

LOCAL GOVERNMENT BEST PRACTICES

Categories:

GENERAL MANAGEMENT *Administrative:*

	Yes	No
1. Do you require your Elected Officials to attend basic courses on their Responsibilities and obligations in Local Government? (Courses should include: Budgeting, Policy Setting, Local Government Contracting, Risk Management, and Open Public Records Act. These courses should be coordinated through, Rutgers, County and State League of Municipalities, Mayors Association, NJAC and JIFs)	X	<input type="checkbox"/>
2. Has your municipality established an "Absence from Meetings Policy" for elected officials/appointed board members?	X	<input type="checkbox"/>
3. Do you share service of a Tax Assessor, Tax Collector or Chief Financial Officer? (Tax Assessor is part time)	<input type="checkbox"/>	X
4. Did you renew Shared Service Contracts or Agreements during the last calendar/fiscal year?	X	<input type="checkbox"/>
5. Does your municipality maintain an up-to-date municipal website containing, but not limited to the following?	X	<input type="checkbox"/>
a. Both proposed and adopted budgets for at least 3 years;	X	<input type="checkbox"/>
b. Notification(s) for solicitation of Bids and RFPs;	X	<input type="checkbox"/>
c. Employee business contact information;	X	<input type="checkbox"/>
d. Minutes and Agendas – Governing Body, Planning Board, Board of Adjustment and Commissions;	X	<input type="checkbox"/>
e. Proposed ordinances for public hearing and all other required public Notices	X	<input type="checkbox"/>
f. Display annual up-to-date Municipal and Land Use Ordinances on website.	X	<input type="checkbox"/>
6. In the last year, did you participate in any type of strategic planning process designed to help you restructure to reduce costs?	X	<input type="checkbox"/>

Personnel:

	Yes	No
1. Do you have a Personnel Manual and/or Employee Handbook?	X	<input type="checkbox"/>
2. Do you conduct Ethics Training?	X	<input type="checkbox"/>
3. Does your municipality provide annual Employment Practice Liability training for Elected Officials, Managers, Administrators, Department Heads and Supervisors?	X	<input type="checkbox"/>
4. Has your municipality in contract negotiations considered overtime assignments to be based on the work to be performed rather than seniority?	X	<input type="checkbox"/>
5. Do your new contract increases limit salary & wages to 2% or less? Existing contracts expire in 2012. Exempt employees will be limited to 2% increase.		
6. Does your municipality limit Health Benefits to full-time (35 or more hours weekly), excluding from coverage all part-time employees, elected or appointed officials?	X	<input type="checkbox"/>
7. Has your municipality implemented cost sharing for health benefits of at least 1.5 percent of salary for all employees? (55% pays 1.5%. Existing CWA contract requires payment of 0.5% -2010, 1.0% - 2011, 1.5% - 2012.)	X	<input type="checkbox"/>

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| 8. | Has your municipality reviewed its accrued absence policy? | X | <input type="checkbox"/> |
| 9. | Does your municipality have a policy for use of municipal vehicles? | X | <input type="checkbox"/> |
| 10. | Does your municipality have an approval process for overtime that is not limited to the department head? | X | <input type="checkbox"/> |
| 11. | Does the municipality review overtime by department by category year over year? | X | <input type="checkbox"/> |
| 12. | Does your municipality maintain a minimum work year of 2080 hours, for all full time employees? | X | <input type="checkbox"/> |

Procurement Policies:

- | | | Yes | No |
|----|--|------------|--------------------------|
| 1. | Has your municipality solicited for competitive insurance proposals or self-insured funds in the last three years? (Liability and/or Health) | X | <input type="checkbox"/> |
| 2. | Are you utilizing the Fair and Open process for <i>Professional Service Agreements?</i> | X | <input type="checkbox"/> |
| 3. | Does your municipality utilize some or all contract awards through the “Fair and Open” versus “Nonfair and Open” process? | X | <input type="checkbox"/> |
| 4. | Do you RFP <i>Professional Services Agreements</i> at least every three years? | X | <input type="checkbox"/> |
| 5. | Do you employ a Qualified Purchasing Agent? | X | <input type="checkbox"/> |

