

# Senate Resolution 323 of 2010 Report

## Study of Statutory Mandates Placed on Counties and Municipalities

### Appendix I

#### Sample County and Municipal Survey Forms

Local Government Commission  
General Assembly of the Commonwealth of Pennsylvania  
Harrisburg, Pennsylvania

October 9, 2012



## Appendix I: Sample County and Municipal Survey Forms

### Survey of State Mandates Placed on Counties

Pennsylvania Senate Resolution (SR) 323 directs the Local Government Commission (LGC), a legislative agency of the Pennsylvania General Assembly, to form a task force to estimate the costs of mandates to municipalities and identify ways to provide some relief. The County Commissioners Association of Pennsylvania (CCAP), together with the Pennsylvania League of Cities and Municipalities, the Pennsylvania State Association of Boroughs, the Pennsylvania State Association of Township Commissioners, and the Pennsylvania State Association of Township Supervisors serve on the SR 323 Task Force. A report on the mandate study is due to the Senate in 2012.

As part of this study, CCAP and the other municipal associations, together with the LGC, are conducting statewide surveys. *This particular survey focuses on those mandates that CCAP identified as most burdensome and that have an express basis in state law* through which the legislature has the ability to provide some relief. CCAP recognizes other major mandates that the Task Force has not included in this survey because they were extensively studied<sup>1</sup> recently or, in one case, the mandate most likely necessitates streamlining a process<sup>2</sup> rather than amending provisions in statute. All counties in Pennsylvania are receiving this survey.

A few counties participated in pilot studies that aided in developing this survey. If your county took part in the pilot studies, please make sure to complete this survey as well. Responses from all counties are important!

***Please take the time to complete and return the survey! Only with your response can we determine how much state mandates cost your county!***

#### Survey Instructions

- ✓ The survey form contains questions on 14 mandates. Complete all the questions that apply to your county.
- ✓ **Deadline for completion of the survey is Friday, October 14, 2011.**
- ✓ For questions on completion of the survey, contact Doug Hill of CCAP ([dhill@pacounties.org](mailto:dhill@pacounties.org); 717-232-7554) or Phil Klotz of the LGC ([pklotz@palegislature.us](mailto:pklotz@palegislature.us); 717-787-7680).

***Please note that individual survey responses will be reported in an aggregate manner to the extent possible.***

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<sup>1</sup> CCAP identified two mandates that were studied recently. One is the **advertising or publication of legal notices**, which the Local Government Commission investigated in 2006. The other is the **real property tax collection system**, which the Legislative Budget and Finance Committee examined in 2010-2011, with a report being issued in June 2011.

<sup>2</sup> CCAP identified the **length of the permitting process for bridge repair or replacement**.

## Survey of State Mandates Placed on Counties

### 1. Mandates on Your County

The mandates listed below are the ones that CCAP identified as most burdensome. Please indicate how much you think each mandate affects your county by selecting the appropriate description ranging from "Not Burdensome" to "Very Burdensome," or "NA" if the mandate does not apply to your county.

Mandate	Not Burdensome	Moderately Burdensome	Very Burdensome	Not Applicable
County 911 Service Costs	1	2	3	NA
County Prison Compliance with Department of Corrections Standards	1	2	3	NA
County Prison Medical Costs	1	2	3	NA
County Portion of Costs for Medicaid Residents in County Nursing Facilities	1	2	3	NA
Preventable Serious Adverse Events Act Compliance by County Nursing Facilities	1	2	3	NA
Mandatory Reporting of Alleged Abuse by County Nursing Facility Employees	1	2	3	NA
Maintaining the Office of Jury Commissioner	1	2	3	NA
Fees Paid to Constables	1	2	3	NA
Requirement that Counties Have a Full-Time District Attorney	1	2	3	NA
Compensation of County Auditors	1	2	3	NA
Reimbursement Requirements for County Children and Youth Services	1	2	3	NA
Watershed Stormwater Management Planning (Act 167 of 1978)	1	2	3	NA
Contracting Procedures, Bid Limits, and Formal and Advertised Bidding Process	1	2	3	NA
Advertising or Publication of Legal Notices	1	2	3	NA
Real Property Tax Collection System	1	2	3	NA

## Survey of State Mandates Placed on Counties

### 2. County 911 Service Costs

- a. During the 2010 fiscal year, what costs did your county incur to maintain the 911 system?  
\$\_\_\_\_\_.

*Include* operating costs and capital expenditures.

*Deduct* subscriber fees and state reimbursements.

- b. What are your suggestions for mandate relief? (Check all that apply.)

