

<p>RETURN TO</p> <p>Bureau of the Census 1201 East 10th Street Jeffersonville, IN 47132-0001</p>	<p>FORM EGO-7 (3-5-97)</p>	<p style="text-align: right;">U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS</p> <p style="text-align: center;">1997 CENSUS OF GOVERNMENTS SURVEY OF GOVERNMENT EMPLOYMENT AND ORGANIZATION MARCH 1997 - MAJOR SPECIAL DISTRICTS AND AGENCIES</p>
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In correspondence pertaining to this report, please refer to the Census File Number above your address

(Please correct any error in name, address, and ZIP Code)

Data supplied by	Name			Title			
	Mailing address - Number and street or post office box				City	State	ZIP Code
	Telephone			FAX		E-MAIL	
	Area code	Number	Extension	Area code	Number		

FROM THE DIRECTOR
 BUREAU OF THE CENSUS

We are requesting your help with two parts of the 1997 Census of Governments, the Survey of Government Employment and the Survey of Government Organization. Through these voluntary surveys, authorized by Title 13, United States Code, Section 161, we collect state and local government employment, payroll, and organizational data.

If you are familiar with previous employment surveys, please note that this form contains two important changes. They are:

- **The pay period reference date is now March 12.** In previous surveys, we collected data for the pay period including October 12. This change will provide public employment statistics that are more compatible with statistics for the private sector, most of which use the March 12 reference period.
- The form includes a few additional **questions relating to the organization of your government.** Once every five years we collect data on the organization and activities of state and local governments to provide information about this dynamic sector of the economy.

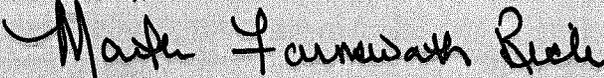
Results of these surveys provide the only source of nationwide comprehensive information on this subject. The U.S. Congress, Federal agencies, state and local governments, educational research organizations, and the general public use these results. Some of the major uses include:

1. Development of a component of the Gross Domestic Product.
2. Development of the related national income accounts.
3. Development of personal income figures for states and county areas.
4. Allocation of Federal grant funds to state and substate governments.
5. Wage and salary negotiations by state and local government.

Please help us by completing this form with the information from your payroll records and returning the addressed copy in the enclosed envelope, within three weeks, if possible. **We request that you retain a copy of your reply for your records.** Prompt and accurate completion of this form will save further effort and correspondence.

If you have any questions, please call the Bureau of the Census' Governments Division on 1-800-642-4901. Thank you for your cooperation. The Bureau of the Census appreciates your help.

Sincerely,



Martha Farnsworth Riche

Enclosures

DEFINITIONS AND INSTRUCTIONS

EMPLOYEES — Persons paid for personal services performed in the indicated pay period, including persons in a paid leave status. **Include** any officials paid on a salary basis; by fees or commissions; on a per meeting basis; or a flat sum quarterly, semiannually, or annually. **Exclude** employees on unpaid leave, unpaid officials, pensioners, and contractors and their employees.

Full-Time Employees — Persons employed during the pay period to work the number of hours that represents regular full-time employment. **Include** temporary or seasonal employees who are working the number of hours that represents full-time employment.

Part-Time Employees — Persons employed on a part-time basis during the designated pay period. **Include** those daily or hourly employees usually engaged for less than the regular full-time workweek, as well as any part-time paid officials. **Exclude** here, and report as full-time, any temporary or seasonal employees working on a full-time basis during this pay period.

PAYROLL (GROSS BEFORE DEDUCTIONS) — Salaries, wages, fees, or commissions earned by employees during (or applicable to) the pay period(s) which includes **March 12, 1997.** **Include** overtime, premium, and night differential pay. **Include** bonuses and incentive payments that are paid at regular pay intervals. **Include** amounts withheld for taxes, employee contributions to retirement systems, etc. **Exclude** lump sum payments and the value of living quarters and subsistence allowances furnished to employees. If some employees are on a different pay interval from the majority, please report their payroll and part-time hours separately as indicated in the **Special Instructions for Part III** on page 4.

PART-TIME HOURS PAID — Total hours actually paid during pay interval for all persons working less than the number of hours that represents full-time employment. **Include an estimate** of hours worked during pay period for part-time employees not compensated on an hourly basis.

IF EXACT FIGURES ARE NOT AVAILABLE, ENTER ESTIMATES AND MARK WITH AN ASTERISK

Part I PAY INTERVAL

How frequently are employees of this agency paid for their services?

