ➔ Garden State Municipal Joint Insurance Fund 2021 Renewal
- ➔ Partnered with Grant Writer and Consultant for supplemental funding sources

## DIVISIONS WITHIN

- ➔ Administration
- ➔ Personnel
- ➔ Budget & Purchasing
- ➔ Technology

## ACCOMPLISHMENTS

- ➔ Approval of Fire Consolidation by Department of Community Affairs
- ➔ COVID-19 Continuity of Business Operations & Services
- ➔ Garden State Municipal Joint Insurance Fund 2021 Renewal

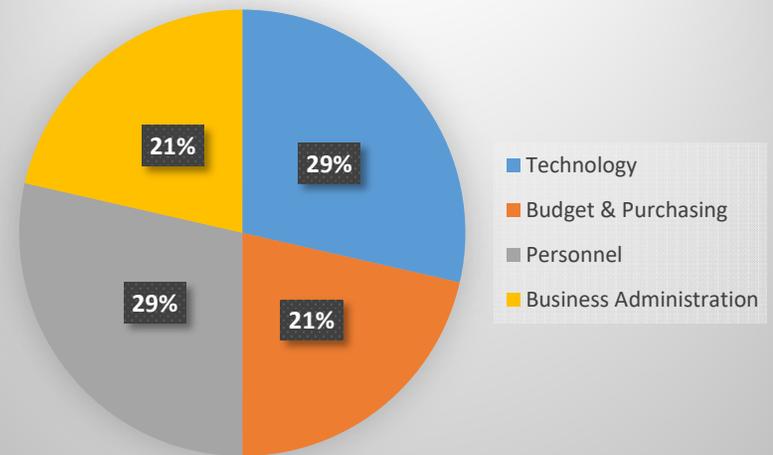
## LOOKING AHEAD... 1 Year / 3 Years

All are projects in the next year they will also continue through the next 3 years.

- ➔ Transition of newly recognized Hamilton Fire Division into Township Operations
- ➔ Building Leases
- ➔ Yearly Joint Insurance Fund Renewal
- ➔ Document Management / Records Retentions
- ➔ Grant Opportunities
- ➔ Update and Revamp the Township Website

## OUR WORKFORCE

### NUMBER of EMPLOYEES



## AREAS OF RESPONSIBILITY

- ➡ Process Purchase Orders and Requisitions
- ➡ Responsible for all Bids & Requests for Proposal (RFP)
- ➡ Process monthly invoices for 15 department copy machines
- ➡ Oversees participation in Co-op and State Contracts
- ➡ Oversees Auction of Materials
- ➡ Provided training to new employees on proper Purchasing procedures & use of the Edmunds System
- ➡ Provide Oversight of spending within the Township

## ACCOMPLISHMENTS

- ➡ Processed 5,381 Purchase Orders totaling \$301,221,781.63 including all Calendar Year, Capital, Trust Account Purchases and Refund
- ➡ Processed 3,488 Requisitions – total line items 10,235
- ➡ Managed application for the Coronavirus (COVID-19) Grant & applicable Reimbursement Documentation
- ➡ Assisted with Department Purchases for COVID-19 response & mitigation
- ➡ Coordinated the Fire Division's Deferred Comp Plan & State's approval
- ➡ Moved to quarterly ordering of all Township office supplies & created a program for the purchase of all Toner as a time & cost saving measure
- ➡ Joined additional Co-Ops for purchasing purposes – National Co-Op & Bergen County Co-Op
- ➡ Most recent Audit by the State resulted in 99% compliance with Public Agency Compliant Officer (PACO)
- ➡ Explored Electronic Bidding for a potential launch in 2021

