

STATE OF THE CITY PLAINFIELD, NJ

January 1, 2010



...promoting a Green Plainfield through the creation of green technology training and management centers.

Growth By Unity

...increasing the level of communications to our residents by enhancing the information technology infrastructure.

...growing the business and tax base through the introduction of a specialty supermarket and shopping center.



Sharon M. Robinson-Briggs

Mayor

...Census 2010 Road Tour is coming to Plainfield in January. This is one step in Plainfield's multistage plan to reach our goal of 50,000 residents.

Department

**Public Works and
Urban Development**

Division

**Office of
Community
Development**

FY 2009 Accomplishments

- Received approval for \$1,277,618 in Community Development Block Grant Program funds from Union County, which represents the largest award total. This relates to 29 projects in areas such as housing, public facilities, public improvements and social services and reflects an increase of funding to the City for the fifth consecutive year.
- Mr. Al Restaino, City Employee, was re-elected to serve as the Chairman of the Union County Administrative Committee which provides oversight on award amounts, budget modifications and scope changes throughout the Union County CDBG consortium.
- Received a \$400,000 CDBG grant which was used to provide funds for rehabilitation assistance to residents or families through the Comprehensive Housing Assistance Program.
- Received our first repayment from a landlord who rented an illegal apartment to a City resident that received benefits through the Relocation Assistance Program. These funds will be deposited in a designated account so that other residents facing eviction from illegal apartments can continue to receive assistance from the City.
- Received \$108,893 in Community Development Block Grant Program Income which can be utilized to fund future eligible projects.
- Reviewed and processed 28 applications for the SHTP program which provides assistance to senior citizens for minor home repairs. The actual provision of services is ongoing.
- Processed claims for 14 tenants and households for relocation expenses including storage, moving and rental assistance.
- Conducted a Homeownership Fair for the residents of Plainfield where issues such as property rehabilitation, first time homebuyer programs and foreclosure prevention was discussed.
- Conducted a Foreclosure Prevention outreach effort which resulted in a door to door campaign of identified properties so that they may be aware of certain rights and programs relating to foreclosure prevention.
- Worked collaboratively with Public Information on a Press Release espousing the value of the CHAP Program.

Department

**Public Works and
Urban Development**

Division

**Office of
Community
Development**

FY 2009 Accomplishments

- Began the Neighborhood Security Program that will utilize CDBG Program Income to provide eligible homeowners with security devices for their homes.
- Received approval on an application to Union County for the usage of program income for the Housing Counseling Program.
- Received approval from County for Emergency Relocation Assistance usage of \$20,000.
- Received a \$408,999 grant through Union County and the CDBG-R Program for the reconstruction of Geraud, Cedar Brook and Somerset Street.
- Received a \$500,000 grant through the Neighborhood Stabilization Program from Union County. The funding will be used to address foreclosed properties.
- Received approval through Union County and the Summer Youth Employment Program for \$102,000.
- Received a \$186,000 grant through the Energy Efficiency and Conservation Block Grant. The funding will be utilized to develop strategies and install green items.
- Received approval from Union County for Dudley House administration usage of \$96,797.
- Secured an agreement between the City of Plainfield and the NJ HMFA for our participation in the “Live Where You Work Program” which is a special home mortgage incentive program that provides low-interest mortgage loans to people who work in Plainfield and purchase a home in Plainfield.
- Represented the City on the Union County Foreclosure Prevention Taskforce which is designed to address the current foreclosure situation in Plainfield.