1. Full-time employees (all or most)

Mark (X) ONE box only

- A Monthly D Weekly
 B Twice a month E Other — Specify

2. Part-time employees (all or most)

Mark (X) ONE box only

- A Monthly D Weekly
 B Twice a month E Other — Specify

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Part II STANDARD WEEKLY HOURS

What is the average or standard number of weekly hours of work for the MAJORITY of your agency's full-time employees?

Mark (X) ONE box only

- A 40 hours D Other — Specify hours per week
 B 37.5 hours
 C 35 hours

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Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS

Report data for the ONE PAY PERIOD marked in part I which includes March 12, 1997. Do not report fiscal year payrolls.

Function A person working in more than one of the following categories should be reported only once — in the area of primary responsibility	Full-time employees		Part-time employees		Total paid part-time hours for amount reported in column (d) Estimate if unknown (Omit fractions)
	Number of employees (a)	Payroll amount for pay period marked in part I (Omit cents) (b)	Number of employees (c)	Payroll amount for pay period marked in part I (Omit cents) (d)	
TOTAL — Sum of items 1c through 12					
1. Fire protection — Report paid volunteer firefighters as part-time employees; exclude unpaid volunteers. Report forest fire protection employees at item 6 below.	024				
a. Firefighters — Persons engaged in fire suppression and prevention. Include employees trained in these activities but performing other duties such as dispatching, emergency medical care, etc.					
b. All other fire protection employees	124				
c. Total — Sum of items 1a and 1b					
2. Water supply system — Public water supply system operated by your agency. Irrigation activities should be reported in item 6 below.	091				
3. Electric power system	092				
4. Gas supply system	093				
5. Transit system	094				
6. Natural resources — Forest fire protection, irrigation, drainage, flood control, forestry, etc.	059				
7. Sewers and sewage disposal — Provision, maintenance, and operation of sanitary and storm sewer systems and sewage disposal plants	080				
8. Solid waste management — Street cleaning, recycling, garbage and refuse collection and disposal, and operation of sanitary landfill	081				
9. Streets and highways — Maintenance, repair, construction, and administration of streets, alleys, sidewalks, roads, highways and bridges	044				
10. Airport	001				
11. Water transportation and terminal facilities	087				
12. All other	089				

Part IV AGENCY ORGANIZATIONAL DATA

Month | Day

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1. Fiscal Year Ending — Specify the month and day your agency's fiscal year ends

2. Incorporation date — Was your agency created after January 1, 1992? ... 2 No 1 Yes — In what year? → 1 9 9

3. Authorizing legislation — If known, enter the legal citation of the authorizing legislation in your state under which your agency was formed

4. Service Area Geographic Boundaries — Mark (X) the box which best describes the geographic boundaries of your agency's service area.

- 1 An area within one county and with exactly the same legal boundaries as one particular city, village, borough, town or township. Specify name
- 2 An area within one county, but not the same legal boundaries as one particular city, village, borough, town or township. Specify county
- 3 An area with exactly the same legal boundaries as one particular county. Specify county
- 4 An area in two or more counties. Specify all counties

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Part V AGENCY ACTIVITIES

If your agency does not currently provide or administer any services, mark (X) here. 00 No current activities

Activities	Mark (X) the box that describes the percentage of your agency's operating expenditures for each activity if performs		
	1% to 20% (a)	21% to 80% (b)	More than 80% (c)
1. Airports	<input type="checkbox"/> 01		
2. Cemeteries	<input type="checkbox"/> 02		
3. Corrections	<input type="checkbox"/> 05		
4. Drainage of agricultural lands	<input type="checkbox"/> 51		
5. Electric utility	<input type="checkbox"/> 92		
6. Fire protection	<input type="checkbox"/> 24		
7. Flood control	<input type="checkbox"/> 63		
8. Gas supply	<input type="checkbox"/> 93		
9. Health (other than hospitals)	<input type="checkbox"/> 32		
10. Home mortgage financing	<input type="checkbox"/> 42		
11. Hospitals	<input type="checkbox"/> 40		
12. Housing/community development	<input type="checkbox"/> 50		
13. Industrial development	<input type="checkbox"/> 41		
14. Irrigation	<input type="checkbox"/> 64		
15. Libraries	<input type="checkbox"/> 52		
16. Nursing homes	<input type="checkbox"/> 79		
17. Parks, recreation – including stadiums, convention centers	<input type="checkbox"/> 61		
18. Parking authority	<input type="checkbox"/> 60		
19. Police protection	<input type="checkbox"/> 62		
20. Public transit	<input type="checkbox"/> 94		
21. Reclamation	<input type="checkbox"/> 86		
22. Roads, streets, bridges	<input type="checkbox"/> 44		
23. School buildings	<input type="checkbox"/> 09		
24. Sea and inland port facilities	<input type="checkbox"/> 87		
25. Sewerage	<input type="checkbox"/> 80		
26. Soil, water conservation	<input type="checkbox"/> 88		
27. Solid waste collection and disposal	<input type="checkbox"/> 81		
28. Water supply	<input type="checkbox"/> 91		
29. Other – Specify <input checked="" type="checkbox"/>	<input type="checkbox"/> 89		
a.			
b.			
c.			
d.			

