

TITLE IX APPENDIX/THE LANGUAGE OF LOCAL GOVERNMENT

CHAPTERS:

- 9.04 Abbreviations
 - 9.06 Definition of Terms
 - 9.08 Reference Organizations
 - 9.10 Bibliography
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Chapter 9.04 Abbreviations

-A-

- ADA - Americans with Disabilities Act
- AARP - American Association of Retired Persons
- ACLU - American Civil Liberties Union
- AFSCME - American Federal, State, County, and Municipal Employees
- AG - Attorney General
- A/K/A - also known as
- APA - American Planning Association
- APWA - American Public Works Association
- AWC - Association of Washington Cities

-B-

- BAN - Bond Anticipation Notes
- BFOQ'S - Bona Fide Occupational Qualifications
- BOA - Board of Adjustment
- BTU - British Thermal Unit

-C-

- CAB - Central Advisory Board
- CAC - Citizens Advisory Committee
- CATV - Cable Access Television
- CD - Certificate of Deposit
- CBA – Collective Bargaining Agreement
- CDBG - Community Development Block Grant (Federal)
- CEBA - Community Economic Betterment Account
- CED - Corporation for Economic Development
- CEPP - Community Economic Preparedness Program
- CFN - Community Food & Nutrition Program
- CHAP - Comprehensive Homeless Assistance Plan
- CIP - Capital Improvements (or Investments) Program (City)
- CMC - Certified Municipal Clerk

CO - Certificate of Occupancy
COBRA - Consolidated Omnibus Budget Reconciliation Act
COG - Council of Governments
CPA - Certified Public Accountant
CPR - Cardio Pulmonary Resuscitation
CSA - Community Services Administration
CSBG - Community Services Block Grant (Federal)

-D-

DBA - doing business as
DEIS - Draft Environmental Impact Statement
DEP - Department of Environmental Protection
DEQ - Department of Environmental Quality
DHHS - Department of Health and Human Services (Federal)
DNR - Department of Natural Resources (State)
DNS - Determination of Non-significance
DOE - Department of Energy (Federal)
DOL - Department of Labor (Federal)
DOT - Department of Transportation (State)
DSHS – Department of Social and Health Services (State)
DWAM - Department of Water Air and Waste Management

-E-

EDA - Environmental Development Association
EEOC - Equal Employment Opportunity Commission (Federal)
EIS - Environmental Impact Statement
EPA - Environmental Protection Agency
ESG - Emergency Shelter Grant

-F-

FAA - Federal Aviation Administration
FNMA - Fannie Mae Federal National Mortgage Association
FAR - Floor Area Ratio
FAUS - Federal Aid to Urban Systems
FBE - Female Business Enterprise
FCC - Federal Communications Commission
FDA - Federal Drug Administration
FDIC - Federal Deposit Insurance Corporation
FEMA - Federal Emergency Management Agency
FHA - Federal Housing Agency
FICA - Federal Insurance Contribution Act
FLMA – Family Medical Leave Act

FLSA - Fair Labor Standards Act
FmHA - Farmers Home Administration
FONSI - Findings of No Significant Impact
FOSI - Findings of Significant Impact
FRS - Federal Revenue Sharing
FSLIC - Federal Savings and Loan Insurance Corporation
FTD - Federal Tax Deposit
FUTA - Federal Unemployment Tax Act

-G-

GAAP - Generally Accepted Accounting Principles
GAN - Grant Anticipation Notes
Ginnie Mae - Government Insurance Mortgages
GMA - Growth Management Act
GO - General Obligation
GPR - Grantee Performance Report

-H-

HA - Housing Authority
HAP - Housing Assistance Plan
HE - Hearing Examiner
HER - Hispanic Education Resources
HEW - Health, Education and Welfare
HHS - Department of Health & Human Services (Federal)
HILP - Home Improvement Loan Program
HODAG - Housing Development Action Grant
HOME - Home Opportunities Made Easy
HSCB - Human Services Coordinating Board
HUD - Department of Housing and Urban Development (Federal)

-I-

ICMA - International City Management Association
IDB - Industrial Development Bonds
IIMC - International Institute of Municipal Clerks
INS - Immigration and Naturalization Service
IRA - Individual Retirement Account
IRS - Internal Revenue Service
ISO - Insurance Service Office

