

Spring 2001

# Municipal Research News

Municipal Research & Services Center of Washington

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## Water and Energy An Unbalanced Equation

*"Love and marriage, love and marriage, go together like a horse and carriage."<sup>1</sup>  
(Remember that syrupy song from high school drama class years?)*

**Remember  $E = MC^2$ ?  
Remember  $A^2 + B^2 = C^2$ ?**

**Remember when Washington State = rain/  
snow = water + electricity?**

Abundant supplies of high quality water from streams and aquifers and more electricity than the state could use have been so much a part of the equation of life in Washington State that many residents are shocked to find we are now facing severe shortages of both. And at much higher prices, too! Washington State has been victimized by national energy market forces beyond its control and hit with the double energy/water whammy of much lower than normal precipitation. All but 18 percent of the state's electrical power comes from hydroelectric plants. All of its water for domestic, irrigation, and industrial use comes from rainfall and snowmelt, even if stored temporarily in aquifers.

Blaming those greedy, bumbling Californians, Martians, and everyone else for this present crisis is easy. Hoping that current weather patterns will soon change for the better and restore the familiar water/energy equation is also easy. Changing our water and energy use patterns and habits to reduce consumption - as individuals and local governments - is *not* easy, but must be an integral part of Washington's plan for coping with the harsh new realities that face us all.

While trying to reduce electrical and natural gas usage by 10 percent and shift energy use away from peak hours (per Governor Locke's executive order), local governments must still balance budgets and provide essential public services. Governments must be careful stewards of public funds and sterling examples and role models for citizens and ratepayers as consumers. Evaluating cost savings in relation to employee comfort (ever tried to type with mittens on your hands?) and public safety is an ever-present dilemma.

Whatcom County Executive Pete Kremen, as reported in *The Bellingham Herald*,<sup>2</sup> ordered draconian energy saving measures for county facilities, including removal of half the light bulbs in his own office. All county facilities are to keep the heat no higher than 68 degrees during the day, with lower temperature after working hours. The county has budgeted for a number of ongoing energy-saving replacements and upgrades as well as a pilot project to install solar panels at two facilities. Bellingham has already implemented several energy-saving facility upgrades and plans improvements to the motor controls at its sewage treatment plant, a major energy muncher. The Port of Bellingham, on the other hand, has no major energy munchers, except the harbor lights. "We're not a lot different from the average household," said Carolyn Casey. "The only way we can reduce energy usage is by lowering thermostats and turning off lights." Except the harbor lights. "For safety and security reasons, we really can't do that."

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*Municipal Research News* is published quarterly by the Municipal Research & Services Center of Washington, 1200 5th Avenue, Suite 1300, Seattle, WA 98101-1159. Your ideas and comments are appreciated. If you have news you would like to share or if you would like to write a short feature article, please contact us.

Water conservation is equally fraught with difficulties for local agencies. Potable water supplies are limited and becoming more so. Water rights for new sources are difficult to obtain. Quality and quantity issues are affected by the Growth Management and the Endangered Species Acts. In addition to as of yet unpredictable yearly and cyclical precipitation variances, local agencies are faced with competing interests for fish and wildlife preservation, forest enhancement, agriculture, hydropower, recreation, and municipal and industrial uses. Local governments must become as efficient and careful about water use as they expect their citizens to be. However, public investments in parks, cemeteries, facility landscaping, and streetscapes are substantial. No matter how well-designed and maintained irrigation systems may be, water is needed to maintain the investments. And guess what? Provision of water and wastewater services is a major energy muncher for many local agencies.

The shaded boxes on this page and on pages 4 and 5 highlight energy and water conservation tips, resources, and techniques. Culled from Web pages, the MRSC Library, and other sources, they will assist local governments in reducing their own energy and water consumption and also provide guidance and assistance to citizens and ratepayers.▶

By John Carpita, Public Works Consultant  
Municipal Research & Services Center

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<sup>1</sup>*Love and Marriage*, from the musical *Our Town*, lyrics by Sammy Cahn, music by Jimmy Van Heusen

<sup>2</sup>"City, County, Port cut energy use," Andrew Cohen, *The Bellingham Herald*, February 4, 2001

## MRSC and AWC Web Pages (with Oodles of Links)

### MRSC

- Energy Conservation, <http://www.mrsc.org/environment/energyconservation.htm>
- Water Conservation, <http://www.mrsc.org/environment/water/water-c/wc-conserv.htm>