- Increase subscriber fee to cover 100% of costs.
- Provide appropriate delineation of the relative roles of county, local governments, and the Pennsylvania Emergency Management Agency (PEMA).
- Balance methodologies for collection and distribution of subscriber-based funding.
- Assure that telephone system providers are properly collecting and remitting the subscriber fees that support the development, deployment and operation of the 911 systems.
- Other \_\_\_\_\_.

### 3. County Prison Compliance with Department of Corrections Standards

- a. During the 2010 fiscal year, did your county operate a prison?

Yes    No   If *yes*, proceed to question 3.b. If *no*, proceed to question 5.

- b. During the 2010 fiscal year, what costs did your county incur for complying with Department of Corrections' minimum standards for prison operation and inmate treatment?  
\$\_\_\_\_\_.

- c. What are your suggestions for mandate relief? (Check all that apply.)

- Support state initiatives promoting public awareness of limitations of incarceration and of value of increased investment in prevention, intervention, and diversion programs.
- Reduce prison population by establishing intermediate punishment as an alternative sentencing mechanism for nonviolent criminals.
- Create drug and mental health courts.
- Allow warden responsibility for early release and daily reporting centers.
- Other \_\_\_\_\_.

### 4. County Prison Medical Costs

- a. During the 2010 fiscal year, what costs did your county incur for medical services provided to inmates who were processed into the county prison? \$\_\_\_\_\_.

*Include* inmate insurance premiums and operating costs.

## Survey of State Mandates Placed on Counties

b. What are your suggestions for mandate relief? (Check all that apply.)

- Regionalize county prisons.
- Promote the use of open beds at county prisons for state inmates.
- Prohibit health care providers from charging county prisons more than the maximum allowable rate under the medical assistance program for inpatient care. (*See Act 22 of 2011.*)
- Permit the state portion of Medical Assistance (MA) benefits to be retained until there is a conviction, allowing for costs to be covered in part, although foregoing the federal share.
- Suspend, rather than terminate, inmate eligibility for MA, Medicare, and veterans benefits to allow those benefits to be more quickly restored at the time of release.
- Other \_\_\_\_\_.

### 5. County Portion of Costs for Medicaid Residents in County Nursing Facilities

a. Does your county operate a nursing facility?

- Yes    No   If *yes*, proceed to question 5.b. If *no*, proceed to question 8.

b. During the 2010 fiscal year, what costs did your county incur to pay 10 percent of the nonfederal share of the medical assistance costs for its nursing facility? \$\_\_\_\_\_.

*Include* direct line item costs. *Do not deduct* funding sources, such as Intergovernmental Transfer (IGT) funds.

c. During the 2010 fiscal year, how much did funding sources, such as IGT funds, compensate for your county's 10 percent of the nonfederal share? \$\_\_\_\_\_.

d. What are your suggestions for mandate relief? (Check all that apply.)

- Amend the Public Welfare Code to adjust the county's share.
- Promote county nursing home self-sustainability.
- Other \_\_\_\_\_.

### 6. Preventable Serious Adverse Events Act Compliance by County Nursing Facilities

a. During the 2010 fiscal year, what costs did your county incur for compliance with the Preventable Serious Adverse Events Act (Act 1 of 2009) in county nursing facilities? \$\_\_\_\_\_.

*Include* estimated human resources costs, if possible.

## Survey of State Mandates Placed on Counties

b. What are your suggestions for mandate relief? (Check all that apply.)

- Increase MA rates.
- Provide for a periodic adjustment of the per diem rate paid by the Department of Public Welfare to a nursing facility based on the nursing facility's case-mix index.
- Other \_\_\_\_\_.

### 7. Mandatory Reporting of Alleged Abuse by County Nursing Facility Employees

a. During the past five fiscal years, 2006-2010, what costs did your county incur to fulfill mandatory reporting requirements for alleged abuse by county nursing facility employees pursuant to the Act 13 of 1997 amendment to the Older Adults Protective Services Act, which added Chapter 7, entitled, "Reporting Suspected Abuse by Employees?"  
\$\_\_\_\_\_.

*Include* estimated human resources costs, if possible, and legal fees.

b. What are your suggestions for mandate relief? (Check all that apply.)

- Provide for one investigative clearinghouse.
- Require all pertinent agencies to use uniform reports.
- Other \_\_\_\_\_.

### 8. Maintaining the Office of Jury Commissioner

a. Does your county provide for the election of two jury commissioners who are from different political parties?

- Yes    No   If *yes*, proceed to question 8.b. If *no*, proceed to question 9.

b. During the 2010 fiscal year, what costs did your county incur to provide for the office of jury commissioner? \$\_\_\_\_\_.

