

Municipal Research News

Spring 2002

Municipal Research & Services Center of Washington

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E-learning... Just in Time

Is the fall-out from I-695 wreaking havoc with your staff training budget? Did you say "what training budget?" It's a truism in government - staff training is one of the first things to feel the sharp edge of the budget ax. But, is there another way? There might be. With an eye toward saving costs and improving productivity, some local governments are taking a closer look at e-learning as an affordable and, in some cases, more effective alternative to traditional classroom training. In fact, the slowing economy has increased interest in e-learning across the board as business and government managers look for ways to increase productivity and reduce training costs.

What is E-learning?

In its broadest sense, e-learning simply refers to the use of electronic applications and processes to facilitate learning. E-learning entails the delivery of education via the Internet, network, or stand-alone computers. The applications and processes typically include either Web- or computer-based learning and/or virtual classrooms.

Training can be either self-paced (asynchronous) or live (synchronous). Self-paced training may be delivered via CD-ROM, network, Intranet, or Internet and may also allow for access to instructors or mentors through bulletin boards or e-mail. Formats vary from the most basic text-only presentations to those that incorporate voice narration, graphics, and animation. The best e-learning sites offer courses that engage students with interactive components such as quizzes

and built-in exercises that allow the active participation of students. Live e-learning takes place in a virtual classroom where students meet at a scheduled time. Students use whiteboards to collaborate, share information, and ask questions of one another and of the instructor.

Benefits of E-learning

What are the benefits of e-learning as compared to traditional classroom learning? Those most commonly mentioned are cost savings, just-in-time learning, flexible scheduling, self-paced learning, and better knowledge retention.

Cost Savings. Time and travel cost savings usually rank highest in surveys of organizations that have implemented e-learning programs. Web-based training completely eliminates one of the more expensive aspects of traditional offsite training - the cost of student travel to and from offsite training locations and, for classes lasting more than a day, meal and housing costs as well. Since the training is delivered right to an employee's desktop, it also reduces time away from the office and associated productivity impacts.

E-learning course fees also tend to be much lower than instructor-led training courses, often as much as 40-50 percent lower. Pricing usually depends on the number of people taking the courses, since most courseware providers offer volume discounts. "Off the shelf" courseware offers the best value, while custom courses are higher priced.

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Just-in-time Learning. Proponents say that traditional classroom training is often delivered “just in case,” while e-learning is delivered “just in time.” E-learning is referred to as “just-in-time” learning, since it can provide information and learning on demand and at a time when it is most needed, allowing students to make immediate use of their new skills. This is a critical distinction and may turn out to be one of the most significant and beneficial features of e-learning. Since many e-learning courses are purchased on a subscription basis, students are allowed unlimited access to the course content for periods of up to a year or more and can easily return for refresher courses or even single lessons when needed.

Flexible Scheduling. E-learning is also known as “anytime anywhere” learning since it can be done anytime and anywhere a student has access to a desktop or laptop computer and an Internet connection. This feature gives employees the flexibility to take classes at times and locations - from their home, office, or even on the road - that fit with their individual schedules and learning styles.

Self-Paced. Most e-learning courses are self-paced, meaning students can take courses independently and can learn at their own speed. Students have the option of skipping material they already know and concentrating on the more challenging sections. The learner controls the pace and timing of the course.

Better Knowledge Retention. Experts say that the just-in-time and self-paced nature of e-learning improves knowledge retention by students. Interactive lessons and quizzes let students learn by doing and provide immediate feedback, often prompting them to return to lessons needing review. Images and sound (including voice narration) combined with text help to create learning environments that can be both fun and engaging, all of which contribute to better retention.

A Blended Approach may be Best

Even with all of its benefits, most experts say e-learning cannot completely replace classroom lessons. Many subjects may not be suitable for electronic-based delivery, particularly those that require significant hands-on experience, strong interaction with peers, collaboration, and debate. All of these experiences are hard to duplicate in an e-learning environment. In the long run, e-learning will most likely be part of a blended approach in which students can benefit from the best mix of traditional and electronic learning systems.

