

# Best Practices Inventory

## Summit City

### Printable Current Answers

001	Core Competencies	Personnel
The "Diane B. Allen Equal Pay Act" (P.L. 2018, c. 9) modifies current law to strengthen protections against employment discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.). Have appropriate municipal officials (including labor counsel as necessary) evaluated whether your municipality is in compliance with this law?		[1.00] Yes

002	Core Competencies	Personnel
P.L. 2017, c. 183, signed into law on August 7, 2017, amends the Local Budget Law to require municipal and county governing bodies to certify compliance with the following Federal civil rights requirements when submitting their approved budgets with DLGS: that their hiring practices comply with the United States Equal Employment Opportunity Commission's "Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 1964." Local Finance Notice 2017-27 discusses this requirement in further detail. Has your governing body reviewed your municipality's policies on the use of criminal history when making personnel decisions, to ensure that those policies do not violate Title VII on the basis of either disparate treatment or disparate impact?		[1.00] Yes

003

Core Competencies

Personnel

Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.

[1.00] Yes

Comment: Personnel  
Policy and Procedure  
Manual Section 2-11

004

Core Competencies

Personnel

Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether a conflict of interest exists?

[1.00] Yes

Comment: Most  
recently amended by  
Resolution No. 38660  
12/18/18

005

Core Competencies

Personnel

Payments for waivers filed before May 21, 2010 and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or \$5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments below the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Are your municipality's healthcare waiver payments at or below the statutory maximum? "N/A" is only applicable where the municipality does not make payments in lieu of health benefits.

[1.00] N/A

Comment: City does not offer payment in lieu of health benefits

006

Core Competencies

Personnel

The Fair Labor Standards Act (FLSA) is a federal law requiring that overtime pay must be paid for all hours over 40 hours in a work week except for those employees classified as exempt and thus not entitled to overtime. Management employees such as elected officials, managers/administrators, municipal clerks, CFOs, public works superintendents, police chiefs and other department heads are typically classified as having exempt status and thus not entitled to overtime pay. Other municipal employees may also be classified as exempt under the FLSA (please consult labor counsel for detailed guidance). Exempt status also precludes overtime pay for time worked during emergencies, attendance at night meetings and participation in training sessions. Compensated leave time in lieu of cash payments is considered a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality not pay overtime to employees classified as exempt under the FLSA?

[1.00] Yes

007

Core Competencies

Personnel

Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas including, but not limited to: discrimination, harassment, personal days, use of municipal vehicles, and political activity. Has your municipality adopted an employee personnel manual/handbook by resolution or ordinance? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted. If not yes, please type "Did Not Answer Yes" into the comment box.

[1.00] Yes

Comment: Complete  
revision 10/05/09 most  
recently amended by  
Resolution No. 38660  
12/18/18

008	Core Competencies	Personnel
Has your municipality reviewed and updated its employee personnel manual/handbook by resolution or ordinance within the past three years? If yes, please provide in the Comments section the date of the meeting at which the personnel manual was updated. If not yes, please type "Did Not Answer Yes" into the comment box.		[1.00] Yes Comment: Most recently amended by Resolution No. 38660 12/18/18
009	Core Competencies	Personnel
Does your municipality maintain centralized records for all time worked and all employee leave time earned and used?		[1.00] Yes
010	Core Competencies	Personnel
N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to <a href="mailto:contracts@perc.state.nj.us">contracts@perc.state.nj.us</a> . Has your municipality filed all current contracts with PERC?		[1.00] Yes

011	Core Competencies	Budget
Does your municipality complete an initial draft of its annual budget no later than the first week of January (or first week of July if an SFY municipality), and obtain input in crafting the draft budget from elected officials and department heads as appropriate to the form of government?		[1.00] Yes