*Include* salary, noncash compensation or benefits, payroll taxes, association dues, travel expenses, convention expenses, office space costs, and secretarial support costs to the extent practicable.

c. What are your suggestions for mandate relief? (Check all that apply.)

- Authorize abolition of the office by a vote of the county commissioners, effective at the end of the current terms of the jury commissioners.
- Sanction abolition of the office by referendum, effective at the end of the current terms of the jury commissioners.
- Continue unification of court-related employees so that jury commissioners become employees of the state, not the county.
- Other \_\_\_\_\_.

## Survey of State Mandates Placed on Counties

### 9. Fees Paid to Constables

a. During the 2010 fiscal year, were constables serving process in your county?

Yes  No If *yes*, proceed to question 9.b. If *no*, proceed to question 10.

b. During the 2010 fiscal year, what costs did your county incur to provide for the office of constable? \$\_\_\_\_\_.

*Include* per usage fee for papers served (writs, summonses, etc.), mileage, and election day fee.

*Deduct* service fees paid by defendants and reimbursements from the state.

c. What are your suggestions for mandate relief? (Check all that apply.)

- Eliminate the requirement for a constable to be present at the polls on election day.
- Modify the method of payment whereby constables receive a fee on a per-docket basis, possibly resulting in multiple payments for one service.
- Raise constable fees attached to defendants.
- Charge a fee for civil warrants.
- Direct that magisterial fees related to outstanding criminal warrants go to the county, not the Pennsylvania Department of Corrections.
- Other \_\_\_\_\_.

### 10. Requirement that Counties Have a Full-Time District Attorney

a. During the 2010 fiscal year, was the office of district attorney in your county a full-time position?

Yes  No If *yes*, proceed to question 10.b. If *no*, proceed to question 11.

b.(1) During the 2010 fiscal year, what cost did your county incur for the salary of the full-time district attorney? \$\_\_\_\_\_.

*Deduct* possible Commonwealth reimbursement for 65 percent of the salary.

b.(2) During the 2010 fiscal year, what other costs did your county incur for noncash compensation or benefits for the district attorney? \$\_\_\_\_\_.

*Include* noncash compensation or benefits and payroll taxes.



## Survey of State Mandates Placed on Counties

- c. What are your suggestions for mandate relief? (Check all that apply.)
- Make the annual 65 percent salary reimbursement to each county in a timely manner.
  - Require quarterly reimbursement payments from the Commonwealth to the county.
  - Relate the salary to the class of county, versus the salary of court of common pleas judges.
  - Eliminate full-time district attorney mandate for small counties.
  - Other \_\_\_\_\_.

### 11. Compensation of County Auditors

- a. Did your county provide for the office of auditor, comprised of three auditors, during the 2010 fiscal year?
- Yes    No   If *yes*, proceed to question 11.b. If *no*, proceed to question 12.
- b. During the 2010 fiscal year, what costs did your county incur to fund the office of auditor?  
\$\_\_\_\_\_.

*Include* costs of salary, noncash compensation or benefits, payroll taxes, association dues, conventions, and travel expenses, as well as support staff and office space, to the extent practicable.

- c. What are your suggestions for mandate relief? (Check all that apply.)
- Allow counties to use their certified public accountants to perform the required audits and reports, limiting elected auditors' responsibilities to other existing functions provided in statute.
  - Amend the county salary law, allowing the annual salary for elected auditors to be established in the same manner as other elected officials, removing per diems and mileage pay.
  - Eliminate requirements to provide noncash compensation or benefits.
  - Other \_\_\_\_\_.

### 12. Planning and Financial Reimbursement Requirements for County Children and Youth Services

- a. During the 2010 fiscal year, what was the cost to the county associated with subsequent quarterly reimbursement for children and youth services, after the county had expended funds on behalf of the state, *versus* advance quarterly receipt of funds from the state prior to expenditure? \$\_\_\_\_\_.

*Include* the cost of borrowing to cover services until the state provided reimbursement, and funds permanently diverted from other programs or projects to cover children and youth services.

## Survey of State Mandates Placed on Counties

- b. What are your suggestions for mandate relief? (Check all that apply.)
- Require the Department of Public Welfare to provide advanced quarterly payment of children and youth funding, with reconciliation at the end of the year.
  - Improve timeliness of reimbursement.
  - Focus on adoption, placement, and prevention.
  - Other \_\_\_\_\_.

### 13. Watershed Stormwater Management Planning

- a. During the past five fiscal years, 2006-2010, did your county prepare any watershed stormwater management plans pursuant to Act 167 of 1978?