Government E-learning Programs

While the private sector has led the way, federal, state, and local governments are beginning to jump on the e-learning bandwagon. Federal agencies like the IRS and the U.S. Department of Health and Human Services have launched large-scale efforts to bring e-learning to thousands of their employees.

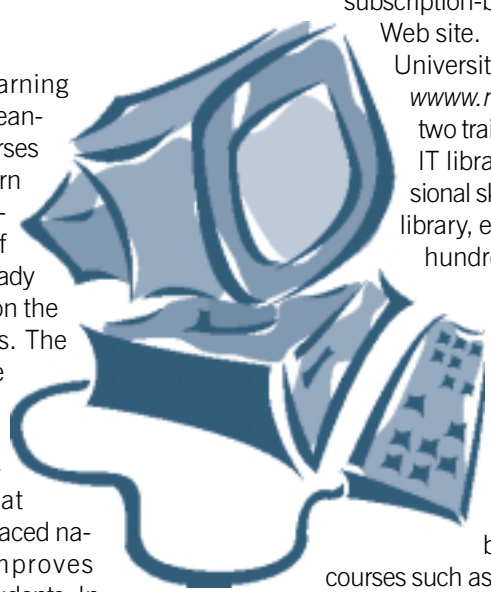
The National Association of Counties (NACo) recently launched its subscription-based, e-learning Web site. NACo's Internet University (NIU) (<http://www.nacoiu.org>) offers two training libraries, an IT library and a professional skills development library, each with several hundred courses. The IT library offers training in a full line-up of computer and Web-related topics. The professional skills development library includes courses such as leadership, customer service, interpersonal skills, budgeting, and performance evaluation.

Here in Washington, San Juan County recently introduced online training to its employees, giving them access to hundreds of Web-based information technology and so-called “soft skills” courses. Learn2.com, an e-learning company that

provides multimedia learning solutions for corporate, government, and individual clients, provides the course content. Heather Beck, who has been coordinating the county's e-learning program says, “An important concern for San Juan County is the difficulty we have getting training for our staff because of our location and the travel and budgetary issues that go along with it. The e-learning approach saves us the extra expense of travel costs normally associated with traditional classroom training courses.” The response from both managers and employees has been favorable so far. “I've received many good comments from our staff,” Beck says. “It seems to be an excellent supplement to the more conventional training we provide to the employees.”

The Washington Counties Risk Pool (WCRP) launched its Online Workforce Learning site (<http://www.wcrp-owl.com/>) in August 2001, offering a lineup of 24 soft skills courses. The site offers training in leadership skills, management, customer care, performance, and time management. More than 20 of the Risk Pool's 25 counties now have employees studying online. Jay Winter, the Risk Pool's Program Manager, is enthusiastic about their e-learning program and sees it as “the wave of the future” for meeting many employee training needs. WCRP has partnered with GeoLearning, Inc., (<http://www.geolearning.com/index-main.cfm>) a developer of e-learning delivery platforms and Web-based training solutions, to deliver their online training program.

MRSC and Learn2.com. The Municipal Research & Services Center of Washington (MRSC) recently partnered with Learn2.com to create an e-learning portal for Washington cities and counties. The site, which has been in operation for a year, is currently undergoing an upgrade. When it is completed, the new MRSC Learn2 University will feature two primary training libraries, an information technology library and a professional development library, offering over 200 online courses. The new site will also allow training administrators to monitor and manage student access and course usage. Pricing will include a 15 percent discount for Wash-



ington cities and counties in addition to volume discounts for larger groups. The new site is scheduled to debut this March.

If You Build It Will They Come?

So, you've done the math, and you're ready to sign your employees up with an e-learning program. The proverbial question remains - if you build it, will they come? The short answer seems to be "not necessarily," at least not without some significant effort on your part. You must first build the case for e-learning and then give your employees good reasons to try it. Suffice it to say that the technology issues, while important, may actually be easier to deal with than the people issues. A few keys to success are: make e-learning easily accessible, offer incentives and rewards, blend e-learning with other forms of instruction, and communicate frequently to inform and educate employees about e-learning opportunities.