### AWC

- Local Government Energy Project, <http://www.mrsc.org/awcfiles/energy.htm>
- Building Operator (newsletter), <http://www.awcnet.org/theoperator.htm>

### Agency/Organization Web Sites

- City of Seattle, Energy Conservation - <http://www.cityofseattle.net/html/citizen/power.htm>
- Bonneville Power Administration, Energy Efficiency - <http://www.bpa.gov/Energy/N/>
- Energy Ideas, <http://www.energyideas.org/>
- Department of Administration - <http://www.ga.wa.gov/eas/epc/municipal.htm>
- Department of Health, Water Conservation Planning Requirements - <http://www.mrsc.org/environment/water/water-c/doh94-24.pdf>
- Puget Sound Energy - <http://www.pugetsoundenergy.com/advisor/>

### MRSC Library Resources

- *Energy Life Cycle Cost Analysis: Guidelines for Public Agencies*, Washington State Department of General Administration, Division of Engineering & Architectural Services, June 1998.
- *Changing Our Waterways: Trends in Washington's Water Systems*, prepared by the Washington State Department of Natural Resources, 2000.
- *Conservation Planning Requirements: Guidelines and Requirements for Public Water Systems Regarding Water Use Reporting, Demand Forecasting Methodology, and Conservation Programs*, Washington State Departments of Ecology, Health, and Washington Water Utilities Council, 1994.
- *Effectiveness of Residential Water Conservation Price and Nonprice Programs*, Ari M. Michelsen, J. Thomas McGuckin, and Donna M. Stumpf, AWWA, 1998.
- *Facility Manager's Guide to Water Management*, Arizona Municipal Water Users Association, July 2000
- *Municipal Water Conservation Analysis and Recommendations*, Washington State Department of Health, 1998.
- *Using Reclaimed Water to Augment Potable Water Resources: A Special Publication*, prepared by a joint task force of the Water Environment Federation and the American Water Works Association (AWWA), 1998.
- *Water Conservation Plan Guidelines*, U.S. Environmental Protection Agency, Washington, D.C., 1998.

### Lighting

- Generally, task (desk) lamps will use less energy than overhead lamps.
- However, avoid using incandescent task lights. Ask your building manager for a compact fluorescent lamp to replace the incandescent lamp in your task light. Also, replace halogen torchiere floor lamps with compact fluorescent models.
- Compact fluorescent lamps use one fourth as much energy and last ten times longer.
- Turn off lights when out of your office or cubicle. Also turn off lights in unused common areas such as copy rooms, break rooms, conference rooms, and restrooms. The effect on lamp life and energy use when turning the lamp back on is negligible.
- Turn off all lights at night, including task and office lights.
- Turn off lights near windows when daylight is adequate.
- Consider delamping - many ballasts may operate fewer lamps without damage
- Many areas are lit more than necessary for their present use. Only use lights that are necessary for tasks being performed.

### Heating and Cooling

- Sitting close to a window during the cloudy winter can make you feel cold. If so, close blinds or shades or move further from the window.
- In the winter, close blinds at the end of the day to cut down on heat loss. In the summer, close blinds during the day to avoid the heat gain of direct sunlight.
- Some large spaces may be operated cooler if you provide a spot radiant electric heater focused on the occupant. Turn the heater off when away from your workstation.
- In cold weather, dress warmly and in layers that can be adjusted for optimal comfort.

### Equipment

- Turn off your computer monitor when you are away from your desk for more than 15 minutes. Turn off computer and monitor at the end of the day. Most monitors come with power management features; talk to your staff's computer expert about activating these features. Note that screen savers don't save energy; complex screen savers actually increase energy use.
- Eliminate unnecessary hot plates, coffeepots, and other small appliances in your area and turn off all tools, office machines, and portable appliances when not in use. If you're the last one leaving at the end of the day, turn off the photocopiers and other office equipment.
- When purchasing equipment, purchase "Energy Star" (<http://www.energystar.gov/>) products, and consider replacing old refrigerators.
- Less frequently used equipment with remote controls such as televisions and VCRs should be unplugged when not in use because they still use some power even when turned off.

