

FILE COPY
STATISTICAL RESEARCH STATE AND LOCAL GOVERNMENT

QUARTERLY EMPLOYMENT SURVEY

Vol. 1: No. 26

THIRD QUARTER 1940
Data for July

October 30, 1940

MUNICIPAL EMPLOYMENT IN SMALL CITIES IN JULY 1940

Municipal nonschool employment^{1/} in cities and towns having populations from 2,500 to 5,000 rose slightly less than 3 percent in the three-month period from April to July 1940. During the same period, pay rolls of cities of this size increased about 9 percent.

Increase from April to July 1940

Statements for both April and July from officials of 144 of the cities between 2,500 and 5,000 population indicate that approximately 1.5 thousand employees were added to the pay rolls of municipalities of this size. Comparable returns from 132 cities indicated an addition of over \$265 thousand to the total pay rolls for April.

These trends, however, were not uniform in all sections of the country. In the west and south, employment decreased from the April level, although relatively large increases in northeastern and north central States were great enough to counterbalance the falling-off in other regions.

Reasons for the increase

Since the majority of the employees of these city governments are engaged in work of a part-time or temporary character, large variations from quarter to quarter, in

^{1/} Also persons on work relief and employees of contractors are excluded, on the ground that they are not public employees, strictly speaking. For information on school employment and pay rolls, see United States Office of Education, Biennial Survey of Education in the United States: 1934-36, Washington, D. C.: Government Printing Office, 1939.

STATES

COUNTIES

CITIES

TOWNS

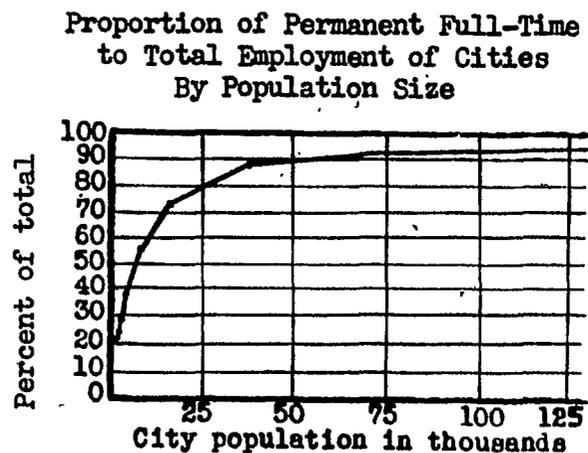
VILLAGES

TOWNSHIPS

both number of employees and amount of pay rolls are common. Examination of individual returns indicates that the additional employees are most frequently found to be engaged in activities of a seasonal nature, such as recreation, park, or highway work. A relatively small part of the increase for the nation as a whole was due to the addition of employees to permanent full-time pay rolls.

The situation in July 1940

Approximately 7.1 thousand employees were reported to be on the pay rolls of 185 governments of cities and towns having populations from 2,500 to 5,000 at the end of July 1940. About 84 percent of these employees were engaged in general governmental functions, while the remaining 16 percent were accounted for by public-service enterprises. Almost \$445 thousand in pay rolls, of which \$349 thousand was for general governmental functions, were reported by 196 urban governments of this size. Only 47 percent of the total number of employees were on permanent full-time pay rolls. As shown in the accompanying diagram from a previous report in this series^{2/} part-time and temporary employment is of far greater relative importance in smaller cities than in larger cities.



Acknowledgment

The generous assistance of city and town officials who contributed information on employment and pay rolls of their respective governments for this cooperative survey is gratefully acknowledged.

^{2/} Bureau of the Census, General Summary of Employment and Pay Rolls of State and Local Governments—January 1940, State and Local Government Quarterly Employment Survey, Vol. 1: No. 1—Revised, June 7, 1940, p. 4.

