

RESOLUTION NO. 2022- 477

A RESOLUTION ACKNOWLEDGING THAT THE CITY OF
VINELAND GOVERNING BODY PUBLICLY DISCUSSED
THE CY2022 BEST PRACTICES INVENTORY.

WHEREAS, New Jersey's State Fiscal Year 2023 Appropriations Act (P.L. 2019, c.150) requires the Division of Local Government Services ("Division") to promulgate a Best Practices Inventory ("Inventory") to all municipalities, through which the State obtains vital information about the status of municipal government practices in New Jersey, and

WHEREAS, the CY2022 Inventory assesses each municipality's compliance with various laws and evaluates implementation of fiscal and operational best practices, and

WHEREAS, the Inventory answers provide taxpayers with an additional means of evaluating their municipality's performance, including how tax dollars are utilized; and

WHEREAS, the Inventory also identifies areas where municipalities may require further technical assistance; and

WHEREAS, pursuant to the Appropriations Act, the Division must determine whether some portion of a municipality's CMPTRA and ETR Aid will be withheld based on the results of its Inventory; and

WHEREAS, the Inventory's questions are distributed amongst three scoring categories: Core Competencies, Best Practices, and Unscored Survey, and each municipality must receive a minimum score of 15 on the Inventory in order to receive its full Final Aid payment.

NOW, THEREFORE, BE IT RESOLVED, that the governing body acknowledges that the CY2022 Best Practice Inventory was submitted to the NJ Department of Community Affairs, and it has been publicly discussed by the governing body, and

BE IT FURTHER RESOLVED, that the Municipal Clerk is directed to file a certification with the Division confirming that the Inventory was discussed publicly.

Adopted:

President of Council

ATTEST:

City Clerk

Best Practices Inventory Online Platform

2022 Survey

Vineland City

Printable Current Answers

001	Unscored Survey	Health Benefits	
For medical benefits, select the formula used for active employee cost sharing . For purposes of this question, the phrase "active employees" does not include those elected officials receiving medical coverage.			
002	Unscored Survey	Health Benefits	
For prescription drug benefits, select the formula used for active employee cost sharing. For purposes of this question, the phrase "active employees" does not include those elected officials receiving Rx coverage.			
003	Unscored Survey	Health Benefits	
If your municipality participates in the State Health Benefits Program, please include the following on the Excel form provided on DLGS's Best Practices webpage: 1) the total amount of premiums paid for CY2022 active employee, retiree and eligible elected official SHBP coverage; and 2) the amount of cost sharing collected from your municipality's employees, retirees and eligible elected officials for SHBP coverage in CY2022. Only combine medical and Rx coverage if your municipality uses SHBP for Rx coverage. 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: Uploaded

004	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
005	Core Competencies	Personnel	
Has your municipality reviewed and updated its employee personnel manual/handbook within the past three years or upon the conclusion of each of your municipality's collective negotiated agreements (CNAs)? If yes, please provide in the Comments section the date which the personnel manual was officially updated using the MM/DD/YYYY format. If not yes, please type "Did Not Answer Yes" into the comment box.			[1.00] Yes Comment: Policy Manual 07/01/2020 Employee Handbook 03/23/2021
006	Core Competencies	Budget	
Does your municipality complete an initial draft of its annual budget no later than the first week of February (or first week of August 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
007	Core Competencies	Budget	
Unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2021-24? This question may only be answered N/A if your municipality's budget is subject to adoption by the Local Finance Board under State Supervision or if the Division instructed the municipality to delay budget adoption.			[1.00] Yes

