City of Vineland, New Jersey

RESOLUTION NO. 2021- 550

A RESOLUTION ACKNOWLEDGING THAT THE CITY OF VINELAND GOVERNING BODY PUBLICLY DISCUSSED THE CY2021 BEST PRACTICES INVENTORY.

WHEREAS, New Jersey's State Fiscal Year 2022 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 CY2021 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 CY2020 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 RESOVED, that the Municipal Clerk is directed to file a certification with the Division confirming that the Inventory was discussed publicly.

| Adopted: | | |
|------------|---|----------------------|
| | F | President of Council |
| ATTEST: | | |
| | | |
| City Clerk | | |

Home (/) > BPI (/bpi/) > Surveys (/bpi/surveys/?id=2c208795-efcf-e911-a987-001dd800d601) > DCA - BP - Survey View (/bpi/surveys/question-list/) > Scoring

Return to Question List (../?id=7e95b105-ba21-ec11-b6e6-001dd802e744)

Best Practices Inventory Online Platform

2021 Survey

Vineland City

Scoring

Current Score: 18.50

| Score | Aid Withheld |
|---------|------------------------------------|
| 0 - 6 | 100% of final aid payment withheld |
| 7 - 10 | 50% of final aid payment withheld |
| 11 - 14 | 25% of final aid payment withheld |
| 15 + | No aid withholding |

Best Practices Inventory Online Platform

2021 Survey

Vineland City

Printable Current Answers

001 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

002 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. If not yes, please type "Did Not Answer Yes" into the comment box.

[1.00] Yes Comment: Manual 7/1/2020 Handbook 3/23/21

003 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

| 004 | Best Practices | Budget | |
|--|--|--|------------|
| to N.J.A.C. 5:30-15.5? employee hired after | created an accumulated absence liabilit Only answer N/A if your municipality 1) a certain date) payouts upon retirement nt employee has a grandfathered right t | does not offer (for any for accumulated sick | [0.50] Yes |
| 005 | Core Competencies | Capital Projects | |
| meaning a moving, m | adopted a capital program as defined builti-year plan and schedule for capital passources) and, when pertinent, first year o | rojects (including | [0.00] No |
| 006 | Core Competencies | Transparency | |
| Are your municipality salary ordinances, ava | 's codified and uncodified ordinances, in ilable online? | cluding all current | [1.00] Yes |
| 007 | Best Practices | Transparency | |
| is there a written poli | ty have an official social media account of ty establishing guidelines on access, use, if your municipality does not have a soc | , and permitted | [0.50] Yes |
| 008 | Core Competencies | Procurement | |
| | s professional services contracts include | a "not to exceed" | [0.00] No |
| | | | |
| Do your municipality' amount? 009 | Best Practices | Procurement | |

| 010 | Post Practices | Drocurement | |
|--|---|--|------------|
| 10 | Best Practices | Procurement | |
| ees paid by the monflicting incentive nunicipality contract or broker paymenter isk of a broker arn higher fees? | ees dependent on the amount of health insunicipality are vulnerable to abuse as brokens in seeking lower-cost health insurance and with an insurance broker for health insuts set at a flat-fee rather than on a commist recommending more expensive health insurance or health insurance. | ers could face alternatives. If your urance, is the structure sion basis to mitigate urance coverage to | [0.00] No |
| 11 | Core Competencies | Cybersecurity | |
| espond to, and reduced as cybercrime | ident response plan is a set of instructions cover from network security incidents. Thes , data loss, and service outages. Does your ent response plan? | se plans address areas | [1.00] Yes |
| 12 | Core Competencies | Cybersecurity | |
| • | mployees receiving ongoing cybersecurity deconstruction, identifying security incidents? | | [1.00] Yes |
| 13 | Core Competencies | Financial Admini | stration |
| cash flow analysis ith the nature and onducted a cash f nat analysis, does nunicipality's inves nd historical inves | . 40A:5-14(d), a local unit's investment policies of prepared by the CFO, with those policies disize of the funds held by the local unit. He low analysis of its deposited and invested flow analysis of its deposited and investment plants that consider preservation of capit of its deposited and investment and, when appropriate, postrators? | being commensurate as your municipality funds, and, based on set policies for your al, liquidity, current uirements, costs and | [1.00] Yes |
| 114 | Core Competencies | Budget | |
| ne budget approp 2, instead of appl nis statutory oblig | y ensuring that insurance reimbursements a riation line item in the budget in accordan- ied as miscellaneous revenue not anticipate ation relieves pressure on current year app municipality had no insurance reimbursem | ce with N.J.S.A 40A:5- ed? Compliance with propriations. Only | [1.00] Yes |

| 015 | Core Competencies | Capital Projects | |
|---|--------------------------------|------------------|------------|
| Has your municipality reviewed remaining balances that can be respective balance sheet accour | cancelled by resolution, and i | | [1.00] Yes |

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.

