

<u>131 POLICIES, ACTIONS AND BEST PRACTICES</u>		
TOPIC	GOVERNANCE AND COMMUNITY ENGAGEMENT	
1	MUNICIPAL OPERATIONS	LINK
1A	Professional staff are employed or retained, in the areas of budgeting and finance.	
1B	A revenue-expenditure trend analysis is conducted annually.	
1C	Funds for capital-related borrowing are not used for day to day expenses.	
1D	Municipality routinely evaluates ability to ensure that revenue is sufficient to maintain public infrastructure, i.e., road, water, sewer, stormwater (community has an asset management based budget system).	
1E	Obligations for pensions/ other post-employment benefits are funded for the long-term to at least 80%.	
1F	5-10 % of operating funds are carried over year to year.	
1G	Taxation takes a balanced approach applicable to all sectors of municipal services provided and fees satisfy cost recovery.	
1H	Green vehicle fleet assessment has been initiated toward: using greener fuels and/or vehicles, vehicle right-sizing for the job/trip, retrofit or replace older diesel trucks or equipment with cleaner technology, or driver education about driving techniques for fuel economy.	
2	COMMUNITY ENGAGEMENT	
2A	Civic engagement, public participation and transparency are regularly assessed and facilitated.	
2B	A historic review commission is active.	
2C	An environmental advisory commission is active.	
2D	Municipality communicates with the public via a regularly scheduled newsletter or regularly updated web based communications.	
2E	All municipal-sponsored events have a sustainability-awareness component.	
2F	A program exists to actively pursue and match residents and local businesses to volunteer opportunities to better the community and assist the local government.	
3	LOCAL AND REGIONAL COOPERATION	
3A	Municipality is an active participant in a Council of Governments.	
3B	The municipality utilizes Intergovernmental Cooperative Agreements (ICA) to engage in multi-municipal endeavors.	
3C	Intergovernmental Cooperative Agreements include conflict resolution provisions.	
4	SUSTAINABILITY	
4A	The municipality is committed to passing a resolution (within six months of enrolling) to affirm participation in the Sustainable Community Essentials Certification Program.	
4B	A municipal sustainability program (in name) has been developed and departmental goal setting and budget processes are used to advance it.	
4C	Sustainability policies, goals and principles have been adopted.	
4D	A sustainability assessment has been conducted to evaluate municipal facilities, operations, plans and regulations relative to conserving resources, saving money and implementing policies and procedures that simultaneously advance the environment, economy, and social equity.	
4E	There is on-going training for municipal employees and officials and the HR function is closely engaged in advancing objectives of the municipal sustainability program.	
4F	Procedures are in place to measure and track the impacts of the sustainability program (and yearly reporting to the public on results is conducted).	

4G	An executive/management level municipal staff person has responsibility for management of the municipal sustainability program expressly included in their Job description.	
4H	Professional development for municipal personnel and officials Includes participating (at a minimum, per year) in quarterly local Government Academy, PA DCED or other professional training association programs.	
4I	Newly elected officials participate in local Government Academy or other orientation training for public officials.	
5	PUBLIC SAFETY	
5A	Municipality maintains updated public safety mutual aid agreements with neighboring municipalities and shares resources.	
5B	Municipality maintains an updated Public Safety comprehensive plan to be sure staffing and financial resources keep pace with municipal needs for Police, Fire, and Emergency Medical Services.	
5C	Municipality participates In a regional service program or contracts services to or through other municipalities for fire, police, or EMS.	
	HEALTHY COMMUNITIES	
6	LOCAL FOOD	
6A	Incentives exist for establishment of farms and gardens within the municipality.	
6B	The municipality supports a program (or cooperates with neighboring communities) to engage residents in strengthening sustainable food systems to link local foods1 farms and people (ex. Buy Fresh Buy Local initiative, Good Food Neighborhood, etc.).	
6C	Education programs are made available for residents on the benefits of organic, locally purchased food; farmers' markets and farm stands are facilitated.	
6D	A community produce garden(s) is available.	
7	HEALTHY PEOPLE	
7A	Programs by local government, or in cooperation with the non-profit and private sector, exist to address community health concerns, i.e. exercise programs, feeding programs for children and the elderly, crime watches, accessible health care, exercise away from areas of air pollution, etc.	
7B	Outdoor recreation opportunities, amenities, and lifestyles are promoted.	
7C	A program to promote safe walking to school is in place.	
7D	The use of pesticides and herbicides Is being monitored and reduced by all municipal departments which use them.	
	DIVRESITY, EQUITY AND INCLUSION	
8	HUMAN RESOURCES	
8A	Measures are taken to ensure a wide range of candidates are interviewed for all municipal job openings i.e., the Rooney Rule.	
8B	The municipality has a written municipal policy prohibiting discrimination and valuing diversity and Inclusion.	
8C	The municipality has provided diversity training for municipal employees.	
8D	The municipality annually assesses, and reports to the public, diversity of all boards, employees, volunteers, committees, etc.	
8E	The municipality reports annually to the public on progress in creating a more diverse workforce.	
9	ECONOMY	
9A	There Is a municipal policy ensuring Minority Business Enterprise and Women Business Enterprise are considered in municipal purchasing, bids and contracts.	
9B	The municipality is engaged in programs to communicate that the community is welcoming to persons who represent diversity (sister city relations, diversity sensitivity training, multilingual signage, etc.)	

