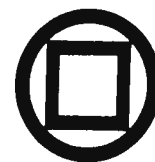


Municipal Urban Year Data Book Service

International
City
Management
Association



CODE SHEET

**SECOND
REQUEST**
If you have already returned this questionnaire,
please disregard this request. Thank you.

FORM OF GOVERNMENT—1981

Dear City Clerk:

The International City Management Association (ICMA) is currently updating its files of information on the characteristics of local governments throughout the country. I am writing to ask that you help us in assuring the success of this project by supplying the data needed for your government. Your cooperation will enable us to develop a data base on the current structure of local government, election procedures, and characteristics of mayors and council members, including terms and salaries.

The results of similar surveys, conducted in 1971, 1974, and 1977, were widely distributed to local officials, federal and state governments, public interest groups, and others interested in municipal management. This year's survey will contribute to our efforts to develop a time series study of local government structure and organization. The data will be published in the Urban Data Service Reports and the Municipal Year Book. All respondents will receive a synopsis of the survey results.

Will you please, therefore, complete the enclosed questionnaire and return it to ICMA at your earliest convenience? An addressed envelope, which requires no postage, is enclosed. If you have any questions concerning the form, you may call Ross Hoff at (202) 828-3645.

Your assistance will be greatly appreciated.

Sincerely,

Mark E. Keane
Executive Director

FORM OF GOVERNMENT—1981

Q1 1. Please indicate which of the following best describes your current legal form of government, as defined by your charter or ordinance. (Please read the definitions first and check only one form.)

- 1. An elected council or board (e.g., Council Members, Aldermen, Commissioners, Freeholders, Selectmen, etc.) serves as the legislative body; a separately elected head of government (e.g., mayor, president, chairman, etc.) has powers which may range from ceremonial duties to full-scale authority for the daily operation of the government—popularly known as the mayor-council form
2. A legislative council or body (e.g., Council Members, Aldermen, Commissioners, Freeholders, Selectmen, etc.) is responsible for making policy; the mayor is a member of council and is recognized as the community's political leader; the administration of the municipality is the responsibility of a chief administrator or manager appointed by the council—popularly known as the council-manager form
3. A board of elected commissioners serves as the legislative body; individually, each commissioner heads one or more administrative department—popularly known as the commission form
4. Qualified voters convene at an annual (or more if necessary) meeting to make basic policy and choose a board of selectmen; the selectmen and elected officers carry out the policies established by the community—popularly known as the town meeting form
5. The voters select a large number of citizens to represent them at the town meeting; all citizens may attend meetings and participate in debates, but only representatives may vote—popularly known as the representative town meeting form

Q2 2. Has your municipality established the position of council-appointed manager/administrative officer? (Check "YES" even if the position is currently vacant) YES [X] / NO []

Q2-YES If "YES," by which of the following methods was this position established? (Check only one)

- 1. Charter 2. Ordinance 3. Other (Specify) _____

3. Does your municipality have provision for:

- 3-a Recall (a special vote of the people to remove an elected official from office prior to the expiration of his/her term) YES [X] / NO []
3-b Initiative (the process permitting citizens to put proposed charter changes or ordinances on the ballot independent of an action of the legislative body) YES [X] / NO []
3-c Referendum (the process whereby council-proposed charter changes or ordinances are placed on the ballot) YES [X] / NO []

Q4 4. Has your municipality changed its form of government since January 1, 1970? YES [X] / NO []

4-a If "YES," A. Has the form changed more than one time? YES [X] / NO []

4-b B. In what year did the most recent change occur? 19 _____

4-c C. What was your form of government prior to the most recent change? (Check only one)

- 1. Mayor-council 2. Council-manager 3. Commission 4. Town meeting 5. Representative town meeting

D. What do you believe were the major reasons for this change? (Check all applicable)

- 4d-a a. Change in state law 4d-b b. Local charter change 4d-c c. Citizen initiative 4d-d d. Other (Specify) _____

4-no If "NO," have there been any initiatives or referenda (if these provisions are applicable in your community) to change your current form of government to another form of government? YES [X] / NO []

Q5 5. Does political party affiliation of candidates appear on the ballot in a general election? YES [X] / NO []

5-yes If "YES," which type(s) of political parties may appear on the ballot? (Check only one)

- (24) 1. National political parties 2. Local political parties (no national party affiliation) 3. Both national and local political parties

MAYOR (Chairman, President, etc.)

