

# COUNTY OF YORK

## MEMORANDUM

**DATE:** March 26, 2025  
**TO:** York County Board of Supervisors  
**FROM:** Mark L. Bellamy, Jr., County Administrator  
**SUBJECT:** 2025 Citizen Survey



I wanted to provide you with an update on the Polco Citizen Survey, which is scheduled to be distributed soon. Advance notice of the survey is being mailed this week.

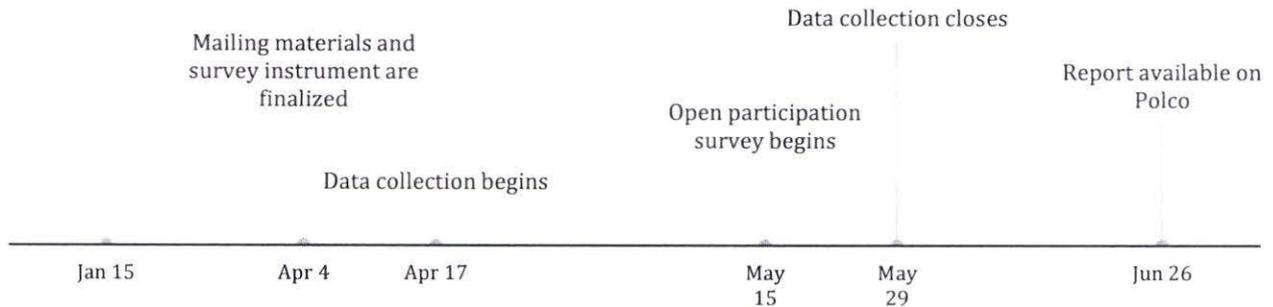
For your reference, a timeline outlining the project schedule is attached.

Attachment:

- Survey Timeline

## Timeline for The National Community Survey™

The NCS process begins



Item	Date
<b>Preparing for the Survey - Average of 6 Weeks</b>	
Project Manager sends The NCS instrument for review	Jan 15
Send Project Manager drafts of <b>optional</b> custom questions to add to the survey	Mar 10
Mailing materials and survey instrument are finalized	Apr 4
Project Manager generates sample of representative households in your community	Apr 10
Polco prints materials, prepare mailings and sets up the survey online	Apr 10 to Apr 17
<b>Survey Administration, Analysis, and Reporting - 11 Weeks</b>	
Data collection is open for The NCS - track real-time responses on Polco!	Apr 17 to May 29
Postcard invitations to online survey sent	Apr 17
Packet with printed survey, cover letter, and postage-paid return envelope sent	Apr 24
Open participation survey begins (Project Manager will provide link)	May 15
Data collection closes for the random sample survey and open participation survey	May 29
Send Project Manager final count of returned postcards	May 29
Survey analysis and report writing	May 29 to Jun 26
Project Manager provides link to report on Polco	Jun 26
<b>After the Survey</b>	
After your community has completed The NCS, stay engaged with your community members by posting additional surveys and polls on Polco!	