

Summer 2000

# Municipal Research News

Municipal Research & Services Center of Washington

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## Interlocal Agreements Doing It Jointly

Let's face it, money was tight before I-695 was approved; it certainly has not gotten any better since. Government officials at all levels, from the federal government to mosquito districts, are searching for new ways to make limited resources go a little further. One potential strategy already used in many jurisdictions is the use of interlocal agreements, allowing governments to cooperate with one another in the performance of tasks, thus achieving economies of scale and reducing duplication of effort. The basic assumption is that larger size service jurisdictions make lower per unit costs possible. Economies are achieved either by pooling the resources of two or more jurisdictions to jointly provide services, or by contracting with a single large regional service provider.

### Areas of Cooperation

Local governments in Washington engage in a broad array of cooperative endeavors with each other, the state, and other government entities. A review of some of Municipal Research and Services Center files shows, among many others, agreements for building inspections, joint use of school facilities, joint operation of recreation programs and animal control programs and shelters, fleet management, planning and economic development, emergency dispatch, and marine patrol services. City, county, and state law enforcement officers can use joint firing range facilities. Cities will often look to fire districts for fire suppression and specialized services, such as fire code inspections, water flow testing, and fire investigation. Many agencies look to the state for joint purchasing of supplies. The list, while not limitless, can be as inventive as local government officials can be.

### Potential Benefits

In addition to cost savings, interlocal service arrangements can also offer other potential benefits. Improved efficiency can result from specialization where one jurisdiction provides specialized services to one or more neighboring jurisdictions. Coordination in administration and operation may provide greater uniformity of service delivery among neighboring jurisdictions. Joint planning and community development services can provide especially good opportunities in this area. Interlocal service arrangements can also enhance the service capabilities of smaller local governments by allowing them to offer more specialized services to their residents than they could otherwise afford. Special police units, such as bomb squads or swat teams, are a good example.

### Doing It Jointly? It Wasn't Always So

Historically, interlocal agreements were not allowed unless there was specific statutory authorization; even though both a county and a city could do something *individually*, they could not do the task *together*, without a state statute saying they could. That changed in 1967 with the passage of the Interlocal Cooperation Act, chapter 39.34 RCW. Now, *virtually all* government agencies may join together to perform tasks. The statute covers any agency, political subdivision, or unit of local government, including special purpose or local service districts, any state or federal agency, political subdivisions of other states, and any recognized Indian tribe. No longer is specific authorization required: if an agency has the power to do something, it may do it jointly with others.

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1200 5th Avenue, Suite 1300  
Seattle, WA 98101-1159  
206.625.1300 • Fax 206.625.1220  
www.mrsc.org • mrsc@mrsc.org

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#### CONTACTING MRSC

Staff members may be reached through the Internet using first initial and last name @mrsc.org: for example, ryukubousky@mrsc.org.

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There are also specific statutes authorizing cooperation between governments for specific purposes. For example, RCW 35.92.014 authorizes a city to cooperate with a municipality of a bordering state for the supply of water. RCW 70.95.080 authorizes a county to prepare a plan for a city for inclusion in the joint county-city plan of solid waste management. A county can join with other counties for flood control purposes. RCW 86.13.010. In addition, chapter 39.34 RCW authorizes joint efforts on non-specified projects, thus greatly enhancing the ability of counties, cities, and other jurisdictions to cooperate in joint ventures.

### You Can't Do It With Others, If You Can't Do It Yourself

The fact that the Interlocal Cooperation Act allows the joint exercise of power does not itself confer any additional power upon the contracting parties. Thus, one of the first issues to be addressed before entering into an agreement is whether all the parties to the agreement could individually perform the task at hand. In most instances, they can: for example, both cities and counties can purchase equipment and supplies; school and park districts may each provide recreational programs. Not all governments, though, possess the same powers, and some governments, such as towns and special districts, may only perform those tasks for which they have been given specific statutory authorization. So, before proceeding too far with a joint effort, make sure each of the participants would be able to separately perform the task contemplated.

### Some Key Issues

Of course, local officials must also determine whether a proposed interlocal service arrangement makes sense from a policy perspective. Officials will need to consider several key issues:

- Can the offering government provide services at the quantity and quality required, and at a lower cost than using in-house staff or another alternative delivery approach?
- Will the agreement result in cost-effective service delivery? It will be nec-

essary to thoroughly evaluate each proposal to determine cost-effectiveness.

- How will contract costs be calculated? The methodology for determining costs is of key importance and should be closely reviewed for accuracy, completeness, and fairness.
- Will the agreement result in any additional administrative costs, such as for record keeping, staff to monitor contract performance, or other overhead costs? If so, these costs should be included in the feasibility analysis.
- Initial participation may often result in short-term cost increases, but may eventually lead to long-term cost savings. Estimates of cost-effectiveness should take into account the potential for savings over the long-term.