008	Core Competencies	Budget
N.J.S.A. 40A:5-12 requires the chief financial officer of each municipality to file the Annual Financial Statement (AFS) with the Division by no later than February 10 (August 10 for SFY municipalities). In 2022 the Division extended the AFS submission deadline to March 4 for calendar year municipalities, while the AFS submission deadline for SFY municipalities was extended to September 9. The statute specifies a \$5 per day penalty payable by the CMFO for failing to file the AFS within 10 days of after the time fixed for filing. Did your municipality file its AFS by the required deadline?		[1.00] Yes
009	Core Competencies	Budget
Pursuant to N.J.S.A. 40A:2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?		[1.00] Yes
010	Core Competencies	Budget
Has your municipality electronically submitted its User-Friendly Budget section for the CY2021/SFY2022 adopted budget?		[1.00] Yes
011	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. Your municipality's construction code fee schedule must comply with the parameters set by N.J.A.C. 5:23-4.17, 5:23-4.18 and Local Finance Notice 2020-27. Does your municipality comply with the law prohibiting the imposition of UCC fee amounts greater than necessary to operate the UCC office, and is your municipality refraining from using UCC fees for purposes unrelated to UCC enforcement? Only answer N/A if your municipality does not have a construction code office.		[1.00] Yes
012	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? Only answer N/A if your municipality is not required to adopt a capital budget pursuant to N.J.A.C. 5:30-4.3.		[0.00] No
013	Core Competencies	Transparency
Are your municipality's codified and uncoded ordinances, including all current salary ordinances, available online?		[1.00] Yes

014	Core Competencies	Procurement	
Do your municipality's professional services contracts include a "not to exceed" amount?			[0.00] No
015	Core Competencies	Procurement	
On all public works projects subject to the Prevailing Wage Act, the contractor and all subcontractors must provide the contracting unit with certified payroll records for each employee performing work on the project. Certified payroll records shall be provided for each pay period within ten (10) days of the payment of wages. In turn, the municipality must collect, file, and store all certified payroll records on the project and make them available for inspection during normal business hours. Please review Local Finance Notice 2021-20 for further information. Is your municipality maintaining certified payrolls for all prevailing wage municipal projects pursuant to law and making same available for public inspection?			[1.00] Yes
016	Core Competencies	Cybersecurity	
A cybersecurity incident response plan is a set of instructions to help detect, respond to, and recover from network security incidents. Plans such as those adopted by a governing body or from a municipality's JIF address areas such as cybercrime, data loss, and service outages. Does your municipality have a cybersecurity incident response plan?			[1.00] Yes
017	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
018	Core Competencies	Financial Administration	
Pursuant to N.J.S.A. 40A:5-14(d), a local unit's investment policies shall be based on a cash flow analysis prepared by the CFO, with those policies being commensurate with the nature and size of the funds held by the local unit. Has your municipality conducted a cash flow analysis of its deposited and invested funds, and, based on that analysis, does your municipality's cash management plan set policies for your municipality's investments that consider preservation of capital, liquidity, current and historical investment returns, diversification, maturity requirements, costs and fees associated with the investment and, when appropriate, policies of investment instrument administrators?			[1.00] Yes
019	Core Competencies	Budget	
Is your municipality ensuring that insurance reimbursements are credited back to the budget appropriation line item in the budget in accordance with N.J.S.A 40A:5-32, instead of applied as miscellaneous revenue not anticipated? Compliance with this statutory obligation relieves pressure on current year appropriations. Only answer N/A if your municipality had no insurance reimbursements in 2020 or 2021.			[1.00] Yes

