

Municipal Research News

Winter 2001

Municipal Research & Services Center of Washington

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Welcome to City Hall

You won. Congratulations! Now what?

Many of the elections this year didn't become final for a long time. There were so many absentee ballots cast that the results weren't known until the final deadline. Many elections around the state were very close, and in some cases, the absentees were the deciding votes. And then perhaps there had to be a recount.

But now that's over. You've received your certificate of election, and you're ready to be sworn in. Now you're awaiting your first council meeting of the new term.

Along the way, the shattering events of September 11, 2001, cast a new light on the office you're about to assume. There is an economic recession underway. There's talk of tightened bond ratings. It's becoming clear that the way tax money has flowed from the local areas through the state and then back to the cities, towns, and counties will be changing. Military reserves are being called up. Perhaps some of the police officers and firefighters and other staff in your local departments have received orders to report.

For the third time now, the people have spoken. First came the passage of Initiative 695. Second came the passage of Initiative 722. Both were taken to court, and both were declared unconstitutional. That didn't help the abrupt changes and problems left behind in terms of order, reasonable options, logical transitions, and sound financial approaches to the public's business in cities, towns, and counties. Now Initiative 747 has passed in all but one county in the

state. That means it passed statewide. What is very clear following the election is that the citizens *don't* like taxes but *do* like broad and responsive services. One of your prime challenges will be trying to reconcile these two positions.

More and more, it will be helpful for you to work together with others in neighboring cities and towns and counties. Since you will all be experiencing a shortage of money and will have to do more with less, this is a prime time to consider paddling together rather than paddling separately. You'll get farther.

This article concentrates on cities and towns. City and town elections are held in odd numbered years per RCW 29.13.020. County elections are generally held in even numbered years per RCW 36.16.010. The exceptions are the home rule counties that follow their own schedules, and those county offices that require an election following an appointment to fill an unexpired term. More information on assuming county office will become available at this time next year.

Roles

Understanding the relationships and getting along in your particular role is important to the city or town where you hold your elected position. If you don't try to get along to a reasonable degree, your meetings may become known as the Tuesday night fights – or whatever day you hold them. And the result will be very late meetings that become a real spectacle, often with no real

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results. Is that what you were elected for? Will that really serve a positive municipal purpose? That doesn't mean that you and the other elected officials should always agree. Even agreeing to disagree in a polite or sensitive manner is possible if everyone works at it. And chances are if you do, the public will respect you for "tuning down the din."

If you're the mayor in a mayor-council form of government, you're the leader. You chair the council meetings, and you serve as the administrative head of the municipal corporation. That doesn't mean you do it all alone. In fact, as the administrative head, you must work with your board of directors – that's the city or town council. Many of the actions you take as the administrative head must be approved by the elected body. Most of it can't be done unilaterally.

If your city or town operates under the council-manager form of government, as mayor you still chair the council meetings. But it's the city manager who is the administrative head of the municipal corporation. You're the ceremonial head of what goes on. Your vote on the council is equal with the votes of all the other councilmembers. You're the chairman of the board of directors.

If you're a councilmember or a commissioner, you are a member of the board of directors of the municipal corporation. Your vote is equal to all the others cast by the members of the elected body.

A clear role often neglected in recent years is that of political leadership and public education. Your constituents elected you to provide that leadership. And part of your role is to keep those who voted for you informed. You'll have to exercise leadership and attempt to educate in your role as an elected official in relating to both the constituents who elected you and to the other elected officials with whom you serve. In each case, you'll need to convince them.

Staff

Whether you're in a city or town, there is a group of very dedicated people who work for that local government. And if you're newly elected, they can be a great storehouse of information that can be helpful to you. Generally, they'll be glad to give you a tour of their area of responsibility and to share their observations. The sooner you can have these tours and these discussions, the better prepared you'll be to vote knowledgeably when called upon to do so. And you'll also be in a much better position to talk knowledgeably with constituents.

Operations

An important point to remember is that although the fire department, the police department, and perhaps the parks and recreation operation in your jurisdiction may be popular and most prominent in the public eye, there's a lot more to local government than just the very visible things. Turn on a tap. You expect clean and clear water to come out. You expect it to be safe to drink. Or, flush a toilet. Ever think about

what really happens? Or what makes it work? Or where it goes and what happens to it? You drive on streets built and maintained by your city. So much of what local government does is simply taken for granted. It's there, but it's almost out of sight and out of mind. As an elected official, you can't let it become invisible. You'll be responsible to see that all functions are reasonably coordinated, properly funded, responsive to the citizens, and kept up. It's a big job.