FY 2009 Accomplishments

- Second year of newly added summer event, Music in the Plaza which was held July 31st and August 28th. This year we added evening concerts as well as our lunchtime performances. In addition, a car show and movie night was a new feature to this event. The concerts were attended by hundreds of people.
- Another successful year of organizing and hosting the NJ Golden Gloves Boxing Event in March. Over 1,000 residents and non-residents attended this event.
- Revitalized Bryant Playground. Renovations included new playground equipment, bathroom facility with water fountain, fencing, and player benches.
- Annual July 4th Parade, Concert, and Fireworks display. In our effort to reduce costs, fireworks display was held on Thursday, July 2nd.
- Annual George “Gee Gee” Brown Memorial Basketball Tournament was held on July 31st through August 2nd and hosted at Plainfield High School. Attendance was about 1,500 residents and non-residents. This event is a collaborated partnership between the Mayor, family of Gee Gee Brown, Division of Parks and Recreation and the Plainfield Board of Education. Other partnerships with the Plainfield Board of Education include “Fathers Against Guns” Basketball Tournament which was held on July 18th and 19th at Hannah Atkins Park. This event was well attended by over 1,000 people.
- Community trips including, Disney on Ice and Nets NBA Basketball games. These community events were attended by over 100 residents.
- Another successful year as the Mayor, City of Plainfield and Division of Parks and Recreation partnered with Six Flags Great Adventures to provide summer employment for 40 local teens.

FY 2009 Accomplishments

- Over 400 children, ages 5-17, were able to enjoy a fun, but structured summer camp and sports academies. Newly added summer program activity offerings include dance and archery.
- All pools were in full operation and visited weekly by over 2,000 residents.
- Third consecutive year, the Recreation Division hosted the Plainfield Outdoor Festival of Arts at Library Park on September 2nd. This event showcased over 80 talented local artists and was attended by over 400 residents and non-residents.
- Continuation of Spring and Fall programs: Basketball, Double Dutch, Swimming, Wrestling, Golf, Tennis, Film Making and Drama. New spring program: adult swimming classes. New fall programs: Dance and Archery.
- Fall and Spring Fishing Derby was held at the newly renovated Cedar Brook Pond. Both Derbies were attended by about 50 residents.
- Scrapbooking Event was held in October and gave 35 residents an opportunity to share some photographed memories and make scrapbooks.
- Halloween Party and Haunted House was held on October 30th and was attended by over 350 residents.
- Volunteer Award Ceremony was held on November 20th. The Division acknowledged 50 volunteers and the event was attended by about 100 guests.
- Tree Lighting Celebration was held on December 4th and about 500 youth and adult residents were in attendance.
- Annual Kwanzaa Celebration was held on December 26th. This event was followed by a free movie for youth and families and sponsored by Mr. Jayson Williams. During the course of the day, 400 residents and non-residents attended.

Department

**Public Works and
Urban Development**

Division

**Division of
Parks &
Recreation**

FY 2009 Accomplishments

- Recreation office staff participated in three staff development training workshops.
- Purchased Handicap Lift for the three City outdoor main pools, located at Rushmore, Hannah Atkins, and Seidler Field.
- Received over \$130,000 in grant monies from the Union County Kids Recreation Trust Fund and CDBG Block Grant Fund.

FY 2009 Accomplishments

(New) Road Maintenance Program:

- Perform spot milling on streets that are rated in fair condition.
- Crack sealing applications to roads that have been resurfaced in the last five (5) years.
- Respond to pothole requests with the new warmer applying asphalt at the recommended temperature.

Curbside Pick-ups:

- Provided ten (10) curbside pick-ups which started January 2nd and continued through the month of December.

Street Sweeping/Litter Management:

- Provided a street sweeping schedule that offers litter removal seven (7) days a week to the downtown and U.E.Z. zone.
- Community Events:

We partnered with Union County Parks, Department of Corrections, Youth Corp, Probation Department, County Welfare and Union County Tech students. Because of this partnership, we have been able to clean Green Brook Park and the main corridors of the city have received additional clean-ups, as well as the routine cleaning.

Green Brook Waterway Cleaning:

- Partnering with Union County Bridge Division and the Plainfield chapter of the Eagles Scouts. Downed trees, litter and debris were removed to increase water flow and reduce possible flooding.

-

Yellow Curb Painting:

- Utilizing staff from the summer youth program and Union County Probations Division, curbing located in the U.E.Z areas were painted yellow. This increases safety for pedestrians, helps motorist identify no parking zones and assist police with enforcement efforts.

Department

**Public Works and
Urban Development**

Division

**Division of
Public Works**

FY 2009 Accomplishments

Property Maintenance:

- Provided routine cleaning and landscaping to fifty-three (53) City owned properties (unoccupied).
- Abated one hundred forty nine (149) privately owned properties as directed by the Inspections Division for an anticipated revenue of \$96,017.23.