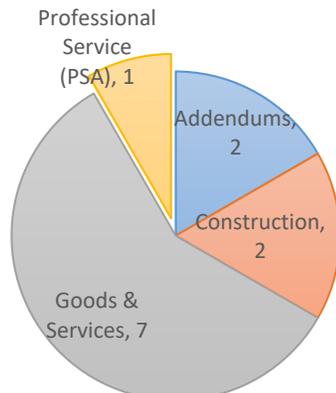
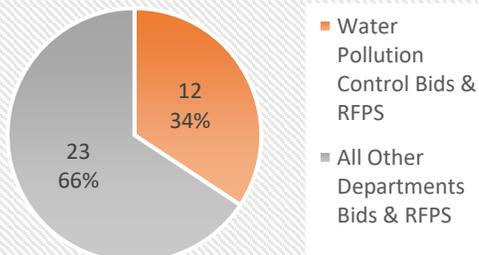
## PROJECTS

- ➡ Assisted with all Purchases for Coronavirus (COVID-19) Response & mitigation
- ➡ Handled Coronavirus Grants, Purchases, Reimbursements, etc.
- ➡ Created & Implemented a new program for the purchase of toner in Township
- ➡ Worked with Department of Law to amend town ordinance related to recreational fees and services
- ➡ Assisted Department of Finance during transition ensuring operation continuity
- ➡ Worked with all departments on Capital Purchases & Projects
- ➡ Completed and Awarded the following projects as well: Police – E-ticketing, CAD, 9-1-1 Vesta System; Fire – Scheduling Software; Public Works – Kubota 4 Wheel Drive Utility Vehicle; Recreation – Pickle Ball Courts; Sayen House – Roof Replacement

## LOOKING AHEAD... 1 Year / 3 Years

- These projects will begin in 2021 and some will carry through the next 3 years.
- ➡ Research & Utilize Additional Co-Op & State Contracts
  - ➡ Full Implementation of Electronic Bidding
  - ➡ Explore Lease Buy Out of Copiers with current vendor as cost savings measure
  - ➡ Implement additional Green Alternatives including the uploading all documents into the Edmunds System
  - ➡ Update Business Continuity Plan for the Division to reflect current practices
  - ➡ Awarded 4 projects and processed 500 Purchase Orders as of January 22, 2021

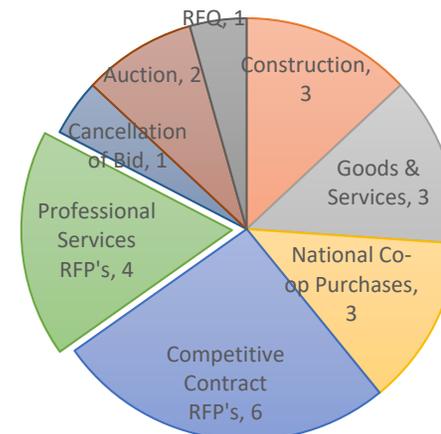
### Hamilton Township Bids & RFP's



### Water Pollution Control Bids & RFPS

Professional Service (PSA)  
One PSA with eight (8)

### All Other Departments Bids & RFP's



Professional Services RFP's  
One (1) RFP was for 2021 services & included 25 Professional Titles

# Technology

## PROJECTS

- ➔ Move all e-mail to Office 365
- ➔ Work to Upgrade the entire Phone System
- ➔ Implement a new cloud based e-mail archiver & new Spam Filter
- ➔ Complete Mayor's Mobile Computing Initiative
- ➔ Upgrade WAN Cisco Hardware

## LOOKING AHEAD... 1 Year / 3 Years

These projects will begin in 2021 and some will carry through the next 3 years.

- ➔ Introducing 135 Laptop/Docking Stations to complete the Mayor's Mobile Computing Initiative
- ➔ Move e-mail to Office 365 Township wide
- ➔ Upgrade the existing e-mail archiver to maintain the mandated 7-year retention period
- ➔ Establish a new/different e-mail Spam filter
- ➔ Implement a new cloud based e-mail archiver
- ➔ Upgrade the entire Phone System
- ➔ Replace and upgrade the WAN Cisco Hardware (7 nodes)

## AREAS OF RESPONSIBILITY

- ➔ Maintain, Improve and Update the Township's network hardware infrastructure
- ➔ Provide end user support for our voice communications and associated hardware
- ➔ Plan Network software upgrades and migrations
- ➔ Monitor and upgrade the data Security for the Township
- ➔ Coordinate maintenance and upgrades for end users
- ➔ Provide department support for online services to Township residents

