

Directions



The Kentucky League of Cities has served as the strongest voice for cities for 90 years. Our efforts consist of strong grassroots lobbying and powerful data and information of what is happening throughout the state's 416 cities. To help us develop policy and respond to legislative research requests, we have created the following survey about your city's basic structural and organizational information. We have structured this thorough, yet brief, survey to address our most pressing needs for data.

This survey may be completed either online or on paper. You only need to complete the survey once, through either medium, and we only need one survey completed by each city.

The target audiences for this survey are city clerks, mayors and/or administrators/managers. The survey can be completed online at www.klc.org **or** you may mail, email or fax the paper version to the following:



KLC City Census Survey
Kentucky League of Cities
100 East Vine Street, Suite 800
Lexington, KY 40507
Fax: 859-977-3703
Email: jcoleman@klc.org

All those who take a few minutes to complete and return this survey by the deadline of **Wednesday, July 31, 2019**, will be entered into a drawing for one of three \$100 VISA gift cards. Thank you in advance for your participation.

Respondent Information

1. Please list your city: _____
2. Please list the following information about yourself:

Respondent name	
Respondent title	
Respondent email address	
Respondent phone number	

*Respondent information will be used for prize entry and possible follow-up questions.
Only a fully completed survey will qualify for the prize drawing.*

General Information

3. When do regular city legislative body (council or commission) meetings occur?
(Example: First Tuesday of the month, 6:00 p.m. Eastern/Central)

4. What are regular office hours, if any, for city hall?
(Example: Monday - Friday, 9:00 a.m. - 4:00 p.m. Eastern/Central)

*Please contact Joseph Coleman at 1-800-876-4552 or jcoleman@klc.org
if you have any questions about the KLC City Census.*

5. What is the city's official mailing address?

6. If your city has a city hall with a different physical address than the official mailing address, please list it.

7. What is the city's website address: _____

Communications

8. Are the city's legislative body meetings broadcast in their entirety on TV or the internet? *(Choose all that apply.)*

- Yes, they air live on cable television
- Yes, they air live on the internet via online streaming, such as through the city's website or Facebook Live
- Yes, they air on delay at other times on cable television
- Yes, they are available on delay at other times on the internet, such as through the city's website or YouTube
- No
- Not sure

9. In which of the following ways does the city officially communicate with its residents (not just those done by individual elected officials)? *(Choose all that apply.)*

- Mailed notices/newsletter (other than tax bills)
- Emailed notices/newsletter
- Text message notices/alerts
- Official city website
- Local newspaper (other than statutorily required legal publications/advertisements)
- Social media, such as Facebook or Twitter
- Other, please list: _____
- None

10. On which of the following social media platforms does the city have an official account (not just those operated by individual elected officials)? *(Choose all that apply.)*

- Facebook
- Twitter
- Instagram
- LinkedIn
- YouTube
- Other, please list: _____
- None

Personnel

11. How many people were employed by the city on a full-time, permanent basis as of July 1, 2019? _____

12. How many people were employed by the city on a part-time, permanent basis as of July 1, 2019? _____

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13. Does your city have a formal civil service system for employees?

- Yes
- No
- Not sure

14. Does your city **formally** recognize a collective bargaining unit (i.e. union) for any group of city employees? (Example: employee groups negotiate pay and benefits contracts with the city.)

- Yes, please list: _____
- No
- Not sure

15. Does your city **informally** meet and confer with representatives of any city employee group? (Example: employee groups meet with city officials to discuss issues, but no contracts related to pay and benefits are signed.)

- Yes, please list: _____
- No
- Not sure

Retirement

16. All city-operated defined-benefit pension plans were closed to new members in 1988, except Lexington's Police and Fire Pension Fund. After 1988, any defined-benefit pension plan provided to city employees had to be through the County Employees Retirement System (CERS). Prior to 1988, did your city operate its own defined-benefit pension plan that is now closed to new members?

- Yes
- No
- Not sure

If yes, please proceed to question 17 below.

If no or not sure, please proceed to the Boards and Commissions section below.

17. If yes to question 16, how many active employees and retirees and their beneficiaries are still participating in or covered by the city's previous pension plan?