Yes    No   If *yes*, proceed to question 13.b. If *no*, proceed to question 14.

- b.(1) During the past five fiscal years, 2006-2010, how many *new* watershed stormwater management plans did your county prepare? \_\_\_\_ How many *revised* plans did it prepare? \_\_\_\_

- b.(2) During this period, what was your county's individual cost or average cost, as applicable, to prepare a *new* watershed stormwater management plan? \$\_\_\_\_\_. What was the individual cost or average cost to prepare a *revised* plan? \$\_\_\_\_\_.

*Include* engineering firm costs and implementation costs.

- b.(3) What was the individual or average percentage reimbursement from the Department of Environment Protection for a *new* plan? \_\_\_\_% What was the individual or average percentage reimbursement for a *revised* plan? \_\_\_\_%

- c. What are your suggestions for mandate relief? (Check all that apply.)

- Require regional-level watershed stormwater planning versus county-level.
- Create a process to authorize needed delays.
- Establish definite funding for state planning grants.
- Other \_\_\_\_\_.

### 14. Contracting Procedures, Bid Limits, and Formal and Advertised Bidding Process

- a. During the 2010 fiscal year, did your county use the competitive bidding process to contract for the purchase of services or property involving the expenditure of \$10,000 or more?

Yes    No   If *yes*, proceed to question 14.b. If *no*, proceed to question 15.

**Survey of State Mandates Placed on Counties**

- b. During 2010 fiscal year, what was your county’s cost for soliciting bids for contracts or purchases in excess of \$10,000? \$\_\_\_\_\_.

*Include* costs for advertisement in the legal notice section in a newspaper of general circulation in your county, preparation of bidders’ instructions, preparation of specifications (including engineering fees), evaluation and awarding of bids, and legal services.

- c. What are your suggestions for mandate relief? (Check all that apply.)

- Increase the bidding thresholds.
- Annually adjust the thresholds to account for increases in the Consumer Price Index or the Construction Cost Index.
- Authorize electronic advertising.
- Allow the option of separate or combined bids for elements of construction projects as warranted.
- Other \_\_\_\_\_.

**15. Other Mandates That May Be Burdensome to Your County**

- a. Does your county have issues with any other state unfunded or underfunded mandates?

- Yes     No    If *yes*, proceed to question 15.b. If *no*, proceed to question 16.

*Note:* “Mandate,” for the purposes of this survey, is defined as a duty imposed by a law enacted by the Pennsylvania General Assembly that is a direct order or condition of aid which requires that a county establish, expand, or modify its activities or services in such a way as to necessitate expenditures from county revenues.

- b. Please list other mandates that you believe impose a cost burden on your county, if any, which you perceive are based in state law that you would like to see addressed. Include a brief description of the mandate and, if possible, the estimated annual cost in 2010 dollars.

(1)	_____	\$ _____.
(2)	_____	\$ _____.
(3)	_____	\$ _____.
(4)	_____	\$ _____.
(5)	_____	\$ _____.
(6)	_____	\$ _____.

## Survey of State Mandates Placed on Counties

### 16. General Information

a. What is your county's name? \_\_\_\_\_

b. What class of county do you represent?

- 1<sup>st</sup> Class
- 2<sup>nd</sup> Class
- 2<sup>nd</sup> Class A
- 3<sup>rd</sup> Class
- 4<sup>th</sup> Class
- 5<sup>th</sup> Class
- 6<sup>th</sup> Class
- 7<sup>th</sup> Class
- 8<sup>th</sup> Class

c. Does your municipality have a home rule form of government?       Yes     No

*As noted previously, individual survey responses will be reported in an aggregate manner to the extent possible.*

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Please check to make sure that you completed all questions that pertain to your county.

*Thank you for completing the survey!* We will make the results available to you in 2012.

## Survey of State Mandates Placed on Municipalities<sup>1</sup>

Pennsylvania Senate Resolution (SR) 323 directs the Local Government Commission (LGC), a legislative agency of the Pennsylvania General Assembly, to form a task force to estimate the costs of mandates to municipalities and identify ways to provide some relief. Representatives from Pennsylvania League of Cities and Municipalities, the Pennsylvania State Association of Boroughs, the Pennsylvania State Association of Township Commissioners, and the Pennsylvania State Association of Township Supervisors serve on the SR 323 Task Force. A report on the mandate study is due to the Senate of Pennsylvania in 2012.

As part of the mandate study, [municipal association] is conducting this statewide survey in conjunction with the LGC and the other municipal associations. The survey focuses on mandates that the associations identified as most burdensome and that have a basis in state law, since the legislature has the ability to possibly provide some relief from those mandates. All municipalities in Pennsylvania are receiving the survey.