### What Should The Agreement Look Like?

When contracting with another governmental entity to perform for your jurisdiction a service or activity that each may perform, such as the purchase of supplies and equipment, the interlocal agreement should address "the powers, rights, objectives, and responsibilities of the contracting parties." RCW 39.34.080. However, no particular form of agreement is required.

Where the interlocal agreement provides for joint or cooperative action of the parties, RCW 39.04.030 requires that the agreement address the following elements:

- Duration;
- Organization or composition and the nature of its separate legal or administrative entity, if one is created (and, if a separate entity is created, the powers delegated by the parties to that entity);
- Purpose or purposes;
- The manner by which the undertaking will be financed, and how its budget will be established and maintained;
- The method by which the agreement may be terminated and its property disposed of; and

- Any other necessary and proper matters.

If a separate entity is *not* formed, the agreement must also specify:

- Provision for an administrative or joint board responsible for administering the undertaking and, for a joint board, how the participating agencies will be represented on the board; and
- The manner by which real and personal property will be acquired, held and disposed of.

### How Is An Interlocal Agreement Adopted?

For cities or towns, the agreement must be approved by the council. Approval by a county requires action by its board of commissioners or council, as the case may be. For other participating agencies, the agreement should be approved by their governing body. Approval can be effected through passage of an ordinance, adoption of a resolution, or by any other action authorized by law. Once the agreement has been approved, it must be filed with the county auditor before it can go into effect. (It is no longer required that the agreement be filed with the city clerk or secretary of state.)

### Some Special Considerations

One common area of interlocal cooperation is in purchasing. If a city or county seeks to "buy off" another entity's contract (commonly called "piggybacking"), it should enter into an interlocal agreement with that government *before* bids are sought. RCW 39.34.030(5) provides that no agreement "shall relieve any public agency of any obligation or responsibility imposed on it by law." While the obligation or responsibility may be performed through operation of the agreement itself, it obviously can no longer be performed once the purchase is complete. For example, if a city has special bidding requirements for the purchase of equipment, it cannot buy off the county's contract, unless the county satisfied those requirements in its bidding process. The only way one government can assure itself that it has satisfied its own responsibilities, unless the "purchasing" government has the same bid requirements, is to refer-

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ence those responsibilities in the interlocal agreement and make sure they are followed in the operation of the agreement.

Although not limited to the operation of interlocal agreements, a government should make sure that, by having a responsibility performed by another, it is not violating a civil service rule or labor agreement. For example, if a city's public works collective bargaining agreement requires certain tasks be performed by union employees, there could be a grievance or unfair practice charge if the city were to contract out some street maintenance duties to the county.

Poorly drafted agreements that do not adequately define expected service levels and contractor responsibilities are common problem areas that can cause friction between participating jurisdictions. Are there sufficient back-up service options available in the event of service disruption? Clearly drawn contract specifications regarding service levels and quality will go a long way toward avoiding these problems.

Finally, personnel dislocations may sometimes be involved and will require sensitivity to employee concerns and planning for how such dislocations will be handled.

### The Future

Governments at all levels should consider whether the public would be better—and possibly more cheaply—served through joint efforts. From a political standpoint, the public may be appreciative of governments working together rather than bickering with or suing one another. As far as interlocal cooperation goes, the future is now.■

*Copies of interlocal agreements are available at the Municipal Research Web site, [www/mrsc.org/contracts](http://www/mrsc.org/contracts), or by contacting MRSC at (206) 625-1300.*

By Paul Sullivan, *Legal Consultant* and  
Byron Katsuyama, *Public Policy Consultant*,  
Municipal Research & Services Center

# HEADS UP

## Emerging information for local government

### Using the Web as a Media Tool

Prior to the advent of the Web, municipalities relied principally on the media - newspapers, radio, television - to inform the public. The Web offers an often-overlooked, additional tool for disseminating press releases, news stories, meeting notices, and other public information. MRSC has compiled a list of Washington municipalities that regularly post press releases or "what's new" items on their Web sites. See [www.mrsc.org/library/webmags.htm#Press](http://www.mrsc.org/library/webmags.htm#Press). These items are generally separate from newsletters, which also might be posted. MRSC's list provides a quick reference to news posted on Washington's municipal Web sites and hopefully will provide an additional way to share ideas. The Web can also be used as an effective means to keep citizens informed and up-to-date in the wake of a disaster. We have seen two recent illustrations - the Olympic Pipeline leak and explosion in Bellingham and the Aldercrest-Banyon landslide in Kelso. (See MRSC Focus Archive for August 1999, [www.mrsc.org/focus/focaug99.htm](http://www.mrsc.org/focus/focaug99.htm).)

### Main Street Program Successes

A number of Washington municipalities are participating in the National Trust's Main Street Program. The city of Port Townsend recently received a "2000 Great American Main Street Award." See [www.mainst.org/conferences/ptownsend.htm](http://www.mainst.org/conferences/ptownsend.htm). The city of Walla Walla was a semi-finalist. The award program, sponsored by the SunAmerica Corporation, is an annual competition that recognizes exceptional accomplishments in revitalizing America's historic and traditional downtowns and neighborhood commercial districts.