-J-

JTPA - Job Training Partnership Act

-L-

LEA - Law Enforcement Agency
LMI - Low and Moderate Income
LRHA - Low Rent Housing Authority
LSC - Legal Services Corporation

-M-

MMC – Master Municipal Clerk
MBE - Minority Business Enterprise
MFOA - Municipal Finance Officers Association

-N-

NAACP - National Association for the Advancement of Colored People
NAHRO - National Association of Housing and Redevelopment Officials
NCDA - National Community Development Association
NEPA - National Environmental Policy Act
NFIP - National Flood Insurance Program
NOFA - Notice of Funding Availability

-O-

OFM – Office of Financial Management (State)
OMB - Office of Management & Budget (Federal)

-P-

PAC - Political Action Committee
PHA - Public Housing Authority
PO - Purchase Order

-R-

RAP - Recreational Activities Program
RC&D - Resource, Conservation and Development
RFP - Request for Proposal
RFQ - Request for Qualifications
RLF - Revolving Loan Fund
RPC - Regional Planning Commission
RTA - Regional Transit Authority
RUT - Road Use Tax
RWA - Rural Water Association

-S-

SBA - Small Business Administration (Federal)
Section 8 - Low Income Housing (Federal)
SEPA - State Environmental Protection Act
SOP - Standard Operating Procedure
SSA - Social Security Administration
SSBG - Social Services Block Grant
SSI - Supplemental Security Income

-T-

T/A - Technical Assistance
T-Bills - Treasury Bills
TEFAP - Temporary Emergency Food Assistance Program
TEFRA - Tax Equity & Fiscal Responsibility Act
TIF - Tax Increment Financing
TIN - Taxpayers Identifying Number

-U-

UBC - Uniform Building Code
UDAG - Urban Development Action Grant
UEC - Uniform Electrical Code
UFC - Uniform Fire Code
UGA - Urban Growth Area
UPC - Uniform Plumbing Code
URA - Urban Renewal Authority
USDA - U.S. Department of Agriculture

-V-

VA - Veterans Administration

-W-

WIC - Women, Infants, Children Nutrition Program
WIN - Work Incentive Program
W-2 - Earnings Statement
W-4 - Withholding Statement

-X-

-Y-

-Z-

CHAPTER 9.12 Definition of Terms

- abatement - the method of reducing the degree of pollution; value - a deduction from the full amount of a tax
- abstain - the practice of exercising discretion to relinquish the right to vote when necessary to avoid needless conflict (see conflict of interest)
- accessory building - a detached building which is incidental, subordinate and exclusively devoted to a main building or use, located on the same lot
- acre-foot - a quantity of water that would cover 1 acre to a depth of 1 foot, that is 43,560 cubic feet or 325,850 gallons
- adopt - approve, agreed to, accept
- ad valorem tax - a tax levied on the assessed value of real property (also known as "property tax")
- administrative - pertaining to management and carrying out of laws and functions, as opposed to legislative and judicial
- advisory - in risk assessment, a non-regulatory document that communicates risk information to persons who may have to make risk management decisions
- agenda - an outlined plan of an entire business session; an order of business
- allocation of funds - to set aside funds for a specific purpose or program
- amendment - a change or addition which changes the meaning or scope of an original formal document, usually laws or regulations, but can include plans or specifications
- annexation - the process by which a municipality, upon meeting certain requirements, expands its incorporated limits
- appeal - a request for the transference of a case to a higher body for rehearing
- appropriation - a sum of money authorized by a legislative body to be spent for a specific purpose
- arbitrage bond - a bond issued at a low interest rate invested at a higher interest rate
- arbitrator - one called upon to decide an issue (as opposed to mediator)
- arbitration - the hearing and determination of a case in controversy by a person chosen by the parties or appointed under statutory authority
- archives - a place in which public records or historical documents are preserved
- assessed value - a valuation set upon real estate or other property by the assessor as a basis for levying taxes
- asset - resources of a government that have monetary value
- audit - an examination of the financial activities of an agency and the report based on such examination
- authority - a person or group having the right and power to command, decide, rule or judge
- bid - formal quotation, based on common specifications, for the provision of goods or services; opened at public for meeting consideration and award
- bid bond - bid security submitted by bidder to guarantee that a bidder will enter into a contract within a specified time and furnish any required performance bond

