## 2020 Best Practices Inventory Online Platform

## Belmar Borough

## Printable Current Answers

001	Core Competencies	Personnel	
be paid for all hours over classified as exempt and such as elected officials works superintendents classified as having exemunicipal employees manufacture and the pay for time worked duparticipation in training is considered a form of the superior of the pay for time worked duparticipation in training is considered a form of the superior of the pay for time worked duparticipation in training is considered a form of the superior of the pay for the pay for the superior of the pay for the pay fo	ds Act (FLSA) is a federal law requiring to ver 40 hours in a work week except for the thus not entitled to overtime. Manages, managers/administrators, municipal condition, police chiefs and other department hereign as the status and thus not entitled to overnay also be classified as exempt under the or detailed guidance). Exempt status also uring emergencies, attendance at night graphs sessions. Compensated leave time in lift overtime pay unless such leave is utilizaticipality not pay overtime to employees	hose employees ement employees lerks, CFOs, public ads are typically rtime pay. Other he FLSA (please o precludes overtime meetings and eu of cash payments ed in the same pay	[1.00] Yes
002	Core Competencies	Personnel	
manual/handbook by r the conclusion of each (CNAs)? If yes, please p	reviewed and updated its employee persesolution or ordinance within the past to of your municipality's collective negotial provide in the Comments section the data anual was updated. If not yes, please typox.	hree years or upon ated agreements te of the meeting at	[1.00] Yes Comment: Updated 1/15/19
003	Core Competencies	Budget	
the first week of Janua	r complete an initial draft of its annual b ry (or first week of July if an SFY municip aft budget from elected officials and de n of government?	pality), and obtain	[1.00] Yes
004	Core Competencies	Budget	

	Core Competencies	Budget	
•	ality annually review 1) its fee schedules aga fee ordinance(s) to determine whether fee spenses?		[1.00] Yes
006	Core Competencies	Financial Admini	stration
its implementing re municipalities accep mechanisms as mea surcharges or conve processing the tran	ectronic Payment Acceptance Act (N.J.S.A. 4 egulations (N.J.A.C. 5:30-9.1 et seq.) set forthoting credit cards, debit cards, and other eleans of collecting payment. In part, N.J.A.C. 5 enience fees charged by a municipality for lastition. Is your municipality adhering to N. s or convenience fees relating to electronic	n requirements for ectronic fund transfer 5:30-9.9 limits any handling and J.A.C. 5:30-9.9 when	[1.00] Yes
007	Core Competencies	Capital Projects	
Has your municipal	ity adopted a capital program as defined by	v N.J.A.C. 5:30-4.2.	[1.00] Yes
meaning a moving, prospective financir	multi-year plan and schedule for capital pr ng sources) and, when pertinent, first year c	ojects (including	[]
meaning a moving, prospective financir savings?	multi-year plan and schedule for capital pr	ojects (including	[]
meaning a moving, prospective financir savings?  008  If your municipality personnel on a pub amount not exceed	multi-year plan and schedule for capital pr ng sources) and, when pertinent, first year c	Capital Projects  Clice traffic safety t by ordinance at an nistering the off-duty	[1.00] Yes
meaning a moving, prospective financir savings?  008  If your municipality personnel on a pub amount not exceed work? See Local Fin	multi-year plan and schedule for capital pring sources) and, when pertinent, first year of the Core Competencies  Core Competencies  charges administrative fees for off-duty polic works or utility project, are such fees seting the municipality's actual costs for admi	Capital Projects  Clice traffic safety t by ordinance at an nistering the off-duty	
meaning a moving, prospective financir savings?  008  If your municipality personnel on a pub amount not exceed work? See Local Fin	multi-year plan and schedule for capital pring sources) and, when pertinent, first year of the Core Competencies  Core Competencies  charges administrative fees for off-duty polic works or utility project, are such fees setting the municipality's actual costs for adminance Notice CFO 2000-14 for further guidation Core Competencies  Core Competencies	Capital Projects Capita	
meaning a moving, prospective financir savings?  008  If your municipality personnel on a pub amount not exceed work? See Local Fin  009  Are your municipali	multi-year plan and schedule for capital pring sources) and, when pertinent, first year of the Core Competencies  Core Competencies  charges administrative fees for off-duty polic works or utility project, are such fees setting the municipality's actual costs for adminance Notice CFO 2000-14 for further guidation Core Competencies  Core Competencies	Capital Projects Capita	[1.00] Yes