	EDUCATION	
10	COOPERATION	
10A	Municipal planning is coordinated with the school district and the two meet together at least once per year.	
10B	The municipality and local public schools cooperate to share facilities and other resources. (For example, the municipality assists with the cost of evening lifeguards for community use of a school swimming pool or for provision of crossing guards.)	
11	ENGAGEMENT	
11A	Municipality works with schools and local nonprofits/community organizations to engage students about community issues such as waste reduction and recycling, public safety, wellness, conservation, nature, etc.	
	ENERGY USE, CONSERVATION AND GREEN BUILDING	
12	MUNICIPAL ENERGY USE	
12A	The municipality has recently completed an energy audit of all municipal buildings and operations. The audit Includes findings and recommendations and establishes a baseline of energy usage.	
12B	The municipality has established goals from the energy audit findings and is methodically implementing the energy audit findings.	
12C	Municipal energy use has declined overall at least 15% from the baseline year established In the energy audit.	
12D	Municipality is reporting yearly to the public on progress and results made in implementing recommendations/findings contained in the municipal energy study.	
12E	Municipality has or is in the process of retrofitting street lights and traffic signals to LED bulbs.	
12F	As part of the energy audit, a greenhouse gas inventory and mitigation plan has been established for municipal functions.	
12G	Positive progress on the greenhouse gas inventory and mitigation plan is reported annually to the public.	
12H	Energy performance of key municipal buildings is tracked using ENERGY STAR Portfolio Manager and Is reported yearly to the public.	
13	COMMUNITY ENERGY USE	
13A	The municipal comprehensive plan contains an energy conservation element.	
13B	Municipal support is provided to a public program (throughout the community and for businesses) to conserve energy, promote renewable energy sources, and mitigate carbon emissions.	
13C	The greenhouse gas inventory has been expanded to include the entire community (not just the municipality) and a mitigation plan has been developed.	
14	GREEN BUILDINGS	
14A	There is a written green building policy/standard for new construction/major renovations of municipal buildings such as the International Green Construction Code (IgCC).	
14B	New construction and major renovations at municipal facilities incorporate (sufficient to achieve) LEED (Leadership in Energy and Environmental Design) Silver principles.	
14C	Municipal building operations could meet LEED O&M Silver principles or better.	
14D	The municipality has reviewed ordinances, resolutions, and other policies to remove impediments to the use of alternative energy (wind, solar, geothermal) installations or green buildings.	
14E	LEED certification is required for development projects receiving a public incentive (TIF, abatement, etc.).	