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## FYI

### Attorney General Opinion *Cost of Street Lighting*

In AGO 2001 No. 1, the attorney general's office addressed the authority of cities and towns to shift the cost of street lighting from the general government to utility customers. The conclusion reached is that cities and towns lack the authority to operate street lighting as a utility or to impose a charge on utility customers for the cost of furnishing street lighting.■

For each facility owned or operated, develop a water management plan that includes identification of all water uses, an estimate of the amount of water used, a comparison to metered flows, identification of major uses, economic analyses and development of prioritized implementation budgets and schedules for repairs and retrofits.

Look for water savings in the following areas:

## Building Operations

- Read water meters on a regular basis
- Make water use figures known to employees
- Shut off water to unused areas
- Install pressure-reducing valves if pressure is high
- Regularly check building for leaks and water waste
- To the extent possible, quantify water use by each operation
- Where feasible, investigate recycling and re-using water
- Install water fountains that are self-closing and use air-cooling for chilled water
- Eliminate unnecessary wash-downs

## Restrooms

- Repair leaks and plumbing problems
- Use water conserving plumbing fixtures:
  - Install low-flow showers, faucets, toilets, and urinals
  - Install metering or spring-loaded faucets, or faucets with sensors
- Adjust plumbing to use the minimum amount of water that is functional
- Retrofit old fixtures
- Remind users to conserve

## Kitchens and Cafeterias

- Look for water waste
- Install separate water meters for large operations
- Don't use running water to melt unwanted ice
- Dish washing:
  - Operate equipment only when needed
  - Wash only full loads
  - Use final rinse water for pre-washes and garbage disposers
  - Hand scrape dishes
  - Install an automatic shutoff so water does not run when garbage disposer is not in use
- Ice making machines
  - Control bleed-off from clear ice machines
  - Ice flake machines usually use less water than ice cube machines
  - Use air-cooled machines, where possible
  - Use bleed-off water for condenser cooling

## Cleaning and Sanitizing

- Sweep when you don't have to mop or wash down

## Landscaping

- Establish a monthly budget based on plant water needs
- Make sure that automatic irrigation equipment is operating properly:
  - Inspect system regularly to ensure that there are no leaks and that heads are not broken or misaligned
  - Adjust pressures to the specifications for the equipment used
- Water only when needed:
  - Determine water needs based on evapotranspiration needs or soil moisture
  - Water infrequently, but deeply (not a few minutes everyday)
  - Turn off the system controller, if it has rained
  - Adjust controller times seasonally
- Install timers, soil moisture sensors, and rainfall shutoffs
- Use drip irrigation wherever possible

- Do not over-fertilize or over-prune
- Use heat resistant, drought tolerant plants
- Limit turf areas
- Be sure that hoses have shutoff nozzles
- Use mulch around groundcovers, trees, and shrubs
- Use a faucet timer if watering by hand
- Mow regularly and avoid scalping grass

## Pools and Spas

- Do not use fill and draw pools
- Use filter backwash for lawn watering
- Cover pools and spas when not in use
- Adjust pool levels to minimize "splash out"

## Cooling Systems and Cooling Towers

- Meter and record water use
- Never use once-through cooling, or reuse the water elsewhere in the facility
- Use air cooling, where feasible
- Maximize cycles of concentration for cooling towers by providing efficient water treatment
- Establish performance-based specifications when contracting with a cooling tower vendor
- Investigate side-stream treatment
- Reuse cooling tower effluent, where possible
- Investigate wet-dry cooling towers
- Reuse treated wastewater or other sources of water for cooling tower make-up

## Boilers and Heating

- Establish performance-based specifications when contracting with a boiler vendor/operator
- Check steam traps regularly
- Reuse steam condensate water and boiler blow-down water, where feasible
- Avoid once-through operations
- Record water use and check for leaks

## Vehicle Washing

- Keep records of water used per vehicle washed
- Install equipment that recycles water
- Adjust solenoids, valves, nozzles, and equipment to minimize water use
- Inspect and replace worn jets and parts
- Reduce "show foam" to reduce need for rinse water
- Use high-pressure rinses instead of flood arches
- Use chemically compatible washing solutions/waxes to recycle together

## Other Water Using Equipment and Operations

- Examine ways to modify existing processes and use alternative processes when replacing units
- Use automatic valves that shut off water when equipment is off
- Consider water use when purchasing equipment
- Use mechanical/oil seals instead of water packing glands on pumps, where possible
- Regenerate water softeners only when needed
- Capture reject water from reverse osmosis units and reuse it, where feasible

# WEB TALK

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

## What's New?

### *City and Town Profiles*

We have set up Web pages listing the address, phone number, business hours, council meeting times, population, and form of government for each city and town in the state. When available, we have also linked to the city's Web site, municipal code, budget, comprehensive plan, business license forms, community profile, and staff directory. These pages are now among those most frequently accessed on the MRSC Web site.

