RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF TOMS RIVER, OCEAN COUNTY, NEW JERSEY, AUTHORIZING SUBMISSION OF THE "BEST PRACTICES INVENTORY", TO THE STATE OF NEW JERSEY, DEPARTMENT OF COMMUNITY AFFAIRS

OCTOBER 11, 2016

WHEREAS, the Township of Toms River has submitted the CY2016/SFY 2017 Best Practices Inventory; and

WHEREAS, said application was subject to presentation and public discussion at the Council Meeting of the Township of Toms River on October 11, 2016, pursuant to Local Finance Notice 2016-13;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Toms River, County of Ocean, State of New Jersey, as follows:

1. The appropriate municipal officials are hereby authorized to submit such application to the State of New Jersey, Department of Community Affairs.

2. The Municipal Clerk is authorized to certify that the inventory and results thereof were discussed publicly.

3. The Municipal Clerk shall provide certified copies of the Resolution to each of the following:

   a) Mayor Thomas F. Kelaher
   b) Township Council
   c) Business Administrator
   d) Chief Financial Officer
   e) Township Attorney
   f) State of New Jersey
      Department of Community Affairs
      PO Box 803
      Trenton, NJ 08625-0803
      Attn: Timothy Cunningham, Director

Approved as to Legal Form
Kenneth B. Fitzsimmons
Township Attorney

J. MARK MUTTER
TOWNSHIP CLERK, RMC

I, ALISON CARLISLE, DEPUTY MUNICIPAL CLERK OF THE TOWNSHIP OF TOMS RIVER, IN THE COUNTY OF OCEAN, HEREBY CERTIFY THAT THIS IS A TRUE AND EXACT COPY OF A RESOLUTION APPROVED BY THE TOWNSHIP COUNCIL AT THEIR REGULAR MEETING OF OCTOBER 11, 2016.

Alison Carlisle

Alison Carlisle, Deputy Municipal Clerk

CERTIFICATION BY MUNICIPAL CLERK

I, HEREBY CERTIFY that the CY2016/SFY2017 Best Practices Inventory and results thereof of the Township of Toms River were discussed publicly at a regular meeting of the Township Council on October 11, 2016.

J. MARK MUTTER
MUNICIPAL CLERK
TOWNSHIP OF TOMS RIVER

L-Oct 11, 2016-08.doc

Best Practices Worksheet CY 2017/SFY2018

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
1	Yes	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?	
2	Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? **Only answer "N/A" if your municipality does not have any municipally-owned vehicles.**	
3	Yes	Active monitoring management of a municipality's ratable base is fundamental to helping ensure fiscal stability. There should be communication with the municipal tax assessor to ensure that the municipality has sufficient time to factor potential exposure to tax appeal judgements into their budgetary planning. Does your municipality have an established written policy requiring its tax assessor to notify the chief financial officer and the governing body of all tax appeals upon filing, but no later than June 1st each year? The policy should, at minimum, require the assessor's report to break down by property class the number of pending appeals, the current assessed value, and the reduction in assessed value if all appeals were successful. If there are appeals for which complete information is unavailable as of June 1, those appeals should be reported as information becomes available. **Only answer "N/A" if your municipality is in Gloucester County (county assessor pilot program) or participates in the Monmouth County assessment demonstration program.**	

Best Practices Worksheet CY 2017/SFY2018

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
4	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
5	Yes	The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally denotes lack of uniformity in assessments and indicates a need for revaluation. N.J.A.C. 18:12A-1.14. If the ratio of assessed values to market values in your municipality is presently **less than 85%**, has your municipality at minimum awarded a contract for the updating of tax maps and earmarked funds in its budget for the hiring of relevant firms and/or professionals?	
6	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2017 that covers the 2016 calendar year?	
7	Yes	While outside employment by municipal officials can sometimes be acceptable, it is imperative that no conflicts of interest impinge on municipal governance. Does your municipality have 1) an established documented process requiring department heads to submit notice of outside employment, and 2) upon receiving such notice, does your municipality have a documented process within its human resources function to determine whether or not a conflict of interest exists?	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
8	No	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether their existing authorities 1) continue to serve the public interest, and 2) are more efficient than other potential alternatives in providing services and financing public facilities. Within the past year, 1) has the above-referenced discussion appeared as a listed agenda item on a scheduled governing body meeting, and 2) do the findings and conclusion appear in publicly-available meeting minutes? **Please identify the meeting date under "Comments".**	
9	N/A	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2015 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2016 audit? **If the answer is no, please list the repeat findings, along with the date the corrective action plan was submitted to DLGS, under Comments. Only answer "N/A" if there were no audit findings in 2014.**	
10	Yes	Payments In Lieu of Taxed (PILOTs) are often used as a tool for economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients complying with all agreement terms, including but not limited to timely payment and reporting. Does your municipality 1) have an official designated to monitor exemptions granted pursuant to the Long-Term Tax Exemption Law (N.J.S.A. 40A:20-1 et seq.) and Five-Year Exemptions/ Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq., and 2) have in place a documented process for ensuring compliance with the terms of each PILOT agreement?	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
11	Yes	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of their fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? **You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.**	
12	Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file its Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?	
13	Yes	While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying costs and inflated costs of issuance. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
14	N/A	Pursuant to N.J.S.A. 40A:11-25, the Director of the Division of Local Government Services must approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Prequalification requirements can be fixed according to experience, financial ability, capital, and equipment. Absent Director approval, bid prequalification regulations are of no force and effect and may not be required as a condition of bid acceptance on any public contract. Local Finance Notice 2016-12 goes into further detail concerning prequalification regulations under the Local Public Contracts Law. Is your municipality following the process set forth in N.J.S.A. 40A:11-25, including seeking Director approval prior to implementing and enforcing all prequalification regulations? **"N/A" is only applicable where the municipality has not adopted any prequalification regulations.**	
15	Yes	N.J.A.C. 5:30-3.8(a) requires that the introduced annual municipal budget incorporate a User-Friendly Budget section. Is your municipality providing the public with its introduced User-Friendly Budget at least one week prior to the date of the public hearing on adopting the annual budget?	
16	Yes	Unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1, N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) and N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities). Did your municipality introduce and adopt its current year budget no later than the dates provided by law or as extended by the Director in Local Finance Notice 2016-20? **This question may only be answered N/A if your municipality is under State Supervision or if the Division instructed the municipality to delay budget adoption.**	