STATE AND LOCAL GOVERNMENT QUARTERLY EMPLOYMENT SURVEY REPORTS FIRST, SECOND, AND THIRD QUARTERS—1940 (The reports for 1940 constitute Volume 1)			
Subject matter of report	Quarter for which reports are issued		
	First (January data) Number	Second (April data) Number	Third (July data) Number
General Summary.....	1	11	21
Information by separate governments:			
States.....	2	12	22*
Cities having populations:			
Over 25,000.....	5	13	23*
10,000 to 25,000.....		14	24*
5,000 to 10,000.....		15	25*
2,500 to 5,000.....	7	16	26
Under 2,500.....		17	27*
Counties having populations:			
Over 50,000.....	5	18	28*
Under 50,000.....	6	19	29*
Townships.....	8	20	30*
Distribution of employees by functions:			
States.....	9--Part 1	} Both first and second quarter data are included.	
Cities over 10,000.....	9--Part 2		
Summary for all units....	10		

Supplements have been issued to Nos. 3, 4, 13, 14, 15, and 18, and will be issued for other reports as necessary.

* In preparation

Prepared by
The Division of State and Local Government
Current Reports Section

MUNICIPAL EMPLOYEES AND PAY ROLLS OF CITIES AND TOWNS HAVING POPULATIONS OF 2,500 - 5,000

THIRD QUARTER 1940

Schools, work relief, and contract work are excluded

City or town	Popu-lation in 1930 (in thou-sands)	NUMBER OF EMPLOYEES Pay period ending nearest July 31, 1940						MONTHLY PAY ROLL July 1940	
		General governmental functions				Public-service enterprises		General govern-mental functions (In thousands)	Public-service enter-prises
		Total	Permanent		Tem-porary and other	Total	Per-manent full-time		
			Full-time	Part-time					
Alabama									
Brewton	2.8	37	19	18	—	9	2	\$ 1.2	\$.2
Opp	2.9	22	4	18	—	None	None	.6	None
Piedmont	3.7	16	7	9	—	3	3	.7	.2
Roanoke	4.4	11	9	2	—	2	2	.8	.2
Arizona									
Flagstaff	3.9	24	NR	NR	NR	15	NR	1.9	1.3
Mesa	3.7	46	24	22	—	25	19	3.6	2.8
Arkansas									
Batesville	4.5	37	36	1	—	—	—	.5	—
DeQueen	2.9	33	NR	NR	NR	—	—	NR	—
Prescott	3.0	21	NR	NR	NR	7	7	.8	1.2
California									
Claremont	2.7	22	NR	NR	NR	None	None	1.6	None
Dunsmuir	2.6	40	6	31	3	—	—	1.6	—
Exeter	2.7	11	11	—	—	1	1	1.2	.2
Glendora	2.8	17	NR	NR	NR	3	NR	1.5	.6
Needles	3.1	33	4	21	8	8	3	1.4	.6
Paso Robles	2.6	53	13	40	—	2	1	2.7	.3
San Bruno	3.6	55	17	16	22	15	3	4.4	2.2
Taft	3.4	38	NR	NR	NR	—	—	3.3	—
Mountain View	3.3	23	8	14	1	9	6	1.6	.9
Ukiah	3.1	50	38	12	—	26	10	4.0	1.4
Colorado									
Lamar	4.2	47	22	25	—	30	27	2.3	3.4
Las Animas	2.5	38	38	—	—	1	1	1.0	.1
Montevista	2.6	33	12	21	—	—	—	1.2	—
Connecticut									
Berlin	4.9	37	24	9	4	—	—	3.0	—
Cromwell	2.8	50	15	19	16	—	—	4.0	—
Essex	2.8	18	4	14	—	—	—	.6f	—
New Canaan	2.3	66	55	11	—	—	—	6.5	—
Florida									
Apalachicola	3.2	33	7	25	1	2	1	.7	.1
Arcadia	4.1	34	21	13	—	4	4	1.3	.4
Tarpon Springs	3.4	44	38	—	6	3	3	2.0	.3
Georgia									
Cairo	3.2	53	24	29	—	1	1	2.7	*
Cuthbert	3.2	23	14	9	—	1	1	1.1	.1
Vidalia	3.6	36	19	17	—	—	—	1.5	—
Waynesboro	3.9	43	24	19	—	6	6	1.3	.4
Winder	3.3	43	15	16	12	—	—	1.3	—
Idaho									
Kellogg	4.1	26	NR	NR	NR	—	—	2.2	—
Illinois									
Abingdon	2.8	NR	NR	NR	NR	—	—	.7	—
Crystal Lake	3.7	13	5	8	—	3	1	.8	.3
Dolton	2.9	15	7	8	—	1	—	1.2	*
Flora	4.4	64	NR	NR	NR	—	—	4.7f	—
Steger	3.0	40	2	12	26	3	—	.5	.1