011	Core Competencies	Procurement	
Do your municipality's proamount?	fessional services contracts include	a "not to exceed"	[1.00] Yes
012	Best Practices	Procurement	
contract exceeds the Local health insurance broker be	cts with an insurance broker for he Public Contracts Law bid threshold ing procured through a competitive suant to the Local Public Contracts	d, is your municipality's ve contracting or sealed	[0.50] N/A
013	Best Practices	Procurement	
fees paid by the municipalic conflicting incentives in sec municipality contracts with for broker payments set at	endent on the amount of health insity are vulnerable to abuse as brokeking lower-cost health insurance as an insurance broker for health insitiation a flat-fee rather than on a commismending more expensive health institution.	ers could face alternatives. If your urance, is the structure ssion basis to mitigate	[0.50] N/A
014	Core Competencies	Cybersecurity	
respond to, and recover fro	sponse plan is a set of instructions om network security incidents. The oss, and service outages. Does your onse plan?	se plans address areas	[1.00] Yes
015	Core Competencies	Cybersecurity	
· · ·	es receiving ongoing cybersecurity ruction, identifying security inciden	•	[1.00] Yes
016	Core Competencies	Ratables/PILOTs	
does your municipality hav	tions and entering into a Long-Ter re at least one staff member or con roposed Long-Term PILOTs to assur- to the municipality?	tractually-retained	[1.00] Yes

017	Best Practices	Environment	
conversion to a nor municipality's capit CSO system, is it ur	has a combined sewer overflow (CSO) system of the combined sewer overflow (CSO) system been incorporated in the combined in the combined and explain the combined explain explain the combined explain exp	nto your ity does not have a tormwater runoff?	[0.00] No
018	Core Competencies	Financial Admin	istration
a cash flow analysis with the nature and conducted a cash flood that analysis, does municipality's investand historical investand	40A:5-14(d), a local unit's investment polices by the CFO, with those policies by size of the funds held by the local unit. Had low analysis of its deposited and invested further with the consider preservation of capital timents that consider preservation of capital timent returns, diversification, maturity required the investment and, when appropriate, postrators?	eing commensurate s your municipality ands, and, based on set policies for your l, liquidity, current irements, costs and	[1.00] Yes
019	Best Practices	Budget	
trust fund accounts determine the need	ality periodically review the historical activity not created through public referendum (i.ed for, and adequacy of, each account? Only not have any non-referendum trust funds.	e. open space) to	[0.50] Yes
020	Core Competencies	Budget	
the budget approp 32, instead of appli this statutory oblig	rensuring that insurance reimbursements a riation line item in the budget in accordance ed as miscellaneous revenue not anticipated ation relieves pressure on current year appr municipality had no insurance reimburseme	e with N.J.S.A 40A:5- d? Compliance with opriations. Only	[1.00] Prospective
	Core Competencies	Capital Projects	
021			1
•	lity reviewed all completed capital project be that can be cancelled by resolution, and re sheet accounts?		[1.00] Yes