- bi-partisan - representing two parties, in the United States usually Democrats and Republicans
- board of adjustment - zoning board - an officially constituted body whose principal duties are to consider variances from the strict application of the zoning ordinance
- bond - an interest bearing certificate issued by a government or business, redeemable on a specific date; used as a measure of raising funds for capital improvements
- boundaries - any separation, natural or artificial, which marks the confines or line of division of two contiguous properties; limits stated in title deed if possession be under title
- budget (operating)- a comprehensive financial plan to sustain municipal operations during a given year with related explanation
- bylaw - a rule adopted by an organization chiefly for the government of its members and the regulation of its affairs
- call for the question - term used to end the discussion and vote on the motion
- candidate - a person who is qualified and has filed to run for elected office
- capital budget - a spending plan for improvements and acquisitions of significant value and a useful life of more than one year
- capital improvement - a government acquisition of real property, major construction project, or acquisition of equipment meeting a minimum useful life and financial outlay requirement
- capital improvement budget - a budget including those approved capital improvements contained in the first year of the five-year Capital Improvement Program
- capital improvement funds - a long range program to provide for the purchase or construction of major items, i.e., fire trucks, streets and buildings, along with a schedule for receipt and payments of those funds
- capital reserve fund - used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary or trust funds)
- capital outlay - expenditures made to acquire fixed assets or additions to them usually made from the general fund or utility fund where the assets are to be used
- cash flow - process of managing cash balances to ensure funds are adequate to pay bills
- census - a count of the population and a property evaluation; a complete enumeration of a population; a periodic governmental enumeration of a population
- certificate of occupancy - a document granting permission to occupy or use building or land and certifying that the structure or use conforms to the requirements set forth in applicable codes and ordinances
- certification - a formal, written declaration that certain facts are true and valid
- certified copy - a certified extract of an official record sealed by the appropriate government official
- certify - to testify; make known in writing as a fact
- chair - the presiding officer; the place or station of the presiding officer
- charter - a written instrument that creates and has powers, rights and privileges for a specific jurisdiction or organization
- cite - to summon; to command the presence of a person, to notify a person of legal proceedings against him/her and require his/her appearance
- civil service - competitive process for selecting employees; appointments governed by competitive selection process

- civil suit/action - action brought to enforce or protect private rights; all types of actions other than criminal
- closed session - see executive session
- code - a systematic statement of a body of law given by statutory authority
- codification - any or all ordinances of a municipality which have been enacted that are compiled, consolidated, revised, indexed and arranged in a comprehensive manner
- collective bargaining - negotiations by an organized group to procure an employment agreement for such items as wages, benefits and working conditions
- compliance action/order - an order or action issued by an administrator which requires any person who is not complying with a specific requirement to take steps to come into compliance
- condemnation - the process of taking private property for public use through the power of eminent domain conditional use
- conflict of interest - a term used in connection with a public official's relationship to matters of private interest or personal gain and which prohibits participation in the discussion under decision
- consensus - quality or condition of being in mutual agreement
- consent agenda - a policy of the governing body to approve, in one motion, routine and/or non-controversial items, as determined prior to the meeting; if discussion is desired by a councilmember, items can be removed from the consent agenda and placed elsewhere
- consolidation/boundary adjustment - merger of two or more municipalities or parts thereof into a new unit of specifically defined physical boundaries
- constituent - a person served by an elected official, normally a voter or resident
- contiguous - sharing a common boundary
- contingency - an appropriation of funds to handle unexpected events and emergencies which occur during the course of the fiscal year
- contract - an agreement between two parties which creates an obligation to do or not to do a particular thing
- cooperative purchasing - procurement conducted by or on behalf of more than one public agency
- custodian of records - any authorized person having personal custody, maintenance and control of public records
- debt limit - the maximum amount of debt that a governmental unit may incur under constitutional, statutory, or charter requirements
- debt service - payments to creditors, primarily the holders of municipal bonds; debt service includes principal, interest, and minor incidentals such as paying agents' fees
- debt service fund - established to account for the accumulation of money providing for the retirement of bonds and the payment of interest
- dedication - appropriation of land by the owner for the use of the public and accepted for such use by or on behalf of the public
- deed - a legal document conveying ownership of real property

quit claim - used to release one person's right, title, or interest without providing a guarantee or warranty of title

warranty - guarantees that the title to the property is free and clear of all liens and encumbrances