Recreation Maintenance:

- Prepared City pools for summer programs.
- Prepared athletic fields for summer sports activities.

Special Events:

- 4th of July — Arbor Day — Christmas Tree Lighting — 11 Local City Sponsored Events

Morris County Coop Contract Related Activities:

Denville Striping - Cross walks for school children and pedestrians were re-marked and re-striped with high visibility paint/plastic.

Petersons Trees Service: Working with Public Works staff on ground Peterson used cranes, buckets to handle and respond to hazardous upper level limbs and branches. There were close to 120 requests for this service, reducing respond times by an average of 4-5 months.

Weldon Material: Under the coop purchase, all asphalt/bituminous/stone materials used in repairs and partial overlays preformed by Public Works, was purchased at a reduced coop price.

POSHA Training: Several employees attended training classes and received certifications which will permit them to mitigate some city properties for environmental issues.

Department

**Public Works and
Urban Development**

Division

**Urban
Enterprise
Zone**

FY 2009 Accomplishments

The City of Plainfield UEZ (Urban Enterprise Zone) Program

- * Increased UEZ Certified Business enrollment by 35% CY09 to date. (84 on 1/1/09, 113 currently).
- * Completed approximately \$67,000 in UEZ Sign and Façade Projects with an additional \$30,000 in progress.
- * Commenced a comprehensive Transit Oriented Redevelopment Study on the 2 existing rail stations and an additional west end station.
- * Brought the UEZ Downtown CCTV Public Security Project (closed circuit television) to the pre-design phase.
- * Made application for UEZ funding to beautify the UEZ business district corridors through the purchase of decorative planters, seasonal banners and replacement streetlamps.
- Funded 4 full time Police Officers within the UEZ boundaries through the UEZ Police Program Phases II & III.
- Funded, partially, the Summer and Fall Downtown Events Entertainment Program.
- * Funded the Plainfield Satellite Office of the Kean University Small Business Development Center Phase V.

Department

**Public Works and
Urban Development**

Division

**PLANNING
DIVISION**

FY 2009 Accomplishments

The Planning Director is the Administrative Officer for the Planning Board (PB), Zoning Board of Adjustment (ZBA), and Historic Preservation Commission (HPC), as well as being the administrative and technical staff for the Shade Tree Commission, and therefore many Planning Division and Board accomplishments are intertwined.

PLANNING BOARD

- Adopted the 2009 Master Plan including the Land Use, Circulation, Community Facilities, Housing, Recreation and Open Space, Historic Preservation and Utility Service Elements of the Master Plan.
- Held 21 public meetings, heard 10 applications including requests for site plans, subdivisions, and concept plans, plus two capital project reviews (Road Improvements), and two Capital Improvement Program (CIP) hearings

ZONING BOARD OF ADJUSTMENT

- Held 116 public meetings, heard 23 applications (use variances, site plans and relief from zone requirements) and zoning interpretations
- Prepared/submitted the Annual Report to the Planning Board

HISTORIC PRESERVATION COMMISSION

- Held 12 public meetings; heard and processed 21 applications for Certificates of Appropriateness;
- Reviewed 2 applications on referral from PB/ZBA and 1 on referral from City
- Completed Historic Preservation Element of Master Plan.
- Completed the Design Guidelines for Historic Districts and Sites and submitted them to the PB for review.

SHADE TREE COMMISSION

- Held 11 public meetings
- Reviewed Year 3 Roadway Improvement Plans.
- Planted 235 Shade Trees
- Annual Arbor Day Program