012	Core Competencies	Budget
A formal policy regarding municipal budget surplus (i.e. fund balance) is crucial to making informed financial decisions, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy the CFO should analyze and explain at least a five (5) year trend of surplus, describing the factors causing each annual increase or decrease; to develop a realistic and sustainable surplus policy. Has your municipality adopted a written annual goal for the amount of surplus available in support of municipal operations?		[1.00] Yes

013	Core Competencies	Budget
Revenue earned from Uniform Construction Code (UCC) fees must be dedicated to UCC enforcement. The amounts of UCC revenue generated and funds appropriated to UCC enforcement appear on the User-Friendly Budget as well as the UCC Annual Report submitted to the Division of Codes and Standards. Does your municipality's construction code fee schedule comply with the parameters set by N.J.A.C. 5:23-4.17, 5:23-4.18 and Local Finance Notice 2017-15, specifically does your municipality comply with the law prohibiting the imposition of UCC fee amounts greater than necessary to operate the UCC office?		[1.00] Yes

	Core Competencies	Budget	
014			
	Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5?	[0.00]	No
015	Core Competencies	Budget	
	Does your municipality annually review 1) its fee schedules against revenue collected, and 2) its fee ordinance(s) to determine whether fees need to be brought more in line with expenses?	[1.00]	Yes
016	Best Practices	Budget	
	N.J.S.A. 40A:4-62.1 allows municipalities to establish a storm recovery reserve for purposes such as, but not limited to, snow, ice, and debris removal. Unexpended balances budgeted annually for storm recovery purposes may be lapsed into the reserve. Has your municipality established a storm recovery reserve to ensure the consistent availability of funds for this purpose?	[0.50]	Yes
017	Best Practices	Budget	
	Does your current year annual budget appropriate an amount for snow removal based on, at minimum, an average of the municipality's snow removal expenses over the last three (3) years? A Yes answer is permitted where the budget appropriation is below the three-year average, but the balance remaining in a snow removal or storm recovery reserve trust fund would bring the total amount equal to or above the three-year average.	[0.50]	Yes



	Core Competencies	Financial Administration
018	<p>Audit findings address areas needing improvement and ignoring these findings devalues the process. Municipalities should correct noted deficiencies. Have the audit findings in your municipality's 2017 audit been identified in a corrective action plan and not been repeated in the 2018 audit? If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in the 2018 audit. If you did not answer no, please type "Did Not Answer No" into the Comment Box.</p>	<p>[0.00] No Comment: 5 findings in 2017, only 1 repeated in 2018. Corrective Action Plan submitted 9/10/19</p>
019	<p>Effective for CY2019/SFY2020 and CY2020/SFY2021 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is \$154,518.75. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional \$50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2019-01 for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?</p>	<p>[1.00] N/A Comment: City does not have volunteer fire company nor does it have fire district</p>



020	Core Competencies	Financial Administration
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N.J.S.A. 40:5-2 limits to \$70,000 the maximum annual dollar amount that a municipality may contribute to a duly incorporated first aid and emergency or volunteer ambulance or rescue squad association, except that if any such associations experience extraordinary need, a municipality may contribute an additional amount of not more than \$35,000 annually. Whenever the total annual contribution exceeds \$70,000, the municipal CFO shall receive an audit performed by a CPA or RMA of the association's current year financial records which shall certify that such records are being maintained in accordance with sound accounting principles. If your municipality contributed in excess of \$70,000 toward a first aid, ambulance, rescue or EMS squad in its current budget, was an audit performed pursuant to N.J.S.A. 40:5-2?

[1.00] N/A

021	Core Competencies	Financial Administration
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Local Finance Notice 2018-13 discusses the Local Finance Board's recent adoption of regulations permitting all local units, county colleges, and school district boards of education/boards of trustees to utilize standard electronic funds transfer (EFT) technologies for payment of claims. Use of EFT technologies such as, but not necessarily limited to, Automated Clearing House (ACH) transactions, wire transfers and e-checks are subject to certain fiscal, operational, and technological control requirements as a condition of use. Has your municipality considered 1) where the use of electronic payment methods could benefit the municipality; and 2) where the adopted regulations may require changes in the municipality's current claims payment procedures as pertain to electronic payment methods?