Part VI REVENUE POWERS

Mark (X) all boxes that apply to the legal means of financing available to your district, whether now used or not.

- 1 District-wide property taxes
- 2 Non-property taxes imposed by your district; e.g. sales, payroll taxes and the like
- 3 Special assessments
- 4 Service charges and sales
- 5 Grants, shared taxes, rentals, and reimbursements from other governments

SPECIAL INSTRUCTIONS FOR PART III

Report separately in part III all employees, payrolls, and part-time hours that are on a pay interval different from the one reported in Part I, PAY INTERVAL.

Enter code A, B, C, D, or E next to payroll and part-time hours amounts to indicate applicable pay interval. For example:

Part I PAY INTERVAL

How frequently are employees of this agency paid for their services?

1. Full-time employees (all or most)
Mark (X) ONE box only

A Monthly
 B Twice a month
 C Each 2 weeks

D Weekly
 E Other — Specify z

2. Part-time employees (all or most)
Mark (X) ONE box only

A Monthly
 B Twice a month
 C Each 2 weeks

D Weekly
 E Other — Specify z
Annually

Part III EMPLOYEES, PAYROLL, AND PART-TIME HOURS

Full-time employees		Part-time employees (including student employees)		
Number of employees	Payroll amount for pay period marked in part I (Omit cents)	Number of employees	Payroll amount for pay period marked in part I (Omit cents)	Total paid part-time hours for amount reported in column (d) Estimate if unknown (Omit fractions)
(a)	(b)	(c)	(d)	(e)
018 2	2100	1	250	44
1	200 (D)	2	200 (D)	30 (D)
3	3275	5	375 (E)	60 (E)

Employees and payroll amounts reported for pay intervals marked (X) in part I above.

Payroll and hours amounts for an interval different from the one reported in part I.

Enter A, B, C, D, or E to indicate the pay interval.

BEFORE RETURNING THE QUESTIONNAIRE, PLEASE CHECK THAT YOU:

- Indicate in part I the length or frequency of your pay period.
- Indicate in part II the standard weekly hours of work for **most** full-time employees.
- Report in part III gross payroll amounts for just the **one** pay period (monthly, weekly, etc.) which included March 12, 1997.
- Include all current employees whether paid from the "general fund" or special funds.
- Include all gross salaries and wages, regardless of the source of funds or how earned.
- Include all paid elected or appointed officials.
- Include total paid hours of work for part-time employees in part III, line B, column (c) **If actual hours are unknown, please enter an estimate.**

SPECIAL CAUTIONS:

- Do not report cumulative salaries since the beginning of the calendar or fiscal year.
- Do not report payroll amounts from last fiscal year.
- Do not report in part III the **employer** costs of non-wage employee benefits such as workers' compensation, FICA, health insurance, etc.
- If you have multiple payrolls of different frequencies, please use the reporting format shown in **SPECIAL INSTRUCTIONS FOR PART III** above.
- If you are unable to supply any of the information requested in part III, please list in "Remarks" the source(s) of the missing information (including address and telephone number).
- Complete the "Data supplied by" box on the front of the form and return the completed questionnaire in the envelope provided. Please retain a copy of the form for your records.

Additional remarks — Please indicate below any groups of your employees for which you could not supply information or any difficulties you encountered in completing the form.

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NOTE

Please note that this is a national form that applies to governments with wide differences in the size of their service areas, the amount of the population served, and the extent and complexity of their activities. Public reporting burden for this collection of information is estimated to vary from 10 minutes to 1 1/2 hours per response, with an average of 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Associate Director for Administration, Paperwork Reduction Project 0607-0837, Room 3104, FB 3, Bureau of the Census, Washington, DC 20233.