- defendant - the person denying; a party against whom relief is sought in an action or suit; the accused in a criminal case
- deficit - the excess of expenditures over revenues for a fiscal period
- depreciation - the decrease in value of physical assets due to use and the passage of time
- developer - legal beneficial persons having enforceable proprietary interest in a designated piece of property
- development - a physical change, exclusive of new construction and substantial improvement, to improved or unimproved real estate, including, but not limited to mining, dredging, filling, grading, paving, excavating or drilling operations
- development plan - specific guidelines, requirements or policies for planned growth
- division of the assembly - a motion requiring that a vote taken by voice or by show of hands be retaken by rising
- easement - an interest in land owned by another that entitles its holder to a specific limited use or enjoyment
- egress - an exit
- election petitions - the documents required by law containing the necessary signatures to place a candidate's name or measure/proposition on the ballot
- elector - an individual meeting the qualifications to vote
- emergency measure - an ordinance recognized by the legislative body as requiring immediate passage
- eminent domain - the power to take private property for public use by the state, municipalities, and private persons or corporations authorized to exercise functions of public character
- enact - to establish by law
- enactments - commitments related to unperformed contracts for goods or other purposes
- EEO - Equal Employment Opportunity - Affirmative Action - federal and state laws requiring local government to take native action in employing protected classes
- executive session - a meeting closed to the public which complies with specific state statutes
- ex officio - "From the office" or by virtue of the office; bylaws frequently provide that the president shall be an ex-officio member of all committees except the nominating committee
- expenditures - the spending of money by the municipality for the programs and projects included within the approved budget
- feasibility study - a preliminary survey to determine the design, aesthetics, construction and economic aspects of a proposed project
- federal entitlements - a payment to which a local government is entitled as determined by the federal government pursuant to an allocation formula contained in applicable statutes
- federal grants - a contribution of cash from the federal government to be used or expended for a specified purpose, or activity
- facility fiduciary - one who is appointed or elected to act in a capacity as a trustee or agent on behalf of another party
- financial planning - process of preparing expenditure forecasts and revising existing and alternative revenue sources and rate structures

- flood plain - the area along a natural watercourse subject to periodic overflow by water
- findings of fact - determinations from the evidence of a case either by court or an administrative agency, concerning facts alleged by one party and denied by another
- fiscal year - any twelve-month period established as the period of operations for the governmental unit
- floor, obtain the - securing recognition by the chair as having the right to speak in a meeting
- foreclosure - procedure by which property is sold to satisfy a lien
- franchise - a privilege conferred by government approval to an individual or firm to market goods or services in a particular area, generally for an extended period
- franchise fee - a percent of profit to grantor of franchise
- fund - a set of interrelated accounts to record revenues and expenditures associated with a specific purpose
- fund balance - the excess of fund assets over liabilities and reserves also referred to as surplus
- general consent - unanimous consent; informal agreement of the assembly; the chair asks if there is any objection to a certain procedure; silence gives consent
- general fund - the general operating fund of the municipality used to account for all financial resources except those required to be accounted for in a special fund
- general obligation bond - (GO - Bond) - a financial instrument giving borrowing power to a municipality, based upon pledging of taxing power to retire the debt and pay interest
- grants - funds or other assets from another source to be used for a specific purpose, activity or facility which may be classified as either categorical or block, depending on the amount of discretion allowed the grantee
- home occupation - any use conducted entirely within a dwelling and carried on by the occupants thereof, which use is clearly incidental and secondary to the use of that dwelling for residential purposes and which does not change the character thereof
- home rule - exercise of power at the local government level to determine local affairs of government, upon acceptance of the terms set by the state legislature
- impact fees - set aside fees collected from developers causing infrastructure adjustments to the community; monies to be used as the development further impacts the municipality
- improvements - those physical changes to the land necessary to produce usable and desirable lots from raw acreage including but not limited to grading, paving, curbs, gutters
- incidental motions - motions which deal with questions of procedure arising out of other motions or items of business
- incorporation - means that a community has a status recognized by law; geographic boundaries are established, and power to act granted subject to limitations
- incumbent - (office holder) - person currently holding office
- infrastructure - the facilities and systems shared or used by all citizens such as transportation, water supply, wastewater and solid waste disposal systems
- ingress - access or entry
- initiative - the people's right to initiate a measure, issue or question to be voted on by the people
- injunction - a legal order or direction; a writ requiring a person to refrain from doing certain action