[0.00] No Comment: The City of Vineland is established in accordance with the Faulkner Act, NJSA 40:69A-1 et seq. and in accordance with said Act rules or regulations of the municipality take effect upon filing either with the municipal clerk and published for informational purposes for those for whom they were adopted. The City adopted Resolution No. 7895 on August 8, 1978 which authorized the **Business** Administrator to issue and maintain a personnel policy and employee handbook for the City employees. I am attaching the Resolution and statutory authority herewith. So the answer is that the City has adopted the appropriate legislation for the promulgation of City of Vineland Policies and Procedures as well as the Employee Handbook in

| 017 | Core Competencies | Procurement | |
|--|--|--|------------|
| (e.g. engineer) the bo language meets legal | reviewed with legal counsel and other a ilerplate language in its bid or RFP docur requirements under the Local Public Cor her relevant statutes and caselaw? | nents to ensure such | [1.00] Yes |
| 018 | Core Competencies | Transparency | |
| minimum the followin proposed budget (incapproved by the goven audits; notification(s) | ry maintain an up-to-date municipal web ig: past three years adopted budgets; the luding the full adopted budget for the cu erning body); most recent annual financia for solicitation of bids and RFPs; and mee governing body, planning board, board o | e current year urrent year when Il statement and eting dates, minutes | [1.00] Yes |
| 019 | Core Competencies | Transparency | |
| the Public Employmer negotiated with public collective bargaining a amendments, and "sic emailed to contracts@ | quires public employers, including munical Relations Commission (PERC) a copy of employee representatives. This includes agreements, memoranda of understanding le letter" or "side bar" agreements. Copic perc.state.nj.us. Has your municipality fil Only answer N/A if your municipality does is. | f all contracts s, but is not limited to, ng, contract es of same may be led all current | [1.00] Yes |
| 020 | Core Competencies | Cybersecurity | |
| Does your municipalit full backups of all data | y perform off-network daily incremental | backups with weekly | [1.00] Yes |

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

022

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 district can adopt its annual budget. 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

023

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

| 024 | Core Competencies | Financial Admini | stration |
|---|---|--|---|
| devalues the proce audit findings in yo plan and not been repeat findings, alo DLGS, under Comn | ress areas needing improvement and ignoess. Municipalities should correct noted decur municipality's 2018 audit been identific repeated in the 2019 audit? If the answerong with the date the corrective action plaments. Only answer "N/A" if there were nodid not answer no, please type "Did Not A | ficiencies. Have the ed in a corrective action is no, please list the n was submitted to audit findings in the | [1.00] N/A Comment: Did not answer no |
|)25 | Best Practices | Transparency | |
| Property Tax Relief | pality feature a link on its website to the Di Program webpage at nj.us/treasury/taxation/relief.shtml? | vision of Taxation's | [0.50] Yes |
| 026 | Best Practices | Fire Districts | |
| can consolidate mo municipality have a districts, is it reviev | ce 2017-23 describes the avenues through ultiple fire districts into a single fire distric a single fire district or, if your municipality ving the feasibility of consolidating its mu y answer N/A if your municipality does no | t. Does your has multiple fire Itiple districts into a | [0.50] N/A |
| 027 | Best Practices | Environment | |
| • | c vehicle charging stations been installed, municipal property? | or are they currently | [0.00] No |
| 028a | Unscored Survey | Shared Services | |
| municipality pursu | pality currently provide the following posit ant to a shared services agreement? If Yes this applies. If no, insert N/A into Commer | , list under Comments | [0.00] No Comment: N/A |
| 028b | Unscored Survey | Shared Services | |
| municipality pursu | pality currently provide the following posit ant to a shared services agreement? If Yes this applies. If no, insert N/A into Commer | , list under Comments | [0.00] No Comment: N/A |

| 028c | Unscored Survey | Shared Services | |
|---------------------|---|---------------------|---------------------------|
| municipality pursua | ality currently provide the following positi int to a shared services agreement? If Yes, nis applies. If no, insert N/A into Commen | list under Comments | [0.00] No Comment: N/A |
| 028d | Unscored Survey | Shared Services | |
| municipality pursua | ality currently provide the following positi int to a shared services agreement? If Yes, nis applies. If no, insert N/A into Commen | list under Comments | [0.00] No Comment: N/A |
| 028e | Unscored Survey | Shared Services | |
| municipality pursua | ality currently provide the following positi int to a shared services agreement? If Yes, nis applies. If no, insert N/A into Commen | list under Comments | [0.00] No Comment: N/A |
| 028f | Unscored Survey | Shared Services | |
| municipality pursua | ality currently provide the following positi int to a shared services agreement? If Yes, nis applies. If no, insert N/A into Commen | list under Comments | [0.00] No Comment: N/A |
| 028g | Unscored Survey | Shared Services | |
| municipality pursua | ality currently provide the following positi int to a shared services agreement? If Yes, nis applies. If no, insert N/A into Commen | list under Comments | [0.00] No Comment: N/A |
| 028h | Unscored Survey | Shared Services | |
| | onscored survey | | |