According to "The 1999 National Reinvestment Statistics," the Main Street Program has been "incredibly successful." Even though it focuses on historic preservation and retention of community character, the Main Street Program is a powerful economic development tool. Program statistics have been tracked since 1980 and appear on the Main Street Program Web site at [www.mainst.org/about/numbers.htm](http://www.mainst.org/about/numbers.htm).

### Oregon Auctions Surplus Property on Ebay

The state of Oregon is saying "goodbye" to traditional methods of disposing of surplus property. State agencies notify Oregon's Surplus Property Program of the items they have to sell. These items are then placed for sale on the Ebay auction site on the Web. State officials indicate that Oregon is getting twice as much profit per item sold because of the expenses saved. Agencies receive a minimum of 80 percent of the sale price, with the remainder going to the Surplus Property Program to cover administrative costs (*Government & Technology*, March 2000).

*Please note: Washington cities could probably use Internet auction sites to sell surplus city property as long as a "fair market value" minimum bid is established. Note, however, that utility property cannot be sold in this manner. See RCW 39.94.040. For counties, the numerous statutory regulations imposed on the sale of surplus property probably makes electronic auction infeasible at this time. See ch. 36.34 RCW.■*

# Supreme Court Decision

## Public Employer May Require Use of Accrued Compensatory Time

The U.S. Supreme Court, in a decision issued May 1, has determined that a public employer may *require* its employees to use their accumulated compensatory time, allowing the employer to avoid the potential adverse fiscal consequences of large leave balances. In reaching its decision, the Court in *Christensen v. Harris County*, 68 U.S.L.W. 4343 (2000) rejected the argument raised by employees that a forced use of compensatory time

was only possible if agreed to by the parties.

The Fair Labor Standards Act (FLSA), at 29 U.S.C. §207(o)(5), requires employers to allow the usage of compensatory time “within a reasonable period after making the request,” provided the employer’s operations are not unduly disrupted. The Court reasoned that this language was a restriction on the employer’s ability to limit

the use of the time, not a limit on the employer’s ability to require employees to take the time off. In reaching its 6-3 decision, the Court noted that, under the FLSA, an employer can reduce the number of hours an employee works and may also “cash out” compensatory leave balances through payment of overtime. Harris County’s policy of requiring the use of the leave balances, the Court concluded, merely did both allowable steps at once. ▀

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## Washington City and County Pipeline Safety Consortium

A number of cities and counties in western Washington are uniting to deal with a common issue - the safety of liquid petroleum and natural gas pipelines. This movement was largely precipitated by the Bellingham petroleum pipeline tragedy last year. An interlocal agreement has been drafted and will be presented to various local government legislative bodies for review and approval.

The intent of those cities initiating this effort is to form an entity that will be funded by the member jurisdictions and will use legal and engineering experts to fully explore what can and should be done to adequately protect the communities through which these pipelines pass. There are significant legal issues concerning local government oversight authority, and there are

technical issues regarding the frequency and techniques to be used for the testing of these pipelines. There are large pipelines in eastern Washington and southwestern Washington, and it is hoped that eventually all the impacted jurisdictions will join together for this common goal. Contact Jim Doherty at MRSC for further information. ▀

### Local Ordinances for Washington Cities and Counties

#### Recently Revised Publication

A new MRSC publication, *Local Ordinances for Washington Cities and Counties*, is now available. This publication has been prepared to assist Washington county, city, and town officials in the drafting and adoption of ordinances, resolutions, motions, and related devices. It replaces Report No. 15, *Local Ordinances: The Drafting, Compilation, Codification, and Revision of Ordinances*.

Copies have been sent to all cities, towns, and counties in Washington. You may also find it on our Web site at <http://www.mrsc.org/pubs/Ordinances.pdf>.

# GASB 34

## What Is It and Why Should I Care?

**G**ASB 34 is a significant change in financial reporting requirements for local governments. If your city or county prepares its annual financial report according to “generally accepted accounting principles,” you are in for a lot of work, and a report that looks very different from what you are used to.

Here are a few questions (and answers) that will help to make sense of GASB 34.

### What is “GASB”?

GASB is the acronym for the Governmental Accounting Standards Board, the primary authority for accounting rules for governments. The GASB’s statements make up the “Generally Accepted Accounting Principles” (GAAP) for state and local government. GASB is a part of the organization that includes the Financial Accounting Standards Board (FASB) that creates the accounting rules for business. More information is available at [www.gasb.org](http://www.gasb.org).

### What is Statement 34 (aka GASB 34)?

The GASB issues statements (34 to date) describing the rules that state and local governments must follow to receive an unqualified (clean) audit opinion on their annual financial report. Statement 34 is also known as the “financial reporting model.” It describes significant changes in the content and format for the annual financial report.

