## Best Practices Inventory Online Platform

2022 Survey

## Cape May City

## Printable Current Answers

001	Unscored Survey	Health Benefits	
	ct the formula used for active employee se "active employees" does not include ge.	<b>U</b> 1 1	[0.00] Percentage of Premium
002	Unscored Survey	Health Benefits	
	efits, select the formula used for active of , the phrase "active employees" does no erage.		[0.00] Percentage of Premium
003	Unscored Survey	Health Benefits	
• • • •	ipates in the State Health Benefits Progr m provided on DLGS's Best Practices we	bpage: 1) the total amount	Comment: File Uploaded
of premiums paid for CY2 coverage; and 2) the amo retirees and eligible electe Rx coverage if your munic "Attach File" button towar type "File Uploaded" in th	2022 active employee, retiree and eligible ount of cost sharing collected from your ed officials for SHBP coverage in CY2022 cipality uses SHBP for Rx coverage. Uplo rd the bottom of your screen. If you hav ne Comment Box. If you have not uploac	municipality's employees, 2. Only combine medical and ad the Excel form using the e uploaded the Excel form,	
of premiums paid for CY2 coverage; and 2) the amo retirees and eligible electe Rx coverage if your munic "Attach File" button towar	ount of cost sharing collected from your ed officials for SHBP coverage in CY2022 cipality uses SHBP for Rx coverage. Uplo rd the bottom of your screen. If you hav	municipality's employees, 2. Only combine medical and ad the Excel form using the e uploaded the Excel form,	

005	Core Competencies	Personnel	
within the past three years or upon negotiated agreements (CNAs)? If y	updated its employee personnel man the conclusion of each of your municip res, please provide in the Comments se ficially updated using the MM/DD/YYY nto the comment box.	pality's collective ection the date	[1.00] Yes Comment: Personnel Policy adopted by Council 10/19/2021.
006	Core Competencies	Budget	·
week of February (or first week of A	n initial draft of its annual budget no la ugust if an SFY municipality), and obta als and department heads as appropria	in input in crafting	[0.00] No
007	Core Competencies	Budget	
requires that calendar year municip February 10 (or August 10 for state that calendar year municipalities ad 20 for state fiscal year municipalitie year budget no later than the dates Finance Notice 2021-24? This quest	r date pursuant to N.J.S.A. 40A:4-5.1, N alities approve their introduced budge fiscal year municipalities) and N.J.S.A. opt their budgets no later than March s). Did your municipality introduce and provided by law or as extended by the ion may only be answered N/A if your e Local Finance Board under State Sup to delay budget adoption.	ts no later than 40A:4-10 requires 20 (or September I adopt its current e Director in Local municipality's	[1.00] Yes
008	Core Competencies	Budget	'
Financial Statement (AFS) with the I municipalities). In 2022 the Division calendar year municipalities, while t extended to September 9. The state	financial officer of each municipality to Division by no later than February 10 (A extended the AFS submission deadline he AFS submission deadline for SFY m ite specifies a \$5 per day penalty payal s of after the time fixed for filing. Did ye	August 10 for SFY e to March 4 for unicipalities was ole by the CMFO for	[1.00] Yes
009	Core Competencies	Budget	
of the first month of the fiscal year, Government Services. Did your mur	nief financial officer each municipality s file its Annual Debt Statement with the nicipality file its electronic Annual Debt on no later than January 31 (July 31 for	e Division of Local Statement for the	[1.00] Yes
010	Core Competencies	Budget	1
Has your municipality electronically CY2021/SFY2022 adopted budget?	submitted its User-Friendly Budget se	ction for the	[1.00] Yes

-		
n	1	1
υ	1	

## Core Competencies

Budget

Revenue earned from Uniform Construction Code (UCC) fees must be dedicated to UCC[0.00] Noenforcement. The amounts of UCC revenue generated and funds appropriated to UCCComment: Ienforcement appear on the User-Friendly Budget as well as the UCC Annual Report submittedvary from yto the Division of Codes and Standards. Your municipality's construction code fee scheduledependentmust comply with the parameters set by N.J.A.C. 5:23-4.17, 5:23-4.18 and Local Financeand type ofNotice 2020-27. Does your municipality comply with the law prohibiting the imposition ofthat come iUCC fee amounts greater than necessary to operate the UCC office, and is your municipalitythe City's rerefraining from using UCC fees for purposes unrelated to UCC enforcement? Only answer N/Aexceeded eif your municipality does not have a construction code office.the housingchanges, thchanges, th

Comment: UCC fees vary from year to year, dependent upon the # and type of permits that come in. For 2021, the City's revenue exceeded expenses. As the housing market changes, the City may see the reverse, where expenses outweigh the revenues.