Open meetings

Governing bodies at all levels of government in Washington State are specifically required by the Open Public Meetings Act to conduct their business openly. The requirements for this are contained in Chapter 42.30 Revised Code of Washington (RCW). Your city or town attorney, or the other elected officials with whom you'll be serving, should have advice for you on following these requirements.

Appearance of fairness

The "appearance of fairness doctrine" is something else that applies to all city and town legislative bodies in Washington. It's found in Chapter 42.36 RCW. Briefly, it requires that you disclose publicly any personal interest you might have in a quasi-judicial matter coming before you as a councilmember or commissioner, and, if necessary, that you not participate in that matter. Quasi-judicial matters are contested proceedings in which public officials act more like judges than administrators or legislators. It requires that you not pre-

Minimum Wage Increases

The Washington State minimum wage will increase to \$6.90 per hour on January 1, 2002. This is 18 cents an hour more than the current minimum wage of \$6.72.

The state's minimum wage is recalculated each year in September as a result of an initiative approved by voters in 1998. This initiative ties the minimum wage to changes in the federal Consumer Price Index for urban wage earners and clerical workers (CPI-W).

As of January 1, it appears that Washington will have the highest minimum wage in the nation.

judge issues that might be presented in a quasi-judicial public hearing coming before you. That means you shouldn't have gone out to look at the situation and perhaps talked with someone first. You *must* be impartial.

Ethics

They're required by law in all cities and towns. This subject is covered, in part, in Chapter 42.23 RCW entitled "Code of Ethics for Municipal Officers – Contract Interests." You'll want to get familiar with the subject. In addition, some cities and towns have additional codes of ethics that apply to officials and employees.

Orientation

As a new (or old) councilmember or mayor, you will have the opportunity to go to one or more sessions designed to orient and train you for your new (or continuing) elected role. City sessions are held and sponsored by the Association of Washington Cities. It's *not* a session designed to brainwash you with the way it's "always been done" or with the "good old boy (or girl)" network and thinking. It should help you hit the ground running. It will be an opportunity for you to meet others from other cities and towns who are in the same boat as you. You'll also get to meet experienced councilmembers and mayors. If possible, you should attend one of these sessions. You'll find it very helpful, whether you're new to the job or a veteran. Refreshers are good.

There are four sessions scheduled:

January 15, 2002 • Everett

January 16, 2002 • Tacoma

January 22, 2002 • Yakima

January 23, 2002 • Spokane

In each case, the morning presenter will be P. Stephen DiJulio of the Foster Pepper & Shefelman law firm in Seattle. Steve will focus on the legal do's and don'ts of local elected office, as well as outline the basic legal structure of the task you're about to undertake. The afternoon session will be moderated by Carl Neu, the principal of Neu & Company of Lakewood, Colorado. Carl has done considerable writing, training, and presenting about being a local government elected official. He's also "been

there and done that" himself in Colorado. He'll deal with becoming effective leaders, understanding roles, and working together effectively.

You will be given lunch, where you can rub elbows and get acquainted with other elected officials, and you'll be given a fat notebook of basic information that can serve as a solid guide as you assume your elected role.

By all means try to attend one of these. You'll be very glad you did.

Resources

For cities, the main outside resources for you to use are the Association of Washington Cities (AWC) and the Municipal Research & Services Center of Washington (MRSC).

AWC, in Olympia, is the lobbying and coordinating organization serving Washington cities and towns. It holds various information and training sessions around the state each year. It keeps your city or town posted on what's happening for you and to you based on activities in the legislature and in the state's departments. All the cities and towns in the state are members of AWC and pay dues for that membership. AWC's phone number is 360-753-4137. Their Website is www.awcnet.org.