***Please take the time to complete and return the survey! Only with your response can we determine how much state mandates cost your municipality!***

### Instructions

- ✓ The survey form contains questions on 10 mandates. Complete all the questions that apply to your municipality.
- ✓ **Deadline for completion of the survey is Friday, October 14, 2011.**
- ✓ Upon completing this survey, please return it to:

Local Government Commission  
Senate Box 203078  
Harrisburg, PA 17120-3038

- ✓ For questions, contact Phil Klotz of the LGC ([pklotz@palegislature.us](mailto:pklotz@palegislature.us); 717-787-7680).

***Please note that individual survey responses will be reported in an aggregate manner to the extent possible.***

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<sup>1</sup> All cities, boroughs, first class townships, and second class townships received the same survey form, except that the second class townships' survey did not contain the question pertaining to firefighter collective bargaining arbitration because no second class township is known to have a fully paid fire department with a collective bargaining unit.

## Survey of State Mandates Placed on Municipalities

### 1. Mandates on Your Municipality

The mandates listed below are ones that the municipal associations identified as burdensome. Please indicate how much you think each mandate affects your municipality by selecting the appropriate description ranging from “Not Burdensome” to “Very Burdensome,” or “NA” if the mandate does not apply to your municipality.

Mandate	Not Burdensome	Moderately Burdensome	Very Burdensome	Not Applicable
Police and Firefighter Collective Bargaining Arbitration	1	2	3	NA
Police Certification and Training	1	2	3	NA
Prevailing Wage for Public Works Projects	1	2	3	NA
Property Exempt from Real Estate Taxes	1	2	3	NA
Competitive Bidding and Related Advertising Requirements	1	2	3	NA
Right-to-Know Law Compliance	1	2	3	NA
Stormwater and Traffic Control Device Maintenance on State Roads	1	2	3	NA
Bidding Requirements for Public Buildings	1	2	3	NA
Uniform Construction Code Education and Certification	1	2	3	NA
Act 101 of 1988 Recycling Requirements	1	2	3	NA
Advertising or Publication of Legal Notices	1	2	3	NA

### 2. Police and Firefighter Collective Bargaining Arbitration

a. Does your municipality have a police department or a **paid** fire department?

Yes    No

If you answered *yes*, proceed to question b. If you answered *no*, proceed to question 4.

## Survey of State Mandates Placed on Municipalities

- b. Does your municipality have a collective bargaining agreement with its police department or its fire department that involved arbitration?

Yes    No

If you answered *yes*, proceed to question c. If you answered *no*, proceed to question 3.

- c. For 2008, 2009, and 2010, please identify your municipality's total cost for the third party, neutral arbitrator and the arbitration process.

Police: \$ \_\_\_\_\_ Arbitrator fees  
\$ \_\_\_\_\_ Arbitrator food, lodging, and related costs  
\$ \_\_\_\_\_ Municipal staff costs for preparation and negotiation  
(staff hourly rate x hours preparing for arbitration)  
\$ \_\_\_\_\_ Other (please specify): \_\_\_\_\_)

If there is no cost, check one that best applies.

- Municipality *does* have a collective bargaining agreement with its police department, but did not bargain during this period.  
 Municipality *does not* have a collective bargaining agreement with its police department.

Fire: \$ \_\_\_\_\_ Arbitrator fees  
\$ \_\_\_\_\_ Arbitrator food, lodging, and related costs  
\$ \_\_\_\_\_ Municipal staff costs for preparation and negotiation  
(staff hourly rate x hours preparing for arbitration)  
\$ \_\_\_\_\_ Other (please specify): \_\_\_\_\_)

If there is no cost, check one that best applies.

- Municipality *does* have a collective bargaining agreement with its fire department, but did not bargain during this period.  
 Municipality *does not* have a collective bargaining agreement with its fire department.

- d. What are your suggestions for mandate relief? (Check all that apply.)

- Modify process to require mediation before arbitration.  
 Require both parties involved in arbitration to equally share all costs.  
 Require consideration of municipality financial status and local economic conditions in determining arbitration awards.  
 Other \_\_\_\_\_.

## Survey of State Mandates Placed on Municipalities

### 3. Police Certification and Training Requirements

- a. During 2010, what was your municipality's expense for certification and annual in-service training of police? (*Include* tuition, room, board, and travel costs, as well as salary while attending course(s), and certification renewal fees.)

\$\_\_\_\_\_.

None. Municipality did not incur such expenses during 2010.