Still Participating	Number
Active/current employees	
Retirees/beneficiaries	

Boards and Commissions

18. Please indicate the type of planning or development authorities, commissions or boards the city has for each of the following units. Types include independent (city only), joint with other city or cities, joint with the county in which your city is located, multi-county or regional, none and other. Select only one for each of the units listed.

Type of Unit	Independent (city only)	Joint with other city/cities	Joint with county	Multi-county/ regional	None	Other
a. Planning unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Zoning authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Industrial authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Housing authority	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Tourism commission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19 Please list any other joint boards or commissions, such as a city-county parks and recreation board.

Planning and Development

20. For cities with any kind of planning unit, KRS Chapter 100 requires the elements of a comprehensive plan (e.g., land use, transportation, community facilities, etc.) to be reviewed and adopted at least once every five years. Which of the following best describes your city's comprehensive plan? *(Choose only one.)*

- The city updated its comprehensive plan in the past five years; in what year was it last updated? _____
- The city has not updated its comprehensive plan in the past five years; in what year was it last updated? _____
- The city is not covered by a planning unit, so it does not have a comprehensive plan
- Not sure

21. Strategic plans differ from comprehensive plans in that they are not tied to the planning commission, they are not required by law, and they do not have to be updated within certain time frames. A strategic plan is an optional tool that can help focus elected and appointed city officials around community priorities. Which of the following best describes your city's strategic plan? *(Choose only one.)*

- The city has a strategic plan in place; in what year was it last updated? _____
- The city is currently conducting a strategic planning process
- The city has conducted a strategic planning process in the past but no longer refers to the plan
- The city has not conducted a strategic planning process in the past
- Not sure

22. Does the city offer any local incentives for economic development, such as tax credits or revolving loan funds? *(Choose only one.)*

- Yes, please list: _____
- No
- Not sure

Services and Utilities

23. How is solid waste collection operated in your city? *(Choose all that apply.)*

- By the city independently
- By the city with one or more other cities
- By the county
- By a private company/contractor
- Other, please list: _____
- None

24. What types of recycling programs are available in your city? *(Choose all that apply.)*

- Curbside, single-stream pickup (all recyclables are combined in one bin or cart)
- Curbside, multi- or dual-stream pickup (recyclables are separated based on type)
- Other types of pickup
- Drop-off locations
- Other, please list: _____
- None

25. Does your city, or a component entity created by the city (such as a board or commission), operate any of the following utilities, usually with a fee for the service? (Choose all that apply.)

- Drinking water system
- Sanitary sewer/wastewater system
- Stormwater system
- Electric utility system
- Natural gas utility system
- Telecommunications system (i.e. cable, phone and/or internet)
- Other, please list: _____
- None

Public Safety

26. Does your city have an emergency management plan in place?

- Yes
- No
- Not sure

27. Who **primarily** handles police protection and response in your city? (Choose only one.)

- City police department
- Other city or joint city department
- County government-operated police department
- County sheriff department
- Kentucky State Police
- Private contractor(s)
- Other, please list: _____
- None

28. Who **primarily** handles fire protection and response in your city? (Choose only one.)

- City fire department, majority full-time
- City fire department, majority volunteer
- Other city or joint city department
- County government-operated fire department
- Independent fire district
- Private contractor(s)
- Other, please list: _____
- None

29. Who **primarily** handles emergency medical response (i.e. ambulance) in your city? (Choose only one.)

- City EMS or fire/EMS department
- Other city or joint city department
- County government-operated department
- Independent/special EMS district
- Private contractor(s)
- Other, please list: _____
- None

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Purchasing

30. Does your city procure goods and services pursuant to the general bidding statute (KRS 424.260) **or** the Local Model Procurement Code (KRS 45A.343 – KRS 45A.460)? (Choose only one.)

- General bidding statute
 Local Model Procurement Code
 No purchases/Not sure

31. Cities may avoid publication requirements for certain bids if the state has negotiated a price contract for that particular good or service. For instance, a car dealer may offer certain vehicles to the state or a playground provider may have agreed to discounts on its published retail prices. Has your city made a purchase using a state-negotiated price contract in the last two years?