- interfund transfer - payment from one fund to another fund primarily for work or services provided
- intergovernmental agreements - contracts between two or more public agencies for the joint exercise of powers common to the agencies
- intergovernmental revenues - revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes
- internal service fund - funds used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis
- inverse condemnation - a cause of action against a government agency to recover the value of property taken by the agency through no formal eminent domain action
- invitation for bid - a notice and related information from a municipality requesting bids for purchase of goods or services excluding professional services
- issue - see proposition
- judicial - the power to judge, to administer justice and interpret laws and ordinances
- jurisdiction - authority by which courts and judicial offices take cognizance of and decide cases; the legal right by which authority is exercised
- legislative - pertaining to the power to make laws, as opposed to administrative, executive and judicial
- legislative proceedings - action which is upheld by the courts, unless it was unauthorized, unconstitutional, or the result of arbitrary and capricious action
- liability - all character of debt and obligation, responsibility; an obligation one is bound in law or justice to perform
- liaison - communication for establishing and maintaining mutual understanding; someone who establishes or maintains that communication or understanding
- license - formal permission from a constituted authority to carry on an activity
- lien - a claim or charge on property for payment of debt, obligation or duty
- line item - a specific item or group of similar items defined by detail in a unique account in the financial records.; revenue, expenditure and justifications are reviewed, anticipated and appropriated at this level
- litigation - a lawsuit; legal action, including all proceedings therein
- local improvement - a public improvement provided to a specific area which benefits that area, usually paid for by special assessment of benefitting property owners
- main motion - a motion that introduces business to an assembly
- majority - a number greater than half; a majority vote is over half the votes cast
- malfeasance - improperly performing a lawful act
- master plan - a comprehensive long-range plan intended to guide the growth and development of a community or region and one that includes analysis, recommendations and proposals for the community's population, economy, housing, transportation, community facilities and land use
- measure - see proposition
- media - a form of mass communication, such as radio, television and newspaper
- mediator - one who interposes between disputing parties for purposes of reconciliation; has no formal decision-making powers
- meeting - the convening of a public body to discuss and/or act upon a matter over which the public body has supervision, control, jurisdiction or advisory power

- mill - a term used to express the property tax rate (one mill is one-tenth of a cent, thus ten mills equal one cent or one percent)
- minutes - a summary of actions taken at a meeting and the vote on each item
- misfeasance - the performing of a lawful act in an unlawful manner
- mixed use - more than one zoning use in a designated area, i.e., light industrial, residential, commercial
- modified accrual accounting - a basis of accounting in which revenues are recorded when collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period, and expenditures which are recognized when the related liability is incurred
- motion - a statement of intent by the governing body
- municipality - a political unit having corporate status and, usually, powers of self-government
- negligence - failure to exercise prudent care
- non-conforming - a use which does not comply with present zoning conditions but which existed lawfully and was created in good faith prior to the enactment of the zoning provisions
- non-feasance in office - failing to perform a required duty
- non-operating expenditures - the costs of government services which are not directly attributable to a specific municipal program or operation, examples include debt service obligations and contributions to human service organizations
- non-operating revenues - the incomes received by the government which are not directly attributable to providing a service; an example would be interest on investments
- non-partisan - representing no party
- notary public - a public officer whose function it is to administer oaths, to attest and certify, by hand and official seal, on certain classes of documents, to give them credit and authenticity
- nuisance - activity which arises from unreasonable, unwarranted or unlawful use of property which would cause annoyance, inconvenience or discomfort
- oath of office - a sworn declaration to uphold the law and to loyally, impartially and to the best of the individual's ability, discharge all the duties of office
- object code - a numerical suffix to an account number which represents a defined object or item within an account group
- open space - any parcel or area of land or water essentially unimproved and set aside, dedicated, designed or reserved for public or private use
- operating budget - a financial plan which presents proposed expenditures for the fiscal year and estimates of revenue to finance them
- operating expenses - proprietary fund expenses which are directly related to the fund's primary service activities
- operating revenues - proprietary fund revenues which are directly related to the fund's primary service activities
- order - adoption of findings for a decision
- ordinance - an enforceable municipal law, statute or regulation which applies to all citizens within that municipality; penalty provisions may apply