FINANCIAL MANAGEMENT

Financial Standard:

- | | | Yes | No |
|-----|--|------------|--------------------------|
| 1. | Did you adopt your budget without a waiver from the Local Finance Board? | X | <input type="checkbox"/> |
| 2. | Did the municipality introduce and adopt its last budget within the filing deadline? | X | <input type="checkbox"/> |
| 3. | Did your municipality hold a tax lien sale within the past year, and all eligible properties included, ensuring the property stays current or return to, a tax paying basis? | X | <input type="checkbox"/> |
| 4. | Have you conducted an annual random internal controls review and documentation inspection to ensure that controls are functioning as required? | X | <input type="checkbox"/> |
| 5. | Does your most recent Audit Report reflect that the general ledger, fixed asset accounting and encumbrance systems are in place, and maintained on a current basis? | X | <input type="checkbox"/> |
| 6. | Do you conduct a revaluation at intervals frequent enough to ensure that the discrepancy between assessed valuation and fair market value of properties is no more than 30%? | X | <input type="checkbox"/> |
| 7. | Do you participate in the purchase of fuel, electric or gas in bulk through Cooperative Purchasing (County/State) and or a member of a SEM (Sustainable Energy Meeting) or any other similar group purchase program? | X | <input type="checkbox"/> |
| 8. | Did you file your Annual Statutory Debt Statement within the required time period? | X | <input type="checkbox"/> |
| 9. | Did you file your Annual Financial Statement within the required time period? | X | <input type="checkbox"/> |
| 10. | Do you annually review and update your investment policy and compare it to actual investments at least once a year to document that principle is maintained, and interest is maximized? | X | <input type="checkbox"/> |
| 11. | Do your municipal utilities show a five year infrastructure plan, including | X | <input type="checkbox"/> |

holding rates stable and/or less than 2.0%, as well as fund balance stability?

Three year plan is being expanded to 5 year plan.

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| 12. Does the municipality obtain a Type II SAS 70 Report, for service providers, including but not limited to Payroll Service and Third Party Administrators for self insurance funds? | X | <input type="checkbox"/> |
| 13. Have you reviewed your banking relationships within the past two years to ensure that you are receiving the best value for your deposits? | X | <input type="checkbox"/> |

Budget Preparation: **Yes** **No**

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| 1. Did you prepare a five year summary showing the amount of surplus anticipated and the percentage of the budget that this represents? | X | <input type="checkbox"/> |
| 2. Did the summary demonstrate the entities ability to retain and regenerate fund balance at a sufficient level to maintain the entities current Bond Rating? | <input type="checkbox"/> | X |
| 3. Did your municipality prepare a five year analysis showing the surplus utilized compared to the surplus regenerated? | X | <input type="checkbox"/> |
| 4. Did you prepare a detailed schedule of appropriations by the following categories: (Including a chart showing the amounts compared by category for five years)? | X | <input type="checkbox"/> |
| • Salary and Wages | X | <input type="checkbox"/> |
| • Other Expenses | X | <input type="checkbox"/> |
| • Deferred Charges | X | <input type="checkbox"/> |
| • Capital Debt Service | X | <input type="checkbox"/> |
| • Reserve for Uncollected Taxes | X | <input type="checkbox"/> |
| 5. Was a five year chart or graph prepared showing, in declining order, the largest dollar line items to the smallest dollar line items? | X | <input type="checkbox"/> |
| 6. Was a five year analysis prepared showing the expense categories with the largest <i>dollar</i> increase year over year and the expense categories with the largest <i>percentage</i> increase? | X | <input type="checkbox"/> |
| 7. Did you prepare an analysis of major cost centers such as, Health Insurance, Energy, Pension, Salaries for the last five years, showing year over year and cumulative increases? | X | <input type="checkbox"/> |
| 8. Did your municipality begin internal budget discussions with reviews of historical budget vs. actual data for the past three years on a department by department basis? | X | <input type="checkbox"/> |
| 9. Were departmental budget requests above a certain threshold presented and discussed by the respective department heads? | X | <input type="checkbox"/> |
| 10. Do you use charting and graphing in your budget analysis for pictorial analysis of major items and their respective percentage of the total budget? | X | <input type="checkbox"/> |