012	Core Competencies	Capital Projects	
moving, multi-year plan and s sources) and, when pertinent,	d a capital program as defined by N.J schedule for capital projects (including first year operating costs and savings adopt a capital budget pursuant to	g prospective financing s? Only answer N/A if your	[1.00] Yes
013	Core Competencies	Transparency	
Are your municipality's codifie ordinances, available online?	ed and uncodified ordinances, includi	ng all current salary	[1.00] Yes
014	Core Competencies	Procurement	
Do your municipality's profes	sional services contracts include a "nc	ot to exceed" amount?	[0.00] No Comment: Some do and Some do not.
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	
recover from network security incide	an is a set of instructions to help detec nts. Plans such as those adopted by a as such as cybercrime, data loss, and s security incident response plan?	governing body or	[1.00] Yes
017	Core Competencies	Cybersecurity	
· · · ·	g ongoing cybersecurity training in ma ecurity incidents and social engineering		[1.00] Yes
018	Core Competencies	Financial Administr	ation
flow analysis prepared by the CFO, we and size of the funds held by the loca analysis of its deposited and invested municipality's cash management plan consider preservation of capital, liquit	cal unit's investment policies shall be a rith those policies being commensurat al unit. Has your municipality conducte d funds, and, based on that analysis, de n set policies for your municipality's in dity, current and historical investment s, costs and fees associated with the in nent instrument administrators?	e with the nature ed a cash flow oes your vestments that returns,	[1.00] Yes
019	Core Competencies	Budget	
appropriation line item in the budge as miscellaneous revenue not anticip	surance reimbursements are credited b t in accordance with N.J.S.A 40A:5-32, ated? Compliance with this statutory o ons. Only answer N/A if your municipa r 2021.	instead of applied obligation relieves	[1.00] Yes
020	Core Competencies	Capital Projects	
	ompleted capital project bond ordinan solution, and revert to their respective	•	[1.00] Yes
021	Core Competencies	Procurement	
engineer) the boilerplate language ir	legal counsel and other appropriate o n its bid or RFP documents to ensure s Local Public Contracts Law and pay-to	uch language	[1.00] Yes

022	Core Competencies	Transparency	
following: past three years adopted full adopted budget for the current annual financial statement and audit	up-to-date municipal website containi budgets; the current year proposed bu year when approved by the governing s; notification(s) for solicitation of bids s for the governing body, planning bod	idget (including the body); most recent and RFPs; and	[1.00] Yes
023	Core Competencies	Transparency	
Employment Relations Commission employee representatives. This inclu agreements, memoranda of underst bar" agreements. Copies of same ma	mployers, including municipalities, to f (PERC) a copy of all contracts negotiate des, but is not limited to, collective ba anding, contract amendments, and "sig ay be emailed to contracts@perc.state ts with PERC? Only answer N/A if your 5.	ed with public rgaining de letter" or "side .nj.us. Has your	[1.00] Yes
024	Core Competencies	Transparency	
with a municipality's completed com- have one summary form, while non- summary forms and filing instruction https://www.state.nj.us/perc/concilia	tion/contracts/. Has your municipality completed labor agreements? Only an	nd fire contracts form. The filed the required	[0.00] No
025	Core Competencies	Cybersecurity	
Does your municipality perform off- backups of all data?	network daily incremental backups wit	h weekly full	[1.00] Yes
026	Core Competencies	Shared Services	
each shared service provided or rece the service, the beginning and end c either received or paid for the servic	n municipal user-friendly budget to inc eived, what entity or entities are provid late of the agreement as applicable, ar e. Does your municipality list on its use a party to, along with the other inform	ling or receiving nd the amount er-friendly budget	[1.00] Yes

