

## Appendix 2

**The Municipal Year Book** Definitions of terms and survey response rates

Note: This information was excerpted from International City/County Management Association, **The Municipal Year Book 2004**, pp. xi-xiii, 79, 102, 123; **2005**, pp. xi-xiii, 79, 100, 116; **2006**, pp. xi-xiii, 84, 106, 125; **2007**, pp. x-xiii, 75, 99, 120; **2008**, pp. x-xii, 73, 95, 114 (Washington, DC: International City/County Management Association), and information provided by the International City/County Management Association. Non-substantive editorial adaptations have been made.

### Regions

**Northeast**--the New England and Mid-Atlantic Divisions;

**North Central**--the East and West North Central Divisions;

**South**--the South Atlantic, and the East and West South Central Divisions;

**West**--the Mountain and Pacific Coast Divisions.

### Geographic divisions

**New England**--Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont;

**Mid-Atlantic**--New Jersey, New York, and Pennsylvania;

**East North Central**--Illinois, Indiana, Michigan, Ohio, and Wisconsin;

**West North Central**--Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, and South Dakota;

**South Atlantic**--Delaware, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia, and the District of Columbia;

**East South Central**--Alabama, Kentucky, Mississippi, and Tennessee;

**West South Central**--Arkansas, Louisiana, Oklahoma, and Texas;

**Mountain**--Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah, and Wyoming;

**Pacific Coast**--Alaska, California, Hawaii, Oregon, and Washington.

### Metro status

To be classified by the U.S. Office of Management and Budget (OMB) as a Metropolitan Statistical Area (MSA), an area must in-

clude either at least one city with a population of 50,000 or more or a U.S. Census Bureau-defined urbanized area of at least 50,000 and a total metropolitan population of at least 100,000 (75,000 in New England). The OMB further groups metropolitan areas of 1,000,000 or more population into consolidated metropolitan statistical areas (CMSAs) and primary metropolitan statistical areas (PMSAs).

**Central cities**--The largest city in each MSA/CMSA is the central city. Additional cities in the MSA/CMSA may also qualify as central cities if specific requirements are met for population size and commuting patterns.

**Suburban cities**--The other cities, towns, and incorporated places in an MSA.

**Independent cities**--The incorporated places not located within an MSA.

### County types

**Metro**--Counties located within an MSA.

**Nonmetro**--Counties located outside the boundaries of an MSA.

### Forms of government

**Mayor-council**--An elected council or board serves as the legislative body. The head of government is the chief elected official, who is generally elected separately from the council and has significant administrative authority.

Many cities with a mayor-council form of government have a city administrator who is appointed by the elected representatives (council) and/or the chief elected official, and who is responsible to the elected officials. Appointed city administrators in mayor-council governments have limited administrative authority--they often do not directly appoint department heads or other key city personnel and their responsibility for budget preparation and administration, although significant, is subordinate to that of the elected officials.

**Council-manager**--An elected council or board and chief elected official (e.g., the mayor) are responsible for making policy. A professional administrator appointed by the council or board has full responsibility for the day-to-day operations of the government.

**Commission**--An elected commission performs both legislative and executive functions, generally with departmental administration divided among the commissioners.

**Town meeting**--All qualified voters of a municipality meet to set policy and elect officials to carry out the policies they have established.

**Representative town meeting**--Voters select a large number of citizens to represent them at the town meeting(s). All citizens may

attend and participate in the meeting(s), but only representatives may vote.

For counties, forms of government relate to the structural organizations of the legislative and executive branches of counties. There are three basic forms of county government:

**Commission**--A governing board that shares the administrative and, to an extent, legislative responsibilities with several independently elected functional officials.

**Council-manager/administrator**--An administrator is appointed by, and responsible to, the elected council to carry out directives.

**Council-elected executive**--Two branches of government: the executive and the legislative. The independently elected executive is considered the formal head of the county.