6. How is your mayor selected? (Check only one) **Q6**

- 1. Voters elect mayor directly
- 2. Council selects mayor from among its members
- 3. Council member receiving most votes in general election becomes mayor
- 4. Council members serve in rotation as mayor
- 5. Other (Specify) _____

7. What is the term of office for the position of mayor? (If the mayor is a member of the council, specify term for position of mayor, not council member) **Q7** _____ years

8. Is there a limitation on the number of consecutive terms that a mayor may serve? **Q8** YES / NO 2
If "YES," what is the maximum number of consecutive terms? **8**-yes

9. How many years has your present mayor been in office? **Q9** _____ years

10. When does the mayor have the right to vote in council meetings? (Check only one) **Q10**

- 1. On all issues
- 2. Only in a tie
- 3. Never votes
- 4. Other (Specify) _____

11. Does the mayor have the authority to veto any council-passed measures? **Q11** YES / NO 2

If "YES," in what cases may the mayor exercise veto power? (Check all applicable)

- 11-a** a. Over all actions
- 11-b** b. Over ordinances
- 11-c** c. Over specific sections of ordinances
- 11-d** d. Over appropriations
- e. Over specific sections of appropriations
- f. Over resolutions
- g. Other (Specify) _____

12. According to your charter or ordinance, is the position of mayor full-time or part-time? **Q12**

- 1. Full-time
- 2. Part-time

13. Is the mayor paid for his/her services? **Q13** YES / NO 2

If "YES," A. How is the mayor paid? (Check only one)

- 13a** 1. Annual salary
- 2. Per meeting fee
- 3. Both annual salary and per meeting fee

B. What is the total annual compensation received by your mayor through wages, meeting fees, and services as a council member if applicable? \$ **13b**-yes

If "NO," is payment to the mayor prohibited by law? **13**-no YES / NO 2

COUNCIL OR BOARD (Selectmen, Freeholders, Trustees, etc.)

Q14 14. Is the mayor a member of the council (e.g., the mayor may vote with the council on some or all issues, chairs the council, etc.) YES / NO 2

IF YOUR MAYOR IS A MEMBER OF THE COUNCIL, PLEASE INCLUDE HIM/HER IN YOUR ANSWERS TO THE FOLLOWING QUESTIONS ON THE COUNCIL.

15. How many members are there on the council? (Include the mayor if he/she is a member) **Q15** _____

16. What kind of electoral system does your municipality have? (Check only one) **Q16**

- ⁽⁵³⁾ 1. At large elections
- 2. Elections by ward or district
- 3. Combination—some council members are elected at large, some by ward or district

17. Has your municipality changed its electoral system since January 1, 1970? Q17 YES NO 2
 If "YES," A. Has it changed more than one time? Q17a - yes YES NO 2
 B. In what year did the most recent change occur? Q17b - yes 19 _____
 C. What system did you use previously? (Check only one) Q17c - yes
 1. At large elections
 2. Elections by ward or district
 3. Combination—some at large and some by ward or district

18. If you have a combination system, has the mix of the number of council members elected at large and the number elected by ward or district changed since January 1, 1970? Q18 YES NO 2

19. Indicate the number of council members selected by each of the following methods. (Should total the same as the number of council members given in Question 15.)
- a. Nominated at large and elected at large Q19-a
 b. Nominated by ward or district and elected at large Q19-b
 c. Nominated by ward or district and elected by ward or district Q19-c
 Must candidates reside in the ward or district in which they are running? Q19-c1 YES NO 2
 d. Other (Specify) Q19-d

20. Please indicate the length of term of council members. (If the mayor is a member of council, specify the term for the position as council member, not mayor).
- a. Length of term for council members elected at large Q20-a years
 b. Length of term for council members elected by district or ward Q20-b years

