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Publications

ADA Guide for Small Towns - This guide presents an informal overview of some basic ADA requirements and provides cost-effective tips on how small towns can comply with the ADA. 2007, USDOJ, ada.gov/smtown.htm

Annexation by Washington Cities and Towns - Addresses the general topic of municipal annexation and provides assistance with the statutory procedures for annexation as well as some recurring legal questions. June 2014, MRSC, mrsc.org/getmedia/f7797a3e-d87b-4875-b70a-229a082d7ef3/annex14.pdf.aspx

Appearance of Fairness Doctrine in Washington State - Provides an overview of the appearance of fairness statute, Ch. 42.36 RCW, including suggestions for assuring compliance with the law. Contains a section on commonly asked questions, and a summary of cases. April 2011, MRSC, mrsc.org/getmedia/04AE5092-48DF-4964-91D7-2A9D87CB2B7C/afd11.aspx

Asset Management: A Handbook for Small Water Systems - This guide is designed for owners and operators of small community water systems and presents basic concepts of asset management and provides the tools to develop an asset management plan. 2003, EPA, env.nm.gov/dwb/assistance/documents/Item35-43_EPAguide_smallsystems_asset_mgmnt.pdf

Auditing Resources - General information from the Washington State Auditor's Office on types of audits, audit protocols and audit process. SAO, sao.wa.gov/resources/Pages/GeneralResources.aspx

City Bidding Book - Washington State - This publication is intended to familiarize officials with: (1) competitive bidding requirements; (2) the recommended bidding procedures for the contracting of public works and improvements; and (3) public purchasing procedures. July 2017, MRSC, mrsc.org/getmedia/5f218416-8d03-4ab2-b1af-eb86e42b3e87/CityBiddingBook.pdf.aspx?ext=.pdf

Budgeting, Accounting and Reporting System (BARS) manual - BARS Manuals prescribe accounting, budgeting and reporting requirements for all local governments. Manuals include the prescribed uniform charts of accounts, accounting and budgeting policies, guidance for preparation of financial statements and instructions for preparation of supplemental schedules required by the State Auditor's Office. SAO, sao.wa.gov/local/Pages/BarsManual.aspx#.VxZ0I032aUk

Budgeting for Cities and Towns in Washington State - Governmental budgeting is about allocating scarce resources across a variety of community needs. This publication attempts to cover both the basics of city budgets and provide a look at some of the innovations. 2002, AWC/WFOA, awcnet.org/Portals/0/Documents/publications/budgetworkbook10web.pdf

Code City Handbook - Provides essential information for code city officials and incites their powers, duties, and alternatives that are available under the applicable forms of municipal government. 2009, MRSC, mrsc.org/getmedia/F96B74AB-A955-44BE-8DB2-8FBCE16075EA/cch2009.aspx

Critical Areas Assistance Handbook - This document recommends simple procedures and includes references to sources of information, descriptions of permitting processes, examples of common permitting scenarios, and some useful checklists and public information brochures that can be customized for use in small communities. 2007, COM, commerce.wa.gov/wp-content/uploads/2016/08/gms-ca-handbook-critareas-2007.pdf

Directory of Washington City & Town Officials - Provides a listing of the names of key county officials, addresses and phone numbers and county statistics. Publication is updated every year. Includes member listings for several associations. MRSC, mrsc.org/Home/Research-Tools/Washington-City-and-Town-Profiles.aspx, mrsc.org/getdoc/0c37b449-6169-4f30-a034-c9cf615e4a97/Washington-City-Town-Officials-Mobile-App.aspx

Elected Officials Guide to Emergency Management - This guide is designed to provide Chief Elected Officials (CEOs) and their department heads with an overview of emergency management roles, responsibilities, and operations. It highlights the critical roles for which CEOs, as chief executives, are responsible. February 2003, EMD, mrsc.org/Corporate/media/MediaLibrary/SampleDocuments/ArtDocMisc/em101offguide.pdf

AWC Elected Officials' Road Map - Now that you are a city elected official, your work has just begun. 2016, AWC, awcnet.org/Portals/0/Documents/Publications/EORoadMap.pdf

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Forming Successful Partnerships: A practical guide for local government - This resource lays a roadmap for forming potential partnerships, along with examples of existing successful partnerships in Washington State. 2006, AWC, awcnet.org/Portals/0/Documents/Publications/PartnershipHandbook.pdf