### Do I really care?

If your annual report is prepared in accordance with GAAP, you care. The changes will require a lot of attention from staff, and awareness and understanding from policymakers. The changes are anticipated to occur within Washington State in 2002 for reporting in 2003. The State Auditor’s Office is analyzing the extent of the changes required and ways to implement them. They have put together a committee of local officials to provide advice on the subject.

### So what is different under GASB 34?

The changes are comprehensive, and many will require changes to accounting processes or structures within your entity. Here are a few of the highlights:

- A consolidated financial statement with one column for governmental activity and one column for proprietary (business-like) activity. These will be presented using the *full accrual basis of accounting* (more on this later).
- Presentation of “major funds” (defined in the statement) instead of summarization by fund type. This uses the *traditional basis of accounting*.
- A budget to actual statement for funds requiring a budget that includes the original budget, final budget, and actual results. This uses the “*budgetary*” basis of accounting.
- Since the report will be showing the same information three ways (different bases of accounting), there will be a reconciliation of the three different “basis of accounting.”
- New operating (income) statement format that nets expenditures against related income, making the tax subsidy of each program apparent.
- Inclusion of long-term assets (including infrastructure such as roads, bridges, and sidewalks) in the new combined financial statements. This will include a charge for depreciation, or an explanation about the maintenance program that prevented deterioration of the infrastructure.
- A new section called “Management Discussion and Analysis” will be required that will provide an “easy to read” assessment of the financial results for the entity for the previous year. This section will be subject to review by your auditors, providing some assurance to financial statement users that it isn’t misstating the situation.

### Can’t we just ignore GASB 34 and follow current reporting requirements?

It is true that the Auditor’s Office determines reporting standards for Washington cities and counties. Historically, they have caused these standards to be consistent with GAAP for the larger cities and counties. If they didn’t, then Washington’s cities and counties would not be able to provide GAAP reports for bondholders, rating agencies, and others (like grant agencies)

that need them without doing two separate reports.

With this as a concern, it is the intent of the Auditor’s Office to revise the state standards for larger governments to comply with the new GASB statement. This will require a revision to the manuals providing this guidance, which is a significant task. In order to accomplish this, the Auditor’s Office has revised the “Local Government Advisory Committee” (LGAC) that provides advice and guidance on projects such as this. See the Auditor’s Web site [www.sao.wa.gov](http://www.sao.wa.gov) for more information on this change.

If we choose to ignore this fundamental change, then Washington’s cities and counties would soon be out of step with the rest of the country. Bondholders, bond rating agencies, and others interested in financial accountability could have a concern. The Washington Finance Officers Association (WFOA), State Auditor’s Office, State Office of Financial Management, and others have participated in the debate leading up to the GASB’s adoption of Statement 34. While no one seems to be completely satisfied with the changes, the resulting compromise is clearly shaping the future of local government financial reporting. As a result, the focus has shifted from debate of the merits to training and technical advice for implementation.

For more information, contact your finance director or the Washington Finance Officers Association [www.wfoa.org](http://www.wfoa.org). You can email WFOA at [GASB34@wfoa.org](mailto:GASB34@wfoa.org). ■

By Mike Bailey, President WFOA  
Finance Director, City of Lynnwood

MRSC has established a GASB 34 Web site at [www.mrsc.org/finance/GASB.htm](http://www.mrsc.org/finance/GASB.htm). This site provides links to information available on the Internet and ordering instructions for publications. Elected officials may be particularly interested in the Government Finance Officers Association (GFOA) publication, *An Elected Official’s Guide to the New Governmental Reporting Model*.

# Ask MRSC

Summaries of recent inquiries answered by MRSC consultants

## **Annexations • If the boundary review board (BRB) modifies a proposed annexation by adding territory, does this potentially affect the sufficiency of the annexation petition?**

No. RCW 36.93.150 states, in part:

The addition or deletion of property by the board shall not invalidate a petition that had previously satisfied the sufficiency of signature provisions of RCW 35.13.130 or 35A.14.120.

## **Bidding • Are there any procedural requirements for a bid protest?**

There are no statutory requirements as to the procedure for a bid protest. If a city or county does not have any rule regarding bid protests, it probably should allow a bidder to protest the award to the appropriate official or body, who can then make a determination whether the protest is valid. If the city or county rejects the protest, the objecting bidder, to preserve the protest, will have to bring suit for injunctive relief in superior court before the city or county and the low bidder sign the contract. *BBG Group, LLC v. City of Monroe*, 96 Wn. App. 517, 521 (1999).

## **City Council • How long must a person be a resident of a code city to be eligible to be appointed to fill a city council vacancy?**

One year. The relevant statute, RCW 35A.12.030, provides in part:

No person shall be eligible to hold elective office under the mayor-council plan unless the person is a registered voter of the city at the time of filing his declaration of candidacy and has been a resident of the city for a period of at least one year next preceding his election.

Although this statute (which also applies to council-manager code cities) specifically addresses election to office, MRSC legal staff has consistently taken the position that this statute also applies to appointment to elective office. It would not make sense for the legislature to require a one-year residency for election but not for appointment to a vacant elective office.