Budget Presentation: **Yes** **No**

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| 1. Was a multi-year budget history and projection showing three years of history and two years of projections prepared in a “Viewer Friendly” style for public use? | X | <input type="checkbox"/> |
| 2. Did your municipality categorize revenue into five to ten major groupings and prepare a five year history to demonstrate the revenue trend and the entities ability to realize the amounts anticipated in the current year? | X | <input type="checkbox"/> |
| 3. Did your budget presentation list the percent increase year-over-year for each line item? | X | <input type="checkbox"/> |
| 4. Did your budget presentation present the percentage increases in line items | X | <input type="checkbox"/> |

from highest percentage increase to lowest?

5. Does the budget presentation present each department's costs, inclusive of direct & indirect costs, as a percentage of the overall budget? X

PUBLIC SAFETY

Yes No

1. Has your municipality appointed a Safety Officer out of current municipal workforce to train management and staff in formal risk assessment process to decrease liability claims and injuries? X
2. Do you maintain a formal Safety Program which includes written policies and claims review? X
3. Do you retain a management approved physician for workers compensation claims management? X
4. Is your Police Department accredited by the Commission on Accreditation of Law Enforcement Agencies, Inc., (CALEA) or have senior officers had advanced training through professional agencies/academy? X
5. Is your Police/Fire Dispatch handled by civilian (non-sworn) employees? X
6. Does your Fire Department (controlled agency) participate in the NFIRS reporting system? **(Shared Service with Montclair)** X
7. Does your municipality have a Shared Service Agreement for Firearms Range utilization or use of county facilities? X

PUBLIC WORKS

Yes No

1. Do you have Shared Service Agreements, either as a provider or receiver, for public works equipment, rolling stock or services on a regular basis? X
2. Did you evaluate your solid waste removal and recycling costs in the last 3 years or when contracts expire? (Either municipal operated or contracted out) X
3. Have you limited your publicly funded pick-up of trash and recycling to curb-side or central drop-off service? X
4. Do you maintain a minimum recycling rate of 35% or above? X
5. Have you increased your local recycling collection by at least 5% in the last year? X
6. If your municipality issues published or posted newsletters to the residents, did it promote recycling efforts & solid waste management in compliance with the storm water regulations? X

HEALTH

Yes No

1. Do you have a local Health Department and employ a full-time Health Officer? **(Shared Service provider has a full time Health Officer)** X
2. Do you share health services or welfare services with another municipality or county? X
3. Do you employ outside services for a local nurse or share with another municipality? X

ENERGY & UTILITIES

1. Have you conducted energy audit at all municipal facilities to evaluate heating, lighting, ventilating and air conditioning systems updates that may X

- reduce energy consumption?
2. Do you participate in the League's Sustainable Jersey Certification program? X
 3. Are you a certified Sustainable Jersey town? (**Application is pending**) N.A.
 4. Has the municipality conducted an inventory of all active telephone numbers that are billed to the municipality? X
 5. Does the municipality have a cell phone policy? If so, does it conduct spot reviews of the itemized bills? X
 6. Does the municipality review its calling plan to ensure appropriate level? X

MUNICIPAL SCHOOL RELATIONS

1. Have you held or scheduled a "Joint Yearly Open Public Meeting" between the School Board and the Governing Body to discuss Community needs and shared services? X
2. Do you share playing fields/recreation services with your Board of Education? X
3. Do you share equipment with the Board of Education? X
4. Have you held a joint budget presentation of the municipal and school budgets to the Community? X

Date Certified:

Chief Financial Officer
Name/Certification #

Percentage ranges:

Number of "Yes" Answers	Percentage of Final State Aid payout
76 - 88	100%
61 - 75	99
46 - 60	98
31 - 45	97
16 - 30	96
0 - 15	95