MRSC, in Seattle, has a large specialized library of municipal materials and a group of consultants from various municipal disciplines, as well as other staff to help you. They will "talk through" a question with you, or research your question, and in many

cases, will send you information and sample materials. MRSC services are accessible by phone, fax, e-mail, or regular mail. Your city or county has already paid for this service. MRSC also maintains an extensive Website at www.mrsc.org. Take a look. E-mail questions can be sent to mrsc@mrsc.org. The fax number is 206-625-1220. The phone number in the Seattle area is 206-625-1300 or, from further away, it's 1-800-933-6772.

For counties, there is the Washington State Association of Counties (WSAC), the Washington Association of County Officials (WACO), and, of course, MRSC. WSAC may be reached by phone at 360-753-1886 and by fax at 360-753-2842. WACO may be reached by phone at 360-753-7319, fax at 360-664-2812. These two organizations share a Website at www.wacounties.org.

Getting to work

You've expended the shoe leather and energy to get elected. You've been briefed. You've looked at the proposed budget. Perhaps you've had a tour of city facilities already. You're learning. And you're learning about being the educator your constituents elected you to become. It's time to roll up your sleeves and get to work.

Enjoy!

By Ron Bartels, Public Policy and Management Consultant
Municipal Research & Services Center

Implicit Price Deflator (IPD)

The increase in the implicit price deflator for personal consumption expenditures from July 2000 to July 2001 was 1.89 percent. Here is the math – divide the July 2001 index (109.75) by the July 2000 index (107.71). Subtract 1 and multiply by 100. The result is 1.89 percent.

Since Initiative 747 passed in November, the maximum amount by which a taxing district's levy can increase, without a vote of the people, is the lesser of one percent or the rate of inflation as measured by the increase in the IPD.

Since one percent is less than 1.89 percent, one percent is the limit. ▀

Limited Public Works Process

2001 Bid Law Changes

State contracting law provides for an optional small public works roster process for projects estimated to cost \$200,000 or less to assure that competitive quotes are obtained and contracts awarded to the lowest responsible bidder. In 2001, the Legislature established a "limited public works process," also optional, for contracts estimated to cost less than \$35,000.

In this "limited" process, a local government agency must solicit quotes from at least three contractors on its small works roster(s). The agency may award the contract, even if only one quotation is received, or reject all quotations. Performance bond requirements and retainage requirements may be waived, but a local government agency has a right of recovery against the contractor for any payments it makes on behalf of the contractor. This new provision should simplify and reduce paperwork requirements for all agencies and will be particularly useful in areas of the state where it is difficult to entice contractors to do work for local governments due to onerous paperwork requirements.

Quotations are to be available for public inspection after a contract is awarded. An attempt must be made to distribute opportunities equitably among contractors willing to perform in the geographic area of the work. Agencies and local governments must maintain a list for each 24 months of contracts awarded and contractors solicited under this process, including the names and registration numbers of the contractors.▶



2002 State Legal Holidays

January 1	New Year's Day
January 21	Martin Luther King Day
February 18	President's Day
May 27	Memorial Day
July 4	Independence Day
September 2	Labor Day
November 11	Veteran's Day*
November 28	Thanksgiving Day
November 29	Day after Thanksgiving
December 25	Christmas Day
Optional	Floating Holiday

Cities, towns, and counties do not have to follow this holiday schedule.

The MRSC office will be closed on these days.

****RCW 1.16.050 provides that when a legal holiday, other than Sunday, falls upon a Sunday, the following Monday shall be the legal holiday.***

Ask MRSC

Summaries of recent inquiries answered by MRSC consultants

Growth Management • Are communities not fully planning under the Growth Management Act required to submit critical area regulations to the state for review?

Yes. RCW 36.70A.170 states that *all* cities and counties are required to designate critical areas and natural resource lands. Also, RCW 36.70A.060(2) requires all cities and counties to adopt development regulations that protect critical areas designated under RCW 36.70A.170. RCW 36.70A.106 requires cities and counties proposing adoption of a comprehensive plan or development regulations to transmit these documents to the state Office of Community Development (formerly the Department of Community, Trade and Economic Development). This requirement also applies to amendments to these plans and regulations.

Initiative 747 • What taxing districts are affected by I-747?

