

## **2017 Municipality Report of Elected and Appointed Officials Form [DCED-CLGS-19] Tip Sheet**

### **IMPORTANT POINTS TO REMEMBER WHEN SUBMITTING YOUR ONLINE MUNICIPALITY REPORT OF ELECTED AND APPOINTED OFFICIALS:**

- Beginning November 15, you may access the Municipal Statistics login page directly, by typing the following address in your web browser: [munstats.pa.gov/forms/](http://munstats.pa.gov/forms/)
- Once you are logged in, access to the *2017 Municipality Report of Elected and Appointed Officials* form is obtained by clicking the link on your “Start Page” under “Your Pending Tasks”, titled 2017 Elected and Appointed Officials. Please note that links for this form will not be available on user “Start Pages” until *after* January 1, 2017.
- You must check the certification box at the final review step and then click the confirm button to submit your online *Municipality Report of Elected and Appointed Officials* form to DCED. Simply clicking “save and exit” will not complete your submission.
- This form is due January 31 of each year. State Liquid Fuels payments will not be released by PennDOT until this form is received by the Department of Community and Economic Development (DCED).

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### **E-FILING INSTRUCTIONS**

#### **Registered E-filers**

If you have already registered to e-file with DCED, please go to [munstats.pa.gov/forms/](http://munstats.pa.gov/forms/) and enter your existing username and password, and click “Log In.”

#### **New E-filers**

If you have a PA Powerport username and password from other online state systems, you will use it for DCED filing by following the instructions in the next section. If you do not have a PA Powerport username, you may register online by going to [munstats.pa.gov/forms/](http://munstats.pa.gov/forms/) and clicking “Register” in the lower left corner of the login page and completing a brief registration form. Upon completion of the online registration process, please print the authorization form and have it signed by the appropriate municipal official. For your convenience and a quick approval, you may fax the completed authorization form to us at 717-783-1402. If you decide to fax the form and your seal is raised, please be sure to rub a pencil over the seal, make a copy of the original, then fax the copy to us. This will ensure that the seal will be visible on our copy. Once DCED receives your faxed authorization form, your e-filing privileges will be activated.

#### **An existing PA Powerport user with username and password**

If you have a PA Powerport username and password, but have not registered with Municipal Statistics, you may register online by going to [munstats.pa.gov/forms/](http://munstats.pa.gov/forms/) and clicking “Log In” in the lower right corner of the login page after entering your PA Powerport username and password. You will automatically be directed to the registration page. Please follow the directions for “New E-filers” outlined above.

**Please Note** - In order to function correctly, the Municipal Statistics website requires the following:

- Microsoft Internet Explorer 9 or later (also compatible with Google Chrome web browser)
- You may e-file from any computer with Internet Explorer.

## INSTRUCTIONS FOR FORM

**\*\*NOTE: E-mail Addresses**—DCED uses e-mail as a communication tool; please verify the accuracy of e-mail addresses for all officials and provide a valid e-mail address for those officials that currently do not have one listed on the Report of Elected and Appointed Officials Form so that important communications are received.

1. **Enter name and address.** The information is used for various mailings. Please use the following format when entering online:

Name:	John Doe
Address 1:	1 Main Street
Address 3:	P.O. Box 001
City	Town
Zip-Code	00000-0000
Email:	<a href="mailto:jdoe@municipality.gov">jdoe@municipality.gov</a>
2. **Position.** The form lists all possible positions that a municipality can have. For those positions that are blank, please indicate whether the position is *vacant* or *not applicable*. If your municipality has more than one official for a particular position, please choose a primary official.
3. **Real Estate Tax Collector Information.** All municipalities must designate a real estate tax collector in *position 20*, even if the person designated to collect taxes uses a title other than *Tax Collector*. The updated system will always show this position as “Occupied”. If, due to extenuating circumstances, there is no person designated to collect real estate taxes for your municipality, you must type “VACANT” in the name field for *position 20* and include the municipal address and phone number. It is important that you provide an e-mail address for *position 20* as the DCED will be using e-mail to notify real estate tax collectors of important legislation that may impact this position.
4. **Open Records Officer.** All municipalities must designate an Agency Open Records Officer in *Position 80 – Open Records Officer*. If, due to extenuating circumstances, there is no person designated as the Agency Open Records Officer for your county, you must type “VACANT” in the name field for Position 80 and include the municipal address and phone number. If your municipality has an Agency Open Records Officer position, please fill in the appropriate contact information in Position 80.
5. **Year Term Ends** needs to end in an **even year** as the newly elected officials take office in January after the November election.
6. **Municipality Payroll.** As a general rule, if a W-2 is prepared for an employee, include them in the count. Contracted workers are generally issued 1099s. These individuals (CPA’s, etc.) would not be counted as municipal employees.
7. **Police Service**
  - a. *Contracted from another municipality* requires the addition of the name of the municipality
  - b. *Regional Police Force* requires the name of the Regional Police Force and the names of the municipalities involved.
8. **Fire Service**
  - a. Enter the number of companies within the municipality.
  - b. Enter the type of fire services.
  - c. Indicate whether the Fire Marshal/Chief is paid.
9. **Land Use and Planning**
  - a. *A multi-municipal plan* requires the participating municipalities to be entered.
  - b. *A joint/multi-municipal zoning ordinance* requires the participating municipalities to be entered.
10. **New Positions**

DCED is currently working to add two new positions to the *Officials List* at the request of the Department of Conservation and Natural Resources. The two new positions will be: *Position 81 – City Forester/Arborist* and *Position 82 – Shade Tree Commission Chairman*. These positions will need to be marked as *vacant*, *not applicable* or *occupied* when they appear in the *Officials List*. We are hoping to make these two new positions a part of the 2017 *Municipality Report of Elected and Appointed Officials* form. However, if programming cannot be completed in time for the 2017 forms release, these positions will appear in the 2018 *Municipality Report of Elected and Appointed Officials* form.

**Call with Questions** – Please feel free to call the Governor’s Center for Local Government Services toll-free at 888-223-6837 if you have any questions when completing the *Municipality Report of Elected and Appointed Officials* form.