## **Civil Service/Collective Bargaining • If a new collective bargaining agreement is inconsistent with local civil service rules, which prevails?**

The collective bargaining agreement would prevail. The state court of appeals held in *Spokane v. Civil Serv. Comm'n*, 98 Wn. App. 574 (1999), that if a conflict exists between the Public Employees' Collective Bargaining Act, chapter 41.56 RCW, and the rules for police civil service commissions under chapter 41.12 RCW, the former statutory scheme prevails.

## **Executive Sessions • May city council interview candidates for city manager in executive session and, while still in executive session, reach a consensus on the candidate to be offered the position?**

No. Although the city council may interview the candidates for this appointive position in executive session under RCW 42.30.110(1)(g) for the purpose of evaluating the qualifications of applicants for public employment, they may not take any action other than evaluating the candidates. Identifying a consensus candidate in executive session would be action that is not authorized by this provision for holding an executive session. In *Miller v. Tacoma*, 138 Wn.2d 318, 328 (1999), the state supreme court stated:

Reading the exception in [RCW] 42.30.110(1)(g) narrowly and in accordance with the purposes of the act, it is clear the council could discuss and consider the worth, quality and

significance of the applicants' qualifications, and individual council members could express their opinions on such matters, but they could not choose a candidate. Here the council conducted a secret ballot. This did not weigh or evaluate the qualifications of the applicants, but identified a consensus candidate for appointment to the planning commission. As such, these secret ballots constituted "action" beyond mere evaluation of the candidates' qualifications and therefore fell outside the scope of the RCW 42.30.110(1)(g) exception.

## **Fair Labor Standards Act • Is exempt employee status threatened if a city or county docks an exempt employee's accrued leave, even if on an hourly basis, for absences or for disciplinary or other reasons?**

Although the courts are divided on this issue, the Department of Labor and the 9th Circuit Court of Appeals (*Barner v. City of Novato*, 17 F.3d 1256 (9th Cir. 1994)) take the position that deductions from a paid leave bank do not impact an employee's salaried and FLSA-exempt status. This is regardless of whether the docking is on a by-the-hour basis. This conclusion is based on the idea that benefits such as vacation leave are matters to be negotiated between the employer and employee and that a reduction in those benefits does not result in a loss of pay. In short, this is a matter that the FLSA does not regulate.

## **Family and Medical Leave • May an employee take intermittent leave under the Family and Medical Leave Act (FMLA) that, for example, would consist of 10 days at the birth of a child and then for a period of a month beginning six weeks later?**

Yes, with the employer's agreement. "Intermittent leave" is defined in FMLA regulations as "leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of

time” (29 C.F.R. §825.800) and as “FMLA leave taken in separate blocks of time due to a single qualifying reason” (29 C.F.R. §825.203(a)). The leave requested in this instance would appear to qualify as intermittent leave.

Under 29 C.F.R. §825.203(b), “When leave is taken after the birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the employer agrees.”

### **Impact Fees • Are impact fees subject to the vested rights doctrine?**

No, according to a recent court of appeals case, *New Castle Investments v. City of LaCenter*, 98 Wn. App. 224 (1999). In that case, the court upheld application of the city’s transportation impact fees to a subdivision even though the city had adopted the impact fee ordinance after the developer had submitted a complete preliminary plat application.

### **Traffic Infractions • Is it legal for a police department to impose a quota on traffic tickets per shift?**

There is no authority in this state for the conclusion that such quotas are illegal. This is not an issue that has been addressed by our appellate courts. It would seem that as long as each traffic citation issued is justified, the fact that some citations may have been motivated by a quota would not undermine the validity of the citations.

There have been police departments in this and other states that have used and may still use such quotas. At least one state,

Florida, has prohibited its state patrol from having a ticket quota, and the Wisconsin legislature has considered doing so also.

In any event, quotas may be controversial, but this fact raises a political issue and apparently not a legal one. If your police department is unionized, quotas may be considered a working condition that would need to be bargained. This was alleged in a Public Employment Relations Commission (PERC) case, but the complaint in that case was dismissed as being untimely and the commission did not address the issue.

### **Utility Bills • May a local government adopt a policy of not taking action to collect on overdue utility bills that are less than the collection costs?**

Yes, a city council or board of county commissioners may adopt a policy that establishes a de minimis amount that the city or county will not seek to collect. The policy should make clear that if bills accumulate and cause the amount due to go over the minimum, then collection procedures will be followed. The amount should be set at a level that makes sense, figuring in the cost of staff time, postage, etc.

### **Storm Water and Sewer Conservation and Efficiency Loans • Is there a mechanism for a city or county to help private property owners pay for a sewer installation and then be reimbursed, with interest, over a time period?**

Yes. Legislation was passed in 1998 (RCW 35.67.360) implementing the constitutional amendment approved by voters in November 1997 allowing municipal storm

water and sewer utilities to make loans for storm water and sewer conservation and efficiency. Counties, cities, towns, and special districts can now use utility operating revenues to assist homeowners and businesses in acquiring and installing materials and equipment that will conserve or allow for more efficient use of municipal storm water and sewer services. The amendment to the state constitution expands the authority already available for energy (weatherization) and water conservation assistance, and establishes that these loans are not an improper loan of public credit.