Taxing districts affected by the 1% limitation on annual property tax levy increases in the initiative include cities, towns, counties, the state, fire districts, public hospital districts, port districts, and library districts. The initiative does not affect voter-approved special levies, such as local school levies, but it does apply to voter-approved *regular* levies, such as emergency medical services (EMS) levies and levies of park and recreation districts and service areas. For answers to additional questions on Initiative 747, see the Association of Washington Cities' Initiative 747 Post-Election Update, on the Web at www.awcnet.org/747postelectionfactsheet.htm and Initiative 747 Questions and Answers prepared by the Washington State Department of Revenue, on the Web at www.mrsc.org/I747QA.htm.

Jail Costs • Who is responsible for the medical costs of prisoners in county jail who were arrested and charged by city police?

Ultimately, the city will be responsible for medical costs when the city initiated the charges against the prisoner, unless the prisoner is financially able or is eligible under a DSHS medical care program. While RCW 70.48.130 states that the governing unit for the jail (the county) pays for "necessary health care," it also states that the governing unit (the county) can be reimbursed by the governmental unit whose police officers initiated the charges. However, the county will have no right to reimbursement from the city after the charges are disposed of by sentencing or otherwise, unless by interlocal agreement.

Military Leave • May a city or county provide *paid* military leave beyond the 15-day paid leave mandated by RCW 38.40.060?

In light of recent events and the call-up of some reservists, some cities and counties have been considering paying the difference between military pay and an employee's city or county salary. It is our opinion that they may do so without violating the constitutional prohibition of gifts of public funds. Although RCW 38.40.060 states that military leave shall be granted for a period "not exceeding fifteen days during each calendar year," it does not mean that a local government may not provide for more paid military leave. If a city or county provides for more paid military leave than is required by statute, it must set up such a policy in advance and not apply it retroactively. This type of policy would be considered as providing extra compensation and would not constitute a gift of public funds.

Prevailing Wages • Is there an exemption from the prevailing wage law for sole proprietors of their business who perform the work themselves?

Yes. WAC 296-127-026 provides that the prevailing wage requirements of ch. 39.12 RCW do not apply to sole proprietors and their spouses. This provision also contains the exemption for workers regularly employed on monthly or per diem salary by the state or any political subdivision.

Residency of Appointive Officers • May a city adopt a residency requirement for an appointive officer if that officer has already established permanent residency outside the city?

No. RCW 35.21.200 allows a city to establish residency requirements for appointive officers of the city who are not covered by civil service. A city could enact an ordinance requiring an appointive officer to live within the city. However, RCW 35.21.200 also provides that all officers and employees appointed prior to the enactment of the ordinance shall not be discharged by reason of having established their residency outside the city. So an existing appointive officer cannot be covered by the new policy - it would only apply to future appointees to the position.

Street Vacations • Must one-half of the proceeds received by a city for all street vacations go to certain purposes?

Under a 2001 amendment to RCW 35.79.030, cities are now allowed to require compensation for a street vacation equal to the full appraised value of the area vacated if "the street or alley has been part of a dedicated public right-of-way for twenty-five years or more." In addition to this change, the 2001 legislation also provides:

One-half of the revenue received by the city or town as compensation for the area vacated, must be dedicated to the acquisition, improvement, development, and related maintenance of public open space or transportation capital projects within the city or town.

This new limitation is not tied to the new language allowing full compensation; accordingly, a city must limit its use of street vacation proceeds to one of the uses permitted by the statute, regardless whether the city requires half, full, or some other percentage compensation.

Wireless Telecommunications • Can a city impose a charge (in addition to administrative costs) for the siting of a wireless antenna facility in the public right-of-way?

Yes, in some situations. RCW 35.21.860(1)(e) allows any city or town to require a site-specific charge for the placement of such facilities in the right-of-way. This charge is similar to the lease payments that a city can require when a wireless telecommunications provider installs an antenna facility on other city-owned property that is not part of the right-of-way.▶

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. 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.

Local Government Music Licensing Agreement

Amnesty Available until January 15

Most public performances of music by local governments require consent to avoid liability for damages and costs for infringing the writer/performer's copyright. Public performances can be as informal as playing a CD as background music at a public swimming pool. Using music at government functions and events without a copyright license is likely to amount to an infringement of copyright. Although low-profile events may not come to the attention of the American Society of Composers, Authors and Publishers (ASCAP), the possibility exists that local governments could be liable for damages and other penalties.