Department

**Public Works and
Urban Development**

Division

**PLANNING
DIVISION**

FY 2009 Accomplishments

- Processed 27 applications with the PB/ZBA (Planning Board/Zoning Board of Adjustment).
- Completed Land Use, Circulation, Community Facilities, Recreation and Open Space, and Utility Master Plan elements.
- Issued over 400 written Zoning Officer determinations regarding fences, new structures, additions, sheds, porches, decks, pools, signs, certificates of occupancy.
- Updated City Tax Maps for 40 Lot subdivisions and mergers.
- Created designs & obtained trees for Mayor's Annual Arbor Day Celebration at Bryant Park, and one additional tree planting at South Second Street and Muhlenberg Place.
- Prepared and submitted an application to NJDOT for \$1.3 million to complete the Green Brook Trail from Jefferson to Geraud Avenues.
- Received authorization to award contract to consultant to prepare NJDEP hardship waiver and Freshwater Wetland General Permit and Flood Hazard Area permit application for Green Brook Trail.
- Planted 48 trees through the Union County Planting Grant.
- Planted 35 trees on East Ninth Street through a New Jersey Tree Federation grant.
- Planted 32 trees through a NJDOT roadway grant for the West Fourth Street Roadway Resurfacing project.
- Reconciled (with NJDEP) and recorded the city Recreation and Open Space Inventory (ROSI).
- Administered the NJ Historic Trust City Hall Restoration Grant Project.
- Submitted grant reimbursement requests of \$150,000 to the NJ Historic Trust.

Department

**Public Works and
Urban Development**

Division

**PLANNING
DIVISION**

FY 2009 Accomplishments

- Coordinated Brownfields Investigations
 1. Pre-qualified 7 environmental consultants.
 2. Awarded 4 contracts for Brownfield Grant Administration.
 3. Utilized Hazardous Discharge Site Remediation Funding (HDSRF) for two brownfield sites – Arlington Avenue and East Second Street/Gavett Place.
 4. Completed the Preliminary Assessment of the city owned Bi-Lingual Day Care property.
 5. Advancing Remedial Investigations for 2 sites – Arlington Avenue and Lee Place.
 6. Received two US Environmental Protection Agency (EPA) grants for brownfield site assessment and cleanup totaling \$400,000 and a \$200,000 cleanup grant for Lee Place.
- Prepared 21 Planning Review Reports for the Planning Board and Zoning Board of Adjustment
- Invoiced over \$30,000 for Professional Planning services.
- Issued 5 final approvals for Planning / Zoning Board applications.
- Brownfields Development Area Designation with \$5 million per annum DEP grant for investigation and remediation.
- Created framework for state biodiesel legislation to encourage use of same in urban areas.
- Initiated second printing of Plainfield map.
- Compiled comprehensive research base of re-entry issues, strategies and best practice programs.

Department

**Public Works and
Urban Development**

Division

INSPECTIONS

FY 2009 Accomplishments

1. Attended community outreach programs:

- a. Fire Prevention Fair
- b. PMUA Fair
- c. Foreclosure Fair
- d. Health Fair

2. All Sub Codes have been hired to replace any outside contractors.

- a. Fire Sub Code
- b. Electrical Sub Code
- c. Plumbing Sub Code

3. Updated Homeowner's Handbook has been completed.

4. Resolution process for abatements has been refined. Lien approvals in the amount of \$56,000.00 has been processed.

5. Resolution to increase Property Maintenance Code penalties submitted and approved.

FY 2009 Accomplishments

- 6. Application Forms and Homeowner's Handbook online at www.plainfield.com.
 - a. Homeowners Handbook (Booklet Printing)
 - b. Homeowners Handbook (Large Print)
 - c. Certificate of Compliance Application
 - d. Certificate of Compliance - Exemption Application
 - e. Temporary Certificate Requirements
 - f. Certificate of Compliance - Rental Application
 - g. Homeowner Extension Request Form
 - h. Seller's Affidavit
 - i. Buyer's Affidavit

The following is a list of revenue generated in 2009:

INSPECTIONS

Initial Inspections	7,945
Re-inspections	3,979
Notices issued	5,007
Abated	2,522
Total summonses	1,437
Total fines	\$52,410.00

EMERGENCY ABATEMENT REFERRALS

Public Works – Private properties	93
Plainfield Municipal Utilities Authority	86
Public Works – City owned properties	31
Public Works – Board & Secure	12

Total fees generated from Public Works abatements **\$77,913.37**

Department

PUBLIC SAFETY

Division

FIRE DIVISION

FY 2009 Accomplishments

MISSION STATEMENT

The Plainfield Fire Division is a professional emergency service organization committed to defending life and property in the City of Plainfield from the threat of fire, explosion, bioterrorism acts, environmental disasters and other emergencies as they occur.