f See footnote for this government at end of table. — Data, if any, not reported.

NR No report given of detail or amount to correspond to other figures shown for government. * Less than fifty dollars.

MUNICIPAL EMPLOYEES AND PAY ROLLS OF CITIES AND TOWNS HAVING POPULATIONS OF 2,500 - 5,000

THIRD QUARTER 1940

Schools, work relief, and contract work are excluded

City or town	Popu-lation in 1930 (in thou-sands)	NUMBER OF EMPLOYEES Pay period ending nearest July 31, 1940						MONTHLY PAY ROLL July 1940	
		General governmental functions				Public-service enterprises		General govern-mental functions (In thousands)	Public-service enter-prises
		Total	Permanent		Tem-porary and other	Total	Per-manent full-time		
			Full-time	Part-time					
Indiana									
Attica	3.7	24	NR	NR	NR	6	3	\$.8f	\$.2f
Aurora	4.4	14	7	7	—	—	—	.9	—
Crown Point	4.0	15	7	8	—	12	9	.9	1.2
Jasonville	3.5	18	12	6	—	—	—	.5f	—
Salem	3.2	NR	NR	NR	NR	NR	NR	1.2	1.2
Tell City	4.9	NR	NR	NR	NR	NR	NR	.9	.2
Iowa									
Clarinda	4.9	30	14	16	None	2	2	1.7	.3
Onawa	2.5	17	9	—	8	10	10	.9	1.1
Osage	3.0	47	16	30	1	22	2	1.6	.9
Pella	3.3	23	6	5	12	18	11	1.4	1.3
Waverly	3.7	48	24	15	9	16	15	3.0	1.8
Harlan	3.1	16	8	4	4	17	11	.9	1.8
Kansas									
Fredonia	3.4	17	13	4	—	4	4	NR	.4
Hiawatha	3.3	28	18	—	10	10	3	1.2	.4
Horton	4.0	29	7	9	13	27	14	1.3	2.1
Kingman	2.8	17	12	5	—	14	—	1.3	.9
Osawatomie	4.4	47	NR	NR	NR	47	NR	1.7	2.8
Kentucky									
Cynthiana	4.4	50	18	32	—	2	2	1.5	.2
Elsmere	2.9	11	1	10	—	—	—	.2	—
Russellville	3.3	26	14	12	—	2	2	1.3	.2
Louisiana									
Amite City	2.5	64	14	19	31	NR	NR	1.2f	NR
Eunice	3.6	22	10	12	—	4	3	1.1	.3
Franklin	3.3	31	22	8	1	19	11	1.2	1.1
Natchitoches	4.5	68	38	30	—	30	15	3.2	2.5
Slidell	2.8	9	NR	NR	NR	3	NR	.7f	NR
Maine									
Hallowell	2.7	NR	NR	NR	NR	—	—	3.0	—
Pittsfield	2.9	23	7	16	—	5	2	.9	.1
Prosque Isle	4.7	59	33	26	—	—	—	2.8	—
Massachusetts									
Lancaster	2.9	NR	NR	NR	NR	NR	NR	2.2	NR
Sharon	3.4	58	16	42	—	3	3	3.2	.4
West Bridgewater	3.2	59	1	58	—	1	1	2.6	.2
Scituate	3.1	122	47	75	—	22	6	9.1	1.5
Michigan									
Inkster	4.4	35	9	12	14	—	—	2.1	—
Laurium	4.9	78	11	64	3	4	2	1.5	.1
Melvindale	4.1	37	NR	NR	NR	2	2	5.2	.4
Northville	2.6	34	9	25	—	NR	NR	1.6	.1
Norway	4.0	29	20	9	—	10	7	1.3	1.2
St. Clair	3.4	40	21	19	—	4	4	3.2f	.5f
Zeeland	2.9	38	NR	NR	NR	7	NR	1.2	.8