- b. How many police officers received police academy training and certification in 2010? \_\_\_\_\_

- c. How many received annual in-service training in 2010? \_\_\_\_\_

- d. What are your suggestions for mandate relief? (Check all that apply.)

Restore state funding for reimbursement of officer tuition, living and travel expenses, and salary while attending a municipal police training school.

Reduce training requirements.

Require prospective officers to receive training prior to employment.

Require officers to pay for a portion of costs.

Other \_\_\_\_\_.

### 4. Prevailing Wage for Public Work Projects

- a. During 2007, 2008, or 2009, did your municipality undertake construction, reconstruction, demolition, alteration, and/or repair projects that required the prevailing wage?

Yes    No

If you answered *yes*, proceed to question b. If you answered *no*, proceed to question 5.

- b. During 2007, 2008, and 2009, what possible difference in cost might the prevailing wage have made with projects that your municipality bid out? Please list up to two of your municipality's most expensive projects that were bid out each year. (Possibly obtain the estimated cost *without* the prevailing wage by contacting the contractor who performed the work.)

Year Project Bid	Project	Actual Cost <i>with</i> Prevailing Wage	Estimated Cost <i>without</i> Prevailing Wage	Source of Cost Estimate*
2007				
2008				
2009				

\* Contractor, local records, etc.



**Survey of State Mandates Placed on Municipalities**

c. During 2007, 2008, and 2009, were there any projects that your municipality placed on hold and did not bid out? Please list up to three such projects and one or more reasons why each project was placed on hold and not bid out.

- (1) Too expensive because of increase in cost of materials.
- (2) Too expensive because of prevailing wage.
- (3) Other (please describe).

Project	Reason(s) Why Project Placed on Hold and Not Bid Out or

d. What are your suggestions for mandate relief? (Check all that apply.)

- Raise dollar threshold for public works projects requiring prevailing wage.
- Provide an automatic adjustment of the prevailing wage threshold for inflation.
- Restructure the method by which the Secretary of Labor and Industry determines prevailing wages to better ensure the use of comparable local wages in the area.
- Better define maintenance (exempt from prevailing wage) to include projects like road resurfacing and repair, bridge cleaning, resurfacing and painting, in-kind replacement of guide rails and curbs, and line painting.
- Other \_\_\_\_\_.

**5. Property Exempt from Real Estate Taxes**

a. Does your municipality contain tax-exempt property?

- Yes    No    Not sure

If you answered *yes*, proceed to question b. If you answered *no* or *not sure*, proceed to question 6.

*Tax-exempt property may include, for example, property owned by federal, state, and local governments, universities and colleges, schools, hospitals, public authorities, churches, and certain other nonprofit entities as indicated by your county assessment office. You may need to contact your county assessment office for information.*

b. For 2010, what was the total estimated assessed value of *all* property in your municipality?

\$ \_\_\_\_\_

c. For 2010, what was the total estimated assessed value of *tax-exempt* property in your municipality?

\$ \_\_\_\_\_

## Survey of State Mandates Placed on Municipalities

- d. What was your municipality's general fund tax millage for 2010? \_\_\_\_\_ mills
- e. During 2010, what was your municipality's total cost of providing the services below, if any, for the entire municipality?
- \$ \_\_\_\_\_ Police services  
\$ \_\_\_\_\_ Fire services  
\$ \_\_\_\_\_ Ambulance services
- f. During 2010, what estimated percentage of the total cost of providing police, fire, and ambulance services was attributed to tax-exempt properties, if any?
- \_\_\_\_\_ Percent of total cost for police services  
\_\_\_\_\_ Percent of total cost for fire services  
\_\_\_\_\_ Percent of total cost for ambulance services
- g. What are your suggestions for mandate relief? (Check all that apply.)
- Authorize municipalities to collect a municipal services fee *or* payments in lieu of taxes (PILOTs) from tax-exempt property owners to cover the costs of emergency services.
  - Require the state to provide a PILOT when the assessed values of tax-exempt properties are equal to more than a certain percentage of the municipal tax base.
  - Authorize a gross receipts tax.
  - Authorize a county sales tax and regional revenue sharing.
  - Reduce the types of tax-exempt properties.
  - Other \_\_\_\_\_.

### 6. Competitive Bidding and Related Advertising Requirements

- a. During 2010, did your municipality *bid out* any purchases or contracts of \$10,000 or more?
- Yes     No

If you answered *yes*, proceed to question b. If you answered *no*, proceed to question 7.

