

## TITLE X INDEX

-A-

### AGENDAS

- ANNOTATED 2.12.140
- CONTENT 2.08.030
- DUPLICATION, DISTRIBUTION 2.08.080
- HEADINGS, EXPLANATION 2.08.040
- ORDER OF BUSINESS 2.08.020
- PACKETS
  - Defined, explained 2.08.060
  - Distribution 2.08.090
  - Organization 2.08.070
- PHILOSOPHY, PURPOSE 2.08.010
- PREPARATION SUGGESTIONS 2.08.050

AGREEMENTS See CONTRACTS, AGREEMENTS

### AMERICANS WITH DISABILITIES ACT

- COMPLIANCE 7.08.040
- HISTORY 7.08.010
- INFORMATION SOURCES 7.08.050
- PROGRAM ACCESS 7.08.030
- REQUIREMENTS 7.08.020

### ANNEXATIONS

- CERTIFICATE 4.16.070
- GENERALLY 4.16.020
- INTRODUCTION 4.16.010
- NOTICES
  - Agencies 4.16.080
  - County 4.16.060
  - Public Hearing 4.16.050
  - Review Board 4.16.040
- PROCEDURES 4.16.030
- PUBLIC HEARING 4.16.050
- REVIEW BOARD, NOTICE TO 4.16.040

### APPEARANCE OF FAIRNESS

- DOCTRINE 4.08.120

### ASSOCIATION OF WASHINGTON CITIES

- BILLS, RECEIVING COPIES OF 6.18.040
- LEGISLATIVE BULLETIN 6.18.030

LEGISLATIVE PROCESS

- Monitoring 6.18.050
- Participation 6.18.060

LOBBYING

- Background 6.18.010
- Effectiveness 6.18.020
- Reporting 6.18.070

-B-

BIDDING REQUIREMENTS

- ADVERTISING, NOTICE 4.20.140
- ARCHITECTURAL SERVICES 4.20.060
- BIDS
  - Action after submitted and opened 4.20.170
  - Change orders 4.20.180
  - Lowest responsible bidder 4.20.190
  - Performance bond 4.20.150
  - Irregularities 4.20.160
- BRAND NAME, PATENTED ITEM 4.20.110
- CONFLICT OF INTEREST 4.20.200
- ENGINEERING SERVICES 4.20.060
- EXCEPTIONS 4.20.050
- FEDERAL GOVERNMENT, PURCHASE FROM 4.20.130
- FORCE ACCOUNT 4.20.120
- INTERGOVERNMENTAL PURCHASES AND BIDDING 4.20.100
- INTRODUCTION 4.20.010
- LEASE WITH OPTION TO PURCHASE 4.20.030
- PUBLIC WORKS
  - Breaking project into segments 4.20.090
  - Contracting 4.20.020
  - Cost of project, purchase 4.20.080
  - Defined 4.20.070
- SMALL WORKS ROSTER 4.20.040
- VIOLATION, PENALTIES 4.20.210

BONDS See OATH OF OFFICE

-C-

CALENDAR See FOLLOW-UP SYSTEMS

CITY See GOVERNMENT

CITY CLERK

LEADER See LEADERSHIP  
MANAGER See MANAGEMENT  
PROFESSION, OLDEST 1.04.010

CONTRACTS, AGREEMENTS

GENERALLY 4.24.010  
PUBLIC WORKS CONTRACTS 4.24.020

COUNCIL

AGENDAS See AGENDAS  
MEETINGS See MEETINGS  
MINUTES See MINUTES

-E-

ELECTIONS

REGISTRATION  
By mail 4.10.060  
Closing files, notice 4.10.090  
New or transfer acknowledged 4.10.080  
STATUTORY AUTHORITY 4.10.010

EMERGENCY PREPAREDNESS

PLANNING 3.18.020  
PREVENTION 3.18.010  
RECOVERY  
Initial procedures 3.18.030  
Precautions 3.18.040  
Specific information 3.18.050

-F-

FAIR LABOR STANDARDS ACT

BENEFITS, MOST FAVORABLE 7.06.040  
COLLECTIVE BARGAINING AGREEMENTS  
HISTORY 7.06.010  
PAYMENT  
Exempt employees 7.06.060  
Volunteer, employees who 7.06.080  
Working holidays 7.06.070  
REGULAR RATE OF PAY 7.06.090  
REQUIREMENTS 7.06.020  
STATE WAGE HOUR LAW 7.06.030  
WORK WEEKS, AVERAGING 7.06.100

