

**CITY OF PLAINFIELD**

**STATE OF THE CITY**



**2013**

**Sharon Robinson-Briggs**  
**Mayor**

# CITY OF PLAINFIELD



## *Message from the Mayor*

Greetings and Happy New Year to the Council Members, our Plainfield Residents, Members of the Clergy, Employees, City Partners, Business Owners, elected and appointed Officials (including Assemblyman Green, Board of Education Members present and all Commissions and others) and Friends of Plainfield:



Let's please observe a respectful moment of silence for those who in our community have gone home to glory as well as those who were lost in Connecticut.

Congratulations to Councilman Mapp, Congratulations to Council President Councilwoman Bridget Rivers, Congratulations to Committee of the Whole Chairman Councilman Bill Reid, congratulations to former Commissioner/ Councilman Charles Eke and congratulations to our new Councilwoman at large, Councilwoman At Large, Rev. Tracey L. Brown of Ruth Fellowship Ministries. My administration and I look forward to working with the full City Council to move positive projects forward for Plainfield. Welcome to our newest Plainfield Administration Family Members: Diane Sherry-Buono, Treasurer; Sherry Golden, Deputy City Clerk; Cindy Lee Weber, Purchasing Agent, Cabinet members: Eric Berry, City Administrator Dave Minchello, City Attorney/ Corporation Counsel, Eric Jackson, Dir of Public Works & Urban Development Martin Hellwig, Director of Public Safety, Al Restaino, Dir of Admin, Finance, Health and Social Services, Chris Payne, Director of Information Technology/ Media.

We have had many accomplishments in the year 2012. One of our proudest moments came as we united as a community to address a horrific double experience which changed all of our lives. Hurricane Sandy and the Nor'easter, both storms which came in with a vengeance, and paralyzed the energy services for many residents of multiple States, including our Garden State of New Jersey. The City of Plainfield was hit very hard. Just as other municipalities, we put a progressive plan in action pre-storm, but no one expected that everyone would lose all essential levels of communication. While we experienced some bumps and bruises and as we endeavor to improve our level of communication and be even more prepared, overall, we did an excellent job. Our Emergency Management Team consisted of Administration, Fire, Police, Public Works,



## STATE OF THE CITY—2013

Information Technology, Major and the Salvation Army, Economic Development, Inspections, Engineering, Health, Rescue Squad, Plainfield Public School Superintendent & Board of Education Members and public school system, Angels For Action, Senior Citizens Center Staff, Housing Authority of Plainfield, PMUA, Union County Officials, State Officials and lots of volunteers. Along the way, other partners joined us such as FEMA, Red Cross and others. Moving forward, we shall add others to our Emergency Management Team, who in case of an emergency, will be on board to help us reach more and to assist us with disseminating information. We had no report of city fatalities or severe city injuries due to the storms. Thank you to all who assisted in the massive daily undertaking of research, safety, rescue missions, visitations, feeding, debris removal, street cleanup and restoration. We were all terribly inconvenienced by those acts of nature. Plainfield did not cause the hurricane and nor'easter, but we did put mechanisms in action to provide services for our community during a 24 hour a day/7 days a week operation. This was a true example of unity and shared services and doing all that we could to assist this community. Further, we have reported our losses to FEMA, Governor Christie and other agencies, and we have recently received our first check to use for recovery and reimbursements for damages to our city. Thank you Plainfield and Plainfield Partners. Have a happy, healthy, productive New Year as we celebrate "Plainfield, A City On The Move".

*Sharon*

Sharon M. Robinson-Briggs,  
Mayor

# CITY OF PLAINFIELD



## **PUBLIC WORKS AND URBAN DEVELOPMENT ENGINEERING DIVISION**

In 2012 the Engineering Division engaged in the following Shared Service projects:

- The resurfacing of Cushing Road with the Township of Scotch Plains. The project began on August 6, 2012 and has been completed.
- The resurfacing of Park Ave (from the border of South Plainfield to the border of North Plainfield) with the County of Union. The project is currently out to bid and construction should begin within the next month.
- Coordination and review of the Park Ave/E. Ninth St. Peninsula/corridor improvement project with the County of Union.

The Division also applied for grants for the following grant in 2012:

- Safe Routes to School for improvements at Emerson School, Evergreen School, and Barlow School.
- NJ Transportation Enhancement Grant for improvements to the North Ave Historic District.
- NJDOT Funds for the completion of Watchung Ave (Hillside Ave to Leland Ave).
- NJDOT Safe Routes to Transit for the Improvements to the West Fourth Street Streetscape.
- CDBG for Improvements to West Third Street for 2013
- CDBG for Improvements to the City of Plainfield, Parks facilities.

The Division is currently engaged in Aerial Surveying the portion of the Flood zone map to determine if any of the properties can be excluded from the flood map.