[1.00] Yes

022	Core Competencies	Financial Administration
The Government Electronic Payment Acceptance Act (N.J.S.A. 40A:5-43 et seq.) and its implementing regulations (N.J.A.C. 5:30-9.1 et seq.) set forth requirements for municipalities accepting credit cards, debit cards, and other electronic fund transfer mechanisms as means of collecting payment. In part, N.J.A.C. 5:30-9.9 limits any surcharges or convenience fees charged by a municipality for handling and processing the transaction. Is your municipality adhering to N.J.A.C. 5:30-9.9 when charging surcharges or convenience fees relating to electronic payment acceptance?		[1.00] Yes

023	Core Competencies	Capital Projects
Has your municipality adopted a capital program as defined by N.J.A.C. 5:30-4.2, meaning a moving, multi-year plan and schedule for capital projects (including prospective financing sources) and, when pertinent, first year operating costs and savings?		[1.00] Yes

024	Core Competencies	Capital Projects
Is your municipality appropriating sufficient funding for maintenance, repair, and replacement of environmental and transportation infrastructure?		[1.00] Yes

025	Core Competencies	Capital Projects
	Does your municipality evaluate the age and condition of municipally-owned underground infrastructure (e.g. water and sewer mains) to determine whether age or condition necessitate repair or replacement before performing needed repairs or replacement in conjunction with a road resurfacing or road reconstruction project and coordinate with owners of non-municipally owned underground infrastructure to avoid having to redo a recently-completed road project? Only answer N/A if there is no underground infrastructure underneath any municipally-owned roads or your municipality does not own any roads.	[1.00] Yes
026	Core Competencies	Capital Projects
	If your municipality charges administrative fees for off-duty police traffic safety personnel on a public works or utility project, are such fees set by ordinance at an amount not exceeding the municipality's actual costs for administering the off-duty work? See Local Finance Notice CFO 2000-14 for further guidance.	[1.00] Yes
027	Core Competencies	Transparency
	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file annual Financial Disclosure Forms. Have all of your local elected officials filed their Financial Disclosure Form in 2019 that covers the 2018 calendar year?	[1.00] Yes

028	Core Competencies	Transparency
Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?		[1.00] Yes
029	Core Competencies	Transparency
Has your municipality recodified its ordinances within the past five (5) years?		[1.00] Yes Comment: The City codifies ordinances every 6 months
030	Core Competencies	Transparency
Are your municipality's codified and uncoded ordinances, including all current salary ordinances, available online?		[1.00] Yes
031	Best Practices	Transparency
Does your municipality have an official social media account or accounts and, if so, is there a written policy establishing guidelines on access, use, and permitted content?		[0.50] Yes

## Best Practices

## Transparency

032

Does your municipality feature a link on its website to the Division of Taxation's Property Tax Relief Program webpage at <https://www.state.nj.us/treasury/taxation/relief.shtml>?

[0.50] Yes

033

## Core Competencies

## Authorities

Note: The following question does not apply to authorities with more than one member municipality. For those which this question does not apply, please type "N/A" into the comment box. Municipalities should annually evaluate the authority or authorities they created and publicly discuss their findings and conclusion. Findings and conclusions should address whether existing authorities continue to serve the public interest and are more efficient than other potential alternatives in providing services and financing public facilities. Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes? Please identify the meeting date(s) under "Comments". Those that answer No should type "Answered No" into the comment box.

[1.00] Yes

Comment: 11/19/18  
was last review, next  
review scheduled for  
11/18/19

034

## Best Practices

## Authorities

Local Finance Notice 2017-23 describes the avenues through which a municipality can consolidate multiple fire districts into a single fire district. Does your municipality have a single fire district or, if your municipality has multiple fire districts, is it reviewing the feasibility of consolidating its multiple districts into a single district? Only answer N/A if your municipality does not have a fire district.