Getting Into Office: Being Elected or Appointed into Office in Washington Counties, Cities, and Towns - This publication addresses issues relating to: qualifying and running for elective office in cities, towns, and counties; assuming office vacancies in office; and appointments to fill vacancies. November 2015, MRSC, mrsc.org/getmedia/865d9de0-1ee5-45ac-8f82-0b4b773d0a79/GettingIntoOffice.pdf.aspx?ext=.pdf

A Guide to Strategic Planning for Rural Communities - This guidebook will help you create a vision of what you want your community to be like in the future; identify things that are preventing change and opportunities to move forward; and help you determine what actions are needed to make your vision a reality. 1998, USDA, communitiescommittee.org/pdfs/strategic.pdf

Habitat Conservation Planning Handbook - HCPs reduce conflicts between listed species and economic use or development activities, allowing for the development of “creative partnerships” between the public and private sector which make the process work for both landowners and species. 1998, USFWS, fws.gov/endangered/what-we-do/hcp_handbook-chapters.html

Hiring and Keeping Police Officers - This publication presents findings of a study that examined the recent experiences of police agencies nationwide in hiring and retaining sworn officers. 2004, NIJ, nccpsafety.org/assets/files/library/Hiring_and_Keeping_Police_Officers.pdf

Initiative and Referendum Powers for Washington City & Charter Counties Guide - This publication provides an overview of the state and local level to directly exercise authority to enact and repeal law through initiative and referendum. April 2015, MRSC, mrsc.org/getmedia/18593ba0-fa89-4776-84dc-3dcab86b3449/initiativereferendumguide.pdf.aspx?ext=.pdf

IRS Taxable Fringe Benefits Guide - Provides an understanding of which employee fringe benefits related to travel and non-travel issues are taxable and reportable under the Internal Revenue Code, regulations, and procedures. (e.g. uniform allowances, employer provided vehicles). 2017, IRS, irs.gov/pub/irs-pdf/p15b.pdf

Knowing the Territory - Describes the nature, powers and duties of municipal officials for “keeping out of trouble,” discusses limitations, regulations, and admonitions regarding the exercise of governmental powers, including conflicts of interest law, the open public meetings act, appearance of fairness doctrine and similar laws. It points out immunities and protections. October 2017, MRSC, mrsc.org/getmedia/1e641718-94a0-408b-b9d9-42b2e1d8180d/ktt15.pdf.aspx?ext=.pdf

Local Debt Limitations Primer - Calculating Debt Capacity: How and Why - Provides information on what the limitations the state imposes on local governments borrowing power. May 2014, COM, commerce.wa.gov/about-us/research-services/bond-users-clearinghouse/local-debt-limitations-primer

Local Government Policy-Making Process - This publication provides an overview of the local government policy-making process. It is written from a practical standpoint and is intended to provide the reader with a better understanding of the roles and responsibilities of legislators as policy-makers. October 2017, MRSC, mrsc.org/getmedia/E46223B6-F3AC-4AFB-B7D9-B2362EDF6890/policyprocess.aspx

Local Ordinances for Washington Cities and Counties - A comprehensive discussion of adoption procedures, including information on publication requirements. September 2015, MRSC, mrsc.org/getmedia/44e20d0f-a536-473f-baac-bd7504323330/localords.pdf.aspx?ext=.pdf

Mayor and Councilmember Handbook - This handbook is intended to serve as a guide for mayors in Washington cities and towns operating under the mayor-council form of government. There are also materials on issues which directly concern mayors in council-manager cities and all mayor pro tems: presiding over council meetings, conducting public hearings, etc. November 2017, AWC/MRSC, awcnet.org/Portals/0/Documents/Publications/MayorCouncilmemberHandbook.pdf

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The New City Guide - This publication is designed to assist newly incorporating cities with the complicated process of establishing a functioning and viable municipal government. March 2013, MRSC, mrsc.org/getmedia/D4B59FB8-1A3C-47F1-A7F1-02CE2CD1B0EE/ncg13.aspx

Open Public Meetings Act: How it Applies to Washington Cities, Counties and Special Purpose Districts - Covers who is subject to the Act, procedural requirements, executive sessions, exemptions, and penalties, and identifies relevant case law and attorney general opinions. November 2016, MRSC, mrsc.org/getmedia/275E74FC-9D43-4868-8987-A626AD2CEA9F/opma14.aspx

Operation: Strong Cities Pocket Guide - Supports member efforts to secure a strong city-state partnership by engaging with legislators, communicating with community members and working with the media. November 2015, AWC, awcnet.org/Portals/0/Documents/Legislative/PocketGuide3Web.pdf