21. Do terms of council members overlap (i.e., not all members are elected in the same election)? Q21 YES NO 2

22. How is a vacancy for a council member's seat filled if vacated during a term? (Check only one) Q22
1. Special election 3. Appointed by council 5. Position not filled until next election
 2. Appointed by mayor 4. Appointed by council and mayor 6. Other (Explain) _____ [1]

23. How many of your present council members were initially appointed to office? Q23

24. According to your charter or ordinance are your council members (excluding mayor) full-time or part-time officials? (Check only one) Q24
1. All members are full-time 3. Some members are full-time, some are part-time
 2. All members are part-time

25. Are any council members (excluding mayor) paid for their services? Q25 YES NO 2
- If "YES," A. How are they paid? (Check all applicable)
- a. Annual salary
 What is the annual salary? \$ Q25a - yes
 b. Per meeting fee
 What is the fee per regular council meeting? \$ Q25b - yes
 What is the fee per special meeting? \$ Q25b - y2
- B. What is the average annual compensation (including salary and meeting fees) received by a council member (if not all council members receive the same amount, please give the average; exclude payment for extraordinary services such as being presiding officer)? \$ Q25b
- If "NO," is payment of council members prohibited by law? Q25 - no YES NO 2

26. How many of your present council members fall into the following age categories? (Specify number)
- 26-3 a. Under 22 _____ c. 30-39 _____ e. 50-59
26-6 b. 22-29 _____ d. 40-49 (42-43) _____ f. 60 and over

27. Please specify the number of present city council members that have achieved the following levels of education.
- 27-3 a. Under high school graduate _____ e. Bachelor's degree _____ i. Law degree
27-b b. High school graduate _____ f. Master's degree _____ j. Other (Specify) _____
27-c c. Post high school technical _____ g. Doctor's degree _____
27-d d. 1 to 3 years of college _____ h. Medical degree
28. How many members of the council are: (Specify number)
- 28-3 a. White _____ c. Hispanic _____ e. American Indian
28-b b. Black _____ d. Asian American _____ f. Other
29. How many members of your council are female? Q29 2
30. How many of your present council members have served: (Specify number)
- 30-3 a. One term _____ c. Three terms _____ e. More than four terms
30-b b. Two terms _____ d. Four terms
31. A. How many of your present council members were elected in the last general election? Q31-a
 B. How many incumbents ran for reelection in that election? Q31-b
 C. How many incumbents were successful? Q31-c
32. How many council members are in each of the occupational categories listed below? (Count members only once —if any member has more than one occupation, include him/her in the category that is most applicable.)
- 32-3 a. Lawyers _____ f. Homemakers
32-b b. Other professions (medicine, engineering, etc.) _____ g. Teachers and other educational personnel
32-c c. Business executives or managers _____ h. Clergy
32-d d. Business or industry employees _____ i. Retired persons
32-e e. Farmers or ranchers _____ j. Other
33. Is the council provided a staff of either professional or clerical personnel? Q33 YES / NO 2
- If "YES," indicate the number of:
- | | | |
|-------------------------------|--------------|--------------|
| | Professional | Clerical |
| a. Full-time paid staff | <u>33a-1</u> | <u>33a-2</u> |
| b. Part-time paid staff | <u>33b-1</u> | <u>33b-2</u> |
34. Is there a staff director position for the council? Q34 YES / NO 2
- If "YES,"
- A. Who appoints the staff director? (Check only one) Q34-a
- | | | |
|--|--|---|
| <input type="checkbox"/> 1. Entire council | <input type="checkbox"/> 4. Civil Service Commission | <input type="checkbox"/> 7. Other (Specify) _____ |
| <input type="checkbox"/> 2. Council president or chairman (if not mayor) | <input type="checkbox"/> 5. Manager or CAO | |
| <input type="checkbox"/> 3. Council and mayor | <input type="checkbox"/> 6. Mayor | |
- B. What is the annual salary for the staff director? \$ Q34-b
- If "NO," Does someone else provide this service to the council? Q34-no YES / NO 2
35. For your last complete fiscal year, how much money was spent specifically for council operations (e.g., council member and staff salaries, meeting fees, travel, office supplies, etc.)? (If NONE, indicate zero [0]) \$ Q35 3
[64-69]

THANK YOU FOR YOUR ASSISTANCE

Name _____ Title _____ Telephone _____