[0.50] N/A

	Core Competencies	Procurement
035		
Do your municipality's professional services contracts include a "not to exceed" amount?		[1.00] Yes
036	Best Practices	Procurement
If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law bid threshold, is your municipality's health insurance broker being procured through a competitive contracting or sealed bid process conducted pursuant to the Local Public Contracts Law?		[0.50] N/A
037	Best Practices	Procurement
Insurance broker fees dependent on the amount of health insurance premiums or fees paid by the municipality are vulnerable to abuse as brokers could face conflicting incentives in seeking lower-cost health insurance alternatives. If your municipality contracts with an insurance broker for health insurance, is the structure for broker payments set at a flat-fee rather than on a commission basis to mitigate the risk of a broker recommending more expensive health insurance coverage to earn higher fees?		[0.50] N/A

038	Core Competencies	Cybersecurity	
	A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. These plans address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?		[1.00] Prospective Comment: Currently the City has informal plan, will formalize for 2020
039	Core Competencies	Cybersecurity	
	Does your municipality perform daily computer backups to off-network devices for all data files and operating application software?		[1.00] Yes
040	Core Competencies	Cybersecurity	
	Does your municipality employ defensive software to protect its network and data from cyberattacks, including an email anti-virus filter and a firewall designed to block unauthorized network access?		[1.00] Yes
041	Core Competencies	Cybersecurity	
	Are all municipal employees receiving ongoing cybersecurity training in malware detection, password construction, identifying security incidents and social engineering attacks?		[1.00] Yes



042	Unscored Survey	Shared Services
Has your municipality explored new or expanded shared service opportunities with other local governments (including boards of education) within the past year?		[0.00] No
043	Unscored Survey	Shared Services
If no shared services agreement was reached, please set forth under Comment the shared service considered, the local unit with whom it was considered, and the reason(s) why an agreement was not reached. If you did not answer yes to Question 42, please type "NA" into the Comment Box.		Comment: NA
044	Best Practices	Shared Services
Has your municipality entered to a new or expanded shared services agreement this year with another local government entity?		[1.00] Yes Comment: Health Department

045

Best Practices

Shared Services

Does another government entity handle all public safety and emergency dispatch functions for your municipality or, if your municipality has its own dispatch (whether directly staffed or outsourced to a private entity), has it explored having another government entity perform all dispatch functions? If the answer is Yes, please state in the Comment Box the government entity that provides the entirety your municipality's dispatch functions; or, if your municipality has its own dispatch, when discussions with other entities have occurred, with which entities, whether an agreement resulted and, where no agreement was reached, the reason(s) why. If you did not answer Yes, please type "Did Not Answer Yes" into the Comment Box.

[0.50] Yes

Comment: City has joint dispatch agreement with New Providence and Millburn

046

Best Practices

Shared Services

Does your municipality have another government entity fulfilling all local public health functions; or if your municipality has its own health department or board of health, has it explored having another government entity perform all local public health functions? If the answer is Yes, please enter into the Comment Box the government entity that performs your municipality's public health functions; or, if your municipality has its own health department or board of health, when discussions with other entities have occurred, with which entities, whether an agreement resulted and, where no agreement was reached, the reason(s) why. If you did not answer Yes, please type "Did Not Answer Yes" into the Comment Box.

[0.50] Yes

Comment: The city has an agreement with Westfield to perform services with a fee schedule for different jobs

047	Core Competencies	Miscellaneous Operations
Municipalities are encouraged to investigate all available grant opportunities; however, certain grants have conditions that pose additional budgetary costs (e.g. match dollars, hiring requirements). For all grants accepted within the past year, has your municipality evaluated whether the grant's benefits exceed the actual and/or potential costs associated with the grant?		[1.00] Yes
048	Best Practices	Miscellaneous Operations
Does your municipality regularly evaluate opportunities for alternate revenue streams to help offset its property tax levy?		[0.50] Yes
049	Unscored Survey	Miscellaneous Operations
Have all professional appointments requiring governing body approval been approved within 30 days after the municipality's annual reorganization meeting?		[0.00] Yes
050(a)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Financial Administration?		[0.00] Yes Comment: Not necessary but open to any new or helpful information

## Unscored Survey

## Miscellaneous Operations

050(b)

Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Capital Improvements?