- Yes
 No
 Not sure

Taxes, Fees, and Budget

32. Who collects the city's property taxes?

- The city
 The county sheriff
 Not sure

33. Do your city and your county share any tax revenues?

- Yes, what taxes? _____
 No, our city has merged or consolidated with our county government
 No, our city and county do not share any tax revenues
 Not sure

34. If your city levies a payroll tax, is there an earnings cap or does the rate vary by the amount of earnings?

- Yes, how so? _____
 No, our payroll tax applies equally to all wages
 My city does not levy a payroll tax
 Not sure

35. Does your city charge a regulatory fee based on the gross receipts of alcohol sales?

- Yes, how much? _____
 No
 No, there are no alcohol sales allowed in the city (i.e. the city is dry)
 Not sure

36. In Fiscal Year 2019, how many times did the city amend its budget ordinance **after** it was first approved?

- 0 times
 1-2 times
 3-4 times
 5 or more times
 Not sure

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37. How often does the city legislative body review financial statements (e.g., balance sheet or income statement)?

- Monthly
- Quarterly
- Annually
- Other, please list: _____
- Not sure

Legal and Ordinances

38. Which of the following best describes how your city obtains legal services? *(Choose only one.)*

- City attorney is a nonelected office, appointed by the executive authority and approved by the legislative body
- City attorney is a full-time employee, appointed and removed by the executive authority
- City attorney is a part-time employee, appointed and removed by the executive authority
- A personal service contract for city attorney services is approved by the legislative body
- Money is included in the budget for legal services, and the executive authority may retain when necessary
- Not sure

39. Does the city have any of the following entities to enforce city codes and/or nuisances? *(Choose all that apply.)*

- Code enforcement board
- Nuisance enforcement board
- Combined code and nuisance enforcement board
- None
- Not sure

40. Has the city done any of the following to deal with abandoned and/or blighted property within the previous two years? *(Choose all that apply.)*

- Used code enforcement procedures, up to and including abatement liens
- Used a vacant property review commission
- Levied a higher tax rate for abandoned property
- Condemned the property/used eminent domain
- None of the above
- Not sure

41. Approximately how many separate open records requests does the city receive in a year? *(Choose only one.)*

- 0
- 1-10
- 11-20
- 21-50
- 51-100
- More than 100

42. Approximately how long, on average, does it take city personnel to collect, prepare, copy, etc., materials responsive to a single open records request? *(Choose only one.)*

- The city does not receive open records requests
- Less than 1 hour
- 1-5 hours
- 6-10 hours
- 11-15 hours
- 16-20 hours
- More than 20 hours

43. State law requires various items – such as ordinances, budget summaries, certain bids, etc. – to be published in the local newspaper. Approximately how much does the city spend in a fiscal year on legally required advertisements?

- \$0-\$999
- \$1,000-\$2,999
- \$3,000-\$4,999
- \$5,000-\$9,999
- \$10,000-\$19,999
- \$20,000-\$29,999
- More than \$30,000
- Not sure

44. Please indicate whether or not your city has or does each of the following:

<i>Legal Issues, Ordinances and Practices</i>	Yes	No	Not sure/ N/A
a. Does your city use a codification service (e.g. American Publishing, Municode) for city ordinances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Has your city adopted the Uniform Residential Landlord and Tenant Act (KRS 383.505 through KRS 383.715)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Has your city adopted the International Property Maintenance Code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Does your city allow payment plans for delinquent taxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Does your city sell its tax liens to third parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Does your city have a licensing agreement to play music at city events (through BMI or ASCAP)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Does your city regulate the carrying of concealed weapons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Substance Abuse

45. Which of the following are used in your community to combat drug and/or alcohol abuse? *(Choose all that apply.)*

- City-provided naloxone (Narcan®) to first responders to combat opioid overdoses
- City-coordinated public training on how to use naloxone (Narcan®)
- Public safety referrals of overdoses to local treatment facilities, such as through an Angel Program
- Needle exchange program, usually coordinated by the local health department
- A city employee who helps coordinate social service providers in the community
- City government joining litigation against opioid manufacturers
- City participation in regional drug task forces with other jurisdictions in the state/nation
- Other, please list: _____
- None

Conclusion

Thank you for completing the 2019 KLC City Census!
 We greatly appreciate your time and effort to complete this survey.
 Look for information about the results of the survey in the coming months.



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