Public Records Act for Washington Cities, Counties and Special Purpose Districts - This publication discusses all of the statutory disclosure exemptions which are relevant to local governments, as well as the mandatory procedures for responding to a public records disclosure request. September 2016, MRSC, mrsc.org/getmedia/796a2402-9ad4-4bde-a221-0d6814ef6edc/publicrecordsact.pdf.aspx?ext=.pdf

A Revenue Guide for Washington Cities and Towns - Contains information on revenue sources available to cities and towns for general government purposes, including the relevant statutory references and court decisions. August 2017, MRSC, mrsc.org/getmedia/d3f7f211-fc63-4b7a-b362-cb17993d5fe5/revenueguide_city.pdf.aspx?ext=.pdf

Salary and Benefit Survey - This survey of local government salaries and benefits is designed to present a compilation of salaries paid for more than 120 different job classifications in city and county governments. AWC, awcnet.org/DataResources/resourcesbytopic/SalaryBenefitSurvey.aspx

Suggestions for Successful Public Service - 53 Ideas on How You Can Govern Better - Get ideas on how you can govern better. AWC, awcnet.org/Portals/0/Documents/Publications/53SuggestSuccessPubService.pdf

Tax and User Fee Survey - The Tax and User Fee Survey is a voluntary survey conducted every two years that collects local tax rate and fee data from Washington's cities and towns. AWC, awcnet.org/DataResources/Resourcesbytopic/TaxandUserFeeSurvey.aspx

Tax Reference Manual: Information on State and Local Taxes in Washington State - This report provides comprehensive background information on each of over 50 tax sources utilized by state or local governments in Washington. 2016, DOR, dor.wa.gov/about/statistics-reports/tax-reference-manual; dor.wa.gov/sites/default/files/legacy/Docs/Reports/2016/Tax_Reference_2016/2016_TaxReferenceManual.pdf

Ten Commandments of Community Leadership - This publication serves as the governing principles for every local leader, whether newly elected or a seasoned veteran. 2013, AWC/CTED, awcnet.org/Portals/0/Documents/Publications/TenCommandments.pdf

Washington State Local & Road Improvement District Manual: Sixth Edition - This manual is intended to provide an overall perspective of the detailed procedures in the LID or RID process, to clearly focus on a single (normal) chronological order of responsibilities, to describe the routine processes from initiation to the conclusion of a special assessment district financing, and to reduce employee training time. October 2009, MRSC, mrsc.org/getmedia/4233f39b-f38b-4766-8c22-a0f0d9340d91/lid-rid09.pdf.aspx

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Newsletters/Magazine

Cityvision - AWC's magazine examines municipal issues and trends from a high level, with articles that analyze and offer insight. Creates a voice for city officials. Provides another leadership tool and resource. Builds awareness of city issues with readers outside of city hall. AWC, awcnet.org/DataResources/resourcesbytopic/Cityvision.aspx

Cityvoice - AWC's electronic newsletter for electeds and staff. Provides a twice-weekly overview of upcoming AWC events and available services. Also showcased are essential resources for cities and towns. AWC, awcnet.org/DataResources/Resourcesbytopic/CityVoice.aspx

In-Focus, Local Government News & Information - In Focus is an e-newsletter featuring selected updates to MRSC's web site (mrsc.org), news and information for Washington local government officials and staff. To subscribe, link to: mrsc.org/updates.aspx. MRSC, mrsc.org/Home/Stay-Informed/In-Focus.aspx

Legislative Bulletin - Provided weekly throughout the legislative session and monthly the rest of the year, covers major issue areas and provides quick referencing by issue area. The *Bulletin* is one of AWC's most valuable legislative sources for cities and towns. AWC, awcnet.org/Advocacy/Newsandupdates/LegislativeBulletin.aspx

Primary legal references

Washington State Legislature - Laws and Agency Rules - State main page that includes all Statutes and Constitution as well as Agency Rules and Regulations (RCW/WAC)

Washington State Constitution

- Article 8 - State, County and Municipal Indebtedness
- Article 11 - Section 10 - Incorporation of Municipalities
- Article 11 - Section 11 - Police and Sanitary Regulations
- Article 32 - Section 1 - Special Revenue Financing

WAC

- WAC 118-30 - Local emergency management services organizations/plans and programs
- WAC 44-14 - Public Records Act - Model Rules