## FOLLOW-UP SYSTEMS

### CALENDAR

Community 1.16.040

Internal 1.16.050

### COUNCIL ITEMS

Meeting follow-up 2.04.140

Pending 1.16.020

SYSTEMS AND PROCEDURES 1.16.010

TRACKING/REMINDER SYSTEM 1.16.030

-G-

## GOVERNMENT

### CITY, TOWN

Classification 4.04.030

Powers 4.04.020

### FORMS OF

Commission 4.04.070

Council-manager 4.04.060

Generally 4.04.040

Mayor-council 4.04.050

Statutory authority 4.04.080

GENERALLY 4.04.010

-H-

## HARASSMENT, SEXUAL

DEFINITIONS 7.10.020

PRACTICAL ADVICE 7.10.030

SERIOUSNESS 7.10.010

-I-

## INITIATIVES

CERTIFICATION PROCESS 4.14.110

DEFINITIONS 4.14.020

ELECTION DATES 4.14.050

### PETITION

Form of 4.14.090

Time limits 4.14.100

### POWERS

Exercising 4.14.080

Obtaining 4.14.030

PROCESS 4.14.040

RESTRICTIONS 4.14.070

## INSURANCE

CLAIMS 5.04.010

### RISK MANAGEMENT

Control of risks 5.04.070

Records 5.04.050

Susceptible areas 5.04.060

SUMMONS 5.04.020

### TYPES

Available 5.04.030

Recommended areas to be covered 5.04.040

-L-

## LEADERSHIP

DEFINITION 1.10.010

EMPOWERMENT 1.10.030

MENTORING 1.10.050

MOTIVATION 1.10.040

SELF-CARE 1.10.060

LEADER VS. MANAGER 1.10.020

## LEGISLATIVE PROCEDURES

APPEAL PROCEDURES 4.08.140

APPEARANCE OF FAIRNESS DOCTRINE 4.08.120

ATTORNEY, ADVICE 4.08.020

BONDS 4.08.170

CONFLICT OF INTEREST 4.08.110

FRANCHISES 4.08.160

GENERALLY 4.08.010

HEARING, PUBLIC, REQUIRED WHEN 4.08.100

OATH OF OFFICE 4.08.170

### ORDINANCES

Defined, form 4.08.030

Emergency 4.08.060

Enacting clauses 4.08.050

Index 4.08.090

Required when 4.08.080

vs. resolution 4.08.070

### RESOLUTIONS

Defined 4.08.040

Enacting clause 4.08.050

Index 4.08.090

vs. ordinance 4.08.070

SEAL, OFFICIAL 4.08.150

STREET VACATION 4.08.130

LOBBYING See ASSOCIATION OF WASHINGTON CITIES

-M-

## MANAGEMENT

- CONTROLLING 1.08.070
- DIRECTING 1.08.060
- DIVISIONS, FUNCTIONAL 1.08.020
- ORGANIZING 1.08.040
- PLANNING 1.08.030
- PRINCIPLES, FUNDAMENTAL 1.08.010
- REFERENCES AND RESOURCES 1.08.080
- STAFFING 1.08.050

## MEDIA

See NEWSPAPERS

### ELECTRONIC

- Cable television, using 6.12.040
- Council meeting coverage 6.12.030
- Generally 6.12.010
- Interviews 6.12.020

## MEETINGS

- ADJOURNMENT 2.06.080
- ASSISTANCE 2.04.030
- CLERK
  - Of council 2.04.010
  - Role of 2.04.060
- CONDUCT
  - Parliamentary procedure 2.04.040
- CORRESPONDENCE 2.04.070
- COUNCIL CHAMBERS
  - Closing 2.04.130
  - Preparation 2.04.020
- DISTURBANCES 2.04.120
- FOLLOW-UP 2.04.140
- OPEN PUBLIC MEETINGS ACT
  - Applications, exclusions 2.06.030
  - Conduct of meeting 2.06.080
  - Definitions 2.06.040
  - Executive sessions 2.06.090
  - Minutes 2.06.090
  - Purpose 2.06.020
  - Violations, remedies 2.06.100

PARLIAMENTARY PROCEDURE 2.04.040  
PUBLIC PARTICIPATION 2.04.110  
QUORUM DEFINED 2.06.010  
RECESSES 2.04.100  
RECORDING EQUIPMENT, OPERATION 2.04.080  
REGULAR  
    Defined 2.06.050  
ROBERTS RULES OF ORDER 2.04.040  
SPECIAL  
    Defined 2.06.060  
STUDY SESSIONS 2.06.060  
VOTE, RECORDING METHODS 2.04.090