027	Core Competencies	Fire Districts	
commissioners, N.J.S.A. 40A:1 approve such compensation I voters, or, in the case of fire d with the November General e The fire district shall submit to compensation fixed by the Bo modified. Oughton v. Board o If any members of the Board districts are authorized by the require its fire district(s) to su ensure that each Board has a compensation requested for g	ers establishes annual compensation 4-88 requires the municipal governin before the fire district can submit its listricts whose Board of Fire Commiss lection, before the fire district's annu- to the municipal governing body for a bard regardless of whether the amount of Fire Comrs., etc., 178 N.J. Super. 56 of Fire Commissioners in one or more a Board to receive compensation, doe bmit such compensation for review of dopted a resolution or resolutions fix governing body approval; and 3) ado ne compensation amount fixed by the	ng body to review and annual budget to the sioners elections coincides al budget can be adopted. approval the amount of nt of compensation is being 5, 570-571 (App. Div. 1981). e of your municipality's fire es your municipality 1) on an annual basis; 2) ing the amount of opt a resolution approving,	[1.00] N/A
028	Core Competencies	Shared Services	
Division of Local Government current copy of each shared s more services to another loca	a copy of each shared services agreer Services. Has your municipality filed ervices agreement under which the r I unit as defined by N.J.S.A. 40A:65-3 ct? Only answer N/A if your municipa al unit.	with the Division the most nunicipality provides one or of the Uniform Shared	[1.00] Yes
029	Core Competencies	Financial Administ	ration
year within 6 months after the deadline was extended to Au (See Local Finance Notice 202 preceding fiscal year been ele You may only answer this que	icipalities to complete their annual are close of their fiscal year. For calenda gust 31, 2022 pursuant to the Directo 22-12). Has your municipality's compl ectronically submitted to DLGS within estion "N/A" if the Director expressly y resolution petitioning for same.	ar year 2021 audits, this or's June 16, 2022 Order leted audit for the the required timeframe?	[1.00] Yes
030	Core Competencies	Financial Administ	ration
action plan and 2) addressed If the answer is no, please list	he CY2020/SFY2021 audit been 1) ide such that they are not repeated in th the repeat findings, along with the d under Comments. Only answer "N/A	e CY2021/SFY2022 audit? ate the corrective action	[1.00] Yes

031	Core Competencies	Utilities	
provide monthly notice to residentia payment assistance. Please review Lo law's requirements. Is your municipa	es with their own water, sewer, or elect I ratepayers concerning local utility ser ocal Finance Notice 2022-09 for more lity complying with the requirements o y does not have its own water, sewer, o	rvice and bill information on the of P.L. 2021, c. 97?	[1.00] Prospective
032	Core Competencies	Transparency	
outlined in LFN 2022-08 dated Marc provide DLGS with a copy of all Ame Treasury, including Project and Exper Performance Reports?. Did your mur	y's Executive Order 267 dated October h 2, 2022, municipalities and counties erican Rescue Plan (ARP) LFRF reports f nditure Reports, Interim Reports, and F nicipality file with the Division all repor nunicipality refused ARP LFRF Funding	were required to ïled with U.S. Recovery Plan and	[1.00] Yes
033	Core Competencies	Ethics	
local government officers to file Fina by local elected officials is required be timely file their annual Financial Disc	esigned to ensure transparency in goven ancial Disclosure Statements (FDSs) and by N.J.S.A. 40A:9-22.6. Did all governin closure Statements for 2022 such that to ocal Finance Board? Only answer N/A plishing a municipal ethics board.	nually. Compliance ng body members they were not	[1.00] Yes
034	Core Competencies	Ethics	
Financial Disclosure Statement (FDS) (LGOs) who were on the 2022 roster	ethics board, did the municipal ethics l statute by issuing violations to local g but did not file the FDS by April 30, 20 we an ordinance on the books establis	overnment officers	[1.00] N/A
035	Best Practices	Financial Administr	ration
bonding. However, subsection (b) of stringent schedule for tax collector s	edule of minimum dollar amounts for t 5:30-8.3 encourages municipalities to surety bonding that is specified in the s num, the higher level surety bonding so .3(b)?	adopt a more subsection. Has	[0.00] No
036	Best Practices	Financial Administr	ation
N.J.A.C. 5:30-8.4 (a) establishes a sch			