[0.00] No

050(c)

## Unscored Survey

## Miscellaneous Operations

Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Asset Management?

[0.00] No

050(d)

## Unscored Survey

## Miscellaneous Operations

Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Tax Incentives?

[0.00] Yes

Comment: Not necessary but willing to investigate any new or helpful additional information

050(e)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Procurement?		[0.00] Yes Comment: Not necessary but willing to look into any new or useful additional information
050(f)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Training and Support for Elected Officials?		[0.00] Yes Comment: Not necessary but willing to look at any new or additional information
050(g)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Management Training?		[0.00] No
050(h)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Shared Services?		[0.00] Yes

050(i)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Risk Management?		[0.00] No
050(j)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS's new Local Assistance Bureau in the area of Ethics?		[0.00] No
050(k)	Unscored Survey	Miscellaneous Operations
Would your municipality like to receive additional technical assistance from DLGS in any other area? If you answered Yes, please fill in under Comments what area or areas your municipality would like assistance.		[0.00] No
051	Unscored Survey	Miscellaneous Operations
Has your municipality converted all mechanical parking meters (analog or digital display) to an electronic parking system (e.g. pay-and-display, numbered spaces, license plate)?		[0.00] Yes
052	Unscored Survey	Miscellaneous Operations
Have public electric vehicle charging stations been installed on municipal property?		[0.00] Yes

053	Unscored Survey	Miscellaneous Operations
Has your municipality implemented a web application that allows residents to submit service requests to municipal departments?		[0.00] Yes
054	Unscored Survey	Miscellaneous Operations
Has your municipality implemented an emergency communication system that encompasses cell phones?		[0.00] Yes
055	Unscored Survey	Miscellaneous Operations
How is residential garbage collected?		[0.00] Municipal pickup
056	Unscored Survey	Miscellaneous Operations
If your residential garbage is collected through a private hauler contracted by the municipality, did your municipality receive at least two bids in its latest procurement?		[0.00] N/A



057	Unscored Survey	Miscellaneous Operations
If your municipality's residential garbage pickup is done through a private hauler contracted directly by residents, does your municipality know the number of hauler services servicing residents? If yes, please state in the Comments how many garbage haulers service your municipality's residents. If you did not answer yes, please type "Did Not Answer Yes" into the Comment Box.		[0.00] N/A Comment: Did not answer yes
058	Best Practices	Miscellaneous Operations
If your municipality provides residential garbage pickup or contracts with a private hauler to do so, is garbage pickup scheduled for no more than once-per-week?		[0.50] Yes
059	Unscored Survey	Miscellaneous Operations
Does your municipality have a revenue-generating residential recycling program?		[0.00] Yes
060	Unscored Survey	Miscellaneous Operations
What is the primary reason your municipality has not established a SALT charitable fund?		[0.00] IRS regulations

061	Unscored Survey	Miscellaneous Operations
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P.L. 2017, c.266, enacted in January 2018, permits municipalities to establish by ordinance a list of residents identifying themselves as needing special assistance in an emergency. This list, which can only be used for public safety purposes, is maintained by the municipal clerk and shall be cross-indexed by the name and address of each resident opting in to the list, identifying the special circumstances for each. Please review Local Finance Notice 2018-17 for further information. Has your municipality adopted an ordinance pursuant to P.L. 2017, c.266 to establish a special needs assistance list? If yes, please list in the Comments which type of assistance is predominantly needed. If you did not answer yes, please type "Did Not Answer Yes" into the Comment Box.