## MINUTES

ACTION TAKEN, RECORD OF 2.12.070  
ADJOURNMENT 2.12.100  
APPROVAL OF PREVIOUS 2.12.060  
CONTENT 2.12.030  
CORRECTIONS 2.12.190  
DISCUSSION, DEBATE, ARGUMENTS 2.12.080  
DISTRIBUTION 2.12.220  
EXCERPTS 2.12.200  
FORMAT  
    Characteristics 2.12.160  
    Purpose of 2.12.150  
    Standard 2.12.040  
GENERALLY 2.12.010  
HEARINGS 2.12.090  
INDEXING 2.12.230  
JURISDICTIONAL REQUIREMENTS, COMPLIANCE WITH 2.12.050  
MOTIONS, TYPES OF 2.12.180  
PREPARATION 2.12.130  
PRESERVATION, PERMANENT RECORD 2.12.210  
PURPOSE OF 2.12.020  
SIGNATURE OF 2.12.110  
SUMMARY, ANNOTATED AGENDA 2.12.140  
RECORDINGS, RETENTION 2.12.120

## MUNICIPAL HISTORY

GENERALLY 3.10.010  
LEGISLATIVE HISTORY INDEX 3.10.020

-N-

## NEWSPAPERS

CREDIBILITY 6.08.020

DEADLINES 6.08.030

NEWS RELEASE

Content 6.08.050

Format 6.08.060

RELATIONSHIPS 6.08.010

SPOKESPERSON 6.08.040

-O-

OPEN PUBLIC MEETINGS ACT See MEETINGS

OPEN PUBLIC RECORDS ACT See RECORDS, PUBLIC

ORDINANCE See LEGISLATIVE PROCEDURES

-P-

POLICIES, PROCEDURES

DEFINITIONS 1.12.010

LEGISLATIVE See LEGISLATIVE PROCEDURES

REFERENCES AND RESOURCES 1.08.080

SUGGESTED POLICIES, PROCEDURES 1.12.020

PUBLIC DISCLOSURE

CITY CLERK'S RESPONSIBILITIES 4.18.040

CONTRIBUTIONS 4.18.030

HISTORY 4.18.010

REPORTING 4.18.020

PUBLIC RECORDS See RECORDS, PUBLIC

PUBLIC RELATIONS

HELPFUL HINTS 6.04.020

MEDIA See MEDIA

NEWSPAPERS See NEWSPAPERS

PHILOSOPHY 6.04.010

-R-

RECORDS, PUBLIC

ARCHIVAL VALUE 3.08.180

CUSTODY 3.08.070

DEFINED 3.08.050

DESTRUCTION METHODS 3.08.140

DISPOSITION

Generally 3.08.080



Records not covered by general schedule 3.08.260

LOCAL RECORDS COMMITTEE 3.08.090

MANAGEMENT

Defined 3.08.030

Generally 3.08.010

Legal requirement 3.08.040

Program, objective 3.08.020

MICROFILM

Copies 3.08.120

Use of 3.08.190

OPEN PUBIC RECORDS ACT

Access 3.04.060

Defined 3.04.030

Exemptions 3.04.050

Legislative authority 3.04.010

Public agency duties 3.04.040

Purpose 3.04.020

OPTICAL IMAGING

Copies 3.08.120

Use of 3.08.190

PUBLIC PROPERTY 3.08.060

RETENTION SCHEDULE

Adoption authority 3.08.110

Defined 3.08.150

Disposition remarks 3.08.210

Distribution 3.08.240

Elements 3.08.160

Establishment 3.08.100

General records schedule 3.08.220

Internal working schedules, formulation 3.08.230

Microfilm use 3.08.190

Optical imaging 3.08.190

PRIMARY, SECONDARY COPIES 3.08.170

Records not covered, disposition 3.08.270

Retention period 3.08.200

STATE ARCHIVES

Assistance 3.08.280

Regional branches 3.08.250

Transfer to, authority 3.08.130

REFERENDUMS See INITIATIVES

BALLOT TITLE 4.14.120

ORDINANCES NOT SUBJECT TO 4.16.060

RESOLUTIONS See LEGISLATIVE PROCEDURES

RISK MANAGEMENT See INSURANCE

-S-

SYSTEMS, FOLLOW-UP See FOLLOW-UP SYSTEMS

-T-

TOWN See GOVERNMENT

-V-

VOLUNTEERS

APPLICATIONS 6.14.020

BUDGETARY IMPACTS 6.14.060

EMPLOYEES, UNPAID 6.14.040

INTERVIEWS 6.14.030

LIABILITIES 6.14.050

RECOGNITION 6.14.070

USAGE 6.14.010

VOTING

ABSENTEE 4.10.070

VOTERS PAMPHLET

Administrative rules 4.12.030

Arguments, preparation of 4.12.040

Overview 4.12.010

Production, notice of 4.12.020

Public Disclosure Commission, registration with 4.12.050