

Municipal Form of Government 2018

May 2018

Dear Municipal Clerk:

Your assistance is needed in updated an important national database on local government. The International City/County Management Association (ICMA) is conducting a new version of its Municipal Form of Government Survey, which has been distributed for more than 40 years. This survey gathers the most comprehensive information available on form of government, election systems, provisions for referendum/recall, and term limits. A summary report of aggregated survey results will be published in various ICMA publications and on the ICMA website. Please ensure the success of this survey by completing it by **June 15, 2018**.

For fastest completion, we encourage you to complete the survey online at www.icma.org/fog2018survey. If you prefer to complete this hard copy, a postage-paid envelope is included for your convenience.

Your participation is greatly appreciated. Please contact surveyresearch@icma.org with any questions.

Thank you in advance for your time.

Marc A. Ott

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Executive Director, ICMA

Definitions for the survey that follows:

The term *municipality* refers to cities, towns, townships, villages, and boroughs.

The term council refers to an elected body whose members may be called council members, aldermen, selectmen, freeholders, trustees, commissioners, or a similar title.

The chief appointed official (CAO) of the local government is often referred to as city manager, chief executive officer, city administrator, chief administrative officer, town administrator, village manager, or a similar title.

The chief elected official (CEO) of the local government may have the title of mayor, president, board chair, etc.

1 a. 1 go	Mayor-Council. Elected council or board serves as the legislative ly vernment, with significant administrative authority, and generally e Council-Manager. Elected council or board and chief elected official council.	oody. The chi lected separat	ef elected of ely from th	official (e.g., m e council.	ayor) is the	head of
ch	ief appointed official (e.g., administrator/manager). A professional asponsibility for the day-to-day operations of the government.					
3 🔲 c. (Commission. Members of a board of elected commissioners serve a ting as the legislative body of the government.	s heads of sp	ecific depar	rtments while a	ilso collectiv	ely
4 🔲 d. ' ch	Town Meeting. Qualified voters convene and act as a legislative becoses a board. These elected officials may carry out the policies estanagement of the municipality to an appointed manager/administrate	ablished by to				
	Representative Town Meeting. Similar to town meeting except th eeting. All residents may attend and participate in debate, but only t				em at the to	wn
1	s your municipality's <i>structure or form of government</i> established? a. Charter b. State law c. Ordinance f. By-law d. Resolution f. Special	•		7 g. Other (Please spec	ify):
referre manag A. If to 1 2 3 4	□ b. State law 7 □ g □ c. Ordinance 8 □ l	ef administra action establices the hiring. Elected coug. Referendur Town meet	tive officer, ashed the po (Check of ncil/board on ing	town administosition? (This q	rator, villag uestion refe	e
1 2	your municipality has the position of chief appointed official, who as a . Appointed by chief elected official alone b. Appointed by council alone c. Appointed by combination of chief elected official & council/board by council/board council/board	ated by chief ated by coun	elected off cil/board; <u>a</u>	icial; <u>approved</u> pproved by chi	by council/	
A. If 1	your municipality have residency requirements for any of your employes, which employees have residency requirements? (Check all app a. All municipal employees	<i>licable.)</i> loyees	1	les 2 □ 2.	No	_
"devel	as the independent authority to develop and make recommendations for means that the person has responsibility for content of the budge a. Chief elected official b. Chief appointed official c. Combination of chief elected official and chief appointed official	get.) (Check o 4 5	only one.) d. Chie	d to the counci	icer	!
6. Are yo appoin	our department heads: $1 \square$ a. Only elected $2 \square$ b. Only appointed	ed 3 \square c. Co	ombination	; some are elec	ted, some ar	e
7. Please	indicate how the following positions in your jurisdiction are selected	d. (Check on			.)	
		D.1'		sition	1 67	
		pc Police Chief	fc Fire Chief	at City Attorney	cl City Clerk	
	a. Elected	1	1 🗆	1 🗆	1	
-	b. Appointed by the Chief Elected Official (CEO)	2	2	2 🗍	2 🗆	
-	c. Appointed by the Chief Appointed Official (CAO)	3	3 🗆	3 🗍	3	
-	d. Appointed by the Council	4 🗍	4 🗆	4 🗆	4 🗆	
	e. Appointed by a combination of CAO & CEO	5 🗍	5 🗆	5 🗍	5 🗆	
	f. Appointed by a combination of CAO & Council	6	6	6	6	
	g. Appointed by the CAO with Council's advice & consent	7 🗌	7 🗌	7 🗌	7 🗌	
	h. Appointed by a combination of CAO & CEO & Council	8	8 🗆	8 🗍	8 🗌	
	i. Appointed by the CEO with Council's approval	9	9	9 🗍	9	
	j. Other	10	10	10	10	
L						