022	Best Practices	Financial Adminis	stration
liquidity risk and used	w statements prepared to assist in ider d to conduct regular stress test forecas d anticipated revenues received during	ting payments based on	[0.50] Yes
023	Best Practices	Budget	
ensure all grants are manner; and 3) consi so minimizes or avoid	reviewed individual grants receivable appropriately charged; 2) receivables a dered cancelling any expired or otherw ds fund balance depletion due to use os. Only answer N/A if your municipality appropriated.	re collected in a timely ise stale grants? Doing f current fund cash to	[0.50] Yes
024	Best Practices	Personnel	
		thoro is backup to	[0.50] Yes
critical positions thro agreements with othe multiple functions to Civil Service, as applic another municipality	f vacancy, municipalities should ensure ugh cross-training staff and/or entering er local units. Has your municipality 1) of the extent permitted by employee title cable; and/or 2) entered into a shared sor local government entity for the proving	g into shared services cross-trained staff for s, labor agreements and service agreement with	[6:36] 163
critical positions thro agreements with othe multiple functions to Civil Service, as applic another municipality be needed?	ugh cross-training staff and/or entering er local units. Has your municipality 1) of the extent permitted by employee title cable; and/or 2) entered into a shared s	g into shared services cross-trained staff for s, labor agreements and service agreement with	
critical positions thro agreements with other multiple functions to Civil Service, as applicanother municipality be needed?  O25  Has your municipality	ugh cross-training staff and/or entering er local units. Has your municipality 1) of the extent permitted by employee title cable; and/or 2) entered into a shared so or local government entity for the provide Best Practices  y established by ordinance an anti-neponizing the immediate family members or	g into shared services cross-trained staff for s, labor agreements and service agreement with vision of staffing as may  Personnel  Otism policy that, at	[0.00] No
critical positions thro agreements with othe multiple functions to Civil Service, as applic another municipality be needed?  025  Has your municipality minimum, prohibits h	ugh cross-training staff and/or entering er local units. Has your municipality 1) of the extent permitted by employee title cable; and/or 2) entered into a shared so or local government entity for the provide Best Practices  y established by ordinance an anti-neponizing the immediate family members or	g into shared services cross-trained staff for s, labor agreements and service agreement with vision of staffing as may  Personnel  Otism policy that, at	

027	Core Competencies	Transparency	
minimum the following: past thr proposed budget (including the approved by the governing body audits; notification(s) for solicitat	an up-to-date municipal website ee years adopted budgets; the cu full adopted budget for the curre y); most recent annual financial si tion of bids and RFPs; and meetin body, planning board, board of a	ent year ent year when catement and ng dates, minutes	[1.00] Yes
028	Core Competencies	Transparency	
the Public Employment Relations negotiated with public employed collective bargaining agreement amendments, and "side letter" o emailed to contracts@perc.state	lic employers, including municipals Commission (PERC) a copy of a e representatives. This includes, but is, memoranda of understanding, or "side bar" agreements. Copies of an include in the subject of	I contracts but is not limited to, contract of same may be all current	[1.00] Yes
029	Core Competencies	Cybersecurity	
Does your municipality perform full backups of all data?	off-network daily incremental ba	ckups with weekly	[1.00] Yes
030	Unscored Survey	COVID-19 Respo	nse
-	pacted your municipality's cash fl 021? Please select one answer on		[0.00] Moderately
031	Unscored Survey	COVID-19 Respo	nse
19? If so, please include under C	ake any reductions in expenditure omments the departments or proeductions. If the answer is no, ins	ograms impacted	[0.00] Yes Comment: All Recreation and Public Events have been put on hold.

Has your municipality received any CARES Act funding from the State, your county government, or directly from the federal government? Please state under Comments the dollar amount of such funding, the source(s), and whether such funds have been partially or totally disbursed to the municipality; if none please insert \$0 under Comments.

[0.00] Yes Comment: Cares Act 1st Reimbursement \$296k 2nd Reimbursement \$480k

033

**Unscored Survey** 

COVID-19 Response

Please select the one most critical area in which your municipality currently requires technical non-monetary assistance.

[0.00] Social Services

034

**Unscored Survey** 

COVID-19 Response

In reviewing your municipality's operations during the COVID-19 pandemic, what is the department, division, office or other area of municipal operations that has been most strained by the pandemic? [0.00] Municipal Court

035

**Unscored Survey** 

COVID-19 Response

Provide one procedure or process that your municipality developed in response to the pandemic that it intends to keep after the COVID-19 emergency concludes.