029 Unscored Survey Shared Services

If the answer to at least one part of Question 28 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

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: 2020 -\$9,000 2021 -\$19,000 26-290

031 Unscored Survey Financial Administration

Does your municipality currently retain a chief financial officer through a professional services contract?

[0.00] No

032a Unscored Survey American Rescue Plan Act

Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (a) Public Health (EC 1)

[0.00] Yes

032b Unscored Survey American Rescue Plan Act

Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (b) Negative Econ. Impacts (EC 2)

[0.00] No

032c Unscored Survey American Rescue Plan Act

Has your municipality allocated and/or currently plan to allocate ARP Local Fiscal Recovery Fund (LFRF) dollars for the following eligible use? (c) Services to Disproportionately Impacted Communities (EC 3)

[0.00] No

| 032d | Unscored Survey | American Rescu | e Plan Act |
|----------------------|---|----------------------|--|
| | / allocated and/or currently plan to allocate dollars for the following eligible use? (d) P | | [0.00] No |
| 032e | Unscored Survey | American Rescu | e Plan Act |
| Recovery Fund (LFRF) | / allocated and/or currently plan to allocate dollars for the following eligible use? (e) and Infrastructure (EC5) | e ARP Local Fiscal | [0.00] Yes |
| 032f | Unscored Survey | American Rescu | e Plan Act |
| | / allocated and/or currently plan to allocate dollars for the following eligible use? (f) Re | | [0.00] Yes |
| 032g | Unscored Survey | American Rescue | e Plan Act |
| Recovery Fund (LFRF) | urrently undecided on how to allocate ARP dollars for the previously referenced exper none of the previous subparts were Yes, oth | nditure categories? | [0.00] No |
| 032h | Unscored Survey | American Rescu | e Plan Act |
| | decline ARP Local Fiscal Recovery Fund (LF none of the previous subparts were Yes, oth | | [0.00] No |
| 033 | Unscored Survey | American Rescu | e Plan Act |
| • | irst tranche of ARP LFRF dollars will your m by December 31, 2021? | unicipality obligate | [0.00] Equal to or Greater than 50% |
| 034 | Unscored Survey | American Rescu | e Plan Act |
| • | irst tranche of ARP LFRF dollars will your m by December 31, 2022? | unicipality obligate | [0.00] 100% |

Financial Administration 035 **Unscored Survey** Does your municipality pay one or more of its vendors or contractors via an [0.00] ACH automated clearing house (ACH) transfer and/or a procurement card? Please select one or more of the options provided, as applicable. This question excludes debt service, pension bills, and employee health benefits. 036a **Unscored Survey** Procurement N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more [0.00] No specified set-aside programs for public procurement. A set-aside program Comment: N/A establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (a) Minority Business Enterprises 036b Unscored Survey Procurement N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more [0.00] No specified set-aside programs for public procurement. A set-aside program Comment: N/A establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (b) Women's Business Enterprises **Unscored Survey** 036c **Procurement** N.J.S.A. 40A:11-41 et seq. authorizes municipalities to establish one or more [0.00] No specified set-aside programs for public procurement. A set-aside program Comment: N/A establishes a goal for its contracting agencies of setting aside a certain percentage of the dollar value of total procurements to be awarded as set-aside contracts to

one or more qualified enterprises authorized pursuant to N.J.S.A. 40A:11-42. If your municipality has set aside the following program, please select Yes and include under Comments the percentage of the dollar value of total procurements currently establishes as a set-aside goal under the program. Those selecting No shall type "N/A" under Comments. (c) Small Business Enterprises