The Division also secured funding through the Capital Improvement Program NJDOT Grant Funds and Community Development Block Grants for the FY 2012 Roadway Improvement Program for the resurfacing of the following roads:



## STATE OF THE CITY—2013

Birch Avenue	Arlington Ave	Brokaw Blvd
Emerson Avenue	Lafayette Place	Abbond Court
Farragut Road	Oxford Place	Cedar Court
Watson Avenue	Waynewood Park	Jean Terrace
Atlantic Street	Park Ave	Brook Court
Fredrick Street	Leland Avenue	Green Court
Pacific Street	Sheridan Avenue	Tate Court
Watchung Avenue	Oxford Avenue	Buttfield Drive
Beechwood Court	Sterling Street	Rock Avenue
Bellevue Court	Myrtle Avenue	West Fourth Street
Hartridge Place	Irving Place	Cushing Road

### PUBLIC WORKS AND URBAN DEVELOPMENT

#### CODE ENFORCEMENT

In 2012 the Code Enforcement Division:

- 1st Responders and Essential Personnel for the Hurricane Sandy Aftermath
- Established Yard Waste Drop-Off Project in collaboration with DPW
- Lien approval in the amount of \$86,550.22 an approximate 20% increase from 2011

Community Outreach

- Block Associations Meetings i.e. (Melrose Place/Avenue, Emerson Avenue, Sumner Avenue and Hillside Avenue)
- Consolidated the Property Maintenance Code and Updated City Website
- Ascertained Garbage Haulers Information for the North Avenue Redevelopment District (in an effort to discourage illegal dumping)



## **PUBLIC WORKS AND URBAN DEVELOPMENT PLANNING DIVISION—2012**

### **PLANNING BOARD**

- ◆ Development applications - Held 19 public meetings including the annual reorganization meeting; heard 1 development application for McDonalds expansion; and heard application proposing right-of-way signage in the Van-Wyck Brooks Historic District, and planters in the Crescent Avenue Historic District
- ◆ Capital Improvement Program – The PB held hearings for every city division requesting inclusion of their capital projects into the 2013-2018 Capital Improvement Program (CIP), and submitted their CIP recommendations to City Council for 2013 capital budget adoption.
- ◆ Conducted 12 Capital Project Reviews for roadway improvements, the Board of Education Hub Stine Field and school improvements, and a proposed Union County College expansion.
- ◆ Completed and submitted to City Council (which adopted) the Transit Oriented Development – Downtown rezoning of the downtown area. The Planning Division/ administration have subsequently submitted a Transit Village application to the New Jersey Department of Transportation to commence the process for the city to obtain Transit Village designation.
- ◆ Completed its preliminary review of the Transit Oriented Development – Netherwood rezoning with proposed permitted uses and bulk standards for each use.

### **ZONING BOARD OF ADJUSTMENT**

- Held 10 public hearings including their reorganization meeting ; heard 15 development applications (use variances, certificates of Non-Conformity, appeals of Zoning Officer decisions, site plans and relief from zone requirements) and zoning interpretations. The major development approval was the granting of relief to permit Habitat for Humanity to construct five new dwelling units on West Seventh Street. Construction of 25 new apartment units on a site on South Avenue – a previous ZBA approved project has also commenced.
- Adopted ZBA Hearing Citizen Participation flyer for distribution to those attending ZBA hearings.
- Adopted Annual Report for 2011 and submitted it to the PB.

### **HISTORIC PRESERVATION COMMISSION**



## STATE OF THE CITY—2013

- Held 12 public meetings; held formal/informal hearings for 42 applications (including those specified below), heard and processed 13 applications for Certificates of Appropriateness, including removal of deteriorated roof, gutters, siding, and windows and replacement with historically appropriate material and design.
- One continued hearing and enforcement action involves the replacement of windows/doors at the Van Wyck Brooks House in the Van Wyck Brooks District.
- Reviewed 4 applications on referral from the PB/ZBA including the placement of planters in the Crescent Area Historic District, signage in the Van Wyck Brooks Historic District and bridges in the Green Brook and Cedar Brook Park Historic Districts.
- Continued concept of preserving the Lampkin House – the oldest house in the city – together with adjacent open space to create a 36 acre joint historic museum, open space and nature trail facility.
- Commenced public outreach program to inform property owners in historic districts of the importance of historic preservation
- Provided educational material to property owners in historic districts affected by Hurricane Sandy advising of emergency procedures the HPC has for prompt review/approval of storm damage
- To keep updated with the activities of the Plainfield Historic Preservation Commission, check out their website at [www.plainfieldnjhistoricpreservation.com](http://www.plainfieldnjhistoricpreservation.com)

### SHADE TREE COMMISSION

- Held 8 public meetings
- Received grant to plant 53 trees through the Union County Planting Grant; these trees have been planted
- Planted five (5) trees and along with the Mayor, City Officials & stakeholders held the annual Arbor Day Program at the Plainfield Public Library
- Conducted site inspections on all roadway improvement projects under construction in 2012 and made recommendations for street tree plantings for each.

### PLANNING DIVISION

- Received and processed 33 applications with the Planning Board/Zoning Board of Adjustments. Processing includes completeness reviews, scheduling, resolution compliance reviews and site inspections.

## **CITY OF PLAINFIELD**



- Issued over 300 written Zoning Officer determinations regarding fences, new structures, additions, sheds, porches, decks, pools, signs, certificates of occupancy, etc
- Issued 21 zoning violations to property owners who violated the city land use ordinance including dumping soil and construction debris in residential zones, conducting business without certificates of occupancy, and having outdoor storage without site plan approval.
- Coordinated with the engineering division the updating of the city base map to include all lot subdivisions and mergers from 1988
- Provided hundreds of members of the public (property owners, tenants, realtors, contractors, etc) and city officials with technical planning and zoning assistance
- Assisted the Division of Economic Development with Coordinated Brownfields Investigations
- Prepared 12 Planning Review Reports for the Planning Board and Zoning Board of Adjustment,
- Continued Placement of Board and Division documents on city web site – the City Land Use Ordinance and map, master plan and maps, commission board applications, board/commission schedules, and general zoning materials of assistance to the public are now on the city web site
- Issued 2 final approvals for Planning / Zoning Board applications
- Prepared 6 City Council resolutions for performance bond release
- Obtained City Council approval for public access agreement with private developer for public use of private property downtown for public use activities.
- Obtained state planning assistance for review of Streetscape Design Standards for all commercial districts area which will be submitted for formal adoption in 2013

## **PUBLIC WORKS AND URBAN DEVELOPMENT**

### **TRANSIT ORIENTED DEVELOPMENT DOWNTOWN**

What TODD rezoning means for the City:

A Transit Oriented Development Downtown/Transit Village will provide the basis to revitalize the city downtown into a more active, desirable, mixed-use destination for all.