037	Best Practices	Personnel	
Has your municipality established b only authorizes the hiring the family if the individuals involved would do positions in which a conflict of inter should be defined to include but no parents, in-laws, and step-relatives.	y members/relatives of mu o not work in a direct super rest could arise. The term " ot necessarily be limited to	nicipal officials and employees visory relationship, or in job family member/relatives"	[0.50] Yes Comment: It is listed in the Personnel Policy and Employee Manual, as adopted by City Council.
038	Best Practices	Tax Collection	
Does your municipality issue perioc property tax payments?	dic late notices to taxpayers	s who are overdue on their	[0.50] Yes
039	Best Practices	Procurement	
If your municipality contracts with a exceeds the Local Public Contracts insurance broker being procured th conducted pursuant to the Local Pu does not contract with an insurance does not exceed your municipality's	Law (LPCL) bid threshold, is nrough a competitive contr ublic Contracts Law? Only a e broker for health insuranc	s your municipality's health acting or sealed bid process inswer N/A if your municipality	[0.50] N/A
040	Best Practices	Procurement	
Insurance broker fees dependent o by the municipality are vulnerable t seeking lower-cost health insurance insurance broker for health insuran rather than on a commission basis expensive health insurance coverag municipality does not contract with	to abuse as brokers could f e alternatives. If your munic ice, is the structure for brok to mitigate the risk of a bro ge to earn higher fees? Only	ace conflicting incentives in cipality contracts with an ter payments set at a flat-fee oker recommending more y answer N/A if your	[0.50] N/A
041	Best Practices	Budget	
Has your municipality created an ac 5:30-15.5? Only answer N/A if your after a certain date) payouts upon r employee has a grandfathered righ	municipality 1) does not o retirement for accumulated	ffer (for any employee hired l sick leave, and 2) no current	[0.50] Yes
042	Best Practices	Transparency	
Does your municipality have an offi written policy establishing guideling your municipality does not have a s	es on access, use, and pern		[0.00] No
043	Best Practices	Transparency	
Does your municipality feature a lin Relief Program webpage at https://			[0.50] Yes

044	Best Practices	Environment	
Have public electric vehicle charging	stations been installed on municipal p	property?	[0.00] No
045	Best Practices	Environment	
	s your municipality have a formal polic enever such vehicles are suited to the i s not own any vehicles.		[0.00] No
046	Unscored Survey	Ethics	
own municipal ethics board. Does y	vernment Ethics Law allows a municipa our municipality have both an ordinan d and a municipal code of ethics pursu	ce on the books	[0.00] No
047	Unscored Survey	Ethics	
N.J.S.A. 40A:9-22.19, is the board co necessary to establish a quorum for consist of six members, at least two	e establishing a municipal ethics board nstituted with the minimum number of conducting business? A municipal ethi of whom shall be public members. No cal party. Answer NA if your municipali nics board.	f members ics board shall more than three	[0.00] N/A
048	Unscored Survey	Tax Collection	
bank to serve as an "official tax rece supervision, current tax payments, co A bank authorized to serve in this ca and other charges that are otherwise payments are not for delinquencies. municipality; however, a bank may a Local Finance Notice 2021-09 contain	palities to adopt a resolution contractiving agency" for receiving, under the tourrent water and sewer charges, and of a pacity can take property tax payments are paid directly to the municipality, so loce Delinquencies must be satisfied direct ccept payments made within an author ins further information on applicable rebank as an official tax receiving agence	ax collector's ther public monies. , utility payments, ong as those ly with the rized grace period. equirements. Has	[0.00] No
049	Unscored Survey	Tax Collection	·
municipalities to establish property retail establishments. All actions pro 12, 2021 to authorize the creation a	e 2022-04, P.L. 2021, c. 99 expressly aut tax rewards programs encouraging pat perly taken by a municipal governing b nd operation of a property tax rewards 021, c. 99. Has your municipality establ	ronage of local body prior to May programs were	[0.00] No