GOALS

It is the obligation of the Plainfield Fire Division is to make sure that our mission statement is accomplished .This will be done through fire personnel who are dedicated and service orientated. We will provide our citizens with public education programs, juvenile fire setter programs, fire prevention inspections and free smoke detectors (upon request/availability). Our fire personnel will maintain the highest level of readiness in fire confinement and extinguishment and hazardous incident management, through training and fire safety.

PERFORMANCE

We will continue to measure our performance through an aggressive fire prevention and public education program. We will maintain statistical data on percentages of population served. The public education programs allow us to reach the schools and day care facilities where fire safety is taught at a very early age and through repetition, carried over into their adult life. Through the Juvenile Fire setter Education and Intervention Program which is a State and County supported program. It allows us to target at risk children who are fire setters and without this program; the result could be serious injuries or death to themselves or others. The fire prevention and Inspection programs will allow us to target, identify and correct hazardous properties and conditions in the City that could impede our fire operations or possibly cause serious injuries or death to our Firefighters.

IMPROVEMENT

We are expanding our ability to serve the community through the various Fire Division's Programs and working with other City agencies and Community Groups. These partnerships have created relationships that will foster improvement in fire awareness for years to come. Further, we will utilize information gathered through our programs and relationships to identify target areas of concern. Based on this data we will develop and implement programs and policies to address these concerns, thus making the City a safer place to live.

Department

PUBLIC SAFETY

Division



FY 2009 Accomplishments

ALARMS

As of this date the Fire Division is expected to respond to more than 3200 alarms in 2009.

Structure fires-----	41
Extrication/Rescue-----	50
Firefighter Injuries-----	18
Civilian Injuries-----	3
Civilian fatality-----	0
Mutual Aid Given-----	37
Mutual Aid received-----	24 (Outside municipalities responding)

BUREAU OF FIRE PREVENTION

Implemented state fire safety permit inspections of cooking establishment and public assembly uses will increase revenues during 2010.

The Bureau will introduce ordinances mandating the purchase and installation of a Knox Box on identified buildings and another requiring a Fire Officer be hired at public assemblies and when a fire protection system has been rendered out of service.

PUBLIC EDUCATION

The Public Education Bureau has and will continue to provide our citizens with public education programs, juvenile fire setter programs.

This year, the public education bureau has provided more than 200 programs with over 12,000 personal contacts. The Bureau of Fire Prevention will continue to reach out to the citizens of Plainfield with its programs.

Department

PUBLIC SAFETY

Division



FY 2009 Accomplishments

TRAINING

The Plainfield Fire Division has and will continue to evolve and to be productive in that evolution you must train continually. Our personnel has undergone more than **30,000 man-hours of training** to maintain the highest level of readiness and professionalism.

- 100% completion of mandatory Incident Management Training
- 75% completion of Cardiopulmonary Resuscitation / Automatic External Defibrillator Training
- 5 members attended the national Fire Academy, Emmitsburg, Maryland
- 2 members graduated and 3 members are attending (EDI) Executive Development Institutes , Atlanta, Georgia (5 yr program)
- All members have completed Repaid Intervention Companies (RIC) Training for firefighter rescue and will continue with the First Responder Training

Department	PUBLIC SAFETY		Division	POLICE DIVISION
FY 2010 Goals	FY 2010 Objectives		FY 2009 Accomplishments	
Reduction of All Crime Statistics in the City	<ul style="list-style-type: none"> • Completion of the CCTV Surveillance Project for the Downtown Business Community • Strategic planning to maintain the downward cycle of crime in the city • Greater usage of the Mobile Command Vehicle • Utilization of technology for better efficiency (POSS SYSTEM) 		<ul style="list-style-type: none"> • 2009 has been the safest of the past 20 years (2 Homicides for 2009) • 2009 was the first full year of operation for the newly formed traffic unit. The accident numbers dropped, pedestrian fatalities were eliminated and there was a revenue increase based upon summonses issued. • 2009 saw implementation of Phase 1 of the CCTV project. This project is designed to reduce crime and the perception of crime in the business districts of Plainfield. 	
Increased Organization and Responsiveness in the Division	<ul style="list-style-type: none"> • Proactive utilization of the Professional Standards Unit to initiate training for all police officers • Upgrade Roll Call training practices • Reorganize the division to achieve greater economies and efficiencies • Emphasize and implement a mid-level management program for the division • Creation of a Planning and Research position within the Administrative Bureau 		<ul style="list-style-type: none"> • Reorganization of the Police Division was completed and a formulation of a significant cost reduction budget plan for 2010 and 2011 was prepared. 	