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MUNICIPAL EMPLOYEES AND PAY ROLLS OF CITIES AND TOWNS HAVING
POPULATIONS OF 2,500 - 5,000

THIRD QUARTER 1940

Schools, work relief, and contract work are excluded

City or town	Popu- lation in 1930 (in thou- sands)	NUMBER OF EMPLOYEES Pay period ending nearest July 31, 1940						MONTHLY PAY ROLL July 1940	
		General governmental functions			Public-service enterprises			General govern- mental functions (In thousands)	Public- service enter- prises (In thousands)
		Total	Permanent		Tempo- rary and other	Total	Per- manent full- time		
			Full- time	Part- time					
Minnesota									
Blue Earth	2.9	15	13	2	—	11	11	\$ 1.1	\$ 1.5
Gilbert	2.7	24.5	NR	NR	NR	—	—	5.2	—
Proctorknott	2.5	15	6	9	—	None	None	.8	None
Robbinsdale	4.4	NR	NR	NR	NR	NR	NR	4.4	.1
Tracy	2.6	13	NR	NR	NR	2	2	.9	.2
Wadena	2.5	23	17	3	3	7	7	1.5	.8
Two Harbors	4.4	71	43	28	—	20	15	5.5	2.9
Mississippi									
Lexington	2.6	24	NR	NR	NR	4	2	.8	.1
Pass Christian	3.0	25	19	6	—	2	2	2.2	.2
Missouri									
Bonne Terre	4.0	10	2	8	—	—	—	.3	—
Brentwood	2.8	22	14	8	—	—	—	2.1	—
Crystal City	3.1	25	6	13	6	8	2	.8	.4
Fayette	2.6	43	13	20	10	12	8	1.2	.8
Marceline	3.6	42	19	23	—	26	12	1.3	1.8
Neosho	4.5	NR	NR	NR	NR	NR	NR	1.6	.8
Montana									
Glendive	4.6	39	NR	NR	NR	17	NR	2.0	.9
Nebraska									
Holdrege	3.3	38	19	13	6	22	14	1.4	1.7
Wahoo	2.7	34	6	20	8	28	16	1.1	2.7
New Jersey									
Bernardsville	3.3	45	16	10	19	None	None	2.8	None
Edgewater	4.1	111	83	21	7	None	None	19.0	None
Egg Harbor City	3.5	44	10	20	14	4	4	1.5	.4
Merchantville	3.6	31	24	7	—	—	—	2.8	—
New Mexico									
Clayton	2.5	17	5	12	—	21	8	1.1	1.8
Tucumcari	4.1	42	12	25	5	40	19	1.6	3.1
New York									
Amityville	4.4	36	16	14	6	None	None	3.3	None
Canajoharie	2.5	26	13	5	8	4	4	1.6	.5
Cobleskill	2.6	17	NR	NR	NR	1	1	1.0	.1
Cooperstown	2.9	17	9	8	—	None	None	.8	None
Fort Plain	2.7	21	4	13	4	6	2	1.2	.5
Gowanda	3.0	24	10	14	—	6	2	1.8	.5
Hamburg	4.7	22	14	8	—	5	5	1.8f	.8
Lake Placid	2.9	33	21	12	—	20	18	3.7	2.6
Lyons	4.0	53	29	21	3	6	2	4.9	.4
New Hyde Park	3.3	20	7	13	—	None	None	1.4	None
Sag Harbor	2.8	15	13	2	—	—	—	1.1	—
Suffern	3.8	36	23	13	—	1	1	4.0	.2
Waterloo	4.1	26	8	18	—	13	8	1.3	.7
West Haverstraw	2.8	22	2	20	—	—	—	.5	—
Yorkville	3.4	16	2	14	—	None	None	1.0	None
North Carolina									
Cherryville	2.8	17	12	5	—	6	4	.9	.5