A new licensing agreement enables government entities to perform music in public without liability for copyright infringement. ASCAP, in conjunction with the International Municipal Lawyers Association, has recently produced a standard form license. It covers almost all non-dramatic performing rights for live entertainment performances and mechanical music transmissions that take place on government-owned property and at events hosted by the government. This includes performances such as the playing of compact discs, videotapes, DVD's, music-on-hold telephone systems, and radio or television transmissions. It does not cover "dramatic" works such as full-scale opera or theatrical performances or Broadway musical shows. Signing up for the license before **January 15, 2002**, provides amnesty for past infringement.

Previously, entities had to negotiate individual licenses with ASCAP for each event or use. Now, municipalities can use the model license to save management time and costs. For an annual fee based on population, local governments can obtain a "blanket" consent to use music for public performances at, among other things, concerts, festivals, airports, schools, swimming pools, aerobics classes, and music-on-hold telephone systems. These annual fees range from

\$250 for cities under 50,000 population to \$3800 for populations over 500,000. An additional \$500 fee is charged for each 100,000 population above 500,000 to a maximum fee of \$50,000. In 2003, these fees will increase by a CPI index increase.

Once municipalities have obtained this license, no monitoring or tracking of individual events is necessary. The exception is for special events generating gross revenue of more than \$25,000. These are covered by the license, but require separate reporting and individual fees based on a percentage of profits.

Unfortunately, signing the model license will not give governments comprehensive coverage. ASCAP is only one of three performing rights organizations, each of which administers a separate catalogue of musical works. Although ASCAP is the largest performing rights organization in the world, BMI and SESAC also have substantial rosters of composers, authors, and publishers. If a municipality wishes to use songs of artists from BMI or SESAC (for example, John Lennon or Neil Diamond), it needs to obtain consent separately from BMI or SESAC and sign a licensing agreement with them.

Municipalities should be aware that the model license does not include copying music or making or distributing sound recordings or sheet music. Although protected by copyright, these rights are separate from performance rights, and municipalities will need to get separate consents, frequently from the publisher rather than ASCAP.

As an incentive, if municipalities sign up for the model license before **January 15, 2002**, ASCAP will waive any claims to copyright infringement for unauthorized non-dramatic public performances of ASCAP material occurring prior to that date. This does not cover any outstanding ASCAP account balances already owed.

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HEADS UP

Emerging information for local government

Is Your Web Site a Maze?

A recent article in *Federal Computer Week* focuses on the need to design government sites so citizens can easily find information. One of the cities highlighted is Cary, N.C., whose information officer said, "Citizens shouldn't have to have a comprehensive understanding of our bureaucratic structure to figure out how to get their trash picked up." Rather than replicate a government bureaucracy, the site should provide information in the way a citizen would typically ask for it. Thus, the links and categories presented anticipate a constituent's intent by asking a question, "What does the citizen want to do?" The article, "Governments Set New Sites," by Heather B. Hayes, October 29, 2001, presents a number of recommendations, with city and state Web page examples. It can be viewed at <http://fcw.com/geb/articles/2001/1029/web-design-10-29-01.asp>.

Burien's Adopt a Spot Program

The Des Moines Park and Recreation department announced a new seasonal planting program called "ADOPT-A-SPOT." This program is designed to provide great sponsorship opportunities for Des Moines area residents and businesses as well as enhance the beauty of Des Moines. Currently there are 20 "SPOTS" that have yearly seasonal planting. Each sponsorship will receive a "Citizens for Outdoor Recreation and Parks Stewardship" sign at their "SPOT" that will include their name and/or business logo. Other recognition will include "SPOT CHECKS" in *City Currents*, the Des Moines Parks, Recreation and Senior Services Brochure, and on the city of Des Moines Web site. For more information, call Bill Miller, Park Manager, at 206-870-6598 or e-mail him at bmiller@cityofdesmoines.com.

Kent Opens One-Stop Permit Center

In September, Kent officially opened a one-stop permit center. The city saw a need for system improvements following two annexations that generated a significant increase in permit activity. City leaders noted the need for a customer service-

oriented permit process to encourage economic development. The more businesses and employees in Kent, the better the city's tax base, which will help support current service levels in light of the recently-adopted property tax limitations.

