



# City Survey

## Getting to Know Your Community

Start a special binder to contain the following information. The more detail that you have, the better! Leave space for notes and take the binder with you to all meetings that you attend. This is critically important research that will help you understand your community.

### **City name**

### **Overall demographics**

- Total population
- City size in sq. miles
- Ethnic makeup
- City map

### **Locate and print these documents**

- State constitution
- County Charter
- City Charter

### **Number of precincts**

- Information on precinct captains (Name, phone, email)
- Precinct map

### **Information on Mayor and City Council members**

- Name
- Party affiliation
- Age
- Male/female
- Years in office
- Previous elected positions
- Biography
- Contact information including email, phone, address
- District
- Committee memberships

**Information on Key City officials & Info**

City manager  
Legal counsel  
City planner  
City clerk  
Building permits & standards

**Information on County Commissioners**

Name  
Party affiliation  
Age  
Male/female  
Years in office  
Previous elected positions  
Biography  
Contact information including email, phone, address  
District  
Committee memberships

**Information on State assemblymen and senators**

Name  
Party affiliation  
Age  
Male/female  
Years in office  
Previous elected positions  
Biography  
Contact information including email, phone, address  
District  
Committee memberships/chairmanships  
Caucus memberships

**Information on city judges**

Name  
Party affiliation  
Age  
Male/female  
Years in office  
Previous elected positions  
Biography  
Contact information including email, phone, address

**Names of all local boards**

Education  
Water  
Planning  
Zoning

Energy  
Fire

**Where are meetings held for various events?**

**Calendars of Events (when and where), links to web calendars)**

City counsel  
County  
Board meetings  
County meetings

**Pending legislation/ city resolutions**

**List of all active city projects**

**General Plan for City/County**

**City Memberships**

Regional Councils of Governments (See NARC)  
ICLEI  
Nat'l Council of Mayors  
League of Cities  
Other NGOs

**County Memberships**

Nat'l League of Counties  
ICLEI  
Other NGOs

**City budget (current and past)**

**City chamber of commerce / Visitor and Convention Bureau**

**Any other things that profile your city and/or affect its future**

**Where and how to make public records and FOIA requests**

**Environmental programs**

**List of libraries with public use meeting rooms**

Room size  
Who to contact for booking

**Information on Council of Governments membership (COGS, see narc.org)**

Location and contact information  
Your representative on the council  
Other council members and their information  
Website

Scope of operation  
General plan

**NGO's working within your city/county system**

Environmental groups  
Green New Deal groups  
Social justice groups