- overlay district - a district which is created and intended to restrict and regulate property and property usage in addition to other zoning district requirements
- partisan - supporter of a particular party
- paying agent - a bank or other institution usually in a financial center which acts as the agent for the governing authority in making bond interest and principal payments
- payments in lieu of taxes - payments by another unit of government to the reporting government in lieu of taxes that it would have had to pay if its property or other tax base had been subject to taxation by the reporting government
- pecuniary - consisting of or measured in money; of or relating to money
- pending - not yet decided; being in continuance; a motion is "pending" after it has been stated by the chair and until it is disposed of temporarily or permanently
- performance bond - bond from a contractor which guarantees the work/services will be performed in accordance with the contract
- permit - any document which grants a person the right to do something; a license or grant of authority
- permitted use - allowable use within a land use district subject to the restrictions of that district
- personal privilege - the right of a member of the governing body to address the governing body on a question limited to cases in which his/her integrity, character or motives are assailed, questioned or impugned
- PHA - Public Housing Authority - the agency which oversees construction, purchase ownership and rental of public housing for low-income families
- plaintiff - person who brings a suit before a court of law
- planning commission - a planning agency of local volunteers authorized by law to prepare and recommend plans for the development of physical, social, economic and cultural resources and facilities within a unit of government
- planned residential development - an extension of cluster developments including detached, semidetached, attached and multi-storied structures, and may include land uses other than residential to the extent they are designed to serve the residents
- plat - a map representing a tract of land, showing the boundaries and location of individual properties and streets
- plurality vote - the largest number of votes received by a candidate or proposition when three or more choices are possible; a plurality vote never decides a question or election except by specific rule of the organization
- political action committee - a committee formed to support or oppose any candidate, measure, issue or question
- polls - the location used by electors to cast their ballots
- precedence, takes - outranks, used in reference to the order in which motions can be introduced and must be considered by the assembly
- precinct - any geographical district
- pre-exemption - the preclusion of local government regulation completely or in part
- privileged motions - a class of motions which, although they are not directly concerned with the business before the assembly, are of such immediate importance that they have the privilege of interrupting the consideration of anything else; all motions of this class are non-debatable

- procurement - the buying, purchasing, renting, leasing, or otherwise obtaining any supplies, services, construction or other item
- property tax- a tax levied on the assessed value of real property
- proposition - a proposed law, revision or amendment submitted to the voters at an election for approval or rejection
- pro-tem - for the time being; temporarily; provisionally; e.g., Mayor Pro-Tem (acts in the absence of Mayor)
- public body - any department, agency, commission, committee, board, council, bureau, or authority created to decide or deliberate on public matters
- public disclosure - regulation providing that public records shall be open to inspection by any person during regular office hours
- public hearing - provides citizens the opportunity to express their position on a specific issue, both pro and con, as mandated by either statute or by order of proper authority after due notice
- public meeting - any meeting of a governmental body at which public business is discussed, decided or policy formulated
- public notice - notice given to the general public commonly published in a newspaper of general circulation
- public record - any record retained by a government body as further defined by statute and open to inspection
- public relations - the business of inducing the public to have understanding for and goodwill toward a person, firm, institution, or government
- putting the question - putting the motion to a vote
- quasi-judicial - a governmental body that hears sworn testimony, obtains evidence and provides for cross examination of witnesses, with the decision based solely on the evidence presented
- quorum - the prescribed number of members of anybody that must be present to legally transact business; the quorum is a majority of all members unless the bylaws state otherwise
- recall - procedure to remove elected officials from office
- recess - an intermission taken by the assembly
- recording - to permanently register a document with the appropriate authority
- redistricting - to re-divide legislative areas based upon the results of the decennial census
- referendum - the right of the people to refer proposed legislation to a vote of the people through an election process
- release - to free or satisfy from something objectionable or undesirable, i.e., upon payment in full of mortgage or assessment lien
- repeal - the annulling of a previously existing law by the enactment of a subsequent statute which declares that the former law shall be revoked
- rescind - to revoke, repeal or annul a decision or decree
- resolution - a decision, opinion, policy or directive of a municipality expressed in a formally drafted document and voted upon
- restoration - the replication or reconstruction of a building's original architectural features; usually used to describe the technique of preserving historic buildings