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MUNICIPAL EMPLOYEES AND PAY ROLLS OF CITIES AND TOWNS HAVING
POPULATIONS OF 2,500 - 5,000

THIRD QUARTER 1940

Schools, work relief, and contract work are excluded

City or town	Popu- lation in 1930 (in thou- sands)	NUMBER OF EMPLOYEES Pay period ending nearest July 31, 1940							MONTHLY PAY ROLL July 1940	
		General governmental functions				Public-service enterprises			General govern- mental functions (In thousands)	Public- service enter- prises (In thousands)
		Total	Permanent		Tempo- rary and other	Total	Per- manent full- time			
			Full- time	Part- time						
North Carolina (Cont'd.)										
Clinton	2.7	18	18	—	—	1	1	\$ 1.0	\$.1	
Forest City	4.1	30	18	7	5	7	7	1.4	.6	
Mount Olive	2.7	27	9	7	11	2	2	.8	.1	
Ohio										
Barnesville	4.6	24	10	12	2	18	6	1.1	1.0	
Byesville	2.6	15	5	10	—	2	1	.2f	.1f	
Fairview	3.7	10	—	10	—	—	—	NR	—	
Oberlin	4.3	20	NR	NR	NR	14	NR	NR	NR	
Shadyside	4.1	14	4	10	—	7	2	.7	.3	
South Euclid	4.4	68	25	34	9	—	—	4.7	—	
Willard	4.5	42	32	10	—	18	18	2.8	2.8	
Oklahoma										
Idabel	2.6	37	11	14	12	18	5	1.0	.5	
Cordell	2.9	31	11	9	11	9	NR	1.4	.6	
Oregon										
Burns	2.6	33	NR	NR	NR	1	1	1.0	.2	
Hood River	2.8	32	12	8	12	7	2	1.9	.4	
North Bend	4.0	45	10	35	—	—	—	1.7	—	
St. Helens	4.0	19	NR	NR	NR	43	NR	.9	1.4	
Tillamook	2.5	40	NR	NR	NR	20	NR	1.6	1.2	
Pennsylvania										
Bentleyville	3.6	13	2	11	—	1	—	.3	.1	
Birdsboro	3.5	4f	4	—	—	—	—	.4f	—	
Camp Hill	3.1	11	10	1	—	—	—	1.0	—	
Curwensville	3.1	NR	NR	NR	NR	—	—	.4	—	
Dale	3.4	9	3	6	—	—	—	.4	—	
Doylestown	4.6	15	10	1	4	1	1	1.7	.1	
Jenkintown	4.8	21	19	2	—	None	None	2.6	None	
Lititz	4.4	9	4	4	1	4	3	.5	.4	
Manheim	3.5	3	2	1	—	—	—	.3	—	
Monaca	4.6	17	16	1	—	4	4	2.4	.5	
Mt. Penn	3.0	12	5	7	—	—	—	.8	—	
Myerstown	2.6	NR	NR	NR	NR	—	—	1.3	—	
Norwood	3.9	12	8	—	4	—	—	1.2	—	
Palmyra	4.4	14	6	8	—	—	—	.8	—	
Perkasie	3.5	23	17	6	—	—	—	1.8	—	
South Connellsville	2.5	6	1	5	—	—	—	.2	—	
South Greensburg	2.5	9	7	2	—	—	—	.7	None	
Trafford	4.2	26	5	21	—	—	—	1.0	—	
West Reading	4.9	26	11	14	1	2	2	2.6	.3	
West Wyoming	2.8	14	NR	NR	NR	None	None	.6	None	
Williamstown	3.0	21	1	14	6	None	None	.4	None	
Wyomissing	3.1	32	28	4	—	4	None	3.5	.1	
Youngwood	2.3	10	2	2	6	—	—	.4	—	
Pennbrook	3.6	NR	NR	NR	NR	—	—	.5	—	
Rhode Island										
Kingstown	4.3	NR	NR	NR	NR	—	—	3.7	—	
South Carolina										
Batesburg	2.8	20	8	12	—	4	1	.6	.1	
Bennettsville, S.	3.7	52	22	30	—	10	10	2.3	1.3	