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES		Division	AUDIT & CONTROL
FY 2010 Goals	FY 2010 Objectives	FY 2009 Accomplishments		
Processing Payroll accurately	Process bi-weekly payroll without errors and on time.			
Maintenance of Reports on the Edmunds System	<p>Run check run twice monthly and ensure payments are made within 30 days from date of purchase order.</p> <p>Review monthly purchase orders that are 60 days overdue.</p> <p>Maintain an In-house Fixed Assets Inventory system by utilizing the Fixed Asset Module on the Edmunds system.</p>	<p>Implemented procedures to start an In-house Fixed Asset Inventory Control System.</p> <p>Approval of check request between the check register must be approved by the Director of Finance.</p>		
Maintain Proper Procedure for Administration of Grants	<p>Cancel old grants from the system.</p> <p>Ensure that all grants reports are filed with County, State and Federal Agencies.</p>	<p>Expenditure reports are prepared and submitted by Grants Managers to Audit & Control to expedite handling of grant funds.</p>		

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES		Division	TAX ASSESSOR
FY 2010 Goals	FY 2010 Objectives	FY 2009 Accomplishments		
Inspections of properties.	<p>Prepare added assessments to capture increased value.</p> <p>Provide information to Tax Collector so bills can be prepared based on the added value .</p>	An additional \$2,607,600, in additional ratables were realized this year.		
Assist in the defense of tax appeals.	<p>Hold preliminary discussions with petitioners to reach a settlement.</p> <p>Provide data to the courts in support of the property assessment.</p>	Were able to make settlements requiring the withdrawal of previous years appeals. This action saved the City thousands in refunds.		
Return all City-owned property not needed for public use back to the tax rolls.	<p>Conduct open and sealed bid auctions each year.</p> <p>Work with other City officials to identify properties that are available for auction.</p>	Held two sealed bid auctions this year.		

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES	Division	MUNICIPAL COURT
FY 2010 Goals	FY 2010 Objectives	FY 2009 Accomplishments	
<p>Re-Introduce Special Housing Project.</p>		<p>Implementation of Sound Recording System in the court.</p> <p>Destruction of old records in accordance with the Administrative Office of the Courts guidelines.</p> <p>Full compliance with State wide Security Policy.</p> <p>Clear yearly Financial Audit with no recommendations.</p> <p>Court staff continues its backlog reduction efforts while keeping up with current filings.</p> <p>Three new employees have successfully completed Levels 1 and 2 of Principals of Court Administration trainings.</p> <p>Participation of Court Staff in the successful Fugitive Safe Surrender Program with no interruption to court sessions.</p>	
<p>Overhaul the Court's Traffic Master filing system within AOC guidelines.</p>			

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES		Division	PURCHASING
FY 2010 Goals	FY 2010 Objectives	FY 2009 Accomplishments		
City Expenditures	Continue to improve on reducing City expenditures without increasing appropriations and still provide quality goods and services needed for all City Divisions/ Departments, residents and employees to meet and/or exceed their objectives with the staffing currently provided to this office.	<p>The City of Plainfield joined the Somerset County Co-operative Pricing System which has no annual membership fee involved. In addition, the county will bear all costs associated with administering the Cooperative Pricing System and bidding process including cost of advertising and administration.</p> <p>Completed City auction to sell and recycle obsolete inventory and equipment.</p> <p>Oversaw various Road Construction Projects.</p> <p>Managed Procurement Process for the following:</p> <p>10 Sealed Bids, 12 Requests for Qualifications, 4 Requests for Proposals & 6000 Purchase Orders.</p>		
VOIP	Effectively research, communicate, implement and execute all functions of the updated phone system VOIP to all City employees.	Successfully supported the completion and execution of the City of Plainfield's VOIP and Network Infrastructure.		