Work on the permit system began in 1998 with a consultant's in-depth review of the city's permit processes, staff, and service delivery. During 1999, a new one-stop permit center was designed and construction began in 2000. At the same time, several internal and cross-departmental work teams met to identify issues and create solutions for addressing permit timelines. In 2001, planning, building, fire, and engineering permitting functions were reorganized and consolidated under the management of the new Deputy Chief Administrative Officer. See <http://www.ci.kent.wa.us/PermitCenter/grandopening.htm>.

Rural Development Publications of Interest

The *Community Resilience Manual: A Resource for Rural Recovery & Renewal* and a companion publication, *Tools & Techniques for Community Recovery & Renewal*, are available for purchase or download from the Center for Community Enterprise in British Columbia. The Center has explored the concept of community *resilience* in rural communities across Canada and the United States. Many communities have deteriorated in the past decade due to drastic changes in mining, the forest industry, agriculture, and fisheries. Others have taken steps enabling them to survive crisis, influence change, and become healthy, vital places for their citizens. The manual is designed to help communities assess local circumstances and make decisions, based on the assessments, on how to invest their limited resources. The Center has also compiled a "Catalogue" to which communities could refer for proven tools of community renewal, contacts, and additional resources. For more information see <http://www.cedworks.com/>.

Development by Design: Land Use Planning and Regulation in Rural Communities, by Thomas Rowley, TVA Rural Studies, January 2001. This paper discusses how sprawl (and other land use processes that either promote or control it) is perceived in rural America. Some rural residents see sprawl as a threat to their way of life, while others located in distressed rural communities see it as economic development. The paper provides a brief overview of the rationale, costs, and benefits of ways rural communities can control land use. See <http://www.rural.org/publications/Rowley01-01.pdf>

Surveillance Cameras

The delicate balance between protecting individual freedom and protecting the community may be hotly debated in some areas as more surveillance cameras appear in the wake of terrorist threats. In this country, cameras have been a tool used to promote public safety and crime prevention. As more cameras are installed, more concern is expressed by groups such as the ACLU that there is a risk of cameras becoming invasive rather than protective.

A *New York Times* article, "A Cautionary Tale for New Age of Surveillance," by Jeffrey Rosen, October 7, 2001, looks at the evolution and usage of surveillance cameras in Britain. Initially introduced as a tool to combat terrorism, their proliferation has created a surveillance society with "subtle, but far-reaching social costs." The author notes that the cameras are being used to "enforce social conformity in ways that Americans may prefer to avoid." See <http://www.nytimes.com/2001/10/07/magazine/07SURVEILLANCE.html>

WEB TALK

News and information about www.mrsc.org

What's New?

MRSC has signed a master agreement on behalf of local governments with CyberSource, a service that accepts Internet credit card payments for government services such as licenses, permits, and certificates. Through this agreement, all participating jurisdictions can share in the minimum monthly fee of \$495 rather than bearing the entire cost individually. MRSC will receive a single invoice, and then invoice the participants. For additional information, contact Fred Ward at MRSC.

We continue to work on four "proofs of concept" with two cities, three counties, and the Washington State Department of Information Services. Our hope is that these proofs of concept, which run from October 1, 2001 - April 30, 2002, will demonstrate that the state is able to provide local governments with online commerce services in a manner that is cost effective and secure for all parties. If the proofs of concept prove successful, then the state will make these services available to all local governments in the coming year.

The pilots include a joint business license application form for the cities of Federal Way and SeaTac. As of December 1, they began accepting payment for 2002 business license renewals. Using this project as the starting point, we plan to include additional cities and towns in a common renewal form over time. The county pilots include payment for court fines, pet licenses, and birth and death certificates.

How Do I?

We've added a site map as another option for you to locate information on the MRSC Web site. Your options now include:

1. Site index. An alphabetical listing of topics on our site. Click on the "Site Index" link on the button at the top and bottom of every page on the MRSC site.
2. Site map. In the right-hand column of our home page (www.mrsc.org), you will see a list of major subjects under the heading of "Browse Subjects." At the top of the list, we have now added "Browse All Subjects," which brings you to a site map listing the subtopics on each of the major pages. Likewise, we've added "Browse All Issues" to the top of the "Current Issues" list.
3. To locate documents by keyword or phrase, select the "MRSC Site Search" at the top of the left-hand column on our home page. See the search tips listed on the page, and note that you can limit your search to one of several areas of the site including ordinances, contracts, forms, and job descriptions. Shortly, we will be adding a new category for RFPs.

