

Departmental To Do List – 2016

Peek behind the scenes at tasks that go into Township services

BUILDING

- Make all forms and applications on website fillable
- Investigate scanner purchase for internal scanning
- Expand SDL to Water, Sewer, DPW & Fire Depts
- Bring SDL Portal online
- Install mobile app for Building Department
- Implement credit card purchases

CLERK

- Prepare “Welcome to Livingston Town Council Meeting” handout
- Review improvements to layout, signage & overall convenience of polling sites
- Prepare “FAQ” for Clerk’s web page

COMMUNICATIONS

- Complete branding program
- Redesign website & purchase mobile application
- Create communications plan
- Install social media archiving tool
- Implement social media management system



ENGINEERING

- Complete construction of new turf field on Madonna Drive parcel
- Successfully integrate changes to Cost-Share Sidewalk Repair Program
- Finalize Memorial Park Master Plan

FINANCE

- Publish Popular Annual Financial Report
- Increase awareness & use of electronic payments for taxes
- Upgrade & install new computer system for tax & water/sewer billing & collection
- Implement new system to automate electronic water/sewer payments
- Create internal financial procedure manual

FIRE

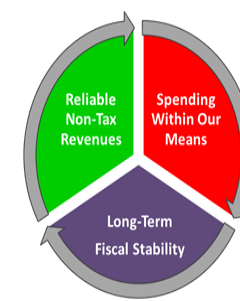
- Implement ESP inspection card computer program
- Implement computer system back-up
- Upgrade exterior lighting at all three firehouses
- Complete new Engine 1 specification/bid
- Implement inspection pen system pilot program
- Explore Fire-ground Channel 2
- Install card access system for all firehouses



- Implement over the counter credit card purchases
- Create website section for food/product recalls
- Expand adult immunization program to Flu & Prevnar Pneumonia shots
- Open nominations for Clean Community Awards
- Coordinate website with public school health curriculum to highlight health for school children
- Upgrade software for electronic inspection forms
- Initiate shared professional information network for zika virus
- Improve employee participation in Wellness Programs
- Recruit community volunteers for emergency preparedness efforts in including MRC
- Implement strategic plan to eliminate health disparities in minority populations



- Redesign & update Employee Handbook / Manual
- Identify & recommend HRIS vendor
- Upload employee information on Employee Portal
- Design New Hire Orientation Program
- Convert HR forms to electronic fillable forms
- Reformat HR related forms for uniformity
- Update New Hire Checklist
- Design HR audit checklist process
- Host quarterly employee wellness programs



- Implement back up path for data & phone services
- Install new interior message sign in SCC
- Install 2 new servers
- Install wi-fi in municipal building
- Assist with waternet, utility billing, and finance software systems implementation
- Extend document management system to more departments
- Implement visual display system for Council Chambers to support Council & Planning & Zoning Boards

HEALTH

HUMAN RESOURCES

INFORMATION TECHNOLOGY



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MANAGER'S OFFICE

- Install new mail room provisions
- Create Township services photo displays for Council Chambers
- Install public service counter
- Redesign department head meetings
- Implement 3 new shared services
- Re-certify for Sustainable Jersey
- Complete re-filing of all basement documents
- Implement an agenda creation program for Council packets
- Review recycling options for re-bidding in 2017
- Develop 2 new employee safety training programs

MUNICIPAL COURT

- Complete records destruction
- Implement shared services
- Upgrade sound recording computer in court room

PLANNING

- Complete Master Plan Re-Examination
- Expand outreach to increase participation in outdoor seating
- Evaluate Township's parking ordinances & recommend improvements

POLICE

- Complete E-Ticket
- Implement Power DMS access in police vehicles
- Move Police Officer Scheduling System to cloud
- Make upgrades to animal shelter
- Complete accreditation process

SEWER

- Supply bid specifications for Passaic Pump Station
- Supply bid specifications for Primary Digester cleaning
- Replace 225 ft. of sewer main located on Bennington Drive/Winchester Road
- Oversee relining of 700 ft. of sewer main located on W. Northfield Avenue
- Remove nitrification clarifier #1 from service for inspection
- Replace main slide gate before chlorine contact tank to shorten down time during cleaning
- Replace cross collector drive chain and flights for settling tank #1
- Provide bid information/specifications for microscreen panels



- Coordinate Senior Transportation with other community organizations' programming
- Create & utilize "catalog" feature in Community Pass software system
- Make provisions for pickleball courts
- Add family programming like Family & Movie Nights
- Award RFP & complete pool infrastructure examination
- Offer shared programming/shared services to neighboring towns
- Create public announcement video on senior services
- Coordinate SYLS volunteer opportunities into one central access point
- Initiate student involvement in ongoing environmental strategies
- Create student exhibition space in LSCC foyer
- Administer pool survey
- Put permanent suggestion boxes at pools
- Update Monmouth Court cafe and new gym
- Identify new site for Public Works
- Develop & implement vehicle policy
- Re-grade Okner field & implement field resting process
- Rebuild infield of high school baseball/softball fields
- Complete backlog of service request
- Complete backlog of tree planting
- Replace RTU2 at SCC
- Run natural gas line run to SCC
- Create a permanent trail between SCC, Orchard Hill & Foxcroft Road
- Expand Township's hydrant flushing program
- Successfully implement Township's water conservation ordinance
- Update & re-examine Water Strategic Plan
- Install additional hydrants at dead end water mains
- Relocate hydrants out of collision prone areas
- Complete communication upgrades to tanks & booster station
- Complete fixed network metering system
- Complete tank repainting

SENIOR, YOUTH & LEISURE

PUBLIC WORKS

WATER