## ACCOMPLISHMENTS

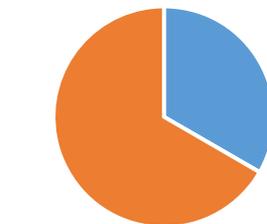
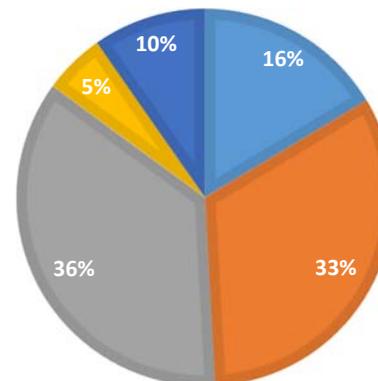
- ➔ Distributed 32 new PC's as part of the Township's yearly Computer Replacement Program
- ➔ Programed and Distributed 40 new tablets for mobile computing
- ➔ Launched 15 new Township laptops and numerous personal devices for VPN usage
- ➔ Increased the number of VPN licenses on the Firewall and reconfigure
- ➔ Upgraded the Remote Licensing server to handle the increased load
- ➔ Prepare quotes and budgets for the IT needs of the Township Departments
- ➔ Initiated the Phone/WAN upgrade scheduled for 2021
- ➔ Coordinated with the Fire Division to facilitate their IT needs
- ➔ Prepared 2021 Capitol and Operating Budgets for the Office of Administration
- ➔ Transitioned HUD's software to a cloud platform

## Township Devices

- Cell Phones
- Desk Phones
- PC's
- Laptops
- Tables (Surfaces/iPads)



- PC's
- Laptops
- Tables (Surfaces/iPads)



- Cell Phones
- Desk Phones

# Personnel

Annual Report 2020

## PROJECTS

- ➔ Matriculation of 130+ Fire Fighters into the Township's Health and Personnel Systems
- ➔ Negotiation of Several Employee Contracts including the Fire Fighters, Police Division & other Township Labor Organizations

## LOOKING AHEAD... 1 Year / 3 Years

All are projects in the next year they will also continue through the next 3 years.

- ➔ Streamlining the procedures in Personnel Division and all departments
- ➔ Improving the production of the members of the Personnel Division through cross training in to all activities and job duties
- ➔ Revise & Update Existing Employee Manual

## AREAS OF RESPONSIBILITY

- ➔ Process All New Hires
- ➔ Set-up & Administer Insurance - Health, Dental, Vision and RX
- ➔ Oversee Retiree Benefits
- ➔ Investigate & Process All Disciplinary Actions
- ➔ Implement & Process All Promotions, Demotions, Title Changes, Lateral Moves
- ➔ Liaison with the New Jersey Civil Service Commission
- ➔ Negotiation of Contracts with Unions
- ➔ Assist with COVID-19 Related Issues as they Pertain to Personnel Matters
- ➔ Calculate & Monitor time balances for all employees

## ACCOMPLISHMENTS

- ➔ Negotiated Fire Contract
- ➔ Assisted in all Personnel matters related to the Pandemic including but not limited to policy implementation, working with the Health Department to notify all quarantined employees of their status, complete unemployment forms and questions during furloughs
- ➔ Reviewed/Maintained Employee Health, Dental, Vision & RX Insurance
- ➔ Processed all New Hires, Job Actions, Disciplinary Actions as needed
- ➔ Entered all Fire Fighters & retirees into Health Portals and Human Resource Databases
- ➔ Handled Civil Service matters for all Employees as pertains to Civil Service Commission Requirements
- ➔ Assisted Mayor, Business Administrator & Assistant Business Administrator in drafting and disseminating policy changes to employees
- ➔ Assisted Acting CFO in Budget Preparation
- ➔ Reviewed & Assisted in awarding RFP's for Insurance Broker Services & Risk Management Services

## EMPLOYEE LONGEVITY