Best Practices Worksheet CY 2017/SFY2018

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
17	No	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? **Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.**	Councilman: Jeffrey Carr; Maurice Hill; Al Manforti; George Wittmann
18	Yes	Is your municipality collecting at least the amount set forth by the Chapter 78 Grid for health benefit contributions (or 1.5% of base salary, whichever is greater) for all officers and employees?	
19	Yes	Payments for waivers filed before May 21, 2010, and maintained continuously since, cannot exceed fifty percent (50%) of the amount saved by the local unit as a result of the employee's waiver of coverage. For waivers filed on or after May 21, 2010, which is the effective date of P.L. 2010, c. 2, payments cannot exceed the lesser of twenty-five percent (25%) of the amount saved by the local unit as a result of the waiver, or $5,000. When calculating an employee's waiver payment, the local unit must deduct the employee's healthcare contribution obligation from the total premium cost. Local units have sole discretion as to whether or not to offer employees payments for waiver of health benefits, and may offer waiver payments lower than the statutory maximum. Health benefit waiver payments are statutorily excluded from collective bargaining. See Local Finance Notices 2010-12 and 2016-10 for further discussion on health benefit waiver payments. Does your municipality 1) refrain from paying waiver payments in excess of the statutory maximum; 2) deduct employee healthcare contribution obligations from the total premium cost when calculating waiver payments; and 3) refrain from incorporating healthcare waiver payments in any labor agreement? **"N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.**	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
20	Yes	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 (you should consult with labor counsel for more detailed guidance). Exempt status would also preclude 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 to be a form of overtime pay unless such leave is utilized in the same pay period. Does your municipality refrain from paying overtime to employees classified as exempt under the FLSA?	
21	Yes	For any employees covered by a collective bargaining agreement, has your municipality instituted a policy to not compensate said employees for sick leave accumulated after a certain date? If such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining, your answer can be "N/A". If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.	
22	Yes	Has your municipality instituted a written policy to not compensate non-union employees for sick leave accumulated after a certain date?	
23	Yes	Has your municipality adopted an ordinance, resolution, regulation or written policy eliminating longevity awards, bonuses or payments for non-union employees?	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
24	No	For any employees covered by a collective bargaining agreement, has your municipality eliminated all longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing any longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "N/A" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. If answering "N/A", the municipality must identify under "Comments" each such provision imposed by an arbitrator, along with the status of the collective bargaining negotiations to eliminate each such provision.	
25	Yes	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? **If yes, please provide in the Comments section the date of the meeting at which the personnel manual was adopted or updated.**	

Best Practices Worksheet CY 2017/SFY2018

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	Question	Comments
	0	Select	
	20	Yes	
	3	No	
	2	N/A	
	25	**Total Answered:**	
	22	Score (Yes + N/A)	
	88%	Score %	
		Chief Administrative Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)
		to the best of my knowledge.	
		Name & Title Paul J Shives, Business Administrator	**Date** 10/11/17
		Chief Financial Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s) O-0411
		to the best of my knowledge.	
		Name Christine J Manolio	**Date** 10/11/17
		Christine Manolio	
		Municipal Clerk's Certification	
		I hereby certify that the Governing Body of the <insert Municipality> in the County of	
		<insert County> discussed/will discuss the CY 2017/SFY 2018 Best Practice Inventory as	
		completed herein at a public meeting on <insert date>, with the Inventory results, and the	
		certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s) C-1606
		be stated in the minutes of said public meeting.	
		Name Alison Carlisle Alison Carlisle	**Date** 10-11-17

Best Practices Worksheet CY 2017/SFY2018

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
		Red = "Yes; "No"; "N/A answers permitted	
		Green = Only "Yes" and "No" answers permitted	
	Question	**Table of Weblinks**	
	12	http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf	
	14	http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-12.pdf	
	16	http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016_20.pdf	
	19	http://www.nj.gov/dca/divisions/dlgs/lfns/10/2010-12.doc	
	19	http://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-10.pdf	
	Score	**Aid Withheld**	
	21-25	No Penalty	
	16-20	25% of final CMPTRA and ETR payment withheld	
	11-15	50% of final CMPTRA and ETR payment withheld	
	6-10	75% of final CMPTRA and ETR payment withheld	
	0-5	100% of final CMPTRA and ETR payment withheld	

RESOLUTION OF THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF TOMS RIVER, OCEAN COUNTY, NEW JERSEY, AUTHORIZING SUBMISSION OF THE "BEST PRACTICES INVENTORY", TO THE STATE OF NEW JERSEY, DEPARTMENT OF COMMUNITY AFFAIRS

OCTOBER 10, 2017

WHEREAS, the Township of Toms River has submitted the CY2017/SFY2018 Best Practices Inventory; and

WHEREAS, said application was subject to presentation and public discussion at the Council Meeting of the Township of Toms River on October 10, 2017, pursuant to Local Finance Notice 2017-14;

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Toms River, County of Ocean, State of New Jersey, as follows:

1. The appropriate municipal officials are hereby authorized to submit such application to the State of New Jersey, Department of Community Affairs.

2. The Municipal Clerk is authorized to certify that the inventory and results thereof were discussed publicly.

3. The Municipal Clerk shall provide certified copies of the Resolution to each of the following:

a) Mayor Thomas F. Kelaher

b) Township Council

c) Business Administrator

d) Chief Financial Officer

e) Township Attorney

f) State of New Jersey
Department of Community Affairs
PO Box 803
Trenton, NJ 08625-0803
Attn: Timothy Cunningham, Director

Approved as to Legal Form

Kenneth B. Fitzsimmons
Township Attorney

Alison Carlisle

L-Oct 10, 2017-05.doc

I, ALISON CARLISLE, MUNICIPAL CLERK OF THE TOWNSHIP OF TOMS RIVER, IN THE COUNTY OF OCEAN, HEREBY CERTIFY THAT THIS IS A TRUE AND EXACT COPY OF A RESOLUTION APPROVED BY THE TOWNSHIP COUNCIL AT THEIR MEETING OF OCTOBER 10, 2017

Alison Carlisle

Alison Carlisle, Municipal Clerk

Best Practices Worksheet CY 2015/SFY2016

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
		General Management - GM	
1	Yes	Sharing services has been promoted for many years as a means to control costs. In addition to sharing resources such as labor, facilities and equipment with a county or with neighboring communities, shared services include similar agreements with school boards, independent authorities and fire districts. Shared services do not include cooperative purchasing, cooperative pricing or commodity resale agreements. Did your municipality actively negotiate (i.e. meet with representatives from a neighboring town, your county or another local unit) and/or enter into at least one new shared service agreement, or actively negotiate or enter into the renewal of at least one existing shared service agreement, in the preceding year?	
2	Yes	If a final judgment has been entered against the municipality and there is no further adjudication, or if the municipality reaches a final settlement, has your municipality satisfied its obligations under a final judgment or settlement in a timely fashion pursuant to their terms (e.g. tax appeals, tort claims, contractual disputes)? This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed as a result of noncompliance with the terms thereof. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.	
3	Yes	Has your municipality adopted a vehicle use policy prohibiting personal use of municipal vehicles (except for commuting), and providing that employees authorized to use such vehicles for commuting to/from work have a fringe benefit value added to the gross income reported on the employee's W-2 (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? **Only answer "N/A" if your municipality does not have any municipally-owned vehicles.**	
4	Yes	Has the appropriate administrative official reviewed the State Comptroller's June 25, 2013 Report on local government legal fees, and does your municipality follow the best practices outlined in the checklist annexed as an Appendix to the report?	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
5	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?	
6	Yes	Does your municipality require its elected officials to attend on an annual basis at least one instructional course covering the responsibilities and obligations of elected officials (for example: ethics, municipal finance, labor relations, risk management, shared services, purchasing, land use administration, personnel, technology etcetera)? This item may be satisfied either through a course approved for continuing education credit by DLGS, or in-house education provided by a professional, vendor or staff member (provided they have significant expertise in their profession and routinely prepare public presentations).	
7	No	With regard to your municipality's collective bargaining agreements that replaced contracts expiring on or after 1/1/11, is the overall impact of the aggregate economic costs limited to an average increase of 2% or less per year over the contract term?	
8	Yes	A municipality's participation in FEMA's National Flood Insurance Program Community Rating System can lead to significant flood insurance premium reductions for its homeowners. An explanation of the program may be found on FEMA's website at http://www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system, and more information on how the NJDEP's statewide CRS coordinator can assist with improving your rating can be found at http://www.nj.gov/dep/floodcontrol/about.htm. Does your municipality have, or is your municipality in the process of attaining, a Community Rating System ranking of at least Class 9?	