### *Business E-government Information Network*

Visit our new "Business E-Government Information Network" at <http://beginwa.org>. The site currently contains business license application forms for more than 100 cities and counties statewide. Businesses can print the forms and mail them to the jurisdictions with their payment. Later plans include setting up online forms for online submission and payment. Ultimately, the site will serve as a portal to a broad range of local government business services and information. If your city or county has forms to add to this site, please e-mail them to [wwauchope@mrsc.org](mailto:wwauchope@mrsc.org) or mail to Wendy Wauchope, Municipal Research & Services Center, 1200 5th Avenue, Suite 1300, Seattle, WA 98101-1159.

### *Webmasters and Friends Meetings*

We will hold the next Webmasters meeting on Thursday, May 24, in Seattle. Please let us know if you would like us to add your name to the meeting notification list. At the January 18 meeting, we had presentations on electronic bid solicitation, an online small works roster database, Web site accessibility for the disabled, Seattle's recent Information Technology Indicator's Project, Web design guidelines for local governments, and using active server pages (ASP). For additional information, see: Seattle's technology survey results at <http://www.ci.seattle.wa.us/tech/>, Longview's "Guidelines, Styles and Tips for City Publications" at <http://www.mrsc.org/infoserv/localgov.htm>, and Spokane's presentation on active server pages at <http://www.spokanecity.org/example/inetpub/wwwroot/>

## How Do I?

We post an extensive set of "Frequently Asked Questions" (FAQ's) on the MRSC Web site. This database began as the "Ask MRSC" publication in 1993. Since then, we have added hundreds of additional questions and answers to the database from our "Ask MRSC" newsletter column and our Web site "Inquiry of the Week." Topics range from annexation to zoning and all subjects in between.

To use the database:

1. Select the FAQ's on the MRSC home page: [www.mrsc.org](http://www.mrsc.org).
2. In the database, use the query box at the bottom of the screen to enter a keyword or phrase.
3. Or use the table of contents in the left-hand frame to select a topic. Click on the + symbol to expand the table of contents entries into greater detail.

## What's Coming?

Now that we have taken the first step of posting the business license application forms for a large number of jurisdictions, we are beginning to explore the next step of setting up the forms for online payment. Once we have a payment processing system in place, we can then expand our offerings to other types of local government Web-based services. To guide our efforts, the questions in our recent 2001 Information Technology Survey focused on your interest in jointly funding and implementing online services. Services could include permitting, licensing, bid solicitation, tax and fee payments, and others. (See related article on MRSC's Digital Government Strategic Plan on page 9).▶

## Web Site Index

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

- ▼ Business licenses: locate forms statewide
- ▼ City profiles: information and links for all 279 cities and towns
- ▼ Energy conservation: policies and programs
- ▼ Watershed planning: complying with the 1998 Act
- ▼ Web site design guidelines: maintaining consistency

# HEADS UP

## Emerging information for local government

### Video Cams of Red Light Violators

Several cities around the country are using video cams at problem intersections that show violators running red lights. The Stop Red Light Running Program was created by the Federal Highway Administration (FHA) in 1995 as a community-based safety program. This campaign raised awareness of the dangers of red light running and helped reduce fatalities in many of the participating communities. Since its inception, the program has been piloted in numerous communities with an average decrease in red light running incidents of about 15 percent. An FHA report of February 2000 showed that red light running violations decreased by as much as 60 percent at intersections where cameras are installed.