020	Core Competencies	Capital Projects
Has your municipality reviewed all completed capital project bond ordinances for remaining balances that can be cancelled by resolution, and revert to their respective balance sheet accounts?		[1.00] Yes
021	Core Competencies	Procurement
Has your municipality reviewed with legal counsel and other appropriate officials (e.g. engineer) the boilerplate language in its bid or RFP documents to ensure such language meets legal requirements under the Local Public Contracts Law and pay-to-play, along with other relevant statutes and caselaw?		[1.00] Yes
022	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
023	Core Competencies	Transparency
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 contracts@perc.state.nj.us . Has your municipality filed all current contracts with PERC? Only answer N/A if your municipality does not have any employee labor unions.		[1.00] Yes
024	Core Competencies	Transparency
Pursuant to N.J.S.A. 34:13A-16.8(d)(2), PERC requires a summary of the cost impact associated with a municipality's completed contracts for all bargaining units. Police and fire contracts have one summary form, while non-police and fire contracts have another form. The summary forms and filing instructions are located at https://www.state.nj.us/perc/conciliation/contracts/ . Has your municipality filed the required PERC summary forms for all current completed labor agreements? Only answer N/A if your municipality does not have any employee labor unions.		[1.00] Yes
025	Core Competencies	Cybersecurity
Does your municipality perform off-network daily incremental backups with weekly full backups of all data?		[1.00] Yes

026	Core Competencies	Shared Services
N.J.A.C. 5:30-3.8(d)(20) requires each municipal user-friendly budget to include a listing of each shared service provided or received, what entity or entities are providing or receiving the service, the beginning and end date of the agreement as applicable, and the amount either received or paid for the service. Does your municipality list on its user-friendly budget each shared services agreement it is a party to, along with the other information required by the above-referenced regulation?		[1.00] Yes
027	Core Competencies	Fire Districts
If a Board of Fire Commissioners establishes annual compensation for its fire district commissioners, N.J.S.A. 40A:14-88 requires the municipal governing body to review and approve such compensation before the fire district can submit its annual budget to the voters, or, in the case of fire districts whose Board of Fire Commissioners elections coincides with the November General election, before the fire district's annual budget can be adopted. The fire district shall submit to the municipal governing body for approval the amount of compensation fixed by the Board regardless of whether the amount of compensation is being modified. Oughton v. Board of Fire Comrs., etc., 178 N.J. Super. 565, 570-571 (App. Div. 1981). If any members of the Board of Fire Commissioners in one or more of your municipality's fire districts are authorized by the Board to receive compensation, does your municipality 1) require its fire district(s) to submit such compensation for review on an annual basis; 2) ensure that each Board has adopted a resolution or resolutions fixing the amount of compensation requested for governing body approval; and 3) adopt a resolution approving, disapproving, or modifying the compensation amount fixed by the Board of Fire Commissioners?		[1.00] N/A
028	Core Competencies	Shared Services
N.J.S.A. 40A:65-4(b) requires a copy of each shared services agreement to be filed with the Division of Local Government Services. Has your municipality filed with the Division the most current copy of each shared services agreement under which the municipality provides one or more services to another local unit as defined by N.J.S.A. 40A:65-3 of the Uniform Shared Services and Consolidation Act? Only answer N/A if your municipality does not provide a shared service to another local unit.		[1.00] Yes
029	Core Competencies	Financial Administration
N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. For calendar year 2021 audits, this deadline was extended to August 31, 2022 pursuant to the Director's June 16, 2022 Order (See Local Finance Notice 2022-12). Has your municipality's completed audit for the preceding fiscal year been electronically submitted to DLGS within the required timeframe? You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.		[1.00] Yes