Best Practices Worksheet CY 2015/SFY2016

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
9	N/A	If the ratio of assessed values to market values in your municipality is presently less than 65%, is your municipality in the process of conducting a reassessment or revaluation?	
10	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2015 that covers the 2014 calendar year?	
11	No	Many municipalities have created one or more authorities (including fire districts, utilities authorities, redevelopment authorities, housing authorities, port authorities, etc.) to provide greater focus and attention on addressing a public need, or to reduce governing body burdens. While creation of an authority is often appropriate, and many authorities successfully fulfill their missions, authorities with weak membership or insufficient local-level monitoring can become wasteful, inefficient and unresponsive to the public they serve. N.J.S.A. 40A:5A-20 allows a local governing body to dissolve an authority subject to certain parameters and with Local Finance Board approval. Municipalities should at least annually assess the authority or authorities they created and publicly discuss their findings and conclusions. Findings and conclusions should address whether the authority's continued existence is appropriate, and whether the authority is appropriately and efficiently serving its residents. Does the governing body meet at least once annually to discuss an assessment of the authority or authorities they have created?	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
		Finance & Audit - FA	
12	Yes	Internal accounting control processes, procedures and authorizations are designed to safeguard assets and to limit the risk of loss or misstatement. 1) Are internal accounting control processes, procedures and authorizations documented and communicated to staff; and 2) Does your Administrator/Manager or CFO, as appropriate, evaluate and discuss risk assessment annually with your governing body or an appropriate subcommittee thereof (such as the Audit or Finance Committee) with a focus on developing and updating accounting control processes, procedures and authorizations? **If you selected "yes", please state in the Comment section in the approximate date of the discussion and whether the discussion was with the governing body or, if with a subcommittee thereof, name the subcommittee.**	6/17/15, 7/15/15 - subcommittee/Finance
13	N/A	In Local Finance Notice 2007-5, the Division issued guidance concerning the collection and accounting of fees by mayors for the performance of marriage and civil union ceremonies. If your municipality's mayor collects fees for performing weddings and civil unions, are the guidelines on pages 2 and 3 of LFN 2007-5 being followed?	
14	Yes	Does your municipality have a Finance Committee (or equivalent) made up of one or more members of the governing body and other appropriate personnel, as may be needed, that meets at least quarterly and discusses all significant financial issues? **If you answer "Yes", phrase state in the Comment section the approximate date of your municipality's most recent Finance Committee meeting.**	We meet bi-monthly at agenda meetings, were all financial issues are discussed, with a subcommitte present and have Finance Committee meetings as necessary.
15	N/A	Audit findings address areas needing improvement. Ignoring these findings devalues the process; therefore, municipalities should correct noted deficiencies. Have all audit findings from the 2013 audit been 1) identified in the corrective action plan and 2) addressed such that they are not repeated in the 2014 audit? **If the answer is no, please list the repeat findings in the comments section. Only answer "N/A" if there were no audit findings in 2013. If your municipality wishes to appeal the result of this question, the Director shall determine based on the comment(s) whether the finding(s) is/are sufficiently material to warrant a "no" answer.**	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
16	Yes	The CFO should be capable of preparing the annual financial statement, annual debt statement and budget schedules. Excessive auditor assistance on these documents could create a perception that the auditor is not truly independent of the client in auditing the client's financial statements. At a minimum, each CFO should prepare balanced and reconciled financial records including books of original entry, general ledgers, subsidiary ledgers and other computer reports that accurately analyze and reflect the municipality's financial position. These records should have sufficient detail for an accountant with sufficient knowledge of New Jersey's municipal accounting system to extract information necessary to prepare financial and debt statements. This requires that, within acceptable tolerance, all financial transactions (cash and non-cash) be posted in the general ledger and that all general ledger accounts be supported by subsidiary ledgers, reports, reconciliations or are otherwise analyzed. A "yes" answer is appropriate if 1) your CFO prepares the annual financial statement, annual debt statement and annual budget, or 2) your CFO presents balanced and reconciled financial records, or 3) you are retaining outside assistance to do so from an individual or entity separate from your municipality's audit firm. *Please note that item #2 cannot count as a "yes" answer if the Report of Audit contains comments and recommendations regarding the General Ledger or Cash Account balances not being reconciled.*	
17	Yes	Grant programs can create a significant burden on a municipality's cash flow if program expenses are either not timely reimbursed or are charged to other operating accounts instead of to the grant. Are all grant revenues, along with their corresponding appropriations, reviewed at least quarterly to determine that all program expenses have 1) been filed for reimbursement and 2) have been properly charged to the grant, with follow up communication to grantor agencies in instances where payments are delayed?	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
18	Yes	N.J.S.A. 40A:5-4 requires municipalities to complete their annual audit for the preceding fiscal year within 6 months after the close of its fiscal year. Further, N.J.S.A. 40A:5-6 requires the municipality's auditor to submit a certified duplicate copy of the audit report and recommendations with the Division within 5 days after filing the original with the municipal clerk. Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that your auditor has filed a certified duplicate copy of the audit report with the Division? **You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.**	
19	Yes	For its most recent audit period completed, has the municipality: 1) not had findings reported in the Schedule of Findings and Questioned Costs related to potential or actual questioned costs; or 2) not accrued a liability or made payment to a grantor for questioned costs or disallowed expenditures; or 3) not been notified of an amount that must be refunded to a grantor as a result of a contract audit or for any other reason?	
20	Yes	Pursuant to N.J.S.A. 40A: 2-40, the chief financial officer each municipality shall, before the end of the first month of the fiscal year, file their Annual Debt Statement with the Division of Local Government Services. The annual debt statement must be filed electronically following the procedure described in Local Finance Notice 2013-3. Did your municipality file its electronic Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 (July 31 for SFY municipalities)?	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
21	Yes	Local Finance Notice 2014-09 contains important information about the need for municipalities that have certain outstanding debt to abide by requirements to annually disclose certain information with respect to financial conditions. The continuing financial disclosure obligations are required by federal law and local agreements executed as part of past issuances of debt. Failure to comply can result in penalties against local governments and individual officers responsible for various filings. Failure to comply can also result in a lack of access to capital markets. Has your CFO done all of the following: (1) reviewed Local Finance Notice 2014-09; and (2) undertaken, or caused to be undertaken, a review of past compliance with such requirements?	
22	Yes	Is your municipality up to date and fully compliant with continuing disclosure obligations as discussed in the previous question?	
		Procurement - P	
23	Yes	Municipalities and their agencies are allowed to prohibit the award of public contracts to business entities that have made certain campaign contributions exceeding $300 and to limit the contributions that the holders of a contract can make during the term of a contract to $300. A model ordinance concerning pay-to-play can be found at http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/ pay_to_play_ordinance-contractor.doc. Has your municipality adopted a pay-to-play ordinance pursuant to N.J.S.A. 40A:11-51 that is more restrictive than state statutory requirements?	
24	N/A	Pursuant to N.J.S.A. 52:15C-10(a), municipalities (among other government entities) must notify the State Comptroller within no later than 20 business days of awarding most contracts greater than $2 million but less than $10 million. For contracts $10 million or more, N.J.S.A. 52:15C-10(b) requires written notification to the State Comptroller of any negotiation or solicitation no later than 30 days before advertisement; from which point the State Comptroller has 30 days to approve the procurement moving forward unless said period is waived. Further information on the law and applicable forms is available on the State Comptroller's website. Did your municipality comply with the notice and approval provisions of N.J.S.A. 52:15C-10 in the prior year?	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