Comment: Park
Mobile, People pay
their parking fees
through an app
now. Ability to have
remote access from
home Looking to
implement program
where people can
pay for their beach
badges through a
website/app and
not have to
exchange money.

036

**Unscored Survey** 

COVID-19 Response

Is your municipality providing grants to small businesses impacted by COVID-19? If so, please provide under Comments the total number of businesses approved for grants thusfar, the total amount in grants approved, and a link to the grant program guidelines. If your municipality is not providing grants, please insert N/A under Comments.

[0.00] No Comment: N/A

037	Unscored Survey	Alcoholic Bevera	ge Licensing
been sold in your m state the date of sal	nses for Type 33 plenary retail consumption unicipality by private sale during 2019 and e along with sale price for each license un mber zero under Comments.	d 2020? If yes, please	[0.00] Yes Comment: 8/5/2019 \$ 1,325,000
038(a)	Unscored Survey	Shared Services	
board of education services? If the fact t	currently in negotiations with another loc to either provide or receive one or more of that negotiations are taking place has not e answered No. (a) Police	of the following shared	[0.00] No
038(b)	Unscored Survey	Shared Services	
ooard of education services? If the fact t	currently in negotiations with another loc to either provide or receive one or more o that negotiations are taking place has not e answered No. (b) Fire	of the following shared	[0.00] No
038(c)	Unscored Survey	Shared Services	
board of education services? If the fact t	currently in negotiations with another loc to either provide or receive one or more o that negotiations are taking place has not e answered No. (c) Dispatch	of the following shared	[0.00] No
038(d)	Unscored Survey	Shared Services	
board of education services? If the fact t	currently in negotiations with another loc to either provide or receive one or more of that negotiations are taking place has not e answered No. (d) Public Works	of the following shared	[0.00] No
038(e)	Unscored Survey	Shared Services	
board of education services? If the fact t	currently in negotiations with another loc to either provide or receive one or more o that negotiations are taking place has not e answered No. (e) Health Department / E	of the following shared yet been made public,	[0.00] No

038(f) **Shared Services Unscored Survey** Is your municipality currently in negotiations with another local government or [0.00] No board of education to either provide or receive one or more of the following shared services? If the fact that negotiations are taking place has not yet been made public, this question may be answered No. (f) Construction Code Enforcement 039 **Unscored Survey Shared Services** Does your municipality handle the entirety of its public safety and emergency [0.00] Yes dispatching with its own employees? If Yes, please indicate in the Comments what, if Comment: We also anything, has been done to explore a more regional approach to dispatch along provide dispatching with any barriers. If the answer is No, please list under Comments the other local services to Lake government entities and/or private entity and the dispatching services each Como and Spring provides for the municipality. Lake Heights 040(a) **Unscored Survey Shared Services** Does your municipality currently provide a chief financial officer, tax collector, tax [0.00] No assessor, municipal clerk, qualified purchasing agent, certified public works Comment: N/A manager, municipal treasurer, and/or a public works superintendant to another municipality pursuant to a shared services agreement, Please answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (a) Chief Financial Officer 040(b)**Unscored Survey Shared Services** 

Does your municipality currently provide 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 answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (b) Tax Collector

[0.00] No Comment: N/A 040(c) Unscored Survey Shared Services

Does your municipality currently provide 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 answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (c) Tax Assessor

[0.00] No Comment: N/A

040(d) Unscored Survey Shared Services

Does your municipality currently provide 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 answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (d) Municipal Clerk

[0.00] No Comment: N/A

040(e) Unscored Survey Shared Services

Does your municipality currently provide 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 answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (e) Municipal Treasurer

[0.00] No Comment: N/A

Unscored Survey Shared Services

Does your municipality currently provide 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 answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (f) Qualified Purchasing Agent

[0.00] No Comment: N/A 040(g) Unscored Survey

Does your municipality currently provide 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 answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (q) Certified Public Works Manager

[0.00] No Comment: N/A

**Shared Services** 

040(h) Unscored Survey Shared Services

Does your municipality currently provide 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 answer yes if the following position is being provided pursuant to a shared services agreement and indicate under Comments list each municipality where this position is being provided. If the following position is not being provided, select No and insert N/A into Comments. (h) Public Works Superintendent

[0.00] No Comment: N/A

041 Unscored Survey Shared Services

If the answer to any subpart in Question 40 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 the position or positions where an agreement resulted in the dismissal of a tenured official. If no or N/A, please also 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

042 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. For projects with definite but ancillary stormwater runoff benefits, describe those benefits under Comments. Also list under Comments the FCOA codes your municipality is using to classify these stormwater-related prior year expenditures and current year appropriations.