### Survey format

The 2003 survey was the third year the International City/County Management Association (ICMA) has offered an online version of the annual local governments surveys. In July 2003, paper surveys were mailed to all municipal and county governments with populations of 2,500 or more and to those under 2,500 that are recognized by ICMA as having a council-manager form of government or as providing for an appointed general management (chief administrative officer) position. The mail survey gave the Web site address for the online version and provided a unique identification number for each local government. After allowing time for local governments to respond, ICMA mailed a second paper survey to those that had not responded to the first mailing or had not submitted the online version.

Beginning with the 2004 survey, ICMA began offering Survey Navigator, a Web-based interactive version of the local governments surveys. The Survey Navigator System is managed and operated by The Waters Consulting Group, Inc. The methodology is similar to the 2003 surveys. In July of each year survey notices were mailed to municipal and county governments meeting the same criteria as the 2003 survey. The survey notice provided the Web site address for Survey Navigator, and provided a unique identification number and password for each local government. After allowing time for local governments to respond, a second abbreviated paper survey was mailed and/or e-mailed to those that had not responded.

**Table.** Survey response rates for 2003

	Police and fire			Municipal officials			County officials		
	Number of cities surveyed	Responses		Number of cities surveyed	Responses		Number of counties surveyed	Responses	
		Number	Percent		Number	Percent		Number	Percent
Total, all cities	3,215	1,645	51%	8,050	4,172	52%	3,040	1,116	37%
Population group									
Over 1,000,000	9	6	67	9	5	56	28	14	50
500,000 to 1,000,000	22	11	50	22	12	55	63	32	51
250,000 to 499,999	36	21	58	37	17	46	110	51	46
100,000 to 249,999	178	105	59	178	105	59	276	126	46
50,000 to 99,999	403	216	54	403	253	63	383	150	39
25,000 to 49,999	775	396	51	779	470	60	638	226	35
10,000 to 24,999	1,792	890	50	1,815	1,031	57	869	278	32
5,000 to 9,999	NA	NA	NA	1,864	967	52	386	136	35
2,500 to 4,999	NA	NA	NA	1,951	867	44	173	63	36
Under 2,500	NA	NA	NA	992	445	45	114	40	35
Region									
Northeast	877	304	35	2,129	860	40	190	53	28
North Central	897	473	53	2,404	1,358	57	1,054	452	43
South	825	481	58	2,316	1,262	55	1,372	422	31
West	616	387	63	1,201	692	58	424	189	45
Geographic division									
New England	353	115	33	838	388	46	46	8	17
Mid-Atlantic	524	189	36	1,291	472	37	144	45	31
East North Central	650	321	49	1,536	821	54	437	172	39
West North Central	247	152	62	867	537	62	617	280	45
South Atlantic	380	242	64	1,032	648	63	545	251	46
East South Central	164	64	39	487	210	43	360	53	15
West South Central	281	175	62	798	404	51	467	118	25
Mountain	158	102	65	450	243	54	276	125	45
Pacific Coast	458	285	62	751	449	60	148	64	43
Metro status									
Central	540	288	53	541	333	62	458	211	46
Suburban	2,057	1,021	50	4,720	2,436	52	341	123	36
Independent	618	336	54	2,789	1,403	50	2,241	782	35