25	Yes	The Prompt Payment Law, enacted as P.L. 2006 c.96, establishes timing standards for the payment of obligations under a wide range of construction-related contracts. The law seeks to ensure that contractors submitting bills for completed work are paid on a timely, established schedule, and that the full chain of subcontractors receive timely payment from their hiring contractor. Local Finance Notice 2006-21 discusses the law and its impact on local governments. Have your municipality's claim payment procedures been reviewed by legal counsel and appropriate municipal staff to ensure compliance with the Prompt Payment Law?	
26	Yes	Has your municipality established a chain of command as required by N.J.A.C. 5:34-6.1(b) to ensure appropriate individuals are in place to determine when emergency procurement is necessary, and to ensure that the provisions for emergency purchasing set forth in N.J.S.A. 40A:11-6 are properly implemented?	
27	Yes	N.J.S.A. 40A:11-5 (a)(i) states that, if a municipality utilizes the professional services exemption from the Local Public Contracts Law, "The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the [] municipality…". With respect to the award of professional services contracts, is your municipality complying with the above referenced provision of the Local Public Contracts Law?	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
		Budget Preparation and Presentation - BP	
28	Yes	In preparing your annual budget it is important for both the governing body and public to understand the concept of surplus and how it accumulates (or declines) over the years. A formal policy regarding surplus serves as a basis for decisions concerning future financial solvency, and the lack of a policy could lead bond rating agencies to downgrade your municipality's credit rating. In developing said surplus policy your CFO should analyze and explain at least a five-year trend of surplus; illustrating the factors causing each annual increase or decrease. A surplus policy with realistic and sustainable goals can then be determined. Does your municipality have a written policy goal for the amount of surplus available in support of municipal operations, and is this goal evaluated annually?	
29	Yes	In preparing your annual budget, it is important that the impact that current budgeting decisions may have on future years' budgets be presented, evaluated and considered before the governing body takes final action. Long term plans concerning revenue, appropriations, tax levy, tax levy cap and surplus are critical to sustaining (or achieving) a solid fiscal condition. Are budget projections 1) factoring in the impact that the current year's budget may have on the future tax levy (as restricted by the levy cap) and future surplus balances for at least *two* future year's budgets, and 2) are these budget projections discussed with the governing body?	
30	N/A	Certain municipalities have indirectly pledged prompt payment (i.e. issued a guarantee) of debt service with respect to debt issued by counties, independent authorities or developers. Bond Rating Agencies (e.g. Moody's, Fitch, Standard & Poor's) have downgraded certain municipalities' bond ratings to below investment grade for lack of preparation in the event a lender calls in a debt guarantee. If your municipality guarantees any debt, are direct service revenues that may be pledged against debt repayment monitored by the municipal CFO; and to the extent that cash flow from pledged revenue will not satisfy the debt repayment, are sufficient funds held in reserve to satisfy the guarantee or is an existing authorization in place to issue debt (e.g. a bond ordinance) in the event a lender calls in the guarantee?	
31	No	Do elected officials receive a **written** status report at least quarterly on all budget revenues and appropriations as they correspond to the annual adopted budget?	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
32	Yes	In developing your multi-year capital plan, is your municipality dedicating sufficient revenues to fund maintenance, repair and eventual replacement of infrastructure such as roads, storm sewers, sanitary sewers and water systems?	
33	Yes	N.J.S.A. 40A:4-5 requires that calendar year municipalities approve their introduced budgets no later than February 10 (or August 10 for state fiscal year municipalities) unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality approve its introduced current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? **This question may only be answered N/A if your municipality is under State Supervision.**	
34	N/A	N.J.S.A. 40A:4-10 requires that calendar year municipalities adopt their budgets no later than March 20 (or September 20 for state fiscal year municipalities), unless the Director sets forth a later date pursuant to N.J.S.A. 40A:4-5.1. Did your municipality adopt its current year budget no later than the date provided by law or as extended by the Director in Local Finance Notice 2014-21? **This question may only be answered "N/A" if your municipality is under State Supervision, or delayed its budget adoption because it awaited a Division determination concerning a grant award or Transitional Aid award.**	Toms River was awaiting CDBG ESS Funding
		Health Insurance - HI	
35	No	Does your municipality exclude from healthcare coverage part-time elected and appointed officials (less than 35 hours per week)? **Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No". If you answered "No", please list in the Comments section the name and title of each elected or appointed official receiving either health benefits or a waiver payment in lieu of health benefits.**	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
36	Yes	Does your municipality conduct a monthly review of health benefit covered lives itemized on health insurance invoices to determine that health insurance invoices do not include employees, former employees, spouses or dependents who should no longer be receiving coverage?	
37	Yes	Municipalities frequently contract with or designate insurance brokers to secure healthcare coverage from insurance carriers. Brokers are typically paid by third-party administrators (TPA's) hired to collect, review and pay healthcare bills. The municipality pays the TPA, who in turn pays the broker. Broker fees are often directly related to the amount of insurance premiums or fees paid by the municipality (i.e. the higher the premium, the larger the broker's commission). Thus, the municipality-broker-TPA arrangement is vulnerable to abuse because brokers could face conflicting incentives in seeking lower-cost insurance alternatives. <u>If your municipality contracts with or otherwise designates an insurance broker, is the structure for broker payments set at a flat-fee rather than on a commission basis (so as to mitigate the risk of brokers recommending more expensive insurance coverage to earn higher fees)?</u>	
38	Yes	The State Health Benefits Program (SHBP) offers medical, prescription and dental coverage options for more than 850,000 participants, including employees, dependents and retirees. All plans have substantial networks of healthcare providers, and provide services nationwide. 62% of municipalities, and 33% of counties, within New Jersey participate in SHBP. <u>If your municipality has non-SHBP coverage, as your collective bargaining agreements come up for renegotiation, do your municipality's negotiation proposals seek contract provisions allowing its employees to be switched to SHBP or another non-SHBP plan of lesser cost?</u>	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
39	Yes	Prior to municipal officers and employees being required to substantially share in the cost of their health benefits, there was no disincentive to officers and employees accepting coverage even though they had alternative coverage. Many municipalities would offer payments in lieu of health benefits to encourage officers and employees to voluntarily drop coverage, provided they had coverage from another source. The policy often saved money by replacing the expensive cost of providing health care with the less expensive payment in lieu of health benefits. The need to pay officers and employees money to not take a health insurance benefit they can receive from another source has lessened, because the cost of premium sharing will cause officers and employees to drop coverage if alternative coverage is available. Has your governing body had a thorough and adequate discussion about its current policy regarding payments in lieu of health benefits, its impact on the municipal budget, and whether said payments are still warranted? **"N/A" is only applicable where the municipality has a policy of not making payments in lieu of health benefits.**	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
		Personnel - PE	
40	Yes	The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires 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 (you should consult with labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA? *In answering this question, be aware that exempt status would also preclude overtime pay for time worked during emergencies, attendance at night meetings, participation in training sessions, and police "off-duty" assignments (a/k/a "Jobs in Blue"). Also, please note that compensated leave time in lieu of cash payments is considered to be a form of overtime pay unless such leave is utilized in the same pay period.*	
41	Yes	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?	