[0.00] No

Comment: Did Not  
Answer Yes

062	Core Competencies	Ratables/PILOTs
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If your municipality's Director's Ratio (defined as the ratio of assessed values to true market values) is less than 85%, your municipality needs to undertake a reassessment/revaluation. Have at least 20% of properties in your municipality been inspected? Please state the percentage of properties inspected in the Comments. If you answered No or NA, type in the Comment Box "Answered No" or "Answered NA"

[0.00] No

Comment: Answered  
No

063	Core Competencies	Ratables/PILOTs
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Before formalizing negotiations and entering into a Long-Term Financial Agreement, does your municipality have at least one staff member or contractually-retained professional evaluate all proposed Long-Term PILOTs to assure that the proposed agreement is a net-benefit to the municipality?

[1.00] Yes

	Core Competencies	Ratables/PILOTs
064		
<p>Payments In Lieu of Taxes (PILOTs) can be a useful tool for economic development. However, municipalities must monitor PILOT agreements to ensure recipients comply with all agreement terms, particularly timely payment and reporting. Does your municipality have an official designated to monitor exemptions/abatements and ensure compliance with the PILOT agreement terms?</p>		<p>[1.00] N/A Comment: The City has no PILOTS at this time</p>
065	Best Practices	Planning and Economic Development
<p>Does your municipality actively maintain an inventory of buildings and vacant properties that would benefit from redevelopment? If yes, state how in the Comment Box or, if no, state "Did not answer Yes"</p>		<p>[0.50] Yes Comment: City has an active inventory list of potential redevelopment properties</p>
066	Unscored Survey	Planning and Economic Development
<p>Is your municipality presently considering establishing a land bank entity pursuant to P.L. 2019, c.159 and, if so, which entity (if any) is being considered to operate the land bank?</p>		<p>[0.00] Not considering land bank</p>

067	Unscored Survey	Planning and Economic Development
Does your municipality have a current community and/or economic development plan in place with established metrics, and regularly review and measure progress toward development goals set forth in the plan(s)?		[0.00] Yes

068	Unscored Survey	Planning and Economic Development
Does your municipality either employ or contractually retain a licensed professional planner?		[0.00] Yes

069	Unscored Survey	Planning and Economic Development
Does your municipality either employ an economic development staff person or contractually retain an economic development consultant?		[0.00] Yes

070(a)	Unscored Survey	Planning and Economic Development
The Office of Local Planning Services (LPS) in the Department of Community Affairs works with communities to achieve local land use and planning goals. As part of DCA's commitment to provide technical assistance to municipalities, our professional planning staff offers comprehensive planning services at no-cost to eligible local governments. Would your municipality benefit from assistance with respect to its Master Plan?		[0.00] No

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070(b)	Unscored Survey	Planning and Economic Development
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Would your municipality benefit from LPS assistance with respect to Redevelopment Plans?	[0.00] No
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070(c)	Unscored Survey	Planning and Economic Development
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Would your municipality benefit from LPS assistance with respect to Land Use Ordinances?	[0.00] No
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070(d)	Unscored Survey	Planning and Economic Development
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Would your municipality benefit from LPS assistance with respect to Land Use Mapping?	[0.00] No
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070(e)	Unscored Survey	Planning and Economic Development
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Would your municipality benefit from LPS assistance with respect to Economic Development Plans?	[0.00] No
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070(f)	Unscored Survey	Planning and Economic Development
Would your municipality benefit from LPS assistance with respect to Storm and Natural Disaster Resiliency?		[0.00] Yes Comment: Not necessary but, open to new and additional information
071	Unscored Survey	Planning and Economic Development
P.L. 2017, c.253 permits a municipality to authorize its parking authority to serve as a redevelopment entity, subject to Local Finance Board approval. A parking authority so authorized may exercise redevelopment powers within an area in the municipality designated as in need of redevelopment or rehabilitation; however, revenue from fees charged for parking shall be utilized solely for the purposes set forth in N.J.S.A. 40:11A-6. Is your municipality considering seeking Local Finance Board approval to authorize its parking authority to serve as a redevelopment entity?		[0.00] No

072	Unscored Survey	Planning and Economic Development
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The New Jersey Redevelopment Authority (NJRA) provides financial and technical resources into urban redevelopment projects in eligible municipalities throughout the State. A list of eligible municipalities can be found at <https://www.njra.us/maps>. Is NJRA providing redevelopment financing to your municipality? Answer "NA" if your municipality is not on the list of eligible municipalities.