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MUNICIPAL EMPLOYEES AND PAY ROLLS OF CITIES AND TOWNS HAVING
POPULATIONS OF 2,500 - 5,000

THIRD QUARTER 1940

Schools, work relief, and contract work are excluded

City or town	Popu- lation in 1930 (in thou- sands)	NUMBER OF EMPLOYEES Pay period ending nearest July 31, 1940						MONTHLY PAY ROLL July 1940	
		General governmental functions			Public-service enterprises			General govern- mental functions (In thousands)	Public- service enter- prises
		Total	Perma- nent Full- time	Part- time	Tem- porary and other	Total	Per- manent full- time		
South Dakota Vermillion	2.9	38	15	22	1	29	12	\$ 1.8	\$ 1.7
Tennessee Franklin	3.4	NR	NR	NR	NR	NR	NR	1.3	NR
Texas									
Ballinger	4.2	16	NR	NR	NR	3	3	1.2	.3
Canyon	2.8	18	4	14	---	2	1	.8	.2
Center	2.5	15	6	9	---	3	3	.6	.4
Colorado City	4.7	24	NR	NR	NR	3	3	1.6	.3
Commerce	4.3	22	NR	NR	NR	---	---	1.7	---
Edinburg	4.8	14	6	8	---	None	None	.8	None
Kenedy	2.6	8	NR	NR	NR	2	2	.3	.2
Mart	2.9	21	11	2	8	5	3	.6	.2
Mineola	3.3	34	11	23	---	8	6	.7	.2
Pharr	3.2	22	5	5	12	10	2	.5	.3
Quanah	4.5	18	8	10	---	None	None	1.0	None
Shamrock	3.8	18	7	11	---	5	4	1.0	.4
Snyder	3.0	22	10	8	4	5	2	.6	.3
Teague	3.5	11	5	6	---	5	5	.6	.6
Utah									
Price	4.1	70	54	16	---	9	6	6.9	1.1
Vermont									
Windsor	3.7	28	7	13	8	---	---	1.9	---
Virginia									
Norton	3.1	NR	NR	NR	NR	NR	NR	.9	.2
Phoebus	3.0	NR	NR	NR	NR	---	---	1.2	---
Williamsburg	3.8	57	28	15	14	---	---	3.4	---
Washington									
Auburn	3.9	15	15	---	---	3	3	1.6	.4
Omak	2.5	15	6	9	---	6	2	.9	.3
Port Townsend	4.0	25	12	5	8	6	3	1.5	.4
Sedro-Wooley	2.7	11	5	6	---	---	---	.9	---
Snohomish	2.7	49	8	41	---	11	3	.9	.4
West Virginia									
Benwood	4.0	49	9	14	26	None	None	2.3	None
Holidays Cove	4.5	14	7	7	---	2	2	1.0	.3
McMechen	3.7	NR	NR	NR	NR	None	None	.4	None
Wisconsin									
Berlin	4.1	46	20	26	---	4	4	3.0	.3
Burlington	4.1	39	NR	NR	NR	2	2	3.9	.3
Viroqua	2.8	31	20	11	---	6	5	2.4	.5
Lake Geneva	3.1	90	24	66	---	---	---	3.1	---
Little Chute	2.8	27	14	13	---	NR	NR	NR	NR
Mayville	2.5	24	3	14	7	2	NR	1.0	.2
Richland Center	3.6	69	16	53	---	22	19	3.7	2.2
Tomahawk	2.9	24	12	12	---	2	2	1.3	.2
Wyoming									
Evanston	3.1	22	11	6	5	14	9	1.5	.9