Best Practices Worksheet CY 2015/SFY2016

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
42	Yes	Does your municipality make available to the public free of charge, either through an internet posting or on-site review, documents that show the current salaries of all personnel?	
43	Yes	Accurate records of employee time are critical not only for financial accountability, but also effective management of your workforce. Is your municipality ensuring that 1) employees complete and file standardized forms, either electronically or by paper, to verify all employee time worked (e.g. time cards, electronic time keeping); 2) your personnel/human resources office maintains records accounting for all employee leave time earned and used; and 3) supervisors are reviewing and approving/denying employee time and attendance documentation before those records are submitted to management and, in the case of department heads, is such documentation reviewed and verified independently?	
44	Yes	Has your municipality instituted a policy to not compensate employees for sick leave accumulated after a certain date?	
45	Yes	Does your municipality have a transitional duty program (light duty) to encourage employees out on workers compensation to return to work?	
46	No	The State Workers Compensation Law provides that, when an employee receives a work-related injury producing temporary disability, the employee is entitiled to wage-continuation equal to 70% of the employee's weekly wages, subject to a maximum compensation as determined by the Commissioner of Labor. Does your municipality limit benefits for work-related injuries to the above statutory benefit? The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
47	N/A	The weekly benefit rate provided under the State Temporary Disability Law for a non-work-related injury is calculated on the basis of claimant's average weekly wage. Each claimant is paid 2/3 of their average weekly wage up to the maximum amount payable, which is $604 for disabilities beginning on or after 1/1/15. Does your municipality refrain from supplementing the Temporary Disability benefit? The answer to this question can be "prospective" if such a provision was imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining. **Only answer "N/A" if your municipality does not participate in the State Temporary Disability Program.**	
48	Yes	Has your municipality adopted an ordinance, resolution, regulation or policy eliminating longevity awards, bonuses or payments for non-union employees?	
49	No	For any employees covered by a collective bargaining agreement, has your municipality eliminated longevity awards, bonuses or payments for employees hired on or after a specified date, and refrained from increasing longevity awards, bonuses or payments for employees hired before a specified date? The answer to this question can be "prospective" if such provisions were imposed by an arbitrator in binding arbitration but the municipality is seeking to eliminate such a contractual obligation through collective bargaining.	
50	Yes	Employee personnel manuals or handbooks serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of township vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual/handbook by resolution or ordinance within the last five years? **If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.**	

Best Practices Worksheet CY 2015/SFY2016

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
	0	Select	
	37	Yes	
	6	No	
	7	N/A	
	0	Prospective	
	50	**Total Answered:**	
	44	Score (Yes + N/A + Prospective)	
	88%	Score %	
	0%	Percent Withheld	
		Chief Administrative Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)
		to the best of my knowledge.	
		Name & Title	**Date**
		Paul J Shives	**9/21/2015**
		Chief Financial Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)
		to the best of my knowledge.	**O-0411**
		Name	**Date**
		Christine J Manolio	**9/21/2015**
		Municipal Clerk's Certification	
		I hereby certify that the Governing Body of the Township of Toms River in the County of	
		Ocean will discuss the CY 2015 Best Practice Inventory as	
		completed herein at a public meeting on 10/13/15, with the Inventory results, and the	
		certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s)
		be stated in the minutes of said public meeting.	**C-1443**
		Name	**Date**
		J Mark Mutter	**9/21/2015**

Best Practices Worksheet CY 2015/SFY2016

		Click here, then click on arrow to choose municipality	
0000		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
		Red = Repeat Question; Prospective answers not permitted	
		Blue = Questions where neither "not applicable" nor "N/A" answers are permitted	
		Green = Repeat questions where neither "Prospective" nor "Not Applicable" are permitted	
		No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers	

# of Questions scored yes, prospective, or "not applicable"	Amount of Aid Disbursed	Impact on final 5% aid payment/impact on total aid
41-50	100%	No penalty
33-40	80%	Lose 20% which equals 1% of total aid
25-32	60%	Lose 40% which equals 2% of total aid
17-24	40%	Lose 60% which equals 3% of total aid
9-16	20%	Lose 80% which equals 4% of total aid
0-8	0%	Lose 100% which equals 5% of total aid

Question	Table of Weblinks
4	http://nj.gov/comptroller/news/docs/press_local_government_legal_fees.pdf
8	http://www.fema.gov/national-flood-insurance-program-community-rating-system
8	http://www.nj.gov/dep/floodcontrol/about.htm
13	http://www.nj.gov/dca/divisions/dlgs/lfns/07/2007-5.doc
20	http://www.nj.gov/dca/divisions/dlgs/lfns/13/2013-3.pdf
21	http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf
23	http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc
24	http://www.nj.gov/comptroller/compliance/index.html
25	http://www.nj.gov/dca/divisions/dlgs/lfns/06/2006-21.doc
33 & 34	http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-21.pdf

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
		Core Competencies				
1	Yes	Does your municipality maintain an up-to-date municipal website containing at minimum the following: past three years adopted budgets; the current year's proposed budget (including the full adopted budget for the current year when approved by the governing body); most recent annual financial statement and audits; notification(s) for solicitation of bids and RFPs; and meeting dates, minutes and agendas for the governing body, planning board, board of adjustment and all commissions?				
2	Prospective	Has your municipality filed a copy of all current shared service agreements and amendments thereto, for which it provides a shared service, along with the estimated savings for each party, with the Division as required by N.J.S.A. 40A:65-4b (excluding cooperative purchasing agreements governed by the Local Public Contracts Law)?				
3	Yes	If a final judgment has been entered against the municipality in a legal matter such as a tax appeal, tort claim, or contractual dispute, and there is no further adjudication, or if the municipality reached a final settlement of a legal matter in the past year, has your municipality satisfied its obligations under the final judgment or settlement in a timely fashion pursuant to its terms? This question cannot be answered "Yes" if your municipality has satisfied a judgment or settlement but additional interest and/or other penalties have been imposed for noncompliance with its terms. This question does not apply to claims adjudicated or settled by the municipality's JIF or insurance carrier.				
4	Yes	The Local Government Ethics Law, designed to ensure transparency in government, requires local government officers to file Financial Disclosure Forms. Compliance by local elected officials is particularly important. Have all of your local elected officials filed their Financial Disclosure Form in 2018 that covers the 2017 calendar year?				
5	N/A	If the amount of a final judgment not covered by a JIF or an insurance carrier exceeds the amount of reserves set aside through prudent fiscal planning, has your municipality submitted a timely refunding bond application to the Local Finance Board in order to satisfy the judgment?				
6	Yes	Has your municipality adopted a written vehicle use policy prohibiting personal use of municipal vehicles except for commuting? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.				

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
7	N/A	Having conducted a review of several LOSAP Programs across the State, on June 30, 2015 the Office of the State Comptroller issued a report raising concerns about LOSAP program oversight and contributions not being made in compliance with applicable rules and regulations. Local Finance Notice 2016-3 discusses the report's findings and provides updated guidance on LOSAP administration. If your municipality administers a LOSAP Program, have relevant officials reviewed LFN 2016-3 to ensure compliance with the LOSAP statute and implementing regulations?				
8	Yes	Did your municipality file its Annual Financial Statement (AFS) with DLGS by the statutory deadline (Which may include the extended deadline of February 26, where applicable)?				
9	N/A	Have all audit findings from the 2017 audit been identified in the corrective action plan? Please list the date the corrective action plan was submitted to DLGS under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.				
10	N/A	Have all audit findings from the 2016 audit been and addressed such that they are not repeated in the 2017 audit? If not, please list any repeat findings under Comments. Only answer "N/A" if there were no audit findings in the 2017 audit.				
11	Yes	Has your municipality received its completed audit for the preceding fiscal year within the statutory timeframe, and confirmed that its auditor has filed a certified duplicate copy of the audit report with the Division? **You may only answer this question "N/A" if the Director expressly granted an extension in response to a governing body resolution petitioning for same.**				
12	Yes	Did your municipality file its Annual Debt Statement for the preceding fiscal year with the Division no later than January 31 or July 31, as appropriate?				
13	Yes	Is your municipality fully compliant with all outstanding debt disclosure obligations as contained in Local Finance Notice 2014-09?				
14	Yes	The "Director's Ratio" (the average ratio of assessed to true market value) for each municipality as determined by the Director of the Division of Taxation, in the Table of Equalized Valuations promulgated annually pursuant to N.J.S.A. 54:1-35.1. A Director's Ratio of lower than 85 percent generally reflects inequitable assessments and the need for revaluation. N.J.A.C. 18:12A-1.14. If the ratio of assessed values to market values in your municipality is presently less than 85%, has your municipality retained an assessor, issued an RFP for revaluation services, or voted to conduct a revaluation within the next two years?				