- restrictive covenant - a limitation on the use of land usually set forth in the deed. (A restrictive covenant usually runs with the land and is binding upon subsequent owners of the property)
- retention schedule - a general schedule published by the state archivist in which certain common public records are described or listed by title and a minimum retention period established for each; or a special schedule approved by the State Archivist for the public records of a specific agency
- revenue bonds - bonds sold for which the principal and interest are payable exclusively from the earnings of a specific revenue source and which do not pledge the property credit or general tax revenue of a city
- revenues - monies received or anticipated by a local government from either tax or non-tax sources
- revisions - written or added changes, corrections or improvements to such documents as a plan, specification or drawing
- rezone - to change the zoning classification of particular lots or parcels of land
- right-of-way - strip of land owned by a government agency over which the public has rite of passage such as streets, parkways, medians, sidewalks, easements and driveways constructed thereon
- roll call - a listing of those members in attendance at a meeting of the governing body
- secondary motions - motions which can be made while a main motion is pending and which relate to business already before the assembly; to questions of order or procedure; or to matters of comfort or privilege; there are three classes of secondary motion - subsidiary, privileged, or incidental
- seconding a motion - agreeing that a motion should come before a meeting
- set back - the minimum distance away from a property line where buildings may be constructed; a building line, usually a line parallel to the front property line
- sine die - without a time set for further consideration
- sole source - supplier - award for supply or service without competitive bidding when only one source is available
- solicitor - one who seeks trade; asks for contributions; a member of the legal profession
- special assessment bond funds - a fund where the cost of improvements provided by the bond proceeds are assessed against property owners benefited by the improvements
- stating the question - motions that assist the assembly in treating or disposing of a main motion (and sometimes other motions)
- special exception - see variance
- specifications - the written instructions which accompany and supplement the drawings in a contract
- standing committee - a committee which usually functions throughout the year and meets on a regularly scheduled basis
- statute - a law enacted by the legislative branch of state/province or federal government
- subdivision - the division of a single tract or other parcel of land into two or more lots. (Specific definitions will vary in specific ordinances or regulations.)
- subpoena - requiring a party who was summoned to appear in court to bring some document, piece of evidence, or other thing to be used or inspected by the court

- subsidiary motions - motions that assist the assembly in treating or disposing of a main motion (and sometimes other motions)
- summons - a call by authority to appear at a place named; a warning or citation to appear in court
- sunshine law - legislation providing that all meetings of public bodies shall be open to the public (a/k/a open public meetings law)
- survey - the process by which a parcel of land is measured and its boundaries and contents ascertained
- sustain - to uphold
- table - to suspend consideration of a pending legislative bill or measure
- tax - an amount levied upon individuals or property to fund government goods and services
- taxable valuation - the value placed on an item of real property for property tax purposes. The levy rate times the taxable value equals the amount of tax levied on the property. The taxable value is equal to the actual assessed valuation times the assessment limitation.
- tax exempt property - property, which because of its ownership or use, is not subject to property taxation and meets state requirements for tax-exempt status
- tax increment financing - funding from net increases in real property tax revenues within a community redevelopment area established pursuant to state statute
- title - an instrument evidencing right of possession
- title examination - an investigation of the abstract of title, made by or for a person who intends to purchase real estate, to ascertain the history and present condition of the title to such land and its status with reference to liens and encumbrances
- tort - a private or civil wrong or injury, other than breach of contract, for which the court will provide a remedy in the form of an action for damages
- transcript - a written, printed, or typed copy of dictated or recorded material
- trust funds - an established guardianship of funds, such as a pension fund, for which the municipality is responsible
- two-thirds vote - two out of three of the votes cast; for two-thirds approval, the affirmative vote is at least twice as large as the negative
- underwriter - the investment house (or houses) that purchases a bond offering from the issuing government
- urban renewal - a program for physical improvement of primarily urban areas through comprehensive planning and governmental assistance to effect rehabilitation and redevelopment
- unfinished business - questions that have come over from the previous meeting because that meeting adjourned without completing its order of business
- user fees - sources of revenue collected from users of various municipal services
- vacate - to annul; to set aside; to cancel or rescind
- variance - modification from the provisions of a zoning ordinance granted by a legislative body upon submission of an application and a hearing
- verbatim - in the exact words; word for word
- violation - injury; infringement; breach of right, duty or law
- vote by mail - (election by mail) - any election held only by mail
- voucher - a piece of supporting evidence documenting an expenditure

- vote - a formal expression of the will, opinion, or preference of the members of the assembly in regard to a matter submitted to it
 - waive - to give up possession claim or right wastewater - see effluent
 - writ - an order or mandatory process in writing issued under seal in the name of a court or judicial officer commanding the person to whom it is directed to perform or refrain from performing an act specified therein; a formal legal document ordering or prohibiting some action
 - yield - give way to; a pending question yields to one of higher rank
 - zoning district - see zone
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Chapter 9.08 Reference Organizations