	lity have a provision for Initiative? 1 1. Yes 2 1 2. idents to place charter, ordinance, or home rule changes on the tion		ollecting a re	equired numi	ber of
A. If yes, which o 1 a. Indirect process i 2 b. Direct must be 3 c. Non-bi	f the following initiative processes does your municipality provet: Requires that <i>before</i> any charter, ordinance, or home rule charge placed on the ballot for vote, the council must consider it. Vota Requires that any charter, ordinance, or home rule change proplaced directly on the ballot for a vote. Vote results are binding inding initiative: Allows residents to place on the ballot a questies non-binding on the local government.	ange propose te results are posed by res on the local	ed by resider binding on idents through government	nts through a the local gov gh a petition t.	vernment. process
Legislative Reference binding or non-bind A. If yes, what type 1 a. Local b. Prope	pe of items must the council place on the ballot for voter appro- l bond measures $1 \square d$.	oter approva	ıl or rejectio ull applicabl me rule cha	e.) nges	ts may be
Popular Referendi	pality have a provision for Popular Referendum? 1 1 1. Yourn allows <u>residents</u> to collect signatures on a petition to place as been adopted by the local government <u>before the change</u> can	on the ballot		, ordinance,	or home
Recall allows <u>resi</u>	pality have a provision for Recall? 1 \square 1. Yes 2 \square 2. No idents to collect signatures on a petition to place on the ballot of ice before the expiration of his/her term.		whether an	elected offici	ial should be
	the there have been any <i>proposals</i> to change your municipality yes, also indicate whether the change was <i>approved</i> .	ty's structure pro j		government ap r	
	Type of Change Proposed	Change was	s <i>proposed</i> No	Change wa	s <i>approved</i> No
	a. Change in the form of government	1	2 🗌	1 🗌	2 🗌
	b. Change from at-large to ward/district elections	1 🗌	2 🗆	1 🗌	2 🗌
	c. Change from ward/district to at-large elections	1	2 🗆	1 🗆	2 🗆
Structure	d. Change to a mixed system with some at-large and some ward/district elections	1 🗌	2 🗌	1 🗌	2 🗌
	e. Add the position of chief appointed official (the appointed manager or administrator)	1 🗌	2 🗌	1 🗌	2 🗌
	f. Eliminate the position of chief appointed official (the appointed manager or administrator)	1 🗆	2 🗆	1 🗆	2 🗌
	g. Increase in powers/authorities of the chief elected official	1 🗌	2 🗌	1	2
Powers/Authorities	h. Decrease in powers/authorities of the chief elected official	1 🗆	2 🗆	1 🗆	2 🗆
	i. Change who appoints the chief appointed official	1 🗌	2 🗌	1 🗌	2
T1	j. Change the mix between the number of council members elected at large and the number elected by ward/district	1 🗌	2	1 🗌	2 🗌
Elections	k. Change the method of election of the chief elected official	1 🗌	2 🗌	1 🗌	2 🗌
Council/Doord	1. Increase the number of council or board members	1	2 🗌	1 🗌	2
Council/Board	m. Decrease the number of council or board members	1 🗌	2 🗌	1 🗌	2 🗌
	3 ☐ 3. Commission 3 ☐ 8. Comm 4 ☐ 4. Town meeting 4 ☐ 9. Town	umn that indictions -council il-manager hission meeting	icates the ap		
	5 . Representative town meeting 5 . 10. Repr	esentative tov	wn meeting		

CHIEF ELECTED LOCAL GOVERNMENT OFFICIAL/MAYOR/BOARD CHAIR (CEO)