- b. During 2010, how much did your municipality spend on the bidding process?
- \$ \_\_\_\_\_ Legal notices  
\$ \_\_\_\_\_ Engineer and/or consultant fees for preparation of specifications and review of bids  
\$ \_\_\_\_\_ Legal fees for solicitor preparation and review  
\$ \_\_\_\_\_ Staff time for preparation of instructions, specifications, and advertisements, and evaluation of bids (hourly rate multiplied by hours spent)

## Survey of State Mandates Placed on Municipalities

c. What are your suggestions for mandate relief? (Check all that apply.)

- Increase the bidding limits.
- Authorize a periodic increase in the bidding limits based on the consumer price index.
- Authorize legal advertising alternatives, such as allowing municipalities to place advertisements in free community newspapers or shoppers, or on a state website.
- Authorize municipalities to use the Internet as a means of legal advertising.
- Other \_\_\_\_\_.

### 7. Right-to-Know Law Compliance

a. During 2010, did your municipality receive any Right-to-Know requests for public records?

- Yes     No

If you answered *yes*, proceed to question b. If you answered *no*, proceed to question 8.

b. During 2010, how much did your municipality spend on the following items to evaluate and respond to Right-to-Know requests for public records?

- \$ \_\_\_\_\_ Staff time (hourly rate multiplied by hours spent)  
\$ \_\_\_\_\_ Legal fees for solicitor review and preparation of responses  
\$ \_\_\_\_\_ Court costs for appeals of denied records

c. During 2010, did your municipality receive any Right-to-Know requests for public records from a business that you believe will use the information for profit purposes, such as to solicit business?

- Yes     No     Do not know

d. What are your suggestions for mandate relief? (Check all that apply.)

- Extend the required response time for requests.
- Authorize municipalities to charge for staff time and legal review fees when fulfilling requests.
- Authorize municipalities to charge fees for search, review, and duplication costs when responding to commercial requests.
- Authorize municipalities to charge expanded fees and take extended time when responding to excessively large requests.
- Deter or preclude frivolous requests.
- Other \_\_\_\_\_.

## Survey of State Mandates Placed on Municipalities

### 8. Maintenance Requirements on State Roads

a. Does your municipality have a **state** road within its boundaries?

- Yes    No

If you answered *yes*, proceed to question b. If you answered *no*, proceed to question 9.

b. During 2010, what did your municipality spend to maintain **stormwater** facilities on **state** roads? (*Do NOT include* any expenses for **municipal** roads. Do **NOT** include any expenses on state roads for which the municipality has entered into an Agility Agreement with the state.)

- \$ \_\_\_\_\_ Maintain stormwater facilities  
\$ \_\_\_\_\_ Upgrade stormwater facilities  
\$ \_\_\_\_\_ Engineering expense  
\$ \_\_\_\_\_ Staff time for permit review (hourly rate multiplied by hours spent)  
\$ \_\_\_\_\_ Legal expense

If there is no cost, check one that best applies.

- Municipality did not incur such costs during 2010.  
 Do not know.

c. During 2010, what did your municipality spend to maintain the following on **state** roads? (*Do NOT include* any expenses for **municipal** roads. Do **NOT** include any expenses on state roads for which the municipality has entered into an Agility Agreement with the state.)

- \$ \_\_\_\_\_ Crosswalk pavement markings  
\$ \_\_\_\_\_ Traffic signal signs and markings  
\$ \_\_\_\_\_ Operation of traffic signals  
\$ \_\_\_\_\_ Maintenance of traffic signals  
\$ \_\_\_\_\_ Installation of traffic signals  
\$ \_\_\_\_\_ Traffic control signs (including upgrades to comply with federal requirements for retroreflectivity)  
\$ \_\_\_\_\_ Other (please specify): \_\_\_\_\_)

None. Municipality did not incur such costs during 2010.

d. What are your suggestions for mandate relief? (Check all that apply.)

- Redesignate state and local responsibilities for the installation and maintenance of traffic-control devices on state roads and rights-of-way.  
 Authorize municipalities to levy a special tax for stormwater facility maintenance.  
 Require state to assume responsibility for all facilities on state roads and rights-of-way.  
 Require state to partially reimburse municipalities for costs to maintain facilities on state roads and rights-of-way.  
 Other \_\_\_\_\_.

## Survey of State Mandates Placed on Municipalities

### 9. Bidding Requirements for Public Buildings

- a. During 2008 through 2010, did your municipality spend more than \$10,000 to construct a new building or alter an existing building that involved separate bids for plumbing, heating, ventilating, and electrical work?

Yes    No

If you answered *yes*, proceed to question b. If you answered *no*, proceed to question 10.