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
15	Yes	Effective for CY2017/SFY2018 and CY2018/SFY2019 municipal budgets, the annual maximum contribution a municipality can appropriate for use by its volunteer fire companies or board of fire commissioners pursuant to N.J.S.A. 40A:14-34 is $150,750. In any municipality where there are more than three volunteer fire companies or fire districts, the governing body may appropriate an additional $50,000 annually for each additional volunteer company or fire district. At least 50% of the municipality's annual appropriation must be used by a volunteer fire company or board of fire commissioners for the purchase of fire equipment, materials and supplies. N.J.S.A. 40A:14-34 requires the volunteer fire company or fire district to provide the municipal governing body, on an annual basis, an accounting of the use of all municipal funds. See Local Finance Notice 2017-6R for further details. Is your municipality obtaining from each volunteer fire company or fire district an accounting of the use of all municipal funds?				
16	Yes	Did your municipality introduce and adopt its current year budget no later than the dates required by law or extended by the Director in Local Finance Notice 2017-26? This question may only be answered N/A if your municipality is under State Supervision or was instructed by the Division to delay budget adoption.				
17	Yes	Revenue earned from construction code enforcement fees must be dedicated to enforcing the UCC. N.J.A.C. 5:23-4.17 and 4.18 and Local Finance Notice 2017-15 establish detailed parameters governing municipal construction code fees. Can your municipality certify that its UCC enforcement fees do not exceed the level necessary?				
18	N/A	Bid Prequalification standards can comprise an anti-competitive practice. to ensure a fair and open process, state law requires the Director of the Division of Local Government Services to approve all prequalification regulations enacted by contracting units subject to the Local Public Contracts Law. Is your municipality compliant with the obligations set forth in N.J.S.A. 40A:11-25, including seeking Director approval prior to implementing and enforcing all prequalification regulations? "N/A" is only applicable where the municipality has not adopted any prequalification regulations.				
19	Yes	Does your municipality publish the required notices regarding professional services contracts to keep the public informed about the cost of professional services?				

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
20	Yes	N.J.S.A. 34:13A-8.2 requires public employers, including municipalities, to file with the Public Employment Relations Commission (PERC) a copy of all contracts negotiated with public employee representatives. This includes, but is not limited to, collective bargaining agreements, memoranda of understanding, contract amendments, and "side letter" or "side bar" agreements. Copies of same may be emailed to contracts@perc.state.nj.us. Has your municipality filed all current contracts with PERC?				
21	Yes	Has your municipality taken measures to prevent employee discrimination and promote equal pay for all groups protected under the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) in light of the "Diane B. Allen Equal Pay Act" (P.L. 2018, c. 9), which greatly increases municipal liability for the failure to assure such protections?				
		Additional Best Practices				
22	Yes	Has your municipality explored shared service opportunities with other local governments (including boards of education) within the past year? In the Comments section, please identify all shared service opportunities explored, whether an agreement resulted and, where no agreement was reached, the reason(s) why.	Explored two shared service opportunities with neighboring towns for UCC Inspection services. This exploration resulted in two new shared services agreements in 2018.			
23	Yes	Have sufficient reserves been allocated towards satisfying any potential final judgment or settlement in a legal matter that is presently ongoing, including toward any deductible requirement imposed by the municipality's JIF or insurance carrier?				

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
24	Yes	Does your municipality add a fringe benefit value to the gross income reported on the employee's W-2 for employees authorized to use municipal vehicles for commuting to/from work (unless the vehicle meets the "qualified non-personal vehicle" criteria specified by the IRS)? Only answer "N/A" if your municipality does not have any municipally-owned vehicles.				
25	Yes	Within the past year, has your municipality's governing body assessed the authority or authorities it has created to ascertain whether they continue to serve the public interest and are more efficient than other means of providing the same services and/or financing public facilities?				
26	No	Have the governing body's findings and conclusions from the annual review of its authorities been discussed as a public agenda item at a scheduled governing body meeting?				
27	No	Has the governing body's findings and conclusion from the annual review of its authorities been incorporated into the publicly available meeting minutes? (Please identify the meeting date under "Comments.")				

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
28	Yes	Payments In Lieu of Taxes (PILOTs) are often used to spur economic development. It is imperative that municipalities monitor PILOT agreements to ensure recipients comply with all agreement terms, including timely payment and reporting. Does your municipality have an appropriate official designated to monitor exemptions granted pursuant to the Long-Term Exemption Law, N.J.S.A. 40A:20-1 et seq., and Five-Year Exemptions/Abatements granted pursuant to N.J.S.A. 40A:21-1 et seq.?				
29	Yes	Does your municipality have a documented process for ensuring compliance with the terms of each PILOT agreement?				
30	Yes	In the past year, has your municipality analyzed whether changes to its master plan and zoning ordinances could improve flood and storm resiliency? For towns that have experienced repeated or extended power outages in the past few years, please note in the comments whether public utilities have improved a) communications and b) performance in responding to those outages.				
31	Yes	If your engineer, planner, or land use board has recommended changes as part of the municipality's review of its master plan and zoning ordinances for flood and storm resiliency, is there a plan to implement the recommended changes? Please answer "No" or "Prospective" if your municipality has not reviewed its master plan and zoning ordinances to analyze whether changes could improve flood and storm resiliency.				
32	Yes	Has your municipality designated at least one staff member or consultant for community and economic development? One example would be a liaison designated to engage with businesses, developers, and investors to solicit redevelopment proposals.				
33	Yes	Does your municipality regularly coordinate planning, zoning, and development review activities (e.g. interdepartmental meetings)?				
34	Yes	Does your municipality actively maintain an inventory of blighted and vacant properties that would benefit from redevelopment?				

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
35	Yes	Does your municipality have a current community and/or economic development plan with established metrics?				
36	Yes	Does your municipality regularly review and measure progress toward the development goals set forth in its community and/or economic development plan?				
37	Yes	Does your municipality's capital improvement program coordinate the replacement of infrastructure to avoid disturbance of recent capital projects and avoid duplicated efforts?				
38	Yes	Is your municipality dedicating sufficient revenues to fund maintenance, repair and replacement of environmental and transportation infrastructure?				
39	Yes	Municipalities are encouraged to investigate all available grant opportunities; however, certain grants require commitment of matching funds, staffing levels, etc. For each grant accepted within the past year, have each grant's benefits exceeded or are they expected to exceed the actual and/or potential costs of the grant.				
40	Yes	While the issuance and renewal of bond anticipation notes can be a reasonable and prudent financing mechanism, failing to take advantage of low interest rates on permanent financing can cause municipalities to incur unnecessary carrying and issuing costs. Has your municipality evaluated its outstanding bond anticipation notes and developed a strategy to move toward permanent financing?				
41	Yes	Local Finance Notice 2018-13 discusses the Local Finance Board's recent adoption of regulations permitting all local units, county colleges, and school district boards of education/boards of trustees to use standard electronic funds transfer (EFT) technologies for payments. Has your municipality's chief financial officer and head procurement official reviewed this Notice with the governing body to determine where the use of electronic payment methods could benefit the municipality?				
42	Yes	Has your municipality assessed whether the Local Finance Board's adopted EFT regulations require changes in the municipality's current claims payment procedures as pertain to electronic payment methods?				
43	Yes	Does your municipality have a professional or professionals capable of evaluating and recommending PILOTs assess the utility and value of a PILOT before formalizing negotiations and entering into a PILOT agreement?				