- A downtown transit village will encourage walking, biking and transit usage by providing the foundation for mixed-use high density residential and commercial buildings in downtown Plainfield.
- A transit village will revitalize the downtown area by providing land uses that



## STATE OF THE CITY—2013

- generate train ridership and enhance economic activity.
- The TODD zone will create pedestrian friendly neighborhoods to complement the downtown area.
- Village standards will improve the aesthetics and safety of the area for residents, shoppers and visitors.
- Increased residential and commercial activity will encourage public and private investment in the TODD.
- A TODD will create a safe, efficient, user friendly and environmentally conscious pedestrian oriented neighborhood linked to transit use.

### **PUBLIC WORKS AND URBAN DEVELOPMENT**

#### **OFFICE OF ECONOMIC DEVELOPMENT**

The following is a list of accomplishments from the Office of Economic Development for the calendar year, 2012.

#### **BROWNFIELD ASSESSMENT**

- Completed the environmental assessment of 13 sites
- Contracted the site investigation for the city-owned property on Lee Place.
- Contracted the site investigation of the city-owned property on Arlington Avenue.
- Developed a comprehensive neighborhood profile of brownfields.
- Completed an inter-active neighborhood guide to identify and use brownfields.

#### **ENERGY EFFICIENCY**

- Leveraged over \$100,000.00 in energy retrofits through the NJ Direct Install Program
- Leveraged over \$135,000.00 in additional energy retrofits through the federal government
- DOE, Energy Efficiency Grant Program.
- Deconstructed the privately owned property at 326 Leland Avenue.
- With the Mayor and the City of Plainfield, we contracted with South Second Street Youth Center to form a community garden at the Lee Place, city-owned property.

#### **ECONOMIC DEVELOPMENT PLANS**

- Completed revitalization plan for the East Second Street Neighborhood Commercial District.

## CITY OF PLAINFIELD



- Developed scope for the comprehensive revitalization of the near west side redevelopment triangle.

### HOUSING INITIATIVES

- Completed the rehabilitation of the two Neighborhood Stabilization Program (NSP) properties through the Plainfield Housing Authority.
- Completed Companion Finance Model to eliminate foreclosures and stabilization of neighborhoods

### FLOODING

- Initiated the application to the National Flood Insurance Program to qualify the city for the Community Rating System
- Completed the survey of flood zones in preparation for a Letter of Map Revision to the FEMA, eliminating certain properties from the flood zone.
- Drafted RFP for the de-silting and improvement of the Cushing Road and Robinson Brook watershed.

### PARTNERSHIPS AND REPRESENTATIONS

- NJ Urban Mayors Association US EDA grant for northeast municipalities' regional economic development analysis.
- NJ Transit Bus Rapid Transit, economic development study of the Raritan Valley Line.
- Initiating partnership with the Wharton School of Business to develop sustainability financial models for TOD's and Companion Financing.
- Rutgers University, Bloustein School of Policy and Planning for revitalization studies on East Second Street and the near west side.

### SIGN AND FAÇADE

Leveraged over \$120,000.00 in sign and façade improvements.

## PUBLIC WORKS AND URBAN DEVELOPMENT RECREATION DIVISION MAJOR ACCOMPLISHMENTS FOR 2012

In 2012 the Division of Parks & Recreation hosted the following events:

- The Annual Easter Egg Hunt
- Fishing Derby
- Arts Festival
- Halloween Party
- Tree Lighting Ceremony



## STATE OF THE CITY—2013

- Volunteers Awards Ceremony
- Fourth of July Parade, Concert & Fireworks (with over 19,810 attending the events.) The City Hosted and featured major headliners for the Concert this year, as the County was unable to provide a concert in 2012.

Parks & Recreation provided the following seasonal programs:

- Basketball
- Golf
- Tennis
- Wrestling
- Dance
- Fashion Passion
- On Camera Acting
- Summer Camp
- Baseball (which doubled the number of program participants).

The Division organized the following community trips:

- Circus,
- Disney on Ice
- Franklin Institute

The Division also hosted a

- Car Show and Outdoor Movie Night for the Community.

*The Division also applied for grants for the following grant in 2012:*

- CDBG for improvements to all of the park bathroom facilities within the City of Plainfield.
- The Heart Grant for the Kwanza Event
- NRPA Nutritional Grant for the Summer Camp Program (served over 57,420 meals to participants).
- Kids Recreation Trust Grant

## **PUBLIC WORKS AND URBAN DEVELOPMENT**

### GREENING UNION COUNTY PROGRAM

The Greening Union County program is a grant through our Open Space Trust fund in which municipalities can receive funding, either dollar for dollar or tree for tree. Over the past 5 years the City of Plainfield has received this match

# CITY OF PLAINFIELD



from the County:

2012	\$4000.00	25 trees
2011	\$5811.00	39 trees
2010	\$3576.00	48 trees
2009	\$8900.00	48 trees
2008	\$6000.00	29 trees

## **PUBLIC WORKS AND URBAN DEVELOPMENT** **DIVISION OF PUBLIC WORKS—CITY YARD**

In 2012 the Division of Public Works has completed a number of extensive projects which include:

### **BUILDING RENOVATION:**

Renovations were completed at City Hall, City Hall Annex and Police Division.