- b. During 2008 through 2010, how much did your municipality spend to comply with the requirement that separate specifications be written and bids be issued for plumbing, heating, ventilating, and electrical work when constructing or altering a public building?

\$ \_\_\_\_\_ Staff time preparing bids and specifications and monitoring contractors  
(hourly rate multiplied by hours spent)

\$ \_\_\_\_\_ Engineering fees for preparation of additional specifications and review  
of additional bids

\$ \_\_\_\_\_ Legal advertisement expense

\$ \_\_\_\_\_ Additional inspection costs

- c. What are your suggestions for mandate relief? (Check all that apply.)

Increase the dollar threshold for compliance with Separations Act requirements.

Eliminate the Separations Act requirements to the extent that they may preclude design-build projects.

Permit municipalities to opt out of multiple prime project delivery systems.

Authorize a modified single prime system that would require prime contract bidders to list their major subcontractors in their bid.

Other \_\_\_\_\_.

### 10. Uniform Construction Code Triennial Education and Certification Requirements

- a. Does your municipality employ its own building code official for the administration and enforcement of the Uniform Construction Code?

Yes    No

If you answered *yes*, proceed to question b. If you answered *no*, proceed to question 11.

- b. During 2010, how much did your municipality spend on required continuing education courses for your building code official? (*Include* tuition, mileage, lodging, and wages while attending continuing education, as well as certification renewal fees.)

\$ \_\_\_\_\_

## Survey of State Mandates Placed on Municipalities

c. How many certifications does your building code official have? (Check all that apply.)

✓	No.	Certification Category	✓	No.	Certification Category
	10	Residential Building Inspector		22	Energy Inspector
	11	Residential Electrical Inspector		23	Accessibility Insp./Plans Exam.
	12	Residential Mechanical Insp.		24	Building Plans Examiner
	13	Residential Plumbing Inspector		25	Electrical Plans Examiner
	14	Residential Energy Inspector		26	Mechanical Plans Examiner
	15	Building Inspector		27	Plumbing Plans Examiner
	18	Fire Inspector		28	Energy Plans Examiner
	19	Electrical Inspector		29	Building Code Official
	20	Mechanical Inspector		30	Elevator Inspector
	21	Plumbing Inspector		31	Passenger Ropeway Inspector

d. What are your suggestions for mandate relief?

- Reduce the number of continuing education hours required for building code officials.  
 Other \_\_\_\_\_.

### 11. Act 101 of 1988 Recycling Requirements

a. Is your municipality a mandated recycling community under Act 101?

- Yes    No

If you answered *yes*, proceed to question b. If you answered *no*, proceed to question 12.

b. For 2010, what was the total *unreimbursed* expense for complying with the mandatory Act 101 requirements for recycling? (*Do NOT include* expenses that are reimbursed through state performance grants, recycling fees, solid waste/recycling fees, or county recycling grants.)

\$ \_\_\_\_\_

c. What are your suggestions for mandate relief? (Check all that apply.)

- Increase the recycling fee of \$2 per ton for solid waste processed at resource recovery facilities or disposed of at municipal waste landfills.  
 Reduce mandatory recycling requirements.  
 Require state reimbursement for recycling costs.  
 Other \_\_\_\_\_.

## Survey of State Mandates Placed on Municipalities

### 12. Other Mandates That May Be Burdensome to Your Municipality

a. Does your municipality have issues with any other state unfunded or underfunded mandates?

Yes    No

If you answered *yes*, proceed to question b. If you answered *no*, proceed to question 13.

*Note:* "Mandate," for the purposes of this survey, is defined as a duty imposed by a law enacted by the Pennsylvania General Assembly that is a direct order or condition of aid which requires that a municipality establish, expand, or modify its activities or services in such a way as to necessitate expenditures from municipal revenues.

b. Please list other mandates that you believe impose a cost burden on your municipality, if any, which you perceive are based in state law that you would like to see addressed. Include a brief description of the mandate and, if possible, the estimated annual cost in 2010 dollars.

(1) _____	\$ _____
(2) _____	\$ _____
(3) _____	\$ _____
(4) _____	\$ _____
(5) _____	\$ _____
(6) _____	\$ _____

### 13. General Information

a. What is your municipality's name? \_\_\_\_\_

b. In what county is your municipality located? \_\_\_\_\_

*Note:* If your municipality is located in more than one county, indicate the county in which it is primarily located.

c. Does your municipality have a home rule form of government?    Yes    No

*As stated previously, individual survey responses will be reported in an aggregate manner to the extent possible.*

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Please check to make sure that you completed all questions that pertain to your municipality.

***Thank you for completing the survey!*** We will make results available in 2012.