		Toms River Township (Ocean)				
1507		*Please see Color Key at bottom of sheet for limits on answers*				
	Answer	Question	Comments			
44	Prospective	Other states such as California and Florida have enacted Property Assessed Clean Energy (PACE) legislation that authorizes municipalities to establish programs for public or private financing of energy, water and storm resilience projects through the use of voluntary special assessments for certain property owners. There is currently a bill pending before the New Jersey Legislature, S-1611, that would authorize these PACE programs in New Jersey. Is this something that your municipality would take advantage of?				
45	Yes	Does your municipality have a professional planner on staff?				
46	Yes	The New Jersey Infrastructure Bank (NJIB, formerly NJEIT) offers low-cost financing to local governments to reduce the cost of transportation and environmental infrastructure projects. If your municipality will require financing for such projects, will it consider financing through NJIB?				
47	Yes	Have you evaluated the SALT Charitable Contribution Law (P.L. 2018, c.8) and considered its implementation?				
48	No	Does your municipality buy hybrid vehicles in all cases except where no hybrid is available that meets the municipality's needs? You may respond "N/A" only if the municipality does not own any vehicles.				
49	Yes	Does your municipality own any electric vehicles?				
50	Yes	Is your municipality adhereing to the mandatory, proven emergency procurement standards to ensure a process that minimizes costs to the municipality?				
51	Yes	Has your municipality adopted and implemented a more restrictive pay-to-play ordinance than the state's pay-to-play laws?				
52	No	Does your municipality only provide health care benefits for full time employees and officials (ie: >30 hours per week)? Only answer "yes" if no part-time elected or appointed officials receive health benefits. If your municipality has part-time elected or appointed officials who elect to take State Health Benefits Program (SHBP) health benefits (or receive a waiver for not doing so) by virtue of serving in their position continuously since May 21, 2010, you must answer "No".				

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
53	No	Does your municipality have a policy that fixes the reimbursement rate for full-time employees who waive benefits at the lesser of 25% or $5,000, after deducting the employee's required contribution from the premium cost?				
54	Yes	The Fair Labor Standards Act (FLSA) is a federal law that establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments. The law requires 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 (you should consult with labor counsel for more detailed guidance). Does your municipality refrain from paying overtime to employees who are classified as exempt under the FLSA?				
55	Yes	Does your municipality ensure that employees complete and file standardized forms to verify all employee time worked (e.g. time cards, electronic time keeping)?				
56	Yes	Does your municipality maintain centralized records accounting for all employee leave time earned and used?				
57	Yes	Are all employee time and attendance documentation reviewed and independently verified before payroll/processing?				

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
58	Yes	Has your governing body reviewed the municipality's policies on the use of criminal history when making personnel decisions, to ensure that it does not violate Title VII in light of the 2017 amendments to the Local Budget Law (P.L. 2017, c. 183)?				
59	Yes	Does your municipality have an established, documented process requiring department heads to submit notice of outside employment to the municipality prior to undertaking that employment?				
60	Yes	Upon receiving a notice of outside employment from a department head, does your municipality's human resources office or equivalent assess whether a conflict of interest exists?				
61	Yes	Employee personnel manuals serve as a valuable tool to convey a municipality's policies, procedures and benefits. Many insurance carriers encourage the adoption of such a document and offer discounted rates for their use. These publications should review employees' rights and obligations in areas ranging from discrimination, safety, violence, and harassment to vacation and sick days, holidays, use of municipal vehicles, smoking and political activity, among others. Has your municipality adopted or updated an employee personnel manual by resolution or ordinance within the last five years? **If yes, please provide in the Comments section the date of the meeting during which the personnel manual was adopted.**	Updated Sept. 27, 2016			

Opportunity Zones Survey

If your municipality is on the list found in Column K, also answer the questions below. If not, please ignore and proceed to row 223:

The Opportunity Zones program was enacted as part of the 2017 federal Tax Cuts and Jobs Act and is designed to drive long-term capital investments into low-income rural and urban communities. This federal program provides opportunities for private investors to support investments in distressed communities through participation in Qualified Opportunity Funds.

This survey is intended to gauge the needs, priorities, and capacities of municipalities with designated Opportunity Zones, to aid the State in helping these communities attract locally-appropriate businesses, investment, and development and make the most of their Opportunity Zone designations.

For more information about Opportunity Zones, click the following link:	https://www.state.nj.us/dca/divisions/lps/opp_zones.html
For an interactive map of New Jersey Opportunity Zones, click the following link:	http://njdca.maps.arcgis.com/apps/View/index.html?appid=e2c7f2634ced45cd91c3ca52ab3f9989

Opportunity Zone municipalities

- Asbury Park (Monmouth County)
- Atlantic City (Atlantic County)
- Bayonne (Hudson County)
- Berkeley Twp. (Ocean County)
- Bound Brook (Somerset County)
- Bridgeton (Cumberland County)
- Burlington City (Burlington County)
- Camden City (Camden County)
- Carney's Point (Salem County)

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
62	Select	Has your municipality developed a strategy around attracting businesses and investment to its Opportunity Zones?				Carteret (Middlesex County)
						Cliffside Park (Bergen County)
63	Select	*If "No", would you like help developing a strategy?*				Clifton (Passaic County)
						Deptford Twp. (Gloucester County)
64	Select	Does your municipality employ a professional or professionals that engage with developers, investors, or businesses and thoroughly review proposed projects?				Dover (Morris County)
						East Orange (Essex County)
65	Select	Has your municipality been approached by developers, investors, or businesses interested in making Opportunity Zone investments (i.e. business development/expansion, property development) within your municipality?				Egg Harbor City (Atlantic County)
						Egg Harbor Twp. (Atlantic County)
66		*If "Yes", who were you specifically approached by (check all that apply)?*				Elizabeth (Union County)
		☐ Local Business Owner				Englewood (Bergen County)
		☐ Other Business Owner				Fairview (Bergen County)
		☐ Local Investor				Flemington (Hunterdon County)
		☐ Other Investor				Freehold Borough (Monmouth County)
		☐ Local Developer				Garfield (Bergen County)
		☐ Other Developer				Glassboro (Gloucester County)
						Hackensack (Bergen County)
67		*If approached by a developer or business owner, which category would they fall into?*				Hamilton Twp. (Mercer County)
		☐ Residential developer, real estate development, or property management company				Hillside Twp. (Union County)
		☐ Retail				Irvington (Essex County)
		☐ Light industrial				Jamesburg (Middlesex County)
		☐ Heavy industrial				Jersey City (Hudson County)
		☐ Restaurant, entertainment, or hospitality				Kearny (Hudson County)
		☐ Professional services				Lakewood (Ocean County)
		☐ Information technology				Linden (Union County)
		☐ Other (please describe in column E)				Lindenwold (Camden County)
						Lodi (Bergen County)
68		*What information were they seeking from your municipality (if applicable)?*				Long Branch (Monmouth County)
		☐ Info on zoning, permitting, and approval process				Lower Twp. (Cape May County)
		☐ Info on local tax incentives and subsidies such as tax abatements, PILOTs, & Redevelopment Area Bonds				Manchester Twp. (Ocean County)
		☐ Info on vacant land and available properties				Millville (Cumberland County)
		☐ Info on redevelopment areas				Neptune City (Monmouth County)
		☐ Info on existing development activity				Neptune Twp. (Monmouth County)
		☐ Other (please describe in column E)				New Brunswick (Middlesex County)
						Newark (Essex County)
69	Select	If your municipality has one or more Areas in Need of Redevelopment, has it reviewed and updated them within the past three years?				North Bergen (Hudson County)