| 036d | Unscored Survey | Procurement | |
|--|--|--|---------------------------|
| specified set-aside p establishes a goal fo of the dollar value of one or more qualifie municipality has set under Comments the establishes as a set-a | rograms for public procurement. A set-age rits contracting agencies of setting aside f total procurements to be awarded as sed enterprises authorized pursuant to N.J. aside the following program, please select percentage of the dollar value of total passide goal under the program. Those selected in the program is to the select percentage of the dollar value of total passide goal under the program. Those selected is the program is the program in the program in the program is the pro | side program a certain percentage t-aside contracts to S.A. 40A:11-42. If your ct Yes and include procurements currently | [0.00] No Comment: N/A |
| 037 | Unscored Survey | Procurement | |
| enterprises pursuant awards meet or exce the prior fiscal year f | nas established a set-aside program for questo N.J.S.A. 40A:11-41 et seq, did your museded the set-aside goals established by to each of your municipality's set-aside pality does not have a set-aside program. | unicipality's contract the governing body in | [0.00] N/A |
| 038 | Unscored Survey | Procurement | |
| enterprises, N.J.S.A. or commission author municipal governing attaining the municip percentage of the do year under each set- above-referenced er 2021? Answer N/A if | aving established a set-aside program for 40A:11-48 requires each municipal authorized to independently award contracts body by January 31 of each year 1) descipality's set-aside goals for the prior calent collar value of total procurements awarded aside program established by the municipalities submit this report to the municipality gour municipality does not have a set-asities, boards, committees or commissions discontracts. | rity, board, commitee to issue a report to the ribing their efforts in dar year; and 2) the d in the prior calendar pality. Did each of the governing body in side program or does | [0.00] N/A |
| 039 | Unscored Survey | Tax Collection | |
| | ry established a ten-day grace period for other municipal charges as authorized by | • • | [0.00] Yes |
| 040 | Unscored Survey | Tax Collection | |
| • | based Tax Sale Report. Upload the compl toward the bottom of your screen. Type ' | | Comment: File Uploaded |

Comment Box

| 041 | Unscored Survey | Opportunity Zo | nes |
|---|--|--|---------------------------|
| | ware of any real estate development pro Opportunity Zone tax incentive or recei | | [0.00] Yes |
| 042 | Unscored Survey | Opportunity Zo | nes |
| Opportunity Zone tax address, a short descrestimated value of the status (if known) on the Upload the Excel form screen. If you have up | nows of any projects that are using or we incentive, please include the name of exiption that includes the primary developed development (i.e. total permitted value Excel form provided on DLGS's Best In using the "Attach File" button toward loaded the Excel form, type "File Upload ploaded the Excel Form, type NA in the | each project, the full oer (if applicable), e), and the project's Practices webpage. the bottom of your ded" in the Comment | Comment: File Uploaded |
| 043 | Unscored Survey | Planning & Eco Development | nomic |
| Does your municipalit conforming lots by De | cy currently plan to sell any municipally- ecember 31, 2022? | owned vacant | [0.00] Yes |
| 044a | Unscored Survey | Planning & Eco Development | nomic |
| condition of granting | ry impose the following requirement up zoning approval for residential constru- al mixed use construction? (a) Dedicatio | ction and/or | [0.00] No |
| 044b | Unscored Survey | Planning & Eco Development | nomic |
| condition of granting | ry impose the following requirement up zoning approval for residential constru- al mixed use construction? (b) Fee In-Lie | ction and/or | [0.00] No |

| 044c | Unscored Survey | Planning & Ecor Development | nomic |
|----------------------|--|--------------------------------|------------|
| condition of grantir | ality impose the following requirement uping zoning approval for residential construction? (c) Fee In-Lie | ction and/or | [0.00] No |
| 044d | Unscored Survey | Planning & Ecor Development | nomic |
| condition of grantir | ality impose the following requirement uping zoning approval for residential construction? (d) Impact February (d) Impact February (d) Impact February (d) | ction and/or | [0.00] No |
| 044e | Unscored Survey | Planning & Ecor Development | nomic |
| condition of grantir | ality impose the following requirement up ng zoning approval for residential constru- cial mixed use construction? (e) Provision | ction and/or | [0.00] No |
| 044f | Unscored Survey | Planning & Ecor Development | nomic |
| condition of grantir | ality impose the following requirement up ng zoning approval for residential constru- cial mixed use construction? (f) Affordable | ction and/or | [0.00] Yes |
| 045 | Unscored Survey | Planning & Ecor Development | nomic |
| | al land use ordinance provide for an histor governed under N.J.S.A. 40:55D-107? | ric preservation | [0.00] No |
| 046 | Unscored Survey | Planning & Ecor Development | nomic |
| | ality have an environmental commission, conmental commission, that is governed u | | [0.00] Yes |

| 047 | Unscored Survey | Planning & Economic Development | |
|---|--|---------------------------------|------------|
| Does your municipal N.J.S.A. 40:55B-1 et s | lity have an industrial commission that i seq.? | s governed under | [0.00] Yes |
| 048 | Unscored Survey | Recreation | |
| Does your municipal 40:61-17 et seq.? | lity have a recreation commission that is | governed under N.J.S.A. | [0.00] Yes |