030	Core Competencies	Financial Administration
Have all audit findings from the CY2020/SFY2021 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the CY2021/SFY2022 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 for CY2020/SFY2021.		[1.00] N/A
031	Core Competencies	Utilities
P.L. 2021, c. 97 requires municipalities with their own water, sewer, or electric service to provide monthly notice to residential ratepayers concerning local utility service and bill payment assistance. Please review Local Finance Notice 2022-09 for more information on the law's requirements. Is your municipality complying with the requirements of P.L. 2021, c. 97? Only answer N/A if your municipality does not have its own water, sewer, or electric service.		[1.00] Yes
032	Core Competencies	Transparency
In accordance with Governor Murphy's Executive Order 267 dated October 8, 2021 and outlined in LFN 2022-08 dated March 2, 2022, municipalities and counties were required to provide DLGS with a copy of all American Rescue Plan (ARP) LFRF reports filed with U.S. Treasury, including Project and Expenditure Reports, Interim Reports, and Recovery Plan and Performance Reports?. Did your municipality file with the Division all reports filed with Treasury? Only answer N/A if your municipality refused ARP LFRF Funding		[1.00] Yes
033	Core Competencies	Ethics
The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Statements (FDSs) annually. Compliance by local elected officials is required by N.J.S.A. 40A:9-22.6. Did all governing body members timely file their annual Financial Disclosure Statements for 2022 such that they were not issued a Notice of Violation by the Local Finance Board? Only answer N/A if your municipality has an ordinance on the books establishing a municipal ethics board.		[1.00] Yes
034	Core Competencies	Ethics
If your municipality has a municipal ethics board, did the municipal ethics board enforce the Financial Disclosure Statement (FDS) statute by issuing violations to local government officers (LGOs) who were on the 2022 roster but did not file the FDS by April 30, 2022? Only answer N/A if your municipality does not have an ordinance on the books establishing a municipal ethics board.		[1.00] Prospective

035	Best Practices	Financial Administration
N.J.A.C. 5:30-8.3(a) establishes a schedule of minimum dollar amounts for tax collector surety bonding. However, subsection (b) of 5:30-8.3 encourages municipalities to adopt a more stringent schedule for tax collector surety bonding that is specified in the subsection. Has your municipality adopted, at minimum, the higher level surety bonding schedule for tax collectors set forth in N.J.A.C. 5:30-8.3(b)?		[0.50] Yes
036	Best Practices	Financial Administration
N.J.A.C. 5:30-8.4 (a) establishes a schedule of minimum dollar amounts for municipal court surety bonding, specifically for municipal judges and municipal court administrators. However, subsection (b) of 5:30-8.4 encourages municipalities to adopt a more stringent schedule for municipal court surety bonding that is specified in the subsection. Has your municipality adopted, at minimum, the higher level surety bonding schedule for municipal court judges and court administrators set forth in N.J.A.C. 5:30-8.4(b)?		[0.50] Yes
037	Best Practices	Personnel
Has your municipality established by ordinance an anti-nepotism policy that, at minimum, only authorizes the hiring the family members/relatives of municipal officials and employees if the individuals involved would do not work in a direct supervisory relationship, or in job positions in which a conflict of interest could arise. The term “family member/relatives” should be defined to include but not necessarily be limited to spouses, children, siblings, parents, in-laws, and step-relatives.		[0.50] Yes
038	Best Practices	Tax Collection
Does your municipality issue periodic late notices to taxpayers who are overdue on their property tax payments?		[0.50] Yes
039	Best Practices	Procurement
If your municipality contracts with an insurance broker for health insurance, and said contract exceeds the Local Public Contracts Law (LPCL) 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? Only answer N/A if your municipality does not contract with an insurance broker for health insurance or, if it does, the contract does not exceed your municipality's LPCL bid threshold.		[0.50] Yes

040	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? Only answer N/A if your municipality does not contract with an insurance broker for health insurance.		[0.00] No
041	Best Practices	Budget
Has your municipality created an accumulated absence liability trust fund pursuant to N.J.A.C. 5:30-15.5? Only answer N/A if your municipality 1) does not offer (for any employee hired after a certain date) payouts upon retirement for accumulated sick leave, and 2) no current employee has a grandfathered right to sick leave payouts upon retirement.		[0.50] Yes
042	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? Answer N/A if your municipality does not have a social media account.		[0.50] Yes
043	Best Practices	Transparency
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
044	Best Practices	Environment
Have public electric vehicle charging stations been installed on municipal property?		[0.00] No
045	Best Practices	Environment
When purchasing new vehicles, does your municipality have a formal policy to purchase hybrid or alternative fuel vehicles whenever such vehicles are suited to the intended use? Only answer N/A if your municipality does not own any vehicles.		[0.00] No