Further information on programs may be obtained at:

- Federal Highway Administration Program <http://safety.fhwa.dot.gov/programs/srlr.htm>
- Charlotte, North Carolina <http://www.charmeck.nc.us/citransportation/programs/safelight.htm>
- Montgomery County, Maryland <http://www.dpwt.com/redlight/>
- Oxnard, California <http://www.oxnardpd.org/redlite.htm>

### New Toolbox on LGEAN Web site

A new online toolbox has been launched on the Local Government Environmental Assistance Network (LGEAN) Web site. Tools will vary widely in function, but all are designed to facilitate the environmental work of local government officials. The tools will allow local governments to quickly calculate the money saved by various solid waste reduction strategies, calculate the non-point source water pollution from various development scenarios, develop effective municipal tree ordinances, and perform other helpful functions. Tools will be organized in different toolbox drawers by environmental media, such as air, drink-

ing water, solid waste, etc. The toolbox can be found on the LGEAN Web site at <http://lgean.org/html/tools.cfm>

### Local Government Forest Practice Regulation Deadline

By December 31, 2001, Washington cities and counties must adopt ordinances or regulations setting standards for those Class IV forest practices regulated by local government (including most Class IV-General forest practices where forest lands will be converted, or are likely to be converted, to non-forestry uses). Class IV-Special forest practices having potential for substantial impact on the environment will continue to be evaluated by the Department of Natural Resources. Until January 1, 2002, DNR will provide technical assistance to cities and counties that have assumed regulatory authority over their Class IV forest practices. After that point, technical assistance is not assured. See the "Forest Practices" page on MRSC's Web site at <http://www.mrsc.org/environment/forest/forest.htm> for summary information, relevant statutes and rules, links, and examples of city and county regulations adopted in response to this requirement.

### Joint NFPA and WFCFA Fire Code in the Works

In 1973, the Washington State Building Code Council adopted the Western Fire Chiefs Association *Uniform Fire Code* as Washington's fire code. Within a few years, a new code may be under consideration by the state. The Western Fire Chiefs Association (WFCFA) and the National Fire Protection Association (NFPA) are currently working on a joint fire code. In February 2001, an initial draft of *NFPA 1-Uniform Fire Code*, the newly unified fire prevention code developed by the two organizations, was released for public review and comment. The new code incorporates current technical provisions from the 2000 Edition of the *Uniform Fire Code* and the 2000 Edition of *NFPA 1, Fire Prevention Code*.™ The NFPA Standards Council will issue a final document in January 2003. When issued, the *NFPA 1-Uniform Fire Code* is expected to be the most comprehensive fire code available, as it consists

of requirements from the two most widely adopted fire codes in the nation. For further information and to view drafts go to the NFPA Web site at <http://www.nfpa.org>.

### Innovative Uses of Web Sites Lost and Found

Listing wanted criminals and missing persons has become common on law enforcement Web sites. Posting information about lost and found items or animals on a local government Web site appears to be a new idea.

In Sumner, if you lose a bike or some other item, you first might want to check with the Sumner Police Department through the city's Web site. The police department has a "Found Property" site where a regularly updated list of found property is posted. To view Sumner's "Lost and Found Property Listing," go to <http://www.ci.sumner.wa.us/government/police/found.htm>.

If you lose a pet in Seattle, the "Seattle Animal Control" Web site lists lost animals. The list includes animals brought to the shelter as well as information pertaining to citizens holding stray animals at their homes. The list is updated daily, Monday through Friday. Citizens may submit information about found animals by sending an e-mail to the city with the pertinent information. To view the site, go to [http://www.cityofseattle.net/seattle/rca/animal/lost\\_and\\_found.htm](http://www.cityofseattle.net/seattle/rca/animal/lost_and_found.htm).▶

# Ask MRSC

Summaries of recent inquiries answered by MRSC consultants

## **Americans with Disabilities Act • Does the ADA require that cities and counties place a notice about ADA accommodation availability in the published notice of upcoming council or board meetings?**

Not specifically, but doing this would be consistent with the intent of the following requirement in a regulation (28 C.F.R. §35.163(a)) adopted by the Department of Justice to implement the ADA:

A public entity shall ensure that interested persons, including persons with impaired vision or hearing, can obtain information as to the existence and location of accessible services, activities, and facilities.

Language such as the following would be appropriate for inclusion in the published notice and on the printed agendas: AMERICANS WITH DISABILITIES ACT (ADA) ACCOMMODATIONS PROVIDED UPON REQUEST.