### **VEGETATED YARD WASTE DROP-OFF PROGRAM:**

Residents now have the option of bringing their yard waste to the City Yard free of charge when there are no scheduled curbside collections. This keeps our streets cleaner, increases efficiency levels in other DPW operations like street sweeping and allows our staff to focus more attention on road repairs.

### **SUPER STORM SANDY CLEANUP:**

Crews removed over 27,000 yards of debris, 43 stumps grinded/removed to date and removed city trees that uprooted on private structures totaling 47 locations.

### **ROAD MAINTENANCE:**

- The office received over 587 calls for pothole repairs. All request for services were completed in a 48 hour time line (weather permitted).
- Spot milling was completed on several roads. Streets were selected with the assistance of the Engineering Division. Crews milled the road surface, removed base when needed and applied a top coat overlay. Material totaling over 300 tons was applied.

### **PROPERTY MAINTENANCE:**

- 41 City owned properties (unoccupied).
- Privately owned properties were abated with direction from the Inspections Division. Liens were placed on the properties totaling \$84,691.17.



## STATE OF THE CITY—2013

### **DE-ICING AND SNOW OPERATIONS:**

All Street were cleared of snow within 24 hours after the storm.

### **CURBSIDE COLLECTIONS:** \* does not include Hurricane (Sandy) totals

All sections received their pick up on the scheduled date.

- Provided 6 curbside pick-ups.
- Offered a resident drop off for vegetated waste
- 4429 Collections total yards (As of September).

### **RECREATION MAINTENANCE:**

- Prepared and maintained athletic fields; 4-baseball, 1-football, 2-soccer, 6-basketball sites and
- 4-tennis courts.
- Perform routine maintenance to 6-swimming pools.
- Lawn care and litter removal of over 75+ acres.
- Performed building maintenance to 6 sites and 17 bathrooms.

### **TREE MAINTENANCE:** \* does not include Hurricane (Sandy) totals

- Responded to 512 requests for service calls.
- Continue to offer residents root cutting, and has performed over 23 to date.
- Provided tree maintenance that includes trimming 271, removing 54, stump removal 38.
- Utilized the Morris County Co-op tree service, reducing overall waiting time for tree request completed.
- Worked with the Tree Committee assisted with the planting of over 75 trees.

### **STREET SWEEPING:**

- Street Sweeping crews performed a 7-day street sweeping schedule for the U.E.Z zone.
- All other areas were swept on a monthly basis.
- Street sweeping crews logged a total of 7,800 miles. Removed a total of over 1,600 tons of debris from our city streets.

### **STORM DRAINS:**

- Clean and inspected over 2,500 inlets.
- Updated 100 inlet labels per D.E.P. Storm Water.

## CITY OF PLAINFIELD



- Performed outfall re- inspection to all 67 locations per D.E.P Storm Water.

### **PARKING BUREAU:**

- Enforced parking laws in the downtown area and Municipal lots issued over 11,256 tickets.
- Collect and deposited revenues from meters and permits.
- Installed holiday bags.

### **BUILDINGS & GROUNDS:**

- Performed Building Maintenance to City Hall, Annex, Police Div. and Public Works Yard.
- Responded to over 210 requests for services from staff.
- Completed major upgrades to the utilities at the Annex.
- Responded to inspections and emergency service request for building securing (boarded-ups).
- Renovated the public areas at the Annex and City Hall buildings.
- Assisted the Police Div. with upgrade to the lunch room and general areas.

### **SIGNS & MARKINGS:**

- Replaced/repared over 183 faded and/or damaged signs.
- Traffic markings on roadways were re-stripped totaling over 1,340 linear feet.
- Curb painting; crews applied over 35 gallons of paint totaling 1100 linear feet.

### **FLEET MAINTENANCE:**

- Performed maintenance on Public Works vehicles that include heavy equipment, light vehicles, snow & de-icing equipment, landscaping and tree equipment.
- Senior center van and buses.
- 12-Inspections cars.
- Police vehicles.
- Recreation: 2-vans and 1-bus.

## **DEPARTMENT OF PUBLIC AFFAIRS AND SAFETY SUMMARY**

In 2012 the Department of Public Affairs and Safety has seen a number of changes that have been implemented including:



## STATE OF THE CITY—2013

- The city has hired 15 new police officers during the 2012 calendar year along with 10 firefighters.
- The ShotSpotter gunshot detection system has been deployed within the city.
- A division wide Crime Intelligence Reporting System was designed to further reduce the incidence of crime in our city.
- We purchased advanced patrol bureau computers for our vehicles which are expected to greatly enhance the efficiency of our personnel.
- The Dept. of Public Affairs and Safety's, Police, Fire, and Emergency Management combined coordinated efforts during Hurricane Sandy and the recent Nor'easter resulted in no loss of live during and in the immediate aftermath of those historic events.
- The purchase of an emergency back-up generator for police headquarters which is capable of sustaining all power requirement of the entire building including the Emergency Operations Center.
- A sharp reduction in Part 1 crimes during the 2012 calendar year as compared with 2011. Part 1 crimes being Murder, Rape, Robbery, Arson, Aggravated Assault, Larceny, Burglary, and Motor Vehicle Thief.
- The Police Division's Narcotic Bureau has made 562 city wide arrests. Many of which are offenders from outside Plainfield. They have also seized \$56,000.75. cash as a result of those arrests. Additionally, 32 search warrants were executed during the past calendar year.
- Our Fire Division received a Federal Grant for \$315,000 grant for the acquisition of a new and desperately needed Fire Pumper Truck.
- Our Police Division was awarded a total of \$68,210 in public safety grants.
- The Police responded to over 45 thousand calls for assistance in 2012.
- The Fire Division responded to a total of 2602 calls including 161 Hazmat Conditions and 307 Carbon Monoxide incidents. It should be noted that during Hurricane Sandy, their rapid response surely saved the lives of multiple individuals at one location.
- Public Safety has continued to train its personnel to the highest standards.

The City's Part 1 crime TOTALS have decreased this year by over 9 percent. The county prosecutor has publicly praised and noted the efforts of Plainfield's finest.



## DEPARTMENT OF PUBLIC AFFAIRS AND SAFETY

### POLICE DIVISION

#### 2012 ACCOMPLISHMENTS

- Implementation of ShotSpotter
- Hired 15 new police officers
- Implementation of a Division wide Crime Intel reporting system.
- Remodeling of lounge/lunchroom space for police and civilian personnel
- Collaborative partnership with fire division and other city agencies during Super Storm Sandy.
- Purchase of ten mobile computers for police personnel to assist them in efficiently carrying out their field duties

#### WE WILL CONTINUE TO:

- Police personnel have been trained via formal schooling to identify, research and obtain potential grant opportunities for the Division
- Approved funding for accreditation by Union County Prosecutors Office utilizing Special Law Fund. Vendor identified and contract to be presented in the beginning of 2013
- Develop & update a comprehensive, uniform set of written directives
- Division will initiate two pilot programs in early 2013 aimed at further reducing the Part I Crime Statistics.
- Division has hired ten new officers to be fully trained and capable of mission beginning January 2013
- Installation of emergency generator capabilities at Police Division

### FIRE DIVISION

#### 2012 ACCOMPLISHMENTS

- Established greater accountability and supervision throughout the Department by promoting: (1) Fire Chief, (1) Battalion Chief, (1) Captain, and (4) Fire Lieutenants.
- Hired (10) new firefighters to maintain the staffing levels.
- Increased public Education by purchasing and distributing emergency preparedness booklets to our community.
- Completed mandatory training for all personnel including Emergency Bailout System Training.
- Increased Knox Box System compliance for local businesses



## STATE OF THE CITY—2013

- Successful Fire Prevention Fair
- Received Federal Grant for \$315,000 with a 10% matching funds for acquisition of a new pumper

Received Federal Grant for \$315,000 with a 10% matching funds for acquisition of a new pumper.

The Fire Division has responded to the listed alarms this year:

Structure Fires	64
Good Intent	1261
Vehicle Fires	36
Vegetation Fires	48
EMS/BLS Responses	55
Vehicle Accidents	125
Extrication	31
Other Rescues	33
Hazmat/Conditions	161
Service Calls	391
Other Incidents	90
Carbon Monoxide Incidents	307

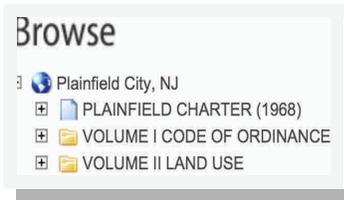
### WE WILL CONTINUE TO:

- Upgrade IT System
- Increase the reliability for Headquarters when there is disruption of service
- Purchase emergency backup generator
- Comply with FCC mandated narrowband frequencies
- Allow for interoperability between City Agencies
- Reinstate the RU Okay Program for Senior Citizens
- Utilize the Fire Division Website
- Engage our Youth to begin a career path with our Fire Division
- Educating and creating future firefighters through proactive training
- Firefighters will be trained in basic medical calls to assist BLS calls
- Acquire a new *Car 2* for emergencies to assure proper responses for the Incident Commander



## OFFICE OF THE CITY CLERK

### 2011 – 2012 ACCOMPLISHMENTS



Posting of Resolutions & Ordinances by Title:  
The online posting of a resolution and ordinance log allows residents and staff the capability to search through a listing of actions taken for all resolutions and ordinances considered by the Governing Body. This has proven to be extremely

helpful for residents who are requesting information from the Clerk's office whom were previously unable to identify the information they sought.

#### Posting of Applications & Permits:

The online posting of applications & permits allows residents easy online access to documents maintained in the licensing bureau. Residents can now fill out applications in the convenience of their home and may choose to mail in the application and fees without having to visit City Hall.

#### Electronic Code, Charter & Land Use:

Residents, Staff and Elected Officials now have unlimited online searchable access to the City Charter, Codified Ordinances and Land Use Laws. This has drastically reduced request for access to public records involving information which can easily be found in the Charter and Code Book. Most importantly it has empowered residents of the City of Plainfield with the Knowledge of their Local Government Laws. It has significantly reduced cost of codifying over 30 individual code books which is no longer necessary.