What's Coming?

In February 2002, we will post the Washington State Supreme Court and Court of Appeals decisions (1939 – present) in

a fully searchable format on our Web site. Since this will be available to the public, in addition to city and county officials, the Washington State Bar Association and Office of the Code Reviser are contributing toward the cost of maintaining the system.

If MRSC hosts your municipal code, and you have not yet had the format converted for the new search system, please contact Fred Ward at MRSC before February 2002.▶

Web Site Index

For complete information on these topics, go to www.mrsc.org.

- ▼ Reduction in force: laying off staff
- ▼ Terrorism: local government preparedness
- ▼ Energy conservation: policies and tools
- ▼ Public records disclosure: basic guidelines
- ▼ Military leave: questions

Music Licensing Agreement continued from page 7

Full details of the model license and the applicable rates can be found at www.ascap.com/licensing/imla.html. Municipalities can also find a directory of music covered by the license on this site. ASACP can be contacted by phone at 800-505-4052. Information is also

available on the International Municipal Lawyers Association Web site at www.imla.org/music_licensing/index.html.▶

By Wendy Batchelor, Senior Attorney
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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. If you would like to borrow one or more of these publications, please contact Sarah Sodt in our library at (206) 625-1300.

▼Economic Development

Developing Urban Entertainment Centers, Urban Land Institute, 1998

Managing Tourism Growth: Issues and Application, by Fred P. Bosselman, Craig Peterson, and Claire McCarthy, 1999

Organizing a Successful Downtown Revitalization Program Using the Main Street Approach, Washington State Office of Trade and Economic Development, Downtown Revitalization Services, 2000

▼Finance

Decision Tools for Budgetary Analysis, by R. Gregory Michel, 2001

Priority-Setting Models for Public Budgeting, by Roland Calia, 2001

▼Governance Finance

Spokane Valley Incorporation Study for Washington State Boundary Review Board for Spokane County, Washington State Boundary Review Board for Spokane County, 2001

▼Information Services

E-Government: Online Services and Procurement, by Stephen H. Holden, Patricia D. Fletcher, and Donald F. Norris, 2001

E-Government: Web Sites and Web Access, by Donald F. Norris, Stephen H. Holden and Patricia D. Fletcher, 2001

E-Government: Planning, Funding and Outsourcing, by Patricia D. Fletcher, Stephen H. Holden, and Donald F. Norris, 2001

▼Licensing and Regulation

The New Farmers' Market: Farm-Fresh Ideas for Producers, Managers and Communities, by Vance Corum, Marcie Rosenzweig, and Eric Gibson, 2000

▼Parks

Public Parks, Private Partners: How Partnerships are Revitalizing Urban Parks, by Kathy Madden, 2000

▼Planning/Land Use

Community Planning: An Introduction to the Comprehensive Plan, by Eric Damian Kelly and Barbara Becker, 2000

Safescape: Creating Safer, More Livable Communities Through Planning and Design, by Al Zelinka and Dean Brennan, 2000

Sustainability and Cities: Overcoming Automobile Dependence, by Peter Newman and Jeffrey Kenworthy, 1999

▼Public Works/Utilities

Handbook of Water Use and Conservation: Homes, Landscapes, Businesses, Industries, Farms, by Amy Vickers, 2001

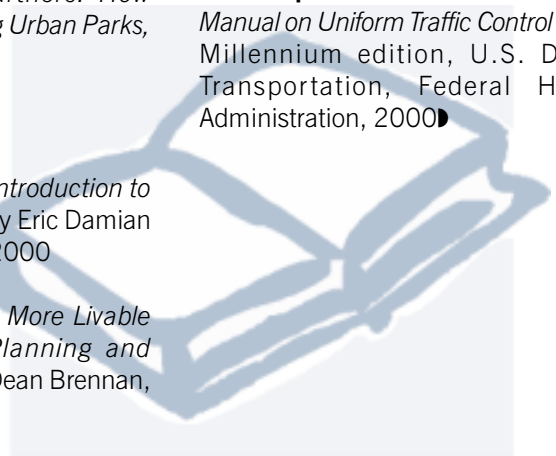
Low Impact Development in Puget Sound: Innovative Management Practices [compact disc], Puget Sound Water Quality Action Team, 2001

Rapid Watershed Planning Handbook: A Comprehensive Guide for Managing Urbanizing Watersheds, by the staff of the Center for Watershed Protection for the U.S. Environmental Protection Agency, Office of Wetlands, Oceans and Watersheds, Region V, 1998

Stormwater Management Manual for Western Washington, Washington State Department of Ecology, Water Quality Program, 2001

▼Transportation

Manual on Uniform Traffic Control Devices, Millennium edition, U.S. Dept. of Transportation, Federal Highway Administration, 2000



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. Due to space limitations, the list below may not be complete. 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.