15	RENEWABLE ENERGY	
15A	A Municipality purchases energy for municipal facilities from renewable energy sources (or has installed renewable energy sources) such that at least 10% of all municipal energy comes from renewable sources.	
15B	Municipality purchases energy for municipal facilities from renewable energy sources (or installed renewable energy sources) such that at least 40% of all municipal energy comes from renewable sources.	
	ENVIRONMENTAL STEWARDSHIP	
16	WATER USE, CONSERVATION AND QUALITY	
16A	A The municipality utilizes an Integrated Municipal Stormwater and Wastewater Planning Approach (as described by EPA) to identify the municipality's priorities for projects and includes a description of how the proposed priorities reflect the relative importance of adverse impacts on human health and water quality and the municipality's financial capability. See: http://cfpub.epa.gov/npdes/Integratedplans.cfm	
16B	The municipality actively encourages water conservation and efficiency measures in the community and among businesses.	
16C	Low impact development and onsite stormwater infiltration is encouraged.	
16D	Water provider(s) prioritize improving service to existing developed areas as opposed to opening up new areas to development.	
16E	Drinking water and sanitary sewer rates are based on the real cost of providing service.	
16F	Sufficient investments are being made to the water, sewer, and stormwater systems per real costs and keeping pace with maintenance and operations.	
16G	Cooperation is occurring with neighboring municipalities to manage water and sewer supply, treatment and distribution, sewage and stormwater, in the most cost-efficient way.	
17	AIR QUALITY	
17A	PA State anti-idling law is enforced and compliance is promoted.	
17B	Municipality supports public education regarding reducing air pollution and emissions.	
17C	A clean construction emissions policy for all publicly subsidized projects has been adopted and is enforced.	
17D	A burn ban has been formally adopted and made part of municipal ordinance, and State or County outdoor wood fired boiler construction and operation is in accordance with state law.	
17E	The municipality and its municipal waste hauler service are exploring ways to reduce emissions from vehicles and trucks beyond anti-idling.	
18	GREEN INFRASTRUCTURE	
18A	Policies, plans and ordinances protect wetlands and waterways and their buffers.	
18B	Written policies exist and ordinances and incentives have been enacted to conserve environmentally and ecologically sensitive places (for example, slopes over 25%, slide prone soils and geology, springs and vernal pools, mature woodlands, Natural Heritage Areas, etc.) in order to protect public safety and natural resources while using green infrastructure for stormwater management.	
18C	Low impact and green development projects, as well as techniques (pervious pavement, bioswales, cisterns, woodland and steep slope protection) are fostered through incentives, ordinances and design guidelines.	
18D	Tree and woodlands protection and management policies are in place (for example, community forestry plan and canopy goal; tree planting programs; tree maintenance programs; tree hazard and health	

	assessment projects; computerized assessment of municipal trees, tree/woodland replacement criteria in ordinances, etc.).	
18E	A natural resource Inventory has been developed for the community within the last 7 years as part of the comprehensive plan.	
18F	Sustainable landscape maintenance practices are in place for parks and municipal grounds.	
	HOUSING	
19	AFFORDABILITY	
19A	The zoning ordinance provides for or accommodates a full range of housing opportunities throughout the community.	
19B	The comprehensive plan addresses the community benefits of and need for expanding housing choice.	
19C	The zoning ordinance has inclusionary housing provisions/incentives	
19D	A program exists (perhaps in partnership with an outside agency) to facilitate home ownership: homebuyer incentives, employer-assisted housing, community land trust, etc.	
19E	The community is tracking and reporting annually to the public on results toward affordable housing for residents.	
20	SUSTAINABLE NEIGHBORHOODS	
20A	A current inventory of vacant and blighted/blighting properties is maintained and mapped.	
20B	A program is being implemented to put blighted, abandoned properties back into productive use: smart rehab code, conservatorship, demolition, acquisition, green lot strategies, etc.	
20C	The municipality has elected to administer and enforce PA's statewide Uniform Construction Code (UCC).	
20D	The municipality has adopted the International Property Maintenance Code within the last 6 years per good, safe rental housing.	
20E	Staffing is in place sufficient to enforce building and maintenance codes.	
20F	The municipality utilizes a system for collection of delinquent taxes and fees in order to mitigate blight and abandonment.	
	LAND USE AND TRANSPORTATION	
21	MOBILITY	
21A	Trails for walking and bicycling are being developed or maintained.	
21B	Alternate transportation (e.g. transit, inter-modal, multi-modal, bicycle/pedestrian) are accommodated and promoted.	
21C	Public transportation and ride sharing are promoted and facilitated, as is transit-oriented development (where applicable).	
21D	Bicycle lanes or shared roadways are being developed and a "Share the Road" education campaign is being advanced.	
21E	Police are trained on the rights and responsibilities of bicyclists and state law on passing bicycles.	
21F	Traffic calming techniques, "complete streets" projects, access management and congestion management programs have been evaluated and are being implemented.	
22	COMMUNITY	
22A	Professional staff are employed or retained to manage the land use program.	
22B	Comprehensive land use/development plan is current, addresses impacts to neighboring communities, and incorporates sustainability principles.	
22C	A multi-municipal comprehensive plan has been adopted as has an official map.	
22D	Up-to-date ordinances for zoning and subdivision/land development are in place to implement the comprehensive plan.	