The need to continually update and refresh employee skills and knowledge has now become a fact of organizational life. In an era of tax-cutting citizen initiatives, local government budgets will likely remain tight for the foreseeable future. These two trends may ultimately combine to make e-learning a solution that has indeed come. . . *just in time.*■

By Byron Katsuyama
Public Policy Consultant
Municipal Research & Services Center

How to Use the MRSC Inquiry Service

Newcomers to MRSC often ask us how to use our inquiry service. Sometimes even "old timers" may forget how helpful our services can be.

Here are answers to some typical questions about our service:

• What is the MRSC inquiry program?

The MRSC inquiry program is a way to obtain information and advice about a local government matter. It's like a "help desk" or "lifeline" for city and county officials and employees. If you need assistance, call, mail, fax, or e-mail your inquiry. Our professional staff will analyze your issues, give you advice, and send you useful information.

• Who is eligible to use MRSC services?

Any official or employee serving a county or city is eligible to use MRSC services.

• How much effort can MRSC devote to one official or one jurisdiction?

Because MRSC serves employees and officials in all 280 cities and 39 counties, staff generally cannot accept long-term or extensive research projects for individual counties or cities. Staff responded to 6,645 inquiries last year. An average inquiry requires one to two hours of professional staff analysis and research.

• What expertise does MRSC staff have?

MRSC staff has expertise in the following subjects:

- Municipal law
- Public finance and budgeting
- Growth management and planning
- Public management and administration
- Public works and utilities
- Local government policies
- Government operations

Please call us, even if you are not sure we have the information you are seeking. If we do not have the answers, we can often refer you to a better source.

• Is there a charge for services?

No, all MRSC programs are funded through a legislative appropriation using local funds. Programs are cooperatively funded out of a small portion of the cities' distributions of the liquor board profits and the counties' distribution of the liquor excise tax. Thus, you will not receive a bill or an invoice when you use our inquiry service.

• How fast will we respond?

We take pride in our fast responses to your inquiries. Because of our extensive electronic databases, our staff can provide analysis and advice quickly and efficiently. When you call MRSC, our receptionist will route your call to the staff member best able to address your question. Let them know your timing needs. Often your question will be answered the day of your call. If a consultant is not immediately available, you can record a detailed request on voice mail and a staff member will call you back as soon as possible – generally the same day, unless you call late in the afternoon.

• How do I contact MRSC?

Local officials and employees may request assistance by phone, letter, fax, or e-mail. Telephone inquiry service is available from 7:30 a.m. to 5:00 p.m. Our local telephone number is (206) 625-1300; for long-distance calls within Washington State, the toll free telephone number is (800) 933-6772. Our fax number is (206) 625-1220. Our e-mail address is mrsc@mrsc.org.

Comments from Satisfied Users of MRSC Services

My name is Delphine Palmer. For almost five years, I was the city administrator for the city of Newport, Washington. In October, I was offered the position of city manager for the city of Milton-Freewater, OR, which is right across the border from Walla Walla, WA. While I was with the city of Newport, I wrote notes several times to MRSC letting you know how much I used and valued the services you provide.

WOW! Do I miss those services!!! Now I really, really miss MRSC, and I just wanted you to know. Thanks.

*Delphine Palmer, City Manager
City of Milton-Freewater*



The Municipal Research and Services Center has been a frequently visited and “bookmarked” Web site for the Seattle City Auditor’s Office for many years. As a local government audit organization, we regularly search your site seeking policies and procedures, program trends and data, and other research materials of interest on particular audit topics. We have yet to be disappointed.

Imagine our delight, however, when we received an e-mail indicating that MRSC created a Web page in response to our audit inquiries regarding layoffs? This is service above and beyond expectations, typifying public service at its best! As we and other government organizations grapple with varied and often difficult options associated with an economic downturn, MRSC will once again provide timely and relevant information to meet our needs.

Thank you MRSC staff for the exemplary service.