## **Building Permit Fees • May a city waive a building permit fee for city fire department and wastewater treatment projects?**

No, a city may not waive the building permit fee. This answer is based upon the "state accountancy act," RCW 43.09.210, which states in part:

All service rendered by, or property transferred from, one department, public improvement, undertaking, institution, or public service industry to another, shall be paid for at its true and full value by the department, public improvement, undertaking, institution, or public service industry receiving the same, and no department, public improvement, undertaking, institution, or public service industry shall benefit in any financial manner whatever by an appropriation or fund made for the support of another.

Under this statute, each city department must pay for the services it receives from another city department, regardless of whether the two departments are in the same or different funds.

## **Employment of Minors • If state requirements concerning minor work permits do not apply to local governments, what, if any, special restrictions apply to the employment of minors by local governments?**

Under RCW 49.12.005(3), local governments are not considered "employers" for purposes of the statute requiring work permits (RCW 48.12.123). Therefore, they are not subject to the regulations adopted by the Department of Labor & Industries (L&I) imposing restrictions on the employment of minors (chapter 296-125 WAC). This is the position of the L&I, based on advice from the attorney general's office.

However, local governments are subject to federal Fair Labor Standards Act regulations governing child labor. These regulations address age restrictions and the maximum hours of employment of minors in certain occupations. But they do not require any type of minor work permit.

## **Historic Designation • What options are available for the designation of historic properties?**

There are three basic options for historic designation in Washington State. The first is listing in the National Register of Historic Places, the nation's official list of cultural resources worthy of preservation. Owners of properties listed in the National Register may be eligible for financial incentives. The criteria for designation in the National Register are available on the National Register Web site at <http://www.cr.nps.gov/nr/about.htm>. The second option is listing in the Washington State Register. This is an honorary list and does not have any associated financial incentives. A third option is a local designation

requiring the adoption of a local program that provides for designation and review of changes to historic properties. This option is only available if the city or county has adopted a local preservation ordinance. MRSC has sample local preservation ordinances. You may call us for examples or visit our Web site at <http://www.mrsc.org/planning/historic/histpres.htm>. Also, further information on historic designation may be obtained from the Office of Archaeology and Historic Preservation in Olympia at (360) 407-6101 or on the Web at <http://www.ocd.wa.gov/info/lgd/oahp/>.

## **LEOFF 1 Nursing Home Care • Must a city or county pay for nursing home care for LEOFF 1 retirees?**

While it is not a "given" that nursing home care must be paid for retirees, there is a very good chance that it must. RCW 41.26.030(22)(b)(iii)(I) defines the term "medical care services" to include "nursing home confinement." The statute does not limit the type of nursing home care a retiree can obtain or place a ceiling on related expenditures. A city's liability for these costs depends on whether or not the local disability board approves the expenditure. See RCW 41.26.150. This board has great authority in approving or disapproving a medical expense claim for nursing home care. If a city or county is concerned that the expense is not warranted or is beyond what is warranted, it has an opportunity to make its case before the local disability board. If the board approves the expense, the jurisdiction is most likely obligated to pay.

## **Supplemental Sick Leave/Worker's Compensation • May an employee receive pay from sick leave at the same time he or she receives worker's compensation disability pay?**

Despite what the statute appears to provide, the state Board of Industrial Insurance Appeals (BIIA) takes the position that

this is permissible. RCW 51.32.090(6) provides:

Should a worker suffer a temporary total disability and should his or her employer at the time of the injury continue to pay him or her the wages which he or she was earning at the time of such injury, such injured worker *shall not receive any payment* provided in subsection (1) of this section [worker's compensation payments] during the period his or her employer shall so pay such wages. (Emphasis added.)

The wording of this statute appears to indicate that, if the employee were receiving full pay as result of sick leave, he or she would not be eligible for worker's compensation during the time such pay is received. Or so it would seem. In a series of cases decided by the BIAA, the appellate body that hears worker's compensation claims, it has been held that an employee's receipt of certain payments from his or her employer during a period of disability will not preclude that employee from also receiving worker's compensation payments. See *In re Frank Serviss*, BIIA Docket No. 57651 (1981) (sick leave); *In re Harold MacIsaac*, BIIA Docket No. 6169 (1985) (paid holiday leave); and *In re Carla White*, BIIA Docket No. 96 3129 (1998) (shared sick leave).

The statutory language of RCW 51.32.090(6) notwithstanding and until an appellate court decides otherwise, an employee is entitled to both sick leave and worker's compensation payments during a period of disability.