22E	The comprehensive plan and ordinances promote pedestrian-oriented, dense, walkable, mixed-use development (In existing and proposed development),-and redevelopment In the core or town center.	
22F	A Transfer Development Rights (TOR) program is in place to incentivize development where infrastructure currently exists and to protect important green space.	
22G	Developers are required to submit a comprehensive and detailed fiscal impact analysis including long-term fiscal impacts such as road repair, school infrastructure needs and other public services with their development applications.	
22H	Land use and development decisions are assessed to ensure they do not have negative fiscal, stormwater, traffic, infrastructure, or service demands, or quality of life impacts on neighboring municipalities.	
23	GREEN SPACE	
23A	The Comprehensive Plan identifies environmentally sensitive, ecologically significant, and civic/historic places.	
23B	The Comprehensive Plan and ordinances protect farmland and/or promotes community gardens and infill green space.	
23C	The Comprehensive Plan includes a parks/recreation and open space component with proposed passive or active greenways, parks and trails and the zoning and subdivision ordinances support the vision.	
23D	The greenspace/open space plan has benchmarks and results are reported annually to the public.	
23E	The municipality has a PA Dept of Agriculture Agricultural Security Area (ASA).	
	LOCAL ECONOMY	
24	THRIVING LOCAL GREEN BUILDINGS	
24A	The municipality has assessed Main Street program options and opportunities for possible applicability and implementation.	
24B	Owners and tenants In the retail area are engaged with the municipality to provide attractive sidewalks, trees, and street furniture and make the area safe for pedestrians and bicyclists.	
24C	The municipality maintains and supports an initiative to encourage residents to buy local.	
24D	Municipal action plans for promoting minority and women-owned business are being advanced, Including seeking proposals from the same for purchasing, services, etc.	
24E	A program is in place to encourage businesses to be aware of innovate sustainable business approaches and to recognize achievement.	
25	MATERIAL USE, WASTE, AND RECYCLING	
25A	Waste and recycling ordinances and regulations are in compliance and enforced per Act 101, or if not a mandatory Act 101 municipality, a municipal recycling program is conducted.	
25B	There is a curbside and/or drop-off recycling program.	
25C	The municipality contracts for solid waste collection as opposed to individual home owners contracting for the same.	
25D	There is a written waste reduction and recycling ordinance for residential, commercial and institutional facilities.	
25E	There is an active public Informational program to encourage citizens to reduce waste and recycle.	
25F	All municipal buildings have an active recycling program.	
25G	For municipal facilities, a recent waste management assessment has been conducted with municipal employees trained in waste reduction and recycling.	
25H	An Environmentally Preferable Purchasing Program has been implemented for municipal operations.	

25I	Municipality has an active litter prevention/clean-up program.	
25J	An expanded material recycling program is being advanced, i.e., e-waste, composting, pharmaceuticals, and household hazardous waste for community-wide collection.	
25K	A community-wide recycling program is maintained at 5% above the state stipulated goal of 35 percent.	
	OTHER SUSTAINABILITY INNOVATION	
26	ADDITIONAL INITIATIVE	
26A	Provide an on-line link to description of a sustainability innovation that the Municipal Manager/Secretary feels strongly is deserving of additional recognition and is not covered by any of the above the criteria options.	
26B	Provide an on-line link to description of a second sustainability innovation that the Municipal Manager/Secretary feels strongly is deserving of additional recognition and is not covered by any of the above criteria options.	