### **Water Rights • Does a rezone affect an existing water right?**

The short answer is no, not directly, but this depends on the situation. A water right is only for the use specified on the water right certificate, and, to retain the water right, it must be “perfected” or used. After five consecutive years of non-use, a water right is considered abandoned. Assuming that the property owners are using the water for the specified use on the certificate and plan to continue to do so, a rezone will not affect the water right. However, at such time that the owner plans to change the use of the property, a new water right certificate will be needed. A water right certificate is attached to the property and runs with the land unless withheld in a contract of sale. In some cases, a person may believe that he or she has a water right certificate but may have a domestic exemption instead. We recommend contacting the Department of Ecology’s regional office if there is any question about whether a valid water right is in effect.■

**How to “Ask MRSC.”** Assistance from MRSC may be obtained by **Phone** (206) 625-1300 or 1-800-933-6772 for long-distance calls; **Letter** 1200 5th Avenue, Suite 1300, Seattle, WA, 98101-1159; **Fax** (206) 625-1220; or **E-mail** [mrsc@mrsc.org](mailto:mrsc@mrsc.org). Telephone inquiry service is available from 7:30 a.m. to 5:00 p.m. If a consultant is not immediately available, you can record a detailed request on voice mail 24-hours a day, and a staff member will call back as soon as possible.

# WEB TALK

News and information about [www.mrsc.org](http://www.mrsc.org)

## What's New on the MRSC Web site?

We've recently added discussion forums so that you can collaborate with other city and county officials and share information, ideas, experiences, and resources relating to local government. At present, we have a general local government forum and one on e-government issues. We will add other forums as interest warrants. To join in the discussion, visit the MRSC home page and click on "Discussion Forums" in the left-hand column.

We've also added a database containing the MRSC library catalog. The catalog contains records of more than 12,000 documents on our library shelves. If you find items that you would like to borrow, you may either call us or use the online form to request them. Our standard loan period is three weeks. The catalog does not include shorter documents such as ordinances, contracts, or job descriptions; we post those in the "Sample Documents" area of our site.

## What's Coming?

E-government meetings – On May 10, we organized a meeting of 50 city and county Webmasters in Seattle. Several jurisdictions presented their e-government plans. We plan to meet again in September. If you would like your name added to the notification list, please contact Fred Ward at MRSC.

Additional ESA (Endangered Species Act) information – A number of cities, towns, counties, state agencies, and consulting firms have developed checklists and other tools that could be useful to other jurisdictions. MRSC will be making a concerted effort to acquire good examples and make them available on the Web.

## How Do I?

How do I sign up for the new MRSC discussion forums?

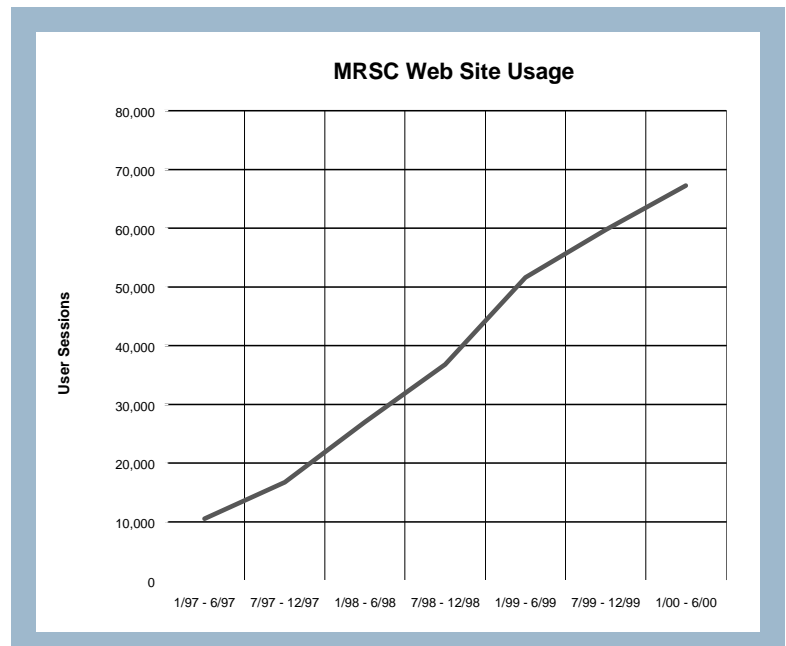
1. Go to the MRSC Web site: [www.mrsc.org](http://www.mrsc.org).
2. In the left-hand column, under the "Communicate" heading, click on "Discussion Forums."
3. Click on the "New User" button.
4. After entering your name and e-mail address, you will be e-mailed a password.
5. Click on the link in the e-mail to return to the site. Enter the user name you selected, paste in the password from the e-mail, and check "Remember my password" so that you do not need to enter it again.
6. Once in the system, click on one of the forums in the left-hand column to read or send messages.
7. If you would prefer to participate via e-mail rather than by visiting the forums, click on "More" at the top, and then on "Mailing Lists."▶

## Web Site Index

For complete information on these topics, go to [www.mrsc.org](http://www.mrsc.org).