### **Web Site Advertising • May a city or county allow on its Web site commercial advertising or links to commercial Web sites?**

Yes, this would be legally permissible if done pursuant to a policy that provides nondiscriminatory and viewpoint neutral criteria for the advertising and/or links, and if the city or county charges an appropriate fee. However, a city or county should consider the practical and public perception issues if it were to allow commercial advertising or links. For example, it may be difficult to maintain viewpoint neutrality when confronted with applications for links to businesses or organizations that might offend community sensibilities.

MRSC is not aware of any city or county in this state that allows advertising or commercial links on its Web site. For an example of a city Web site containing commercial advertising and links, see the city of Honolulu's Web site at <http://www.co.honolulu.hi.us/menu/government>▶

**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.

## Digital Government Strategic Plan MRSC Commences Effort

By June 2001, MRSC will have completed a "Digital Government Strategic Plan." Our goal is to help local governments in Washington implement digital government applications by sharing expertise, staffing, hardware, software, and bandwidth. We anticipate that service areas will include master contracts, application hosting, application development, education, and technical support. Possible applications include online payments, service requests, licensing, permitting, bid solicitation, and small works rosters.

We hope to fund the services through a combination of user fees, foundation funding, and corporate sponsorship. By pooling resources, medium and smaller sized jurisdictions will be able to provide digital government services that might not otherwise be affordable.

Benefits of digital government services include an increase in productivity, more cost-effective services, coordination in service delivery between levels of government, and greater access to government information. Imagine the convenience to residents and businesses of obtaining licenses and permits or reserving park and recreation facilities through home or office computers without having to drive or wait in line. Imagine the convenience to the staff of having information on the forms going directly into office systems and databases.

To advise us on our plan, we have formed a task force consisting of 13 representatives from cities, counties, the state, and a charitable foundation. In addition to the task force members, we are forming a "readers group" of an additional 20 to 30 people to review elements of the plan. If you are interested in reviewing and commenting on the plan, please contact Fred Ward at (206) 625-1300 or [fward@mrsc.org](mailto:fward@mrsc.org)▶

# 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.

### ▼Construction

Burien, WA Ordinance No. 314 relating to alternate methods of design and construction of buildings, passed 1-01. (C 5.0000)

### ▼Economic Development

"*Recruiting Retail: Two Strategies*," Small Cities, Nov/Dec 2000, pp.6-8. (ED 5.3400)

### ▼Environment

*Coastal Construction Manual: Principles and Practices of Planning, Siting, Designing, Constructing, and Maintaining Residential Buildings In Coastal Areas*, 3rd ed., Washington, D.C., Federal Emergency Management Agency, Mitigation Directorate, 2000, 3 v.: ill, maps. [EN 5.0000 C61 2000]

Wahkiakum County, WA Ordinance No. 131-00 designating natural resource lands and critical areas, passed 12-00. (EN 4.0000)

### ▼Finance

*What City Officials Need to Know About GASB's New Reporting Model*, Robert V. Stout, International City/County Management Association (ICMA), Management Information Service, Washington, D.C., 2000, 15p. [F 2.4000 IQ 32:12 c.2\*\*]

### ▼Governance

*Competing in the New Economy: Governance Strategies for the Digital Age*, Thomas W. Bonnett, 2000, 188 p. [G 9.2150 C65 2000]

*First Time Administrator's Handbook*, International City/County Management Association, Washington, D.C., 2000, [63] p. [G 6.6000 F57 2000]

### ▼Information Services

*Local Government Guide to the Internet: Online Resources for Communities*, Priscilla Salant and Christy Dearien, Lexington, Ky., TVA Rural Studies, University of Kentucky, 2000, x, 300 p., ill. [IS 4.2000 L63 2000]

### ▼Parks

*Inside City Parks*, Peter Harnik, Washington, D.C., ULI-The Urban Land Institute, 2000, xx, 214 p., ill, maps. [P 3.0000 I57 2000]

### ▼Personnel

*Collective Bargaining in Local Government*, Evelina Moulder, Washington, D.C., ICMA, 2000, 32 p. [PE 9.0000 C64 2000]

Bothell, WA Ordinance No. 1105 (2000) establishing an electronic communications (computer equipment, software and Internet, email, telephones and cellular phones, and other electronic devices) policy, passed 10-00. (PE 6.7100)