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES		Division	TAX COLLECTOR
FY 2010 Goals	FY 2010 Objectives	FY 2009 Accomplishments		
To increase the Tax Collection Rate to 98%	Sending delinquent notices out every 6 weeks, more than one (1) tax sale, assignment of municipal liens, foreclosures and abandoned property tax sale.	96.11% Collection Rate for SFY 2009		
Training of personnel	To have each staff member attend one (1) class in Tax Collection			
Estimated billing	Estimate billing if the budget has not been adopted in a timely manner. This will ensure cash flow.			

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES		Division	BILINGUAL DAY CARE
FY 2010 Goals	FY 2010 Objectives	FY 2009 Accomplishments		
<p>Provide quality bi-lingual day care services, mandated by the State of New Jersey Division of Family Development (DFD), for 69 predominantly Hispanic children between the ages of 2-1/2 and 5 who live in the City of Plainfield</p>	<p>Maintain daily enrollment of 69 children to ensure proper monthly service levels at 85-90%</p>	<p>In compliance – an average of 69 children have been served on a daily basis, with a July-June service level of 85-95% (days served / contracted days = LOS)</p>		
	<p>Maintain a recruitment system for children through flyers, word of mouth advertising, cable TV bulletins, and community events</p>	<p>Recruitment programs have been effective as there is a waiting list of 50+.</p>		
	<p>Secure the appropriate level of funding from the State of New Jersey DFD, State Board of Education, Union County Community Development Block Grant (CDBG) and the City of Plainfield</p>	<p>Because the program is in compliance, the renewal contracts of DFD for FY 2009, Board of Education – FY 2009, Child Care Food Program are in progress. The CDBG is approved for 2009.</p>		

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES	Division	HEALTH
FY 2010 Goals	FY 2010 Objectives	FY 2009 Accomplishments	
<p>To provide a comprehensive array of recognized Public Health Activities designed to meet the needs of Plainfield residents and to comply with State mandated standard of performance for local health depts.</p>	<p>To ensure that all the environmental Child Lead Poisoning investigations sent to the Department by the State are investigated for risk assessment and abatement and all the LPI report forms sent back to the State.</p> <p>To ensure that at least 95% of all the food establishments in the City are inspected by the end of the year and their license fees collected.</p>	<p>Conducted four (4) Rabies Clinics ensuring that Plainfield resident’s pets are properly vaccinated against contracting rabies.</p> <p>Several health education programs and workshops conducted, i.e., Prostate Cancer Awareness, Breast Cancer Awareness, Diabetes, Cardiovascular Disease, Stroke.</p> <p>Conducted presentations on H1N1, Seasonal Influenza, Infectious Diseases. (Community Wide and Plainfield School District)</p> <p>Collaborated with NJ CEED, coordinated and implemented free screening for Breast, Cervical, and Colorectal Cancer for men and women 40-64 years of age.</p> <p>Coordinated three (3) Community Health fairs.</p> <p>Collaborated with Planned Parenthood and the Hyacinth Foundation to campaign for Heart Day and HIV Prevention.</p> <p>Collaborated with the Fire Division., Senior Center, Non-Profit Agencies and Churches for Health Fairs.</p>	

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES	Division	SENIOR CENTER
FY 2010 Goals	FY 2010 Objectives		
<p>To provide a comprehensive array of social and support services to a minimum of 1,000 Plainfield Senior members and their family members annually.</p>	<p>Continued advocacy and successful programming throughout the year, geared toward quality of life issues for senior citizens and veterans.</p> <p>Full utilization of the new state of the art Senior Citizens Center and Veterans Meeting Hall.</p>		
<p>To provide transportation a minimum of 500 senior's.</p>			
<p>Coordinate health & educational programs to a minimum of 12 Plainfield Senior members and their families annually.</p>			