The chief elected official of the local government may have the title of mayor, president, board chair, etc.
13. Does your municipality have a (<i>Check only one.</i>): 1 a. Mayor 2 b. Council President/Board Chair 3 c. Both
If you answered mayor or both, answer questions 13 - 21 for the position of mayor. If you answered council president/board chair; answer questions 13 - 21 for the position of council president/board chair.
14. Is the position of chief elected official in your local government officially full-time or part-time? $1 \square$ a. Full-time $2 \square$ b. Part-time
15. Is the chief elected official a member of council? 1 \[\] 1. Yes 2 \[\] 2. No
 16. Does the chief elected official (CEO) receive an annual salary or stipend for any of his/her services? 1 1. Yes 2 2. No A. If yes, please indicate the approximate annual dollar amount that your CEO receives:
 17. How is your chief elected official selected? (Check only one.) 1 □ a. Voters elect directly 2 □ b. Council selects from among its members 3 □ c. The council member receiving the most votes in the general election becomes the chief elected official 5 □ e. Other (Please specify):
18. How long is the chief elected official's term of office by law? (<i>Important</i> : If the CEO is a member of the council, specify the term for the position of CEO, not for council members.) (Check only one.) 1 \[\begin{array}{cccccccccccccccccccccccccccccccccccc
19. Is there a legal limit on the number of terms allowed for the position of chief elected official? 1 \[\] 1. Yes \[2 \[\] 2. No A. If <i>yes</i> , what is the maximum number of terms allowed by law? (<i>Check only one.</i>) \[1 \[\] a. 1 term \[2 \[\] b. 2 terms \[3 \[\] c. 3 terms \[4 \[\] d. 4 terms \[5 \[\] e. Other (Please specify): \[\]
B. If <i>yes</i> , what authority limits the number of terms for the position of chief elected official? (<i>Check only one.</i>) 1 a. Ordinance 2 b. Charter 3 c. State law 4 d. Other (Please specify):
 20. Does the chief elected official (CEO) have the authority to do any of the following? (Check all applicable.) 1 a. Vote during council meetings b. Nominate the chief appointed official without council review or approval c. Appoint the chief appointed official without council review or approval d. Remove the chief appointed official without council review or approval. e. Veto council-passed measures f. Assign council members to chair or serve on committees and make assignments to those committees g. Appoint residents to serve on advisory or quasi-judicial authorities, boards, or commissions h. Receive the annual budget developed by the chief appointed official and present the budget with comments and suggestions to the council for consideration i. Prepare the annual budget j. Make an annual report to the council and residents on the state of the community
A. Under what circumstances does the CEO have the authority to vote in council meetings? (Check only one)
1 ☐ a. On all issues 4 ☐ d. Never 2 ☐ b. Only to break a tie 5 ☐ e. Other (Please specify): 3 ☐ c. Only to make a quorum
B. If the CEO has the authority to veto council-passed measures, is a "super majority" vote of the council required to overturn the CEO's veto? 1 \[\] 1. Yes 2 \[\] 2. No
21. Since 2011 have any recall initiatives been filed against the chief elected official? 1 \[\begin{aligned} 1 \] Yes \\ 2 \] 2. No If <i>yes</i> , were any successful? 1 \[\begin{aligned} 1 \] Yes \\ 2 \] 2. No
22. How many staff work directly for the chief elected official? a. Full-time staff b. Part-time staff

d. White, not of Hispanic origin

COUNCIL/BOARD OF SELECTMEN/TRUSTEES The term **council** refers to the elected governing body of the local government. The elected body may be called the board of selectmen, trustees, aldermen, etc. 23. Does the political party affiliation of council candidates appear on the ballot in a local general election? 1 🗌 1. Yes 2 🔲 2. No 24. What is the current filing fee for running for a seat on the council? (If there is no fee, enter zero.) \$______ 25. How many council positions are there on your council? _____ (Include the chief elected official if that position serves on the council. If the chief elected official is a member of the council, your answer to question 15 should be "yes.") 26. How are your council members selected? (*Check only one.*) 3 \(\text{c. Combination of at large and by ward/district.} \) 1 a. All at large 2 b. All by ward/district A. If you selected c above, please indicate the number of council members elected by each method: a. At large _____ b. By ward/district _____ 27. Are council members full-time or part-time? (Excluding the chief elected official) (Check only one.) 1 a. All full-time 2 b. All part-time 3 c. Combination of full-time and part-time 28. Please indicate the length of term for council members. (Please exclude the chief elected official and specify the length of term for other council members.) (Check only one per each row.) 2 years 3 years 4 years 6 years Other al Council members elected at large 3 wd Council members elected by ward/district 1 🗌 If you chose "Other" above, please specify: A. Are the terms of office for council members staggered or concurrent? (Check only one.) 1 a. Staggered **2** b. Concurrent 29. Is there a legal limit on the number of terms a council member may serve? $1 \square 1$. Yes $2 \square 2$. No A. If yes, what is the maximum number of terms allowed by law? B. If yes, by what authority is the number of terms limited? (Check only one.) 1 a.Ordinance 2 b. Charter 3 c.State law 4 d. Other (Please specify): 30. How is a council member's seat filled if it is vacated before the term has expired? (Check only one.) 4 d. Appointed by chief elected official a. Method depends on length of term remaining **5** e. Position left vacant until next regular election **2** b. Special election **3** c. Appointed by council 6 f. Other (Please specify): 31. Since 2011, have any recall initiatives been filed against council members? 1 \[\] 1. Yes 2 \[\] 2. No A. If *yes*, were any successful? 1 1. Yes 2 2 2. No 32. Are any council members (excluding the chief elected official) paid an annual salary or stipend for any of their services? $1 \square 1$. Yes $2 \square 2$. No A. If yes, please indicate the approximate annual dollar amount that your council members receive. 1. Full-time council member \$______ 2. Part-time council member \$_____ 33. How many of your current council members are: a. Male _____ b. Female _____ 34. What is the age breakdown of your current council members? (Include the chief elected official if that position serves on the council. Numbers should add up to the total number indicated in question 25.) c. 30-39 e. 50-59 a. Under 22 b. 22-29 d. 40-49 f. 60 and over 35. What is the ethnic/racial breakdown of your current council members? (Include the chief elected official if that position serves on the council. Numbers should add up to the total number indicated in question 25.) a. American Indian or Alaska Native e. Black or African American f. Native Hawaiian or Other Pacific Islander b. Hispanic or Latino c. Asian or Pacific Islander g. Middle Eastern or North African