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- FOOTNOTES FOR INDIVIDUAL CITIES AND TOWNS -

Connecticut

Essex - July pay roll estimated at one-twelfth of pay roll for year.

Illinois

Flora - Total number of employees for General governmental functions includes employees of water supply and electric light plants, and total amount of pay roll for General governmental functions includes their salaries.

Indiana

Attica - July pay rolls estimated at one-third of pay roll for quarter.
Jasonville - July pay roll estimated at one-third of pay roll for quarter.

Louisiana

Amite City - July pay roll estimated at one-third of pay roll for quarter.
Slidell - July pay roll estimated at one-third of pay roll for quarter.

Michigan

St. Clair - July pay roll estimated at one-third of pay roll for quarter.

New York

Hamburg - Pay roll for General governmental functions does not include salaries of mayor and council

Ohio

Byesville - July pay roll estimated at one-third of pay roll for quarter.

Pennsylvania

Birdsboro - Partial data.

Texas

Kenedy - July pay roll estimated at one-third of pay roll for quarter.

18735

10

TO CITY, TOWN, AND VILLAGE OFFICIALS COOPERATING IN THE STATE AND LOCAL GOVERNMENT QUARTERLY EMPLOYMENT SURVEY:

Information for the month of July about the number of employees and amount of pay rolls of your municipal government is requested below for the third cooperative canvass. Return of one copy of this form is desired by August 20, 1940 if possible. The duplicate is for your files.

Copies of the second quarter's compilation for cities, towns, and villages and the preliminary General Summary were sent to you recently and a revised General Summary for all units of government is being mailed under separate cover. You will receive similar compilations for the third quarter when published.

A. J. Austin
Director

If exact figures are unobtainable, USE ESTIMATES.
EXCLUDE EMPLOYEES OF SCHOOLS, PERSONS ON WORK RELIEF, AND EMPLOYEES OF CONTRACTORS.
Explanation of any large changes in employment or pay rolls since your April report, or of any other unusual items in the data, may be made in the space provided for comments.
INSTRUCTIONS ON REVERSE SHOULD BE READ BEFORE INSERTING FIGURES.

FUNCTION	NUMBER OF EMPLOYEES in pay period ended on or nearest July 31, 1940				AMOUNT OF PAY ROLL FOR JULY 1940
	Total	Permanent status	Part-time	Temporary and other	
	A	Information desired if available			E
		B	C	D	
1. GENERAL GOVERNMENTAL FUNCTIONS (EXCEPT SCHOOLS): TOTAL.....					
a. Mayor and council, board or commission.....					
b. General administrative and financial.....					
c. Judicial.....					
d. Police.....					
e. Fire (EXCLUDE UNPAID VOLUNTEERS).....					
f. Public works (Streets and highways and sanitation and waste removal).....					
g. Health and hospitals.....					
h. Charities (EXCLUDE PERSONS ON WORK RELIEF).....					
i. Recreation, parks, auditoriums, etc.....					
j. Other general functions (DO NOT INCLUDE SCHOOLS).....					
2. PUBLIC-SERVICE ENTERPRISES: TOTAL.....					
k. Water-supply.....					
l. Other (Specify).....					

* Please report the best figures available for these four totals, even though partially or wholly estimated. Your comments or suggestions will receive careful attention. (Use space below.)