#### Increase of Taxi & Liquor fees:

The fee for a Chauffeurs License was increased from \$20 Dollars to \$40 Dollars to compensate for processing cost. The fees for annual renewal of distribution & consumption liquor establishments have been increase from \$2,100.00 to \$2,500.00. The Clerk's office will continue to recommend to the Governing Body, where necessary, the increasing of fees to generate revenue.

#### Redesign of Chauffeur's License:

Previously, the issuance of a chauffeur's license was very cumbersome and time consuming for the Clerk's Office. A passport sized photo was stapled to

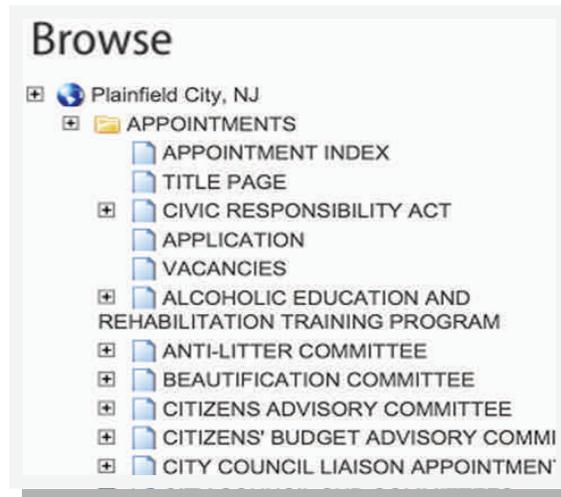


## STATE OF THE CITY—2013

each 8.5x11 sized permit. Each driver's information was manually inserted via typewriter. This new design has cut the issuance time virtually in half, freeing up staff to attend to other matter. The new design has proved to be more efficient for public safety concerns as it is tamper proof and each license is electronically on file in the Police Division.



Electronic Posting of Agencies Boards & Commissions:



The Civic Responsibilities Act adopted on May 4, 2005 required the Municipal Clerk to create a register of appointed positions to City boards, commissions or agencies and be made available on the City's website. This register shall set forth the title of each appointed municipal

position, a brief description of the position's powers and duties, any special credentials or qualifications required to hold the position, the length of term for the position, the name of the person currently holding the position, the expiration date of the term and the number of vacant seats on the board or commission.

Organized Office:

The new layout in the City Clerk's Office exudes a professional environment and allows easy access for staff to retrieve filed records. A computer for

## CITY OF PLAINFIELD



residents has been provided to search through the various online documents and forms. Residents who very often confuse the City Clerk with the County Clerk are able to use the computer to print out forms from the County and/or other Government agencies.

### Streamlined Applications & Permits:

Routine license such as a garage sale permits previously took up to two weeks to issue. When reviewed, the actual man hours between the Clerk's office, Police Division and Fire Division exceeded the \$10.00 dollar fee charged for this permit. Police and Fire have been eliminated from the application review process. At the end of each week a listing of all garage sales taking place is submitted to the Director of Public Safety. As a result of this change, garage sale permits can now be obtained the same day the application is submitted and fees are paid.

### Organized Inactive Storage Facility:

The inactive storage facility located in the basement of the City Hall Annex building houses the City's inactive records. The retention schedule for each record is mandated by the State Division of Archives and Records Management. These records, some of which were once emerged in water are now in acid free labeled boxes placed on State approved shelving units.



## 2012 ADMINISTRATION & FINANCE DEPARTMENT

### Audit and Control

- We updated our fixed asset accounts.
- We lessened our mandatory costs for payroll services.
- Established better monthly closeout procedures.

### Tax Assessor

- Saved the City thousands of dollars in refunds by successfully settling some tax appeal cases requiring withdrawals of previous year filings



## STATE OF THE CITY—2013

- Completed populating MODIV data in computer system with square footage and tax map page
- Identified over \$1.6 million in added and omitted added assessments

### WIC Program

- The state projected caseload was achieved by 100.00% ( 49,500/year)
- The food Dollar amount of \$3,380,000 was spent 100% to its entirety
- The administrative grant of \$725,800 was utilized to pay 9 full time and 2 part time staff salaries and all other operating costs.
- Web based inter active kiosks are being used 95% by the clients to promote and encourage self-learning on various nutrition topics.
- During the summer months 4,200 Farmer market vouchers were distributed to WIC clients to purchase fruits and vegetables. This year the redemption rate was 99%. Roadside Farmer stand were set from June-November 2012. The agency was awarded a certificate from the State for maximum redemption of the FM vouchers
- The Plainfield WIC Office has a full time peer counselor, and a part time lactation consultant to promote Breast-feeding for the enrolled WIC clients. Breast feeding support, promotion and education are 100% coordinated for all pregnant and breast feeding mothers in the program
- ALL WIC staff were sent to a mandatory State wide training in October 2012, topics discussed, best practices on customer service, leadership skills, infant formula, education on breast feeding topics
- Bimonthly, WIC hosts a free mobile dentist clinic in the office to promote good dental care for all Plainfield children ages two to eighteen years of age
- In March of 2012 the agency celebrated National Nutrition Month promoting good dietary habits.
- In August 2012, the Agency celebrated World breast feeding week by inviting speakers and conducting activities.
- In order to reduce Obesity, all children enrolled in WIC received jump ropes to promote physical activity.
- One dietetic student intern was given an opportunity to work in WIC clinic to assist nutritionist and learn the technique of counseling clients
- Follow up on immunization education are conducted on 2500 children and infants F or this year
- Provided forms to 800 women clients to promote voter registration.
- Ongoing weekly nutrition education classes offered to the enrolled WIC clients.