050	Unscored Survey	Housing	
an ordinance establishing a p rem foreclosure is transferred reside there for a specified p program must be filed with t	t (N.J.S.A. 40A:12-31 through 38) allo process whereby title to municipal pr d to individuals committed to rehabil eriod. All ordinances establishing an he Division of Local Government Ser n ordinance on the books establishir ?	operty obtained through in litate the premises and urban homesteading vices. Does your	[0.00] No
051a	Unscored Survey	Shared Services	
municipal clerk, qualified pur treasurer, and/or a public wo services agreement, please se the municipality for which the municipality along with the p	provides a chief financial officer, tax chasing agent, certified public works rks superintendant to another munic elect one of the options provided an e position is being provided; and 2) a position being provided to that muni- ese positions pursuant to a shared s t N/A into Comments.	s manager, municipal cipality pursuant to a shared d list under Comments 1) all other positions and each cipality. If your municipality	[0.00] None of the Above Comment: N/A
051b	Unscored Survey	Shared Services	
agreements result in the dism 1) the position or positions w and 2) an estimate of the cos municipalities at the outset o	a is yes, did one or more of the ident nissal of a tenured official? If yes, ple where an agreement resulted in the d t savings anticipated to be achieved f the agreement. If the answer is No ee LFN 2018-3R for more informatio ce Act.	ase insert under Comments lismissal of a tenured official; by the participating or N/A, please insert "No"	[0.00] N/A Comment: N/A
052	Unscored Survey	Environment	
treating stormwater runoff in appropriate toward same for cleaning, conveyance system pipes, and stormwater runoff	ality spend on operational costs asso the prior fiscal year, and how much the current fiscal year? Examples of clean-out, routine maintenance of s -related educational programs. Also y is using to classify these stormwate ar appropriations.	did your municipality such costs include street torm drains and outfall list under Comments the	Comment: \$19,267.50 2-01-26-290-100
053	Unscored Survey	Financial Administr	ation
Does your municipality curre contract?	ntly retain a chief financial officer th	rough a professional services	[0.00] No
054a	Unscored Survey	American Rescue P	lan Act
What portion of the first tran	che of ARP LFRF dollars has your mu	inicipality obligated to date?	[0.00] 0%

054b	Unscored Survey	American Rescue Plan Act	
What portion of the seco toward eligible uses by D	nd tranche of ARP LFRF dollars will your pecember 31, 2022?	municipality obligate	[0.00] 0%
054c	Unscored Survey	American Rescue I	Plan Act
What portion of the seco toward eligible uses by D	nd tranche of ARP LFRF dollars will your pecember 31, 2023?	municipality obligate	[0.00] 100%
055a	Unscored Survey	Opportunity Zone	S
•	e of any real estate development projects one tax incentive or receiving an Opportu		[0.00] N/A
055b	Unscored Survey	Opportunity Zone	S
Zone tax incentive, please description that includes development (i.e. total per provided on DLGS's Best button toward the botton	is of any projects that are using or will be e include the name of each project, the fu the primary developer (if applicable), est ermitted value), and the project's status (i Practices webpage. Upload the Excel form m of your screen. If you have uploaded the ent Box. If you have not uploaded the Exce	ull address, a short imated value of the f known) on the Excel form m using the "Attach File" ne Excel form, type "File	Comment: NA
056a	Unscored Survey	Lead Remediation	
certified lead evaluation of family, and multiple renta concerning the requirem https://www.nj.gov/dca/of have a permanent local a based paint in rental dwe answer is "Other" fill-in th	a municipality to perform, or, in certain c contractor to perform, inspections of cert al dwellings for lead-based paint hazards. ents of this recently enacted law are avail divisions/codes/resources/leadpaint.html. gency that has been charged with condu ellings and enforcing the provisions of P.L he name of the municipal agency under C fill-in the name of the agency and the loc	ain single-family, two- Further information able at Does your municipality cting inspections for lead- 2021, c. 182? If your Comments. If your answer is	[0.00] No local agency
056b	Unscored Survey	Lead Remediation	
to conduct inspections for P.L. 2021, c. 182, has you	not have a permanent local agency or a sort lead-based paint in rental dwellings and r municipality retained a lead evaluation of tion services by the New Jersey Department	d enforce the provisions of contractor certified to	[0.00] No
056c	Unscored Survey	Lead Remediation	
Pursuant to P.L. 2021, c. 7 experienced tenant turno	182, has your municipality identified renta over since July 22, 2022?	al dwellings that have	[0.00] No

056d	Unscored Survey	Lead Remediation	
	ntal dwellings that have experienced te units been inspected prior to re-occup		[0.00] No
056e	Unscored Survey	Lead Remediation	
How many visual lead-based paint in 2022?	nspections did your municipality condu	uct thus far in	Comment: 0
056f	Unscored Survey	Lead Remediation	<u>.</u>
How many dust wipe-sampling lead- thus far in 2022?	-based paint inspections did your mun	icipality conduct	Comment: 0
056g	Unscored Survey	Lead Remediation	
	ased paint inspections has your munici numbers (no text or explanation) und		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 interester rental dwelling inspection costs asso if your municipality has no local lead eligible for inspection.	[0.00] No		