Comment: Flapper Valve, Street Cleaning, Jet Vac

043	Unscored Survey	Environment	
if any, are associated	ojects in your municipality's most recent a d with stormwater management. State "N " if your municipality has not adopted a ca ear.	one" if no project fits	Comment: Yes, we purchased a Front end Loader for DPV
044	Unscored Survey	Environment	
sewerage authority a regional stormwat under Comments w above is "No", pleas	considering establishing a stormwater ut or MUA to establish a separate stormwate ter utility? If the answer to the above is "Y here your municipality is in the process. If se explain under Comments the reason(s) suing the creation of a stormwater utility.	er operation, or joining es", please explain f the answer to the	[0.00] No Comment: We're already part of Southern Monmouth Regional Sewage Authority
045	Unscored Survey	Environment	
What type of reside one.	ntial recycling program does your munici	pality have? Select only	[0.00] Single- stream
046	Unscored Survey	Environment	
Has your residential in the past two year	recycling program changed from single- s?	stream to dual-stream	[0.00] No
047	Unscored Survey	Environment	
	ecycling program is single-stream, is your ersion to dual-stream recycling?	municipality	[0.00] No
048	Unscored Survey	Environment	
Is recycling in your i single-arm?	municipality picked up utilizing a truck wi	th an automated	[0.00] No
049	Unscored Survey	Opportunity Zor	nes
that will be using th	aware of any real estate development pro e Opportunity Zone tax incentive or recei Only answer N/A if your municipality is not	ving an Opportunity	[0.00] N/A

status (if known) or Upload the Excel fo screen. If you have	the development (i.e. total permitted valunthe Excel form provided on DLGS's Bestorm using the "Attach File" button toward uploaded the Excel form, type "File Uploat uploaded the Excel Form, type NA in the	Practices webpage. the bottom of your ded" in the Comment	
051	Unscored Survey	Planning & Econ	. Devt.
Does your municip for new residential	ality have a minimum lot size requirement development?	of one acre or more	[0.00] No
052	Unscored Survey	Planning & Econ	ı. Devt.
	ality place annual limits on the total allow w single family construction?	able number of permits	[0.00] No
053	Unscored Survey	Planning & Econ	. Devt.
•	ality place annual limits on the total allow w multi-family construction?	able number of permits	[0.00] No
054	Unscored Survey	Planning & Econ	ı. Devt.
Does your municip place?	ality have an urban growth or containmen	nt ordinance or policy in	[0.00] No
055	Unscored Survey	Planning & Econ	ı. Devt.
	ality currently have a development moratoriun		[0.00] No
056	Unscored Survey	Planning & Econ	. Devt.
	•	•	

Unscored Survey

050

Opportunity Zones

057	Unscored Survey	Planning & Econ. Devt.
•	ality have any restrictions on the pace of s that can be added each year)?	residential development [0.00] No
058	Unscored Survey	Planning & Econ. Devt.
the residential units	ordinances require developments to prosocolors constructed/developed/created be set-a-income households. Does your municipal place?	aside and available to
059	Unscored Survey	Planning & Econ. Devt.
developers to build underlying zoning	ncourage the production of affordable ho I more units than would ordinarily be allo code, in exchange for a commitment to in hits in the development. Do you offer a d development?	wed on a site by the nclude a certain number
060	Unscored Survey	Planning & Econ. Devt.
Place describe the	general attitude of your residents toward	d additional affordable [0.00] Neutro