## Senior Citizens Center

- In partnership with the State of New Jersey the Workforce 55 Program provides employment training to low income Plainfield Senior Citizens. The center daily activities are supported through this partnership. We have 5 senior volunteers 4 hours per day.
- In partnership with the Union County Division of Social Services, the Community Work Experience Program (CWEP) provides the senior center with clients that assist with our day to day activities. Approximately 10 clients are placed at the center. The average stay is about three months. These workers support our clerical and meal programming.
- In partnership with the Social Security Administration, which holds a satellite office at the center each Wednesday, we are able to service the needs of our seniors approximately 110 clients each month.
- In partnership with several vendors such as the YMCA, YWCA, Aristacare, Podiatrist, Dr. Poonai, Prevention Links of Union County, we focus on all aspects of living healthy and longer, proper nutrition and healthy living initiatives for our members. The center also offers several health awareness programs such as Fitness programs, partnerships with the YMCA, YWCA, and the Plainfield Health Center. Seniors receive blood pressure screenings, glucose screenings, nutrition, podiatry, flu shots, and medical information seminars.
- Over 2,500 members were serviced this year.
- We provided over 25,264 one-way transports to our members this year.
- We also provided transportation for over 100 trips to locations including, but not limited to, Museums, restaurants, art shows, department stores, food shopping, bowling, movies, dinner and lunch, health programs, plays, and educational forums.
- We had senior members involved in plays, dances, sing-alongs and fashion shows.
- Several of these shows are videotaped and viewed by the community. Our homebound seniors really enjoy seeing their peers.
- We provided Information & Assistance on an average of 90 clients per month for about 1100 cases this year.
- We provided over 2,000 phone calls for Telephone Reassurance to 400 clients.
- We provided daily internet and training classes to over 287 senior members on a monthly basis.
- In partnership with AARP, we completed several tax returns for 2011.



## STATE OF THE CITY—2013

- In partnership with the Meals on Wheels program, we served daily hot lunches to our clients. The average meal served was 85. Hot meals were also provided to our homebound members in conjunction with the Union County Meals on Wheels program.
- As part of our Outreach effort, staff and senior volunteers made home, hospital and nursing home visits to encourage our ailing members.
- In partnership with Plainfield Public Schools, Bilingual Day Care Center and Bright Day Care Center, we hosted programs for over 275 school aged children at the center.
- In partnership with members of the community and students from Montclair State University we hosted our Annual Thanksgiving Day Dinner.
- In partnership with the Municipal Alliance we hosted 5 Substance Abuse Programs.
  
- In partnership with Union County College we provided 2 Continuing Education College Courses, Intro to Biology and Intro to Drama .
- This year we were awarded \$154,286 in grant dollars through the county of Union.
  - Division on Aging - \$104,126
  - Arts & Cultural - \$2,200 ..
  - Community Development Block Grant - \$48,000.

### **Plainfield Bilingual Day Care**

#### **GOALS AND OBJECTIVES FOR THE PROGRAM WERE COMPLETED ON SCHEDULE**

PBDCC is achieving 100% of State (Division of Family Development), County (Community Development Program) & Plainfield Board of Education Child/Adult Food Program Performance Standards as follows:

- An average of 69 children of low-income families has been served from January through December, with a Level of Service of 85-90% based on actual children-attendance days
- An average of 69 children has received a nutritious breakfast, lunch and afternoon snack for the same time period
- Revenue collection continues to be 100% for 39 children

### **Performance Outcomes for Children**

- 100% of the children have attained the developmental goals appropriate for their individual needs
- Teacher planned activities/anecdotal records/portfolios/COR (Child



Observation Records) were carried out during the months of January-November 2012

- 100% Parent/Teacher Conferences were conducted quarterly (March, June, Sept, Dec)
- 100% of home visits were conducted (30 Abbott families)
- 100% of PBDCC Personnel completed mandated Staff Development Training, through the Office of Early Childhood, during the school year. Director completed 20 hours of mandated educational staff development trainings.

### **Performance Outcome for Families**

- 100% of the families who are either attending school or working have been able to maintain their educational program and/or employment
- 80% of the families have participated in one or more of the Center's Parent Program, including "Strengthening Families Initiative", Parent Teacher Conferences, Parents' Advisory Committee, Community Activities, etc.
- PBDCC families requesting special assistance were referred to appropriate local agencies (i.e., Plainfield Action Services, Angels in Action and Family Success Center)

### **Performance standards in regards to physical and fiscal constraints:**

- PBDCC License to continue to Operate Child Care Center expired in July 2012. In the process of obtaining the renewal after the environmental reviews.
- Conversion at Center Based Care (CBC) contract slots to vouchers (39 children/out of 69 total)

### **Bilingual Day Care Highlights:**

- For the past 15 years we sub-contracted Pre-kindergarten services for 30 DOE three and four year old children (15 children per class) with the Plainfield Board of Education. Reimbursement per child is \$12,361.00 per year.
- The center continues to participate in NJ Foster Grandparent Program. We currently have 2 grandmothers who supplement our staff by providing a loving and nurturing atmosphere for our children (they volunteer for 4 hours per day).
- Local Board of Education conducted its bi-annual "Focused Learning Walk" (classroom assessment) in both DOE Classrooms on November 14, 2012. The outcome was satisfactory.
- Our goal for next year is to continue to provide quality day care services at



## STATE OF THE CITY—2013

an affordable fee (many of our parents have a \$0 co-payment as per income and family size).