046	Unscored Survey	Ethics
N.J.S.A. 40A:9-22.19 of the Local Government Ethics Law allows a municipality to establish its own municipal ethics board. Does your municipality have both an ordinance on the books establishing a municipal ethics board and a municipal code of ethics pursuant to N.J.S.A. 40A:9-22.21?		[0.00] No
047	Unscored Survey	Ethics
If your municipality has an ordinance establishing a municipal ethics board pursuant to N.J.S.A. 40A:9-22.19, is the board constituted with the minimum number of members necessary to establish a quorum for conducting business? A municipal ethics board shall consist of six members, at least two of whom shall be public members. No more than three members shall be of the same political party. Answer NA if your municipality does not have an ordinance establishing a local ethics board.		[0.00] N/A
048	Unscored Survey	Tax Collection
N.J.S.A 54:4-122.9 authorizes municipalities to adopt a resolution contracting with a local bank to serve as an “official tax receiving agency” for receiving, under the tax collector’s supervision, current tax payments, current water and sewer charges, and other public monies. A bank authorized to serve in this capacity can take property tax payments, utility payments, and other charges that are otherwise paid directly to the municipality, so long as those payments are not for delinquencies. Delinquencies must be satisfied directly with the municipality; however, a bank may accept payments made within an authorized grace period. Local Finance Notice 2021-09 contains further information on applicable requirements. Has your municipality designated a local bank as an official tax receiving agency pursuant to N.J.S.A. 54:4-122.9?		[0.00] No
049	Unscored Survey	Tax Collection
As explained in Local Finance Notice 2022-04, P.L. 2021, c. 99 expressly authorizes municipalities to establish property tax rewards programs encouraging patronage of local retail establishments. All actions properly taken by a municipal governing body prior to May 12, 2021 to authorize the creation and operation of a property tax rewards programs were also retroactively validated by P.L. 2021, c. 99. Has your municipality established a property tax rewards program?		[0.00] No
050	Unscored Survey	Housing
The Urban Homesteading Act (N.J.S.A. 40A:12-31 through 38) allows a municipality to adopt an ordinance establishing a process whereby title to municipal property obtained through in rem foreclosure is transferred to individuals committed to rehabilitate the premises and reside there for a specified period. All ordinances establishing an urban homesteading program must be filed with the Division of Local Government Services. Does your municipality currently have an ordinance on the books establishing an urban homesteading program pursuant to the Act?		[0.00] No

051a	Unscored Survey	Shared Services
If your municipality currently provides a chief financial officer, tax collector, tax assessor, municipal clerk, qualified purchasing agent, certified public works manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, please select one or more of the options provided and list under Comments each municipality along with the position being provided to that municipality. If your municipality currently provides none of these positions pursuant to a shared services agreement, select None of the Above and insert N/A into Comments.		[0.00] None of the Above Comment: N/A
051b	Unscored Survey	Shared Services
If the answer to Question 51a is yes, did one or more of the identified shared service agreements result in the dismissal of a tenured official? If yes, please insert under Comments 1) the position or positions where an agreement resulted in the dismissal of a tenured official; and 2) an estimate of the cost savings anticipated to be achieved by the participating municipalities at the outset of the agreement. If the answer is No or N/A, please insert "No" or "N/A" under Comments. See LFN 2018-3R for more information on this provision of the Common Sense Shared Service Act.		[0.00] N/A Comment: N/A
052	Unscored Survey	Environment
How much did your municipality spend on operational costs associated with managing and treating stormwater runoff in the prior fiscal year, and how much did your municipality appropriate toward same for the current fiscal year? Examples of such costs include street cleaning, conveyance system clean-out, routine maintenance of storm drains and outfall pipes, and stormwater runoff-related educational programs. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.		Comment: \$20,400 \$19,000 26-290
053	Unscored Survey	Financial Administration
Does your municipality currently retain a chief financial officer through a professional services contract?		[0.00] No
054a	Unscored Survey	American Rescue Plan Act
What portion of the first tranche of ARP LFRF dollars has your municipality obligated to date?		[0.00] 100%
054b	Unscored Survey	American Rescue Plan Act
What portion of the second tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2022?		[0.00] Less than 50%