Data supplied by: _____
(Name) (Title)
Address: _____
(A copy of the report of this survey will be sent to address shown.)

RETURN ADDRESSED COPY BY AUGUST 20, 1940, IF POSSIBLE. Enclosed self-addressed envelope requires no postage.

GENERAL INSTRUCTIONS:

Officials: Include number and compensation of elective and other officials, judges, etc., paid by the municipality, or by fees.

Exclusions: EXCLUDE ENTIRELY EMPLOYEES OF SCHOOLS, PERSONS ON WORK RELIEF, AND EMPLOYEES OF CONTRACTORS.

Alternative data: If information on number of employees and amount of pay rolls is not easily available for July 1940, figures for June 1940 will be acceptable, but the column headings should then be changed to read "June" instead of "July".

Estimates: If exact figures are unobtainable, USE ESTIMATES.

Explanation of any large changes in employment or pay rolls since your April report, or of any other unusual items in the data, may be made in the space provided for comments.

DEFINITIONS OF EMPLOYEES AND PAY ROLLS:

Column A. Total number of employees: Enter sum of Columns B, C, and D.

Columns B and C. Permanent employees: Include municipal employees with permanent or indefinite tenure; also elective and other officials, judges, etc., paid by the city or by fees and having a term of one year or more. Report as "full-time" (in Column B), employees working the prescribed number of hours for a full-time week in their respective departments; and as "part-time" (in Column C), employees working regularly for fewer hours per week than is prescribed for full-time employees in the respective departments. Include as "part-time" employees, officials also engaged in an outside profession or employment, and volunteer firemen receiving pay.

Column D. Temporary and other employees: Include seasonal, emergency, and other employees without permanent tenure. EXCLUDE PERSONS ON WORK RELIEF AND EMPLOYEES OF CONTRACTORS.

Column E. Amount of pay roll for month: Salaries, wages, and fees of all officials and employees should be included. Amounts may be estimated by multiplying semi-monthly pay roll totals by two, etc., and adding such estimates to totals already on a monthly basis. Amounts will be published to nearest thousand dollars.

DEFINITIONS OF FUNCTIONS:

- a. **Mayor and council, board or commission:** Include offices of mayor or manager, council, or general governing commission.
- b. **General administrative and financial:** Include offices of city clerk, auditor, or treasurer, and other general administrative agencies.
- c. **Courts:** Include judges and court employees. Exclude juries and witnesses.
- d. **Police:** Include uniformed and plain-clothes force and clerical employees.
- e. **Fire:** Include fire companies and clerical employees. Exclude volunteer fire companies, which serve without pay, but include as part-time those which receive some pay.
- f. **Public works (Streets and highways, sanitation and waste removal):** Include maintenance, lighting, and construction of streets and alleys, sewers and sewage-disposal plants, collection of garbage, street cleaning, comfort stations, etc. EXCLUDE EMPLOYEES OF CONTRACTORS.
- g. **Health and hospitals:** Include medical inspection, food regulation and inspection, clinics, child health services, visiting nurses, control of communicable diseases, vital statistics, and hospitals.
- h. **Charities:** Include case workers and other employees administering institutional and noninstitutional assistance and welfare. EXCLUDE PERSONS ON WORK RELIEF.
- i. **Recreation, parks, auditoriums, etc.:** Include playgrounds, golf courses, beaches, recreation buildings, auditoriums, parks and park policing, zoos, museums, art galleries, orchestras, etc.
- j. **Other general functions:** Include activities not classified above, such as libraries, scales, pounds, pension fund employees (EXCLUDE PENSIONERS), markets, warehouses, morgue, cemeteries, city garages, asphalt plants, etc.
- k-l. **Public-service enterprises:** Include city-operated enterprises. Under "l. Other" include electric-light plants, street railways or buses, airports, docks and wharves, gas supply, ferries, housing, etc. Sewage-disposal plants should be classified under "g".

COMMENTS