- Children, parents and staff participated in "The Month of the Young Child" celebration in April, 2012.
- The two DOE teachers received a certificate of achievement in recognition for commitment and dedication for providing professional development to preschool staff of the Plainfield Public Schools.

### Personnel

In addition to the Division's day to day duties and responsibilities, the following is a list of the Division's accomplishments for calendar year 2012.

- Labor Negotiations - Assisted in negotiating successor agreements for the City's seven collective bargaining units.
- Consistent with state law insured that phase 2 of the employee care contribution was implanted in July 2012.
- Finalized the negotiation process by preparing the seven union contracts and presenting salary ordinances for City Council's review and approval for the seven collective bargaining units.
- Health Benefits - As a result of the elimination of the Cigna Health coverage, completed a special open enrollment and insured that 100+ employees enrolled in Cigna were transferred to another health plan.
- Coordinated an employee health and fitness fair
- Implemented the online HRIS system (in process, will be available by Dec. 31st).
- Successfully processed employee action forms for the hiring of approximately 200 seasonal summer youth and Recreation Division employees.
- Processed paperwork and enrollment documents for newly hired police and fire personnel.

### Plainfield Action Services—(PAS)

The following services were accomplished in Plainfield Action Services Agency for 2012:

- |  |       |
|--|-------|
| • Provided Summer Employment Opportunities to Plainfield Youth | 85    |
| • Number of Families Receiving Assistance                      | 2,929 |
| • Number of Volunteer Hours Donated to the PAS                 | 60    |
| • Number of Organizations that Collaborate with PAS            | 200   |
| • Number of Vulnerable Individuals Receiving Services          | 280   |
| • Emergency Assistance Food                                    | 1,800 |

## CITY OF PLAINFIELD



• Emergency Assistance Fuel or Utility Payment	210
• Emergency Assistance Rent or Mortgage Assistance	467
• Emergency Assistance Car or Home Repair	4
• Emergency Assistance Temporary Shelter	161
• Emergency Assistance Medical Care	47
• Emergency Assistance Protection from Violence	42
• Emergency Assistance Legal Assistance	340
• Emergency Assistance Transportation	158
• Emergency Assistance Disaster Relief	60
• Emergency Assistance Clothing	1,100
• Emergency Assistance Total	7,943

### Health Division

#### Statistical Data 2012

Food Licenses issued	330
Total Retail Food Inspections	113
Satisfactory	85
Conditional Satisfactory	20
Unsatisfactory	1
Child Day Care Center Inspections	13
Schools Inspected	22
Public Health Nuisance Complaints	294
Childhood Lead Poisoning Inspections/visits	13
Youth Camps Total Number	6
Youth Camp Inspections	2
Recreational Bathing total facilities	6
Recreational Bathing Inspections	1
Plan Reviews for New Businesses	8

#### Animal Control Statistical Data 2012

Animal Bite Investigations	55
----------------------------	----

#### Health Department (CD) Statistical Data 2012

Communicable Disease Investigations	3,400
Sexually Transmitted Diseases	951

#### Vital Statistics 2012

Birth Records Issued	2,829
----------------------	-------



## STATE OF THE CITY—2013

Marriage Certificates		488
Marriage Licenses		227
Death Certificates		971
<b>Purchasing Division</b>		<b>2012</b>
Requisitions		5,943
Purchase Orders		5,943
Sealed Bids		15
Request for Proposals		
Request for Qualifications		
<b>Mail Room</b>		<b>2012</b>
Interoffice:	Daily	315
Interoffice:	Annual	77,150
Stamped Mail		46,763
<b>Municipal Court</b>		
Criminal Cases Issued		3719
Criminal Cases Disposed		4564
Traffic Cases Issued		13036
Traffic Cases Disposed		13621
TOTAL REVENUE COLLECTED		\$1,426,462.61



## INFORMATION TECHNOLOGY

### 2012 Accomplishments:

- Replaced or upgraded 95% of all desktop computers and printers in all City offices excluding Public Safety
- Installed new Nutrition Kiosk Lab for Plainfield's WIC office
- Added new computer for public use in City Clerk's Office.
- Deployed computers and wired Network Infrastructure for Narcotic Division.
- Added an electronic asset management and application monitoring system.
- Replaced sound system inside City Hall library.
- Replaced all computers, server, and software in the City Tax Collector's Office
- Purchased new sign Making machine for the Division of Public Works.
- Deployed (10) ten computers for the Plainfield Fire Division
- Purchased new Senior ID printer, materials, and trained staff for the Senior Citizens Center.
- Upgraded Senior Citizens Center computer lab.
- Deployed new computers for the Police Division to assist as requested.
- Deployed new displays for the Tax Assessor's office.
- Removed older County DSL Network and added the Tax Assessor's office to the City's infrastructure as requested by the County.
- Extended electronic purchasing capabilities to all applicable offices.
- Added Digital Signage to City hall rotunda for information sharing.
- Expanded wireless connectivity in City Hall and the Annex.
- Expanded phone system to include auto attendant capabilities.
- Deployed Video Surveillance within City Hall.

The Information Technology Division and Media Division provides information and access to data via the website, cable station, or by visiting individual offices and requesting information. The divisions will continue to provide support, advisement, and approval of all technology city wide. We will continue to be innovative, flexible, scalable, secure, and environmentally conscious with the ability to respond to new goals and dynamically changing service and operational requirements by various departments and divisions as requested.