054c	Unscored Survey	American Rescue Plan Act
What portion of the second tranche of ARP LFRF dollars will your municipality obligate toward eligible uses by December 31, 2023?		[0.00] Equal to or Greater than 50%
055a	Unscored Survey	Opportunity Zones
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] No
055b	Unscored Survey	Opportunity Zones
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: N/A
056a	Unscored Survey	Lead Remediation
P.L. 2021, c. 182 requires a municipality to perform, or, in certain circumstances, hire a certified lead evaluation contractor to perform, inspections of certain single-family, two-family, and multiple rental dwellings for lead-based paint hazards. Further information concerning the requirements of this recently enacted law are available at https://www.nj.gov/dca/divisions/codes/resources/leadpaint.html . Does your municipality have a permanent local agency that has been charged with conducting inspections for lead-based paint in rental dwellings and enforcing the provisions of P.L. 2021, c. 182? If your answer is "Other" fill-in the name of the municipal agency under Comments. If your answer is "Shared Service", please fill-in the name of the agency and the local unit providing the service under Comments.		[0.00] UCC Construction Code Enforcement
056b	Unscored Survey	Lead Remediation
If your municipality does not have a permanent local agency or a shared services agreement to conduct inspections for lead-based paint in rental dwellings and enforce the provisions of P.L. 2021, c. 182, has your municipality retained a lead evaluation contractor certified to provide paid lead inspection services by the New Jersey Department of Community Affairs?		[0.00] N/A
056c	Unscored Survey	Lead Remediation
Pursuant to P.L. 2021, c. 182, has your municipality identified rental dwellings that have experienced tenant turnover since July 22, 2022?		[0.00] Yes

056d	Unscored Survey	Lead Remediation
If your municipality has identified rental dwellings that have experienced tenant turnover since July 22, 2022, have all of those units been inspected prior to re-occupancy?		[0.00] Yes
056e	Unscored Survey	Lead Remediation
How many visual lead-based paint inspections did your municipality conduct thus far in 2022?		Comment: 0
056f	Unscored Survey	Lead Remediation
How many dust wipe-sampling lead-based paint inspections did your municipality conduct thus far in 2022?		Comment: 0
056g	Unscored Survey	Lead Remediation
How many post-remediation lead-based paint inspections has your municipality conducted thus far in 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.		Comment: 0
056h	Unscored Survey	Lead Remediation
How many lead safe certifications have been issued by your municipality thus far in 2022? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.		Comment: 0
056i	Unscored Survey	Lead Remediation
What is the number of lead safe certifications issued by the municipality in the past fiscal year, as used by the municipality? Please only include numbers (no text or explanation) under Comments to facilitate tabulation.		Comment: 0
056j	Unscored Survey	Lead Remediation
Would your municipality be interested in applying for a State grant program to assist with the rental dwelling inspection costs associated with implementing P.L. 2021, c. 182? Answer N/A if your municipality has no local lead inspection activities or does not have any dwellings eligible for inspection.		[0.00] N/A

Baldosaro Susan M

From: DCA DoNotReply [DCA] <DoNotReply@dca.nj.gov>
Sent: Monday, November 7, 2022 9:48 AM
To: Baldosaro Susan M; Petrosky Keith; Dickenson Bob
Subject: Best Practices Inventory Submission 11/7/2022

The 2,022 Best Practices Inventory for Vineland City has been submitted successfully on 11/7/2022.