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
						North Plainfield (Somerset County)
70	Select	In terms of real estate and economic development, which area (if any) is your top priority?				Orange (Essex County)
						Palmyra (Burlington County)
71	Select	Which is more important, development of vacant sites and land or redevelopment of existing structures?				Passaic City (Passaic County)
						Paterson (Passaic County)
72	Select	What type of capital improvement does your municipality see as its top priority?				Pemberton Twp. (Burlington County)
						Pennsauken (Camden County)
73		After people, what are your municipality's distinctive assets?				Perth Amboy (Middlesex County)
		☐ Education				Phillipsburg (Warren County)
		☐ Tourism				Pine Hill (Camden County)
		☐ Affordable Housing				Plainfield (Union County)
		☐ Transit Access				Pleasantville (Atlantic County)
		☐ Industrial Hub				Prospect Park (Passaic County)
		☐ Transportation Hub				Rahway (Union County)
		☐ Business Hub				Red Bank (Monmouth County)
		☐ Cultural Center				Riverside (Burlington County)
		☐ Entertainment Venue				Salem (Salem County)
		☐ Other (please describe in column E)				Somers Point (Atlantic County)
						South Hackensack (Bergen County)
74		What are the major challenges to development in your municipality?				South River (Middlesex County)
		☐ Lack of employment opportunities				Sussex Borough (Sussex County)
		☐ Limited range of housing options				Teterboro (Bergen County)
		☐ Lack of developable sites				Trenton (Mercer County)
		☐ Preserving existing community character				Union City (Hudson County)
		☐ Limited access to public services				Vineland (Cumberland County)
		☐ Poor public infrastructure				West New York (Hudson County)
		☐ Poor access to transportation				West Wildwood (Cape May County)
		☐ Access to essential services reachable within 10 min. by foot or other mode of transport				Wharton Borough (Morris County)
		☐ Below average math and language arts proficiency scores				Wildwood (Cape May County)
		☐ Lack of child care facilities				Willingboro (Burlington County)
		☐ Stranded assets				Woodbury (Gloucester County)
		☐ Lack of high speed internet connectivity				
		☐ Environmental contamination				
		☐ Lack of interest from developers and investors				
75		What type of economic development is your municipality actively pursuing?				
		☐ Retail				
		☐ Light industrial				
		☐ Heavy industrial				

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
		☐ Transportation/logistics				
		☐ Tourism				
		☐ Transit				
		☐ Restaurants/entertainment/leisure activity				
		☐ Office space				
		☐ Tech				
		☐ Higher Ed				
		☐ Energy				
		☐ Not pursuing economic development				
		Do you have an up-to-date list of:				
76	Select	*Distinctive community assets*				
77	Select	*Abandoned and blighted properties*				
78	Select	*Foreclosed properties*				
79	Select	*Commercial projects planned to begin within 1 year*				
80	Select	*Municipal projects planned to begin within 1 year*				
81	Select	*Planned business expansions*				
82	Select	*The 10 largest private employers in your municipality*				
83	Select	*Stalled projects due to funding gaps*				
84		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and the reason for lack of progress.				
	Name	**Address (street number, street name, town, zip code)**	**Description and Developer**	**Estimated Value**	**Reason for Lack of Progress**	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
85	Select	Does your municipality have any other known, upcoming development projects within its Opportunity Zone(s)? (See DCA interactive map for zone boundaries):				
		http://njdca.maps.arcgis.com/apps/View/index.html?appid=e2c7f2634ced45cd91c3ca52ab3f9989				
86		If "Yes", provide the name of each project, the full address, a short description that includes the primary developer (if applicable), the estimated value of the development (i.e. total permitted value), and its status (if known)				
	Name	**Address (street number, street name, town, zip code)**	**Description and Developer**	**Estimated Value**	**Status**	

Best Practices Worksheet CY 2018/SFY2019

		Toms River Township (Ocean)				
1507		*Please see Color Key at bottom of sheet for limits on answers*				
	Answer	Question	Comments			
1					Select	
2					Select	
3					Select	
4					Select	
5					Select	
6					Select	
7					Select	
8					Select	
9					Select	
10					Select	
11					Select	
12					Select	
13					Select	
14					Select	
15					Select	
16					Select	
17					Select	
18					Select	
19					Select	
20					Select	
21					Select	
22					Select	
23					Select	
24					Select	
25					Select	

	Answer	Question	Comments
		Toms River Township (Ocean)	
1507		***Please see Color Key at bottom of sheet for limits on answers***	
	Answer	**Question**	**Comments**
	0	Select	
	49	Yes	
	5	No	
	5	N/A	
	2	Prospective	
	61	**Total Answered:**	
	56	Score (Yes + N/A + Prospective)	
	92%	Score %	
	0%	Percent Withheld	
		Chief Administrative Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)
		to the best of my knowledge.	
		Name & Title	**Date**
		Donald Guardian	11/9/2018
		Chief Financial Officer's Certification	
		I hereby certify that the information provided in this Best Practices Inventory is accurate	Certification #(s)
		to the best of my knowledge.	N-0801
		Name	**Date**
		Sharon Smith	11/9/2018
		Municipal Clerk's Certification	
		I hereby certify that the Governing Body of the Township of Toms River in the County of	
		Ocean will discuss the CY 2018/SFY 2019 Best Practice Inventory as	
		completed herein at a public meeting on November 13, 2018, with the Inventory results, and the	
		certification thereof by the Chief Administrative and Chief Financial Officers, respectively, to	Certification #(s)
		be stated in the minutes of said public meeting.	C1606
		Name	**Date**
		Alison Carlisle	11/9/2018

		Toms River Township (Ocean)				
1507		***Please see Color Key at bottom of sheet for limits on answers***				
	Answer	**Question**	**Comments**			
		Red = Repeat Question; Prospective answers not permitted				
		Blue = Questions where neither "not applicable" nor "N/A" answers are permitted				
		Green = Questions where neither "Prospective" nor "Not Applicable" are permitted				
		No Color = "Yes"; "No"; "Prospective" and "Not Applicable" are all permissible answers				
	Score	**Aid Withheld**				
	46-61	No aid withholding				
	36-45	25% of final aid payment withheld				
	26-35	50% of final aid payment withheld				
	0-25	100% of final aid payment withheld				
	Question	**Table of Weblinks**				
	8	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-07.pdf				
	13	http://www.nj.gov/dca/divisions/dlgs/lfns/14/2014-09.pdf				
	15	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-6R.pdf				
	16	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-26.pdf				
	17	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-15.pdf				
	18	https://www.nj.gov/dca/divisions/dlgs/lfns/16/2016-12.pdf				
	41	https://www.nj.gov/dca/divisions/dlgs/lfns/18/2018-13.pdf				
	51	http://www.nj.gov/dca/divisions/dlgs/resources/muni_st_docs/pay_to_play_ordinance-contractor.doc				
	58	https://www.nj.gov/dca/divisions/dlgs/lfns/17/2017-27.pdf				