**Table.** Survey response rates for 2004

	Police and fire			Municipal officials			County officials		
	Number of cities surveyed	Responses		Number of cities surveyed	Responses		Number of counties surveyed	Responses	
		Number	Percent		Number	Percent		Number	Percent
Total, all cities	3,247	1,559	48%	8,119	2,215	27%	3,042	672	22%
<u>Population group</u>									
Over 1,000,000	9	5	56	9	4	44	28	12	43
500,000 to 1,000,000	23	14	61	23	9	39	63	20	32
250,000 to 499,999	36	15	42	36	10	28	110	40	36
100,000 to 249,999	180	97	54	179	92	51	276	102	37
50,000 to 99,999	405	206	51	406	172	42	383	102	27
25,000 to 49,999	776	393	51	776	286	37	638	113	18
10,000 to 24,999	1,818	829	46	1,821	606	33	870	155	18
5,000 to 9,999	NA	NA	NA	1,873	535	29	387	75	19
2,500 to 4,999	NA	NA	NA	1,975	342	17	173	32	18
Under 2,500	NA	NA	NA	1,021	159	16	114	21	18
<u>Region</u>									
Northeast	879	289	33	2,135	652	31	190	20	11
North Central	908	471	52	2,422	418	17	1,055	187	18
South	839	443	53	2,349	815	35	1,373	380	28
West	621	356	57	1,213	330	27	424	85	20
<u>Geographic division</u>									
New England	352	113	32	838	141	17	46	2	4
Mid-Atlantic	527	176	33	1,297	277	21	144	18	13
East North Central	660	320	48	1,549	437	28	438	89	20
West North Central	248	151	61	873	215	25	617	98	16
South Atlantic	382	219	57	1,052	276	26	546	157	29
East South Central	169	59	35	492	76	15	360	21	6
West South Central	288	165	57	805	463	58	467	202	43
Mountain	160	97	61	455	127	28	276	50	18
Pacific Coast	461	259	56	758	203	27	148	35	24
<u>Metro status</u>									
Central	540	293	54	540	237	51	458	77	17
Suburban	2,088	969	46	2,792	1,266	45	341	302	88
Independent	619	297	48	4,787	573	14	2,243	293	13

**Table.** Survey response rates for 2005

	Police and fire			Municipal officials			County officials		
	Number of cities surveyed	Responses		Number of cities surveyed	Responses		Number of counties surveyed	Responses	
		Number	Percent		Number	Percent		Number	Percent
Total, all cities	3,252	1,526	47%	8,676	2,234	26%	3,040	427	14%
<u>Population group</u>									
Over 1,000,000	9	3	33	9	3	33	28	7	25
500,000 to 1,000,000	23	12	52	23	6	26	63	20	32
250,000 to 499,999	36	14	39	36	8	22	110	28	25
100,000 to 249,999	179	100	56	179	76	42	276	64	23
50,000 to 99,999	407	195	48	404	145	36	383	57	15
25,000 to 49,999	778	366	47	778	263	34	638	102	16
10,000 to 24,999	1,820	836	46	1,821	591	32	869	105	12
5,000 to 9,999	NA	NA	NA	1,883	312	17	386	37	10
2,500 to 4,999	NA	NA	NA	2,003	205	10	173	6	3
Under 2,500	NA	NA	NA	1,540	625	41	114	1	1
<u>Region</u>									
Northeast	881	280	32	2,134	258	12	190	19	10
North Central	909	445	49	2,670	796	30	1,054	153	15
South	839	458	55	2,660	921	35	1,372	198	14
West	623	343	55	1,212	259	21	424	57	13
<u>Geographic division</u>									
New England	352	114	32	838	108	13	46	3	7
Mid-Atlantic	529	166	31	1,296	150	12	144	16	11
East North Central	661	301	46	1,550	314	20	437	60	14
West North Central	248	144	58	1,120	482	43	617	93	15
South Atlantic	383	229	60	1,170	479	41	545	130	24
East South Central	169	64	38	492	57	12	360	13	4
West South Central	287	165	57	998	385	39	467	55	12
Mountain	160	88	55	455	102	22	276	37	13
Pacific Coast	463	255	55	757	157	21	148	20	14
<u>Metro status</u>									
Central	539	261	48	540	202	37	458	111	24
Suburban	2,094	963	46	4,789	1,009	21	341	59	17
Independent	619	302	49	3,347	1,023	31	2,241	257	11