LFN 2022-17

October 6, 2022

Local Finance Notice

Philip D. Murphy
Governor

Lt. Governor Sheila Y. Oliver
Commissioner

Jacquelyn A. Suárez
Director

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2022 Municipal Best Practices Inventory

Language authorizing the Best Practices Inventory is included in the [FY2023 Appropriations Act](#). Pursuant to law, the Division of Local Government Services ("Division") has promulgated an updated Best Practices Inventory to all municipalities, through which the State obtains vital information about the status of municipal government practices in New Jersey.

The 2022 Inventory assesses each municipality's compliance with various laws and evaluates implementation of fiscal and operational best practices. Inventory answers provide taxpayers an additional means of evaluating their municipality's performance. The Inventory also identifies areas where municipalities may require further technical assistance. Furthering this objective, the Inventory contains an unscored survey section soliciting information on a variety of topics.

All municipalities, including those on a State Fiscal Year budget cycle, must submit their completed Inventory to the Division by close of business **Thursday November 10, 2022**. The Division strongly recommends completing and filing the Inventory as soon as possible so any technical or substantive issues can be resolved in a timely fashion. No post-submission answer changes will be permitted.

Furthering the Division's implementation of technology solutions, the Best Practices Inventory continues to be hosted on the internet-based platform debuted in 2019. Click on <https://njdca.dynamics365portals.us/> to access the platform sign-in page. Platform instructions and a helpful FAQ document concerning log-in and access [are also provided](#).

As in prior years, the Division must determine whether some portion of a municipality's CMPTRA and ETR Aid will be withheld based on the results of its Inventory. The municipality's final formula aid payment represents the maximum amount of aid that is subject to withholding.

Distribution

Administrators/Managers

Municipal CFOs

Municipal Clerks

Municipal Procurement
Officials

Municipal Elected Officials

Question Content and Scoring

The 2022 Best Practices Inventory features new and repeat questions on the following topics:

- Health Benefits
- Personnel
- Budget
- Financial Administration
- Capital Projects
- Transparency
- ARP LFRF Funds
- Procurement
- Cybersecurity
- Lead Remediation
- Shared Services
- Tax Collection
- Opportunity Zones
- Fire Districts
- Environment
- Housing

A total of 56 questions are distributed amongst three scoring categories: Core Competencies (31 questions), Best Practices (11 questions), and Unscored Survey (13 questions). Four (4) unscored survey questions are divided into multiple subparts to facilitate data tabulation. The Division has introduced a total of 11 new scored questions to the 2022 Inventory. Each municipality must receive a minimum score of 24 on the Inventory to receive its full Final Aid payment.

Core Competencies address statutory and regulatory compliance obligations and other areas critical to sound municipal finance and operations. These questions score 1 point each, with positive credit awarded for “Yes” answers as well as “Prospective” and “N/A” responses when permitted by the question. Answers of “Prospective,” which apply to certain new questions, should only be used when a municipality is committed to making good faith efforts to implement the practice in the upcoming year. New questions where “Prospective” is not a permitted answer may be cured prior to submitting the Inventory.

The 2022 Inventory also includes a Best Practices category, which involves fiscal and operational practices that are of significant benefit to many municipalities but are not foundational in nature or uniformly applicable to all municipalities. All questions in the Best Practices category are worth one-half (1/2) point, with positive credit awarded for “Yes” answers as well as “N/A” responses when permitted by the question. Please note that “Prospective” responses are not permitted responses under the Best Practices category.

Answers of “N/A” are only appropriate if a specific requirement does not apply to a given municipality; however, please note that some questions limit “N/A” responses to certain circumstances. Municipalities answering “N/A” should explain why the question is not applicable in the comment space.

There is a total of 42 scored questions (Core Competencies + Best Practices) for a total of 36.5 points. The thresholds for aid withholding are as follows:

Inventory Score	Final Payment Amount Disbursed	Impact on final 5% aid payment
24 and greater	100%	No withholding
20-23	75%	Lose 25% of final CMPTRA & ETR payment
16-19	50%	Lose 50% of final CMPTRA & ETR payment
0-15	0%	Lose 100% of final CMPTRA & ETR payment

Questions in the Best Practices category are considered “extra credit” because the Inventory’s scoring threshold is based on the number of Core Competencies for which the Division determined a municipality should earn positive credit, rather than Core Competencies + Best Practices combined. Thus, positive credit for Best Practices questions helps offset Core Competencies for which a municipality does not earn positive credit.

