

February 6, 2015

RE: Division of Local Government Services Newsletter Distributed

Dear Mayor:

The State Division of Local Government Services (DLGS) has distributed another one of its informative newsletters. It includes the following items.

1. 2015 Municipal Information Sheet

The municipal information sheets are now available on the DLGS website under fiscal reports. The link to the reports screen is http://www.state.nj.us/dca/divisions/dlgs/resources/fiscal_rpts.shtml. If you have any questions, please email DLGS@dca.nj.gov or call (609)292-4806.

2. Municipal User-Friendly Budget

The Local Finance Board voted to adopt N.J.A.C. 5:30-3.8, the municipal user-friendly budget rule, without changes to the rule text, at its January 14, 2015 meeting. For Calendar Year municipalities, the finalized user-friendly budget form will be incorporated into municipal budgets beginning with the ADOPTED CY2015 budgets, with the user-friendly budget being incorporated into both the introduced and adopted budgets for each subsequent budget cycle. Municipalities with State Fiscal Year budgets must incorporate the user-friendly budget form into both their introduced and adopted SFY2016 budgets. The final rule text of N.J.A.C. 5:30-3.8 will be published in the February 17, 2015 New Jersey Register, at which point the adoption notice will be available on the Division's website.

3. Proposed Rule Amendment - Certification of Available Funds

The Local Finance Board voted to propose amending N.J.A.C. 5:30-5.4, which pertains to the certification of available funds for contract awards, at its December 10, 2014 meeting. The full notice of proposal is available on the Division of Local Government Services' Rules and Regulations webpage at: http://www.state.nj.us/dca/divisions/dlgs/resources/rules_reg.html. Documents pertaining to the petition may be found at: www.nj.gov/dca/divisions/dlgs/resources/rules_reg.html under the subheading "Rulemaking Petitions". Please submit comments by March 21, 2015 either by email to dlgs@dca.nj.gov with the subject heading "NJAC 5:30-5.4 Certification of Available Funds" or by regular mail to: Patricia Parkin McNamara, Executive Secretary Local Finance Board, Department of Community Affairs, P.O. Box 803, Trenton, New Jersey 08625-0803.

4. Late Adoption of Fire District Budgets Due to State of Emergency

Due to the state of emergency declared on January 26, 2015, certain Fire Districts that were scheduled to adopt their 2015 budgets on that day may have had to cancel their regularly

scheduled public hearings. Fire Districts that are in this situation should schedule a special meeting at which they will adopt their 2015 budgets. The special meeting should be scheduled to provide sufficient time for the budget to be published at least once in a local publication prior to February 14, 2015, as required by N.J.S.A. 40A:14-78.4. "Adequate notice" of the special meeting should be provided to the public at least 48 hours in advance of the meeting as defined by N.J.S.A. 10:4-8(d). Bureau of Authority Regulation staff will respond to e-mails to dlgs@dca.nj.gov regarding questions or need for assistance.

CONFERENCES

1. Seminar: Heroin Addiction Epidemic

The New Jersey League of Municipalities and the New Jersey Association of County and City Health Officials will present the program: "The Heroin Addiction Epidemic: What It Is and How to Address It". In New Jersey the number of people receiving treatment for Heroin and Opiate abuse continues to rise. The impact from Heroin distribution to treatment of overdoses is becoming a growing public health crisis for many municipalities. This informative seminar will address Heroin and Opiate abuse and addiction; the potential for legal liabilities, and what your municipality can do to address these issues. The seminar will take place on February 25, 2015 at the Doubletree Hotel in Tinton Falls from 9:00a.m. - 1:15p.m. CEUs have been approved.

Register online at:

<http://nj-njslom.civicplus.com/799/Seminar-and-Webinar-Handouts>. For more information or questions please contact the NJLM at 609-695-3481 or email dholland@njslom.com.

2. Seminar: Budget, Ethics, and Procurement Updates

The New Jersey League of Municipalities will be hosting a seminar on March 11, 2015 at the Conference Center at Mercer in West Windsor on the topic "Budget, Ethics, and Procurement Updates" At this seminar, attendees will receive important updates and information from the Division Of Local Government Services on the topics of:

- Budget Updates: Review recent Division of Local Government Local Finance Notices, Policies and Regulations. Get an update on CY 2015 budget issues, current requirements about and how the levy cap works and Review current issues affecting finance officers.
- Ethics Updates: Ethical Conduct, Local Government Ethics Law, Standards of Conduct, Financial Disclosure, Penalties, Disciplinary Action, Criminal Code and Case Studies.
- Procurement Updates: Update on new legislation, Administrative Code updates, The use of Procurement Cards and National Cooperative Contracts.

CEUs have been approved. Program details and registration available at <http://nj-njslom.civicplus.com/373/Professional-Development-Seminars>

3. Seminars: Open Public Records Act

The New Jersey League of Municipalities, in cooperation with the New Jersey Government Records Council, is holding two seminars on the topic of the Open Public Records Act. The dates for the programs are Tuesday, March 17, 2015 at the Bergen County Community College

in Paramus and Friday, May 8, 2015 at the Burlington Township Community Room in Burlington Township.

Topics discussed will include: An overview of the Open Public Records Act; An overview of the Government Records Council's function and services provided to requestors and custodians; Discussion of procedure for submitting an OPRA request; Discussion of procedure for custodians' routine handling of OPRA requests; Discussion of common OPRA issues/exemptions and how they impact a custodian's response to a request; Discussion of significant GRC and court decisions affecting access to government records; and Question and answer session. CEUs have been approved. Register online at: <http://nj-njslom.civicplus.com/373/Professional-Development-Seminars>. For more information or questions, please contact the League at 609-695-3481 or email dholland@njslom.com.

Very truly yours,

William G. Dressel, Jr.
Executive Director