- ▼ Discussion forums: Collaborate with your colleagues via the Internet
- ▼ Library catalog: Search the MRSC library holdings
- ▼ Local ordinances: Drafting and adopting ordinances
- ▼ GSBA: Basic Financial Statements
- ▼ ESA: Programs and laws

## MRSC Web Site Usage Grows



# LIBRARY LISTINGS

New resource materials now available

## New Acquisitions

This list contains new publications, ordinances, and other materials recently received by the MRSC library. We also prepare a more comprehensive list of new acquisitions each month which is posted on our Web site at [www.mrsc.org/library/newacq.htm](http://www.mrsc.org/library/newacq.htm). If you would like to borrow one or more of these publications, please contact Sarah Sordt in our library at (206) 625-1300.

### ▼Economic Development

*Learning to Lead: A Primer on Economic Development Strategies*; Maury Forman and James Mooney; illustrations by David Horsey; Washington State Community, Trade and Economic Development; Dubuque, Iowa; Kendall/Hunt; 1999; vi; 166 p. [ED 5.0000 L455 1999]

*Understanding Local Economic Development*; Emil E. Maliza and Edward J. Feser; New Brunswick, N.J.; Center for Urban Policy Research; 1999; xvi; 298 p. [ED 0.0009 U555 1999]

### ▼Environment

*Building Green Infrastructures: Land Conservation as a Watershed Protection Strategy*; The Trust for Public Land; Washington, D.C.; 1999; 35 p. [UW 7.2000 B85 1999]

*Fighting Billboard Blight: An Action Guide for Citizens and Public Officials*; Frank Vespe; Washington, D.C.; Scenic America; 1999; 90 p.; ill. [LR 82.3000 F54 1999]

### ▼Finance

*The "How To" Grants Manual: Successful Grantseeking Techniques for Obtaining Public and Private Grants*; David G. Bauer; 4th ed.; Phoenix, Ariz.; Oryx Press; 1999; xiii; 266 p. [F 5.3110 H68 1999]

### ▼Government Administration

*Cities on the Rebound: A Vision for Urban America*; William H. Hudnut; Washington, D.C.; Urban Land Institute; 1998; x; 174 p. An examination by the former four-term mayor of Indianapolis of the trends positively affecting urban cities in America, including smart growth, managing technological change, regional collaboration, and embracing citizens as advocates rather than adversaries. [G 1.5000 C586 1998]

*Performance Measurement: Getting Results*; Harry P. Hatry; Washington, D.C.; Urban Institute, 1999; xx; 286 p. [G 9.7000 P474 1999]

### ▼Information Systems

*Designing Web Usability: The Practice of Simplicity*; Jakob Nielsen; Indianapolis, Ind.; New Riders; 2000; 420 p.; col. ill. [IS 4.3000 D48 2000]

*Integrated Service Delivery: Governments Using Technology to Serve the Citizen, International, Federal, State, and Local Government Experiences*; Sally Matthews, James Mackison and William Bentley; Intergovernmental Advisory Board; Washington, D.C.; 1999; 38 p.; ill. [IS 4.2100 I58 1999]

### ▼Land Use Planning

*Aesthetics, Community Character, and the Law*; Christopher J. Duerksen and R. Matthew Goebel; Chicago, Ill.; APA; 1999; 154 p. [PL 10.0000 PAS489/490 1999]

*Affordable Housing: Building the Foundation for a Strong Community* [in Issues and Options]; National League of Cities; Washington, D.C.; 1999; 36 p. [HO 4.4000 I8 v.7:2\*\*]

*Growing Greener: Putting Conservation into Local Plans and Ordinances*; Randall Arendt; Washington, D.C.; Island Press; 1999; xxv; 236 p.; ill. [PL 5.2800 G76 1999]

*Growth Management for a Sustainable Future: Ecological Sustainability as the New Growth Management Focus for the 21st Century*; Gabor Zovanyi; Westport, Conn.; Praeger; 1998; 221 p. [PL 14.1000 G76 1998]

*The Old Neighborhood: What We Lost in the Great Suburban Migration, 1966-1999*; Ray Suarez; New York; Free Press; 1999; viii; 264 p. [PL 1.2000 O53 1999]

*Street Design Guidelines for Healthy Neighborhoods*; Dan Burden, et al; January 1999; Sacramento, Calif.; Local Government Commission; 1999; 52 p.; ill. [S 2.1000 S873 1999]

### ▼Personnel

*Layoff Procedures, Policies and Contract Provisions* [compilation]; compiled by Carol Greene; Association of Washington Cities; Olympia, Wash.; 1999; 1 vol. [PE 4.4200 L39 1999]