▼Agent to Receive Claims for Damages (Rcw 4.96.020)

Anacortes Ordinance No. 2571 identifying an agent to receive damage claim); Auburn Resolution No. 3393 appointing the city clerk or deputy city clerk as agent to receive any claim for damages; Benton City Resolution No. 2001-6 appointing an agent for the receipt of claims for damages; Camas Resolution No. 920 designating the finance director as the city's agent to receive any claim for damages; Coulee Dam Resolution No. 2001-03 appointing city attorney as agent for receiving claims; Des Moines Letter to county auditor appointing city clerk to serve as the acceptance agent for all claims for damages filed against the city; Ellensburg Letter to county auditor appointing city clerk as agent to receive claims for damages; Everett Certified letter designating the city clerk as agent for receiving claims for damages; Friday Harbor Resolution No. 1235 appointing an agent to receive claims for tort damages; Grand Coulee Resolution No. 01-05 appointing the city clerk/treasurer as the agent to receive all claims for damages; Port Angeles Ordinance 3093 appointing the risk manager as the city's agent to receive claims for damages; Poulsbo Resolution No. 2001-16 appointing city clerk as the city's agent to receive claims against the city; Sammamish Ordinance No. 02001-91 appointing the city clerk as the agent responsible to receive claims for damages; Shelton Resolution No. 776-0901 approving and adopting procedures for presenting claims for damages arising out of the tortious conduct of the city or its officers, employees or volunteers; Spokane Resolution 01-81 appointing the city clerk as the city's agent to receive claims for damages; Westport Resolution No. 655 appointing an agent to receive claims for

damages; Woodway Resolution No. 01-246 appointing an agent of the town to receive claims for damages(INS 5.0000)

▼Annexion Election Ballots

Des Moines An order of the manager, records and elections division, King County, that a special election for proposed annexation, 1 p., 4/15/96 (E 3.3000);

▼Annexion Petitions

Anacortes Petition for annexation (South March Point Road), 8 p., 4/3/01 (G 3.1610); Auburn Application for annexation (includes "Procedure for Annexing Land into the City of Auburn"), 5 p. (G 3.1610); Benton City Petition for annexation to the city of Benton City, 2 p. (G 3.1610); Certification of petition for annexation, 1p. (G 3.1330); Camas Petition for annexation to the city of Camas, 3 p. (G 3.1610); Des Moines Petition for annexation to the city of Des Moines, 5 p. (G 3.1610); Notice of intention to commence annexation proceedings, 6 p., 1997 (G 3.1330); Ellensburg Petition for annexation to the city of Ellensburg, 2 p. (G 3.1610); Everett Notice of intent to annex and 10% petition for annexation to the city of Everett, 1 p. (G 3.1230); 75% annexation petition/annexation instructions to signers and petition solicitors, 2 p. (G 3.1610); Port Angeles Annexation petitions, 2 p., (G 3.1610); Poulsbo Direct petition form, 1 p. (G 3.1330); Notice of intention form, 2 p. (G 3.1330); Walla Walla Petition to annex land, 2 p. (G 3.1610); Westport Petition for annexation to the city of Westport, 2 p. (G 3.1610); Notice of intention to commence annexation proceedings, 1 p. (G 3.1330)

▼Terrorism Response or Prevention Plans

Camas Suspicious letter or package handling protocol, 3 p. (PS 1.5000); Poulsbo Kitsap County terrorism response plan, 110 p., 2001 (PS 1.5000 K54 T47 2001)

▼Contracts with EMS Agencies

Everett Agreement for placing ambulance company on call list, 10 p., 6/1/00 (H 2.1000)▶

Wishing you
gifts of
hope, peace,
and joy this
Holiday Season



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