**Table.** Survey response rates for 2006

	Police and fire			Municipal officials			County officials		
	Number of cities surveyed	Responses		Number of cities surveyed	Responses		Number of counties surveyed	Responses	
		Number	Percent		Number	Percent		Number	Percent
Total, all cities	3,257	1,407	43%	8,675	2,612	30%	3,040	634	21%
<u>Population group</u>									
Over 1,000,000	9	3	33	9	4	44	28	12	43
500,000 to 1,000,000	23	12	52	23	7	30	63	22	35
250,000 to 499,999	36	15	42	36	12	33	110	40	36
100,000 to 249,999	179	91	51	179	72	40	276	68	25
50,000 to 99,999	407	180	44	407	150	37	383	79	21
25,000 to 49,999	779	325	42	775	281	36	638	123	19
10,000 to 24,999	1,824	781	43	1,821	661	36	869	172	20
5,000 to 9,999	NA	NA	NA	1,883	350	19	386	65	17
2,500 to 4,999	NA	NA	NA	2,003	356	18	173	33	19
Under 2,500	NA	NA	NA	1,539	719	47	114	20	18
<u>Region</u>									
Northeast	882	267	30	2,134	305	14	190	24	13
North Central	912	406	45	2,669	936	35	1,054	194	18
South	840	405	48	2,660	1,113	42	1,372	356	26
West	623	329	53	1,212	258	21	424	60	14
<u>Geographic division</u>									
New England	352	112	32	838	134	16	46	4	9
Mid-Atlantic	530	155	29	1,296	171	13	144	20	14
East North Central	664	269	41	1,550	359	23	437	78	18
West North Central	248	137	55	1,119	577	52	617	116	19
South Atlantic	384	212	55	1,170	492	42	545	131	24
East South Central	169	50	30	492	72	15	360	17	5
West South Central	287	143	50	998	549	55	467	208	45
Mountain	160	73	46	455	104	23	276	38	14
Pacific Coast	463	256	55	757	154	20	148	22	15
<u>Metro status</u>									
Central	539	239	44	540	209	39	458	132	29
Suburban	2,099	892	43	3,346	1,173	35	341	81	24
Independent	619	276	45	4,789	1,230	26	2,241	421	19

**Table.** Survey response rates for 2007

	Police and fire			Municipal officials			County officials		
	Number of cities surveyed	Responses		Number of cities surveyed	Responses		Number of counties surveyed	Responses	
		Number	Percent		Number	Percent		Number	Percent
Total, all cities	3,263	1,391	43%	8,675	1,897	22%	3,040	538	18%
<u>Population group</u>									
Over 1,000,000	9	4	44	9	4	44	28	7	25
500,000 to 1,000,000	23	5	22	23	6	26	63	10	16
250,000 to 499,999	36	15	42	36	6	17	110	23	21
100,000 to 249,999	179	85	48	179	39	22	276	38	14
50,000 to 99,999	409	190	47	407	88	22	383	56	15
25,000 to 49,999	783	326	42	775	160	21	638	84	13
10,000 to 24,999	1,824	766	42	1,821	375	21	869	164	19
5,000 to 9,999	NA	NA	NA	1,883	345	18	386	78	20
2,500 to 4,999	NA	NA	NA	2,003	431	22	173	48	28
Under 2,500	NA	NA	NA	1,539	443	29	114	30	26
<u>Region</u>									
Northeast	886	262	30	2,134	195	9	190	9	5
North Central	914	407	45	2,669	704	26	1,054	202	19
South	840	410	49	2,660	855	32	1,372	287	21
West	623	312	50	1,212	143	12	424	40	9
<u>Geographic division</u>									
New England	352	101	29	838	78	9	46	2	4
Mid-Atlantic	534	161	30	1,296	117	9	144	7	5
East North Central	666	278	42	1,550	287	19	437	49	11
West North Central	248	129	52	1,119	417	37	617	153	25
South Atlantic	384	205	53	1,170	372	32	545	63	12
East South Central	169	55	33	492	58	12	360	8	2
West South Central	287	150	52	998	425	43	467	216	46
Mountain	160	74	46	455	66	15	276	32	12
Pacific Coast	463	238	51	757	77	10	148	8	5
<u>Metro status</u>									
Central	539	240	45	540	130	24	458	77	17
Suburban	2,105	884	42	4,789	831	17	341	58	17
Independent	619	267	43	3,346	936	28	2,241	403	18