h. Some other race, ethnicity, or origin

36.	How many current council members are in each of the following occupational categories? (<i>Count members only once. If any member has more than one occupation, include that person in the category where he or she spends the greatest amount of time.</i>)							
	a. Legal services h. Law enforcement							
	b. Business executives/managers i. Teachers or other educational personnel							
	c. Manufacturing j. Clergy							
	d. Service and sales employees k. Other professionals (health, engineering, etc.)							
	e. Finance, insurance, real estate 1. Retiree							
	f. Agriculture, forestry, fishing m. Other (Please specify the occupation below): g. Construction							
	g. Construction							
37.	How often does the council formally meet, excluding work sessions? (Check only one.)							
	1 a. More than once a week 5 e. Once a month							
	2 b. Once a week 6 f. Less than once a month							
	3 c. Three times a month 7 g. Other (Please specify):							
	4 d. Twice a month							
38	Does the council employ staff to work exclusively on council business? 1 \[\] 1. Yes 2 \[\] 2. No							
50.								
	A. If <i>yes</i> , how many are: a. Full-time staff b. Part-time staff							
Re	sident Commissions, Boards, and Authorities							
39.	Does your municipality have standing committees (permanent bodies with set memberships and regularly scheduled meeting							
	times) that consider specific policy matters? $1 \square 1$. Yes $2 \square 2$. No							
40								
40.	Does your municipality have resident authorities, boards, or commissions? 1 \[\] 1. Yes 2 \[\] 2. No							
	A. If yes, are members (Check only one.):							
	1 a. All elected 2 b. All appointed 3 c. Combination of elected and appointed							
	B. If yes, in what capacity do they serve? (Check all applicable.)							
	1 a. Advisory 2 b. Decision/policy making 3 c. Quasi-judicial							
	C. If yes, on which areas do they focus? (Check all applicable.)							
	1 a. Growth 1 j. Libraries 1 s. Parks and recreation							
	1 □ b. Transportation 1 □ k. Housing 1 □ t. Ethics 1 □ c. Zoning 1 □ l. Community-police relations 1 □ u. Charter review commissions							
	1 d. Finance 1 m. Economic development 1 v. Education/Schools							
	1 e. Airports 1 n. Planning 1 w. Cemeteries							
	1 f. Art 1 o. Environmental issues 1 x. Other (Please specify)							
	1 g. Beautification 1 p. Historic preservation							
	1 \(\bigcap \) h. Cable TV \(1 \) \(\bigcap \) q. Architectural review							
	1 i. Civil service 1 r. Code enforcement							
, .								
41.	Please provide your city's most recent bond ratings next to the name of the rating agency. If the agency listed did not rate your municipality, check "N/A." excluded							
	C. Bond rating by Fitch1 N/A							
42.	Please provide the information requested below, so that we can contact you if we need any clarification. (Optional) excluded							
	Name Title							
	Phone number E-mail							
Th	ank you for completing this survey!							
	Please return the survey to:							
1	ICMA Survey Research							
	777 North Capitol Street, NE, Suite 500, Washington DC 20002-4201.							
	You may scan and email your survey to surveyresearch@icma.org							