### ▼Planning/Land Use

*Basic Preservation Procedures*, Byrd Wood and Liz Weaver, Washington, D.C., National Trust for Historic Preservation, 2000, 18 p., ill. [PL 10.3000 B37 2000\*\*]

*Incentive Zoning: Meeting Urban Design and Affordable Housing Objectives*, Marya Morris, Chicago, Ill., American Planning Association, 2000, 64 p., ill. [PL 8.3000 I53 2000]

### ▼Public Safety

Pierce County, WA Ordinance No. 2000-89 adopting regulations of the purchase/sale/possession of ephedrine, passed 11-00. (PS 7.4300)

### ▼Public Works/Utilities

*New Strategies for America's Watersheds*, Committee on Watershed Management, Water Science and Technology Board, Commission on Geosciences, Environment, and Resources, National Research Council, Washington, D.C., National Academy Press, 1999, xiii, 311p., ill, maps (some col.). [UW 7.2000 N49 1999]

Tacoma, WA Resolution No. 35012 recognizing that a regional power shortage exists, and calls upon the Tacoma Power service territory to conserve power, passed 12-00. (EC 3.4000)

### ▼Streets and Sidewalks.

*Sidewalk Details: A Guide for Washington Local Agencies and Tribes*, Larry E. Hinson, Olympia, WA, Washington State Technology Transfer Center, 2000, 1 v. (various pagings), ill, maps. [S 4.1000 S54 2000]

### ▼Transportation

*Streets, Sidewalks, People and Cars: The Citizen's Guide to Traffic Calming*, Sacramento, Local Government Commission Center for Livable Communities, 2000, 72 p., ill. [T 3.4600 S77 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](mailto: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](http://www.mrsc.org/library/rshare.htm).

### ▼Public Works RFPs/RFQs

Camas Contract documents and bid specifications for sanitary sewer improvements, 108 p., 2000 (US 2.2000); Colville Invitation to bid, downtown revitalization project, 1 p., 2000 (ED 5.3400); Request for proposal, emergency power improvements, 1 p., 1999 (UE 1.2000); Des Moines Request for qualifications, roadway improvement project, 1 p., 2000 (S 2.2000); Kennewick Invitation to bid, furnishing and applying herbicide, 1 p., 2000 (PS 9.1085); Request for qualifications, railroad grade separation, 1 p., no date (S 2.0000); Omak Request for qualifications, professional engineering services for water and sewer system improvements, 2 p., 1997 (G 9.5100); Request for proposals, architectural consultants for evaluation and preparation of city hall, 3 p., 1997 (G9.5500); Port Angeles Request for qualifications, fiber optics telecommu-

nications network, 3 p., 2000 (U 6.0000); Request for proposal, consulting services to prepare a joint feasibility study for a community fiber optic network, 7 p., 1999 (U 6.0000); Request for proposals, development of design to replace water mains and sidewalks, 3 p., 1995 (S 4.2000, UW 2.0000); Request for proposals, comprehensive water plan, 1 p., 1993 (UW 1.3000);

### ▼Lease Agreements for Use of City Buildings for Placement of Wireless Antenna Facilities

Bellevue Telecommunications lease agreement, 13 p., 2000 (PP 3.2150); Camas Facilities lease, to erect an antenna on city's water tower 11 p., 1999 (PP 3.2150); Coupeville Option and site lease agreement for communication facilities, 13 p., 1999 (PP 3.2150); Port Angeles

Antenna lease agreement, 11 p., 2000 (PP 3.2150)

### ▼Citizen Communication and Engagement

Anacortes City Briefings, a report to the citizens of Anacortes, Washington, 4 p., 2000, (PR 3.5000); Camas City Vision, your information link to the Camas Community, 4 p., 2000, (PR 3.5000); Des Moines City Currents, 8 p., 2001 (PR 3.5000); Gig Harbor In the Works, 4 p., 2000 (PR 3.5000); Flyer for Neighborhood Meeting about Civic Center, 1 p., 2000 (PR 7.6500); Roundabout Information Guide, 1 p., no date (PR 7.8000); Port Angeles Port Angeles Times, 8 p., 2000 (PR 3.5000); Finance and Budget page on Port Angeles Web site, [http://www.ci.port-angeles.wa.us/web/finance/budget\\_comment.htm](http://www.ci.port-angeles.wa.us/web/finance/budget_comment.htm)►

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