RCW

- RCW 35 - Cities and towns - powers and duties
- RCW 35A - Optional municipal code cities - powers and duties
- RCW 39 - Public contracts and indebtedness
- RCW 82 - Excise taxes
- RCW 84 - Property taxes
- RCW 35.18 - Council-manager plan form of government for non-code cities
- RCW 35.33 - Budgets in second and third class cities, towns and first class cities under 300,000
- RCW 35.91 - Municipal water & sewer facilities act
- RCW 35.92 - Municipal utilities - water, electricity, natural gas
- RCW 35A.12 - Mayor-council plan of government for code cities
- RCW 35A.13 - Council-manager plan of government for code cities
- RCW 35A.33 - Budgets in code cities
- RCW 35A.63 - Planning and zoning in code cities
- RCW 36.70 - Planning enabling act (counties)
- RCW 36.70A - Growth management - planning by selected counties and cities
- RCW 38.52 - Emergency management
- RCW 39.34 - Interlocal cooperation act
- RCW 42.23 - Code of ethics for municipal officers - contract interests
- RCW 42.36 - Appearance of fairness doctrine - limitations
- RCW 42.30 - Open public meetings act
- RCW 42.56 - Public records act
- RCW 43.21C - State environmental policy act
- RCW 90.58 - Shoreline Management Act of 1971

Training opportunities

AWC Annual Conference - AWC's annual conference is the state's largest training opportunity for Washington's mayors, councilmembers and appointed officials. The session gives municipal officials a chance to acquire basic skills, track current trends and network with their peers. AWC (Annual), awcnet.org/TrainingEducation/Conferences/AnnualConference.aspx

Budgeting, Accounting & Reporting System (BARS) - This class provides an overview of the BARS including overview of BAR System, and coding of revenues (including federal and state grants) and expenditures. SAO/WFOA (Annual), wfoa.org/training-header/

Cash Basis Financial Reporting - Helps you develop an understanding of day to day fund accounting. It covers accounting rules for using various fund types, revenue and expenditure recognition, and specific problem areas associated with "cash basis" fund accounting. SAO/WFOA (Annual), wfoa.org/training-header/

City Action Days (CAD) - One of AWC's premiere events. City officials from throughout the state convene in Olympia to meet with their legislators, receive updates on priority issues, hear from legislative leadership and the Governor, and move the city agenda forward. AWC (Annual), awcnet.org/TrainingEducation/Conferences/cityactiondays.aspx

Elected Official Essentials workshop - Provides an overview for elected officials in the areas of legal territory, roles and responsibilities, effective leadership and more - AWC/MSRC (election years)

Infrastructure Assistance Coordinating Council (IACC) Annual Conference - IACC's purpose is to promote partnerships among federal, state, and local programs, working to help Washington communities identify and obtain resources they need to develop, improve and maintain water and wastewater infrastructure and other public works. IACC (Annual), infrafundng.wa.gov/conference.html

Municipal Budgeting and Fiscal Management - This workshop provides a focus on the basics of budgeting, hands-on exercises, and core processes and strategies for responding to difficult economic times for staff and elected officials. AWC/WFOA (Annual)

Labor Relations Institute - The Institute is for public sector appointed and elected officials who solely represent the interests of management. Sessions cover a number of personnel and labor relations issues, participants keep up-to-date on new laws and court decisions, build skills, and learn about innovative programs. AWC (Annual), awcnet.org/TrainingEducation/Conferences/LaborRelationsInstitute.aspx

Mayor as CEO - For mayors that serve as their city's chief executive officer, this one-day class offers training in supervising personnel, working with council, balancing the budget, and managing internal and external conflict. AWC

Mayors Exchange - Part of an ongoing series that provides mayors and city executives an opportunity to network, discuss successes and concerns and glean best practices. AWC

AWC's on-demand training - Check out AWC's on-demand training programs when and where it's convenient for you. Or check out our archived webinars for even more city-focused training. AWC, awcnet.org/ResourcesResearch/Resourcesbytopic/TabId/941/PID/2423/CategoryID/123/CategoryName/eLearning/Default.aspx

Regional Meetings - Provides an opportunity for cities and towns to come together to share ideas, form partnerships and enhance the vitality of communities. Provides AWC the chance to update local officials on current programs and legislative issues and receive feedback on services. AWC (Annual)

Small City Regional Connectors - Offered throughout the state, provide an informal roundtable discussion with elected officials and staff about what is happening in small cities. AWC (Annual)

