

For ALOM use only

Application Received *Date:* _____ Program Requirement Review *Date:* _____



2019 BANNER COMMUNITY PROGRAM APPLICATION

Contact Information

Please list the name, email and phone number of your Banner Community Application contact person.

Municipality: _____ Email: _____

Contact Name: _____ Phone: _____

SECTION I – INTERGOVERNMENTAL COOPERATION

Be an active member in good standing – ALOM, County Association and Council of Governments:

Part A

Appoints a Delegate to serve as liaison to County Association (ALOM, Association of Township Officials, Boroughs Association, Allegheny County/Western Pennsylvania Association of Township Commissioners, etc.)

Delegate Name: _____

Name of Association: _____

Part B

Appoints a Delegate to serve as representative to - and regularly attend meetings of - the affiliated Council of Governments:

Delegate Name: _____

Name of COG: _____

Participate in Joint Purchasing Program *Yes* _____ ; *Name Program:* _____

Participate in a shared service/initiative *Yes* _____ ; *Name Service:* _____

SECTION II – PROFESSIONAL DEVELOPMENT

PART A

Send **at least one** representative to the ALOM Annual Spring Conference:

Attended 2018 Spring Conference *Attendee Name:* _____ and/or
Commitment to attend 2019 Spring Conference *Yes* ____ *Attendee Name:* _____

PART B

Participate in **two or more** of the following professional development opportunities:

Graduated from the Local Government Academy Newly Elected Officials Course, or participated in another training offered via the Local Government Academy Course Catalog:
Attendee Name: _____ *Program Description:* _____ *Date:* _____

Attend the Allegheny County and Western Pennsylvania Association of Township Commissioners Fall Conference. *Attendee Name:* _____

Attend a municipal educational conference or training event sponsored by a Pennsylvania State Municipal Association:
Attendee Name: _____ *Name of Association:* _____
Program Description: _____ *Date:* _____

Attend a educational training focused on local government and sponsored by a Pennsylvania State Agency (DCED, PennDOT, DEP, etc.)
Attendee Name: _____ *Name of Department:* _____
Program Description: _____ *Date:* _____

Participate in another municipal training program sponsored by another local government organization or related entity:
Attendee Name: _____ *Name of Organization:* _____
Program Description: _____ *Date:* _____

SECTION III – PENSION, FINANCE AND EMPLOYEE BENEFITS

PART A - Pension and Employee Benefits

Implements a sustainable employee benefits program by completing **at least 3 requirements** from the category below.

Municipality Maintains an Employee Pension Funding Ratio of 80% or more:
Non-Uniform ____% and/or Uniform ____%

Municipality makes 100% of any actuarially recommended plan contribution. *Yes* ____

Municipality participates in ALOM 2018 Compensation and Benefits Survey: *Yes* ____

Municipality conducts fiduciary due diligence by meeting at least annually with retirement plan advisors to assess fees, risk, plan design and regulatory compliance. *Yes* ____

Allegheny League of Municipalities – 2018 Banner Community Program

PART B – Municipal Finance

Implements prudent financial management by completing at least 3 requirements from the category below:

Municipal staff reconciles bank statements on a monthly basis and provides corresponding reports to the governing elected officials. Board ensures discrepancies are addressed in a timely manner *Yes* _____

Municipality develops a capital improvement plan to strategically plan for future needs.
Yes _____ *Plan Adoption Date* _____

Municipality undergoes an annual audit completed by independent CPA Firm
Yes _____ *Completion Date of Last Audit* _____

Municipality develops and maintains a fund balance policy *Yes* _____

SECTION IV. COMPREHENSIVE PLANNING

Implements sustainable governing practices by completing at least 3 requirements from the category below:

Earned certification or pledged to become certified via Sustainable Pennsylvania Community Certification *Yes* _____

Maintain an updated Comprehensive Plan pursuant to the Pennsylvania Municipalities Planning Code: *Yes* _____ *Plan Adoption Date* _____

Partner with Allegheny County (or municipality Home County) to engage in joint programming (*examples include, but are not limited to; Allegheny Places, Main Street Program, Recycling/ Yard Waste, Vacant Property, Open Streets, Live Well Allegheny, Multi-Municipal Planning*)
Yes _____ *Name of Program* _____

Municipality adopts a storm water management ordinance in compliance with Act 167
Yes _____ *Plan Adoption Date* _____

SECTION V – EMERGENCY PREPAREDNESS

Completes essential requirements to ensure the Health, Safety and Welfare of the community.

Drafts and maintains an Emergency Operations Manual outlining procedures for responding to a disaster. Manual must be regularly updated and submitted to county Emergency Management Agency. *Yes* _____

Municipality has appointed an Emergency Management Coordinator who has completed training and education courses as required. *Yes* _____

Municipality is compliant with Federal NIMS Guidelines, ensuring all required training has been administered to appropriate personnel. *Yes* _____

SECTION VI – COMMUNICATIONS AND COMMUNITY OUTREACH

Engages community stakeholders by conducting an effective and sustained communications program

PART A

Create and distribute a Municipal Newsletter, Annual Report or special purpose publication either in print or online: *Yes* _____ (*Attach newsletter and/ or provide web links*)

PART B

Work with school district stakeholders to accomplish one of more of the following:

Establishes a joint program or initiative:
(Eagle Scout Project, Junior Council, Dare Program, Joint Planning, etc.)

Program Name: _____
Participant Name(s): _____ (Municipality)
Participant Name(s): _____ (School)
Name of School: _____

Participates in a School Class Discussion/Career Day about local government:
Participant Name: _____ *Program Description:* _____ *Date:* _____

PART C

Highlights the good work being done at the local level by completing two or more of the following:

Hosts a Community Day Celebration/Festival for residents
Yes _____ ; *Date* _____

Pass a Proclamation/Resolution in support of Local Government Week
Yes _____ ; *Date* _____ *Attach Resolution*
** Local Government Week is usually held in Pennsylvania during the 2nd week of April*

Letter to the Editor or Communication to residents that promotes local government
Yes _____ ; *Attach/Describe* _____

Serves as representative to a Civic Group on behalf of municipality and/or attends a civic group meeting to educate attendees on local government operations, news or achievements.
Yes _____ ; *Name of Civic Group* _____

Applications can be turned in via the ALOM Office Address given below or digitally via the Email given below