[0.00] N/A

073	Unscored Survey	Planning and Economic Development
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Have officials from your municipality participated in one or more workshops offered by NJRA's Redevelopment Training Institute (RTI)?

[0.00] No

074	Unscored Survey	Planning and Economic Development
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If your municipality has one or more opportunity zones, have you been actively marketing your zones to investors and developers? If yes, please state in the Comments whether this has resulted in one or more projects coming before your municipality for approval. If you did not answer Yes, please provide an explanation in the Comment Box.

[0.00] No

Comment: The City has no opportunity zones



075	Unscored Survey	Planning and Economic Development	
Is your municipality aware of any real estate development projects or businesses that will be using the Opportunity Zone tax incentive or receiving an Opportunity Fund investment?			[0.00] N/A
076	Unscored Survey	Planning and Economic Development	
If your municipality knows of any projects that are using or will be using the Opportunity Zone tax incentive, please include the name of each project, the full address, a short description that includes the primary developer (if applicable), estimated value of the development (i.e. total permitted value), and the project's status (if known) on the Excel form provided on DLGS's Best Practices webpage. Upload the Excel form using the "Attach File" button toward the bottom of your screen. If you have uploaded the Excel form, type "File Uploaded" in the Comment Box. If you have not uploaded the Excel Form, type NA in the Comment Box.			Comment: NA
077	Best Practices	Environment	
Has your municipality changed its master plan and zoning ordinances within the past two years to improve resiliency in the face of extreme weather events? Only answer NA if your municipality has determined, after a review of its master plan and zoning ordinances within the past two years, that no such changes are necessary.			[0.50] N/A

078	Best Practices	Environment
If your municipality has a combined sewer overflow (CSO) system, has the conversion to a non-CSO overflow system been incorporated into your municipality's capital improvement program? If your municipality does not have a CSO system, is it undertaking affirmative measures to reduce stormwater runoff? Non-CSO municipalities answering Yes should explain these measures in the Comment Box.		[0.50] Yes Comment: The City ordinance conforms to NJAC 7:8 and ensures development doesn't increase runoff
079	Unscored Survey	Affordable Housing
Does your municipality currently have an affordable housing element and fair share housing plan? If so, please state in the Comments section whether or not the fair share housing plan is on your municipality's website. If you did not answer Yes, please provide an explanation in the Comment Box.		[0.00] Yes Comment: The plan is on the city web site under the documents center
080	Unscored Survey	Affordable Housing
If your municipality has an affordable housing element and fair share housing plan, has the element and plan been approved by the Superior Court?		[0.00] Yes

081	Unscored Survey	Affordable Housing
If you answered "Yes" to either of the above questions, fill in under Comments the number of affordable housing unit obligations for the following periods: Prior Round (1987-1999); Present Need (Rehabilitation Share); and Third Round (Prospective Need 1999-2025), as well as the number of units that have been constructed and are ready for occupancy that count toward the affordable housing obligations in your municipality's affordable housing element and fair share housing plan. If you did not answer yes to either question 80 or 81, please type "NA" into the Comment Box.		Comment: Prior Round & Third Round Combined = 171 Present Need = 131 Prospective Need = 567
082	Unscored Survey	Affordable Housing
Does your municipality collect a non-residential development fee?		[0.00] Yes
083	Unscored Survey	Affordable Housing
Does your municipality have a municipal housing liaison?		[0.00] Yes
084	Unscored Survey	Affordable Housing
Does your municipality have an affordable housing trust fund?		[0.00] Yes