### ▼Public Works

*Management of Public Works Construction Projects*; James L. Martin, P.E.; Kansas City, Mo.; APWA; 1999; 156 p.; ill. [PW 2.0500 M35 1999]

*Principles of Integrated Solid Waste Management*; H. Lanier Hickman, Jr.; Annapolis, Md.; American Academy of Environmental Engineers; 1999; xxviii; 660 p. [UR 1.0000 P75 1999]

*Utility Services: Delivery Choices in a Changing Industry*; Kate Hatten; International City/County Management Association [ICMA]; Washington, D.C.; 1999; 50 p. [U 0.0009 U85 1999]

### ▼Transportation

*Transportation for Livable Cities*; Vukan R. Vuchic; New Brunswick, N.J.; Center for Urban Policy Research; 1999; xxiv; 352 p. [PL 5.2500 T751 1999]■

continued on page 11

## Resource Sharing

The *Information Partnership Program* seeks and collects current materials from Washington local governments. The materials received provide answers and support to the challenges faced by cities and counties every day. You may order the materials below by contacting the MRSC library at (206) 625-1300 or 1-800-933-6772 or e-mail us at [mrsc@mrsc.org](mailto:mrsc@mrsc.org). A comprehensive list of IP materials received may be requested from the library or viewed on our Web site at [www.mrsc.org/library/rshare.htm](http://www.mrsc.org/library/rshare.htm).

### ▼City Attorney Contracts/RFPs

Colville City attorney contract, 3 p., 3/20/00; Dayton Agreement for legal services, 4 p., 2/3/00; Deer Park Contract for legal services for indigent criminal defendants, 3 p., 1/15/99; Gig Harbor Legal services agreement; 4 p., 1998, Goldendale Contract for legal services, 5 p., 8/17/98; Omak Resolution No. 1990-22 revising legal services retainer agreement with fee schedule; Legal services agreement between city and legal firm, 2 p., 9/1/97; Port Angeles Professional services contract, 2 p., 1/7/98; Shelton City attorney retainer agreement (with addendum), 4 p., 1/13/92; Stanwood City attorney retainer agreement, 5 p., 2/15/00; (G 6.1000)

### ▼Obligated Service Contracts

Omak Binding contract for reimbursement of hiring and training, 3 p. (PE 2.8000)

### ▼Quarterly Financial Reports of Budget Status

Bellingham Quarterly financial report, March 2000, 11 p., Deer Park Financial information, First quarter, 2000, 79 p., 3/31/00; Ellensburg Fourth quarter 1999, revenues and budget to actual analysis, 43 p., 12/31/99; Gig Harbor Third quarter financial report; 10 p., 9/30/99; Goldendale First quarter budget review for year 2000; 20 p., 3/30/00; Omak Quarterly finance report, 22 p., 6/30/99; (F 2.4100)

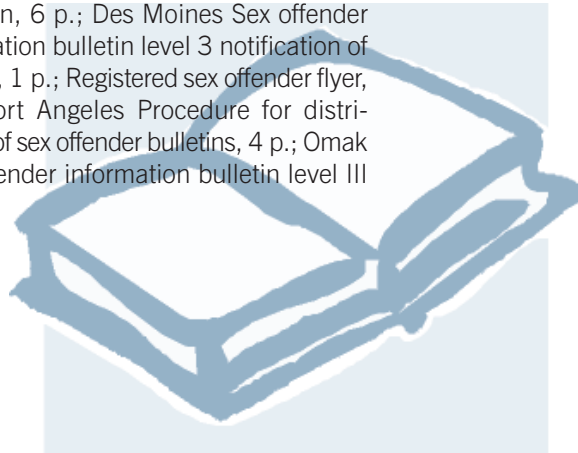
### ▼Sex Offender Notification Materials

Bellevue Police Administrative Manual, Ch. 2, Subject 2.10, Sexual Offender Notification, 6 p.; Des Moines Sex offender information bulletin level 3 notification of release, 1 p.; Registered sex offender flyer, 1p.; Port Angeles Procedure for distribution of sex offender bulletins, 4 p.; Omak Sex offender information bulletin level III

notification of sex offender in area, 1 p., 1999; (PS 7.4290)

### ▼View Preservation Ordinances

Bellevue Design review criteria for downtown (Land Use Code Section 20.25A.110), 4 p.; Bellingham View preservation and protection policies, 1995 Comprehensive Plan, LUP-68 – LUP-73, 2 p.; (PL 10.13000)■



## E-mail Viruses

In order to minimize the risk of transmitting e-mail viruses, MRSC is taking two steps. First, we are installing Microsoft's Outlook update that limits access to the addresses in the e-mail distribution list. Second, we have developed a strict policy regarding the opening of e-mail attachments. We apologize to those of you who have received e-mail viruses from MRSC in the past, and want to reassure you that we are taking every step possible to prevent spreading viruses in the future.



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