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES	Division	PERSONNEL
FY 2010 Goals	FY 2010 Objectives	FY 2009 Accomplishments	
Automation and Technology	Implementation of HRIS system by March 2010	Completed draft of RFP for HRIS Software package and submitted same for review and approval.	
Performance Evaluations Monitor employee performance evaluation process/	Implement bi-annual performance evaluation system by July 2010.	Coordinated annual employee evaluation process. Provided technical assistance to all Division Directors on conducting employee evaluations.	
Employee Recognition	Coordinate a recognition program for the Administrative and Clerical Support Team for Secretary Day – April 2010. Update Service awards for eligible employees by June 2010.	Successfully planned and implemented a recognition program for all administrative/clerical support staff. Assisted in the implementation of a program to recognize the service and contributions provided by retiring employees.	

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES		Division	PERSONNEL
FY 2010 Goals	FY 2010 Objectives	FY 2009 Accomplishments		
<p><u>Health Benefits Administration</u></p> <p>Ensure the City provides high quality employee benefits in a cost effective manner.</p>	<p>Work with the City’s insurance broker to review the current benefit plans to assure that that coverage levels are appropriate and that the benefits are cost effective. (Ongoing)</p> <p>Coordinate open enrollment in accordance with SHBP guidelines by October 2010.</p> <p>Work with the City Administration in negotiating employee contributions to health benefits costs by November 2010.</p>	<p>Successfully conducted Open Enrollment.</p>		
<p><u>Wage and Compensation Administration</u></p> <p>Ensure that salary and wages are competitive.</p>	<p>Serve as a member of the negotiations committee for the purpose of negotiating successor collective bargaining agreements with the following unions: PMEA, FOA, FMBA, PBA, and the United Service Workers (PPWEA).</p>	<p>Updated and completed salary ordinances for the FMBA and the FOA based on collective negotiations.</p>		

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES		Division	PERSONNEL
FY 2010 Goals	FY 2010 Objectives	FY 2009 Accomplishments		
<p><u>Labor Relations</u></p>	<p>Negotiations with City’s collective bargaining units. (Ongoing)</p>	<p>Successfully completed negotiations with the FOA resulting in a two year contract.</p> <p>Drafted FOA collective bargaining agreement pursuant to the collective bargaining process.</p>		
<p><u>Training and Development</u></p> <p>Ensure that employees are trained to perform efficiently and effectively.</p>	<p>Developed and implemented at least four lunch and learn sessions for Division Directors in key personnel management areas:</p> <ul style="list-style-type: none"> • Public Sector Employment Law Update • Documenting Performance • Disciplining and Coaching Employees • City’s Personnel Policies 	<p>Developed & Implemented managerial training on conducting employee performance evaluations.</p> <p>Coordinated training for 55 supervisory level employees in employment practices liability.</p> <p>Clerical training in interpersonal relationships and improving team building skills.</p> <p>Provided training opportunities for 45 employees in various subject areas.</p>		

Department	ADMINISTRATION, FINANCE, HEALTH AND SOCIAL SERVICES	Division	PERSONNEL
FY 2010 Goals	FY 2010 Objectives	FY 2009 Accomplishments	
<p><u>Personnel Policy and Practices</u></p> <p>Assure compliance with labor and employment laws</p> <p><u>Recruitment and Selection</u></p>	<p>Provided technical assistance to management and supervisory staff with regard to understanding and/or implementing personnel policy procedures. (Ongoing)</p>	<p>Successfully Implemented the provisions of the City Ordinance governing criminal background checks for all individuals working with youth 17 years or younger.</p> <p>Drafted two (2) layoff plans consistent with the provisions of title 4A .</p> <p>Recruited , reviewed and coordinated the processing of in excess of 200 seasonal and or temporary employees for the City’s recreational programs, Mayor’s Summer Youth Task Force Program, Public Works cleanup programs (spring and fall) and School Crossing Guards.</p> <p>Reviewed and coordinated the processing of over 100 employee action/requisition forms which included employee status changes, new hires, terminations.</p> <p>Reviewed and coordinated the processing of over 200 Acting pay forms.</p>	