Sections:

9.08.010 Organizations for Municipal Clerks
9.08.020 Organizations for Records Managers
9.08.030 Organizations for Municipalities
9.08.040 State Archives

9.08.010 ORGANIZATIONS FOR MUNICIPAL CLERKS

American Institute of Parliamentarians

550M Ritchie Hwy, #271
Severna Park, MD 21146
Telephone: 1-888-664-0428
<http://aipparl.org/site>

International Institute of Municipal Clerks

8331 Utica Avenue, Suite 200
Rancho Cucamonga, CA 91730
Telephone: 1-800-251-1639
<http://www.iimc.com>

Washington Municipal Clerks Association

<http://www.wmcaclerks.org>

9.08.020 ORGANIZATIONS FOR RECORDS MANAGERS

Association of Records Managers & Administrators (ARMA)

ARMA International
11880 College Blvd., Suite 450
Overland Park, KS 66210, USA
Telephone: 1-800-422-2762
<http://www.arma.org>

Puget Sound Chapter of ARMA International

P.O. Box 1842
Tacoma, WA 98401-1842
<http://www.pugetsoundarma.org>

National Association of Government Archivists & Records Managers (NAGARA)

1450 Western Avenue, Suite 101
Albany, NY 12203
Telephone: 518-694-8472
<https://www.nagara.org>

9.08.030 ORGANIZATIONS FOR MUNICIPALITIES

Association of Washington Cities

1076 S. Franklin Street SE
Olympia, WA 98501
Telephone: 800-562-8981
<http://www.awcnet.org>

Government Finance Officers Associations (GFOA)

203 N. LaSalle Street - Suite 2700
Chicago, IL 60601-1210
Telephone: (312) 977-9700
<http://www.gfoa.org>

International City/County Managers Association (ICMA)

777 N. Capitol Street NE; Suite 500
Washington, D.C. 20002
Telephone: (202) 289-4262
<http://icma.org>

International Personnel Management Association

1617 Duke Street
Alexandria, VA 22314
Telephone: (703) 549-7100
<http://ipma-hr.org>

Municipal Research & Services Center

2601 4th Avenue; Suite 800
Seattle, WA 98121
Telephone: (206) 625-1300
<http://www.mrsc.org>

Washington Municipal Treasurers Association

<http://www.wmta-online.com>

Washington Finance Officers Association

<http://www.wfoa.org>

National Civic League

1889 York Street
Denver, CO 80222
Telephone: 303-571-4343
<http://www.ncl.org>

National League of Cities

1301 Pennsylvania Avenue NE; Suite 550
Washington, DC 20004
1-877-827-2385
<http://www.nlc.org>

9.08.040 STATE ARCHIVES**Central Branch**

Bledsoe & Washington Archives Building
400 E. University Way
Mail Stop 7547
Ellensburg, WA 98926-7547
Telephone: (509) 963-2136
http://www.sos.wa.gov/archives/archives_central.aspx

Eastern Washington Regional Archives

960 Washington Street
Cheney, WA 99004
Telephone: (509)235-7508
http://www.sos.wa.gov/archives/archives_eastern.aspx

Puget Sound Regional Archives

Pritchard-Fleming Building
3000 Landerholm Circle SE, MS-N100
Bellevue, WA 98007-6484
Telephone: (425) 564-3940
http://www.sos.wa.gov/archives/archives_puget.aspx

Northwest Regional Branch

Western Washington University, MS-9123
Bellingham, WA 98225-9123
Telephone: (360) 650-3125
http://www.sos.wa.gov/archives/archives_northwest.aspx

Southwest Regional Branch

1129 Washington Street SE, Olympia, WA 98504
PO Box 40238
Olympia, WA 98504-0238
Telephone: (360) 753-1684
http://www.sos.wa.gov/archives/archives_southwest.aspx

CHAPTER 9.10 Bibliography

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Code City Handbook, Municipal Research & Services Center, Seattle, WA, 2009.

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Secrets of Leadership, Rick Lynch and Sue Vineyard, Heritage Arts, 1991.

Security Microfilm Transfer & Storage for State and Local Government Agencies. Office of the Secretary of State, Olympia, WA.

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Supervisory Management for Municipal Clerks, Dolly Malik and Sharon Thach, Michigan State University, 1987.

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