Unscored Survey questions are meant to gather information and do not count toward a municipality’s final score, although their completion is a required component of the Inventory. Answers to these questions will help determine where municipalities may require additional assistance and where the Division of Local Government Services and the Department of Community Affairs may need to prioritize technical assistance resources. Responses vary from “Yes/No” to multiple-choice to fill-in.

If your municipality participates in the State Health Benefits Program (SHBP) for medical coverage, please complete and upload the [SHBP Best Practices Survey Form](#) for Question 3. Likewise, if your municipality can affirmatively answer Question 55a, which pertains to known Opportunity Zone projects, please complete and upload the [Opportunity Zone Project Status Spreadsheet](#).

Completing and Submitting the Inventory

A municipality must answer all questions before the Best Practices platform will permit submitting the Inventory. Certain questions require information to be typed into the Comment section before the online platform counts the question as completely answered. Please refer to the [Instructions](#) for further details. Failing to submit the Inventory is deemed equivalent to a zero score.

The municipality’s Chief Finance Officer and Chief Administrative Officer must both certify the Inventory using the Online Platform. The Chief Administrative Officer is an individual who, regardless of title, is responsible for the municipality’s day-to-day operations. If a municipality does not have a business administrator or municipal manager, this person would be whichever individual (e.g., municipal clerk, chief financial officer) is responsible for running day-to-day operations. Every municipality has a Chief Administrative Officer.

The Municipal Clerk must certify that the Inventory and the results thereof were or will be discussed at a public meeting, inserting the date on which the meeting was or will be held; the inventory results and the certification of same by the chief administrative and financial officers referenced in the meeting minutes. Municipal Clerks likewise make their certification using the online platform and do not file a separate certification document. The purpose of the acknowledgement requirement is to ensure that local officials are apprised of their municipality’s Best Practices Inventory response. Please do not wait for the Best Practices Inventory to be discussed at a governing body meeting before submitting the Inventory.

State Fiscal Year municipalities have the same Thursday, November 10, 2022, deadline as Calendar Year municipalities.

Appeals of Best Practices Scores

A municipality may appeal its score to the Director **up to one week prior to the submission deadline**, but not before submitting their Best Practices Inventory. Appeals must be submitted by close of business **Thursday, November 3, 2022**, via email to bestpractices@dca.nj.gov with the

heading “Best Practices Appeal.” The Director may exercise discretion upon finding that a municipality’s individual circumstances so warrant. Municipalities that wish to submit an appeal should do so in conjunction with their Inventory submission.

Approved: Jacquelyn A. Suárez, Director

Document	Internet Address
FY23 App. Act	https://www.nj.gov/treasury/omb/publications/23bill/AppropriationsAct.pdf
Best Practices Platform	https://njdca.dynamics365portals.us/
Log-In & Access FAQ	https://www.nj.gov/dca/divisions/dlgs/programs/best_practices_docs/BPI%20Log-In%20and%20Access%20FAQ%20-%202022.pdf
SHBP Survey Spreadsheet	https://www.nj.gov/dca/divisions/dlgs/programs/best_practices_docs/SHBP%20Best%20Practices%20Survey%20Form%20-%202022.xlsx
Opportunity Zone Status Spreadsheet	https://www.nj.gov/dca/divisions/dlgs/programs/best_practices_docs/OZ%20Best%20Practices%20Survey%20Form.xlsx
BPI Question List	https://www.nj.gov/dca/divisions/dlgs/programs/best_practices_docs/Final%202022%20DLGS%20Best%20Practices%20Inventory%20Questions.xlsx