*Susan Baugh
Office of City Auditor, City of Seattle*



I would just like to let you know how much help this site is. I utilize it at least once a week. I search a word, find the WAC, RCW or information needed, and have an answer and a copy instantly. Thanks, this makes my job easier.

*Loanna Torey
Secretary to the Superintendent
Sequim School District No. 323*

• Can I get assistance after hours?

Generally, staff is not available to receive inquiries after 5 p.m. Please feel free to leave a voice mail message; someone will return your call the next day.

Also, there is a wealth of local government information available on MRSC’s Web site at www.mrsc.org. If you enjoy “the search,”

you might find the information you are seeking there. However, we are personally here to serve you from 7:30 a.m. to 5:00 p.m., so please do not hesitate to call and ask us for assistance or consultation.

MRSC programs belong to Washington cities and counties – please use them liberally and often.■

Ask MRSC

Summaries of recent inquiries answered by MRSC consultants

Annexations • Is a municipal purpose annexation exempt from the requirement that all annexations occur within an urban growth area?

No. State law prohibits an annexation beyond an urban growth area; there are no exceptions for municipal purpose annexations.

Council Vacancies • If there are two city council vacancies, must the council fill one first and then, with the newly appointed member, fill the second vacancy?

Yes, this is the procedure outlined in the vacancy statute, RCW 42.12.070(2).

Funding Public Restrooms • May public restrooms be funded out of the sewer fund?

Yes. A 1997 amendment to RCW 35.67.010 specifically defines the term “system of sewage” to include “public restroom and sanitary facilities.”

Impact Fees • May school impact fees be used to pay off “growth-related” bonds that will finance school facilities to be used by the new development?

In the opinion of MRSC, they may be so used. RCW 82.02.050(3)(c) provides that impact fees “[s]hall be used for system improvements that will reasonably benefit the new development.” “System improvements” are defined in RCW 82.02.090(9) to mean “public facilities that are included in the capital facilities plan and are designed to provide service to service areas within the community at large, in contrast to project improvements.” “Public facilities” include “school facilities.” RCW 82.02.090(7).

Since school facilities are commonly paid for through bond issues, it would appear that using impact fees to help pay off bonds would be a permissible use of such fees.

A number of cities provide in their impact fee ordinances provisions for applying impact fees, particularly school impact fees, to pay off debt service on bonds or bond principal.

Land Use Decisions • May a councilmember recently sworn into office participate in the discussion and vote on a land use issue if he or she was not in office when the council held the public hearing on the issue?

If the new councilmember reviews the entire record, including the staff reports, planning commission recommendations, factual documents, and the recording of the public hearing, he or she may participate in the discussion and vote on the issue.

Land Use Decisions • May a preliminary plat be denied on the basis of community opposition?

Washington courts have emphasized that a zoning or land use permit cannot be denied solely on the basis of community opposition. See *Sunderland Family Treatment Services v. Pasco*, 127 Wn.2d 782, 797 (1995) and *Maranatha Mining v. Pierce County*, 59 Wn. App. 795, 805 (1990). This principle also applies in the context of a preliminary plat decision. See *Kenart & Assocs. v. Skagit County*, 37 Wn. App. 295, 303, review denied, 101 Wn.2d 1021 (1984).

Mailbox Relocation • May a city or county require that a “cluster” mailbox in the right-of-way be moved if it interferes with handicapped access?

Yes. The United States Postal Service (USPS) does not specify where such mailboxes are to be located except with respect to the convenience of the mail carrier. The USPS *Domestic Mail Manual* merely

states: “Subject to state laws and regulations, a curbside mailbox must be placed to allow safe and convenient delivery by carriers without leaving their vehicles.” This rule does not indicate a federal preemption. So, the city or county should be able to require the relocation of cluster mailboxes as long as the new location allows for “safe and convenient delivery” by mail carriers.

Police Power Ordinance • Does a county police power ordinance apply within the limits of a city?

A county ordinance is applicable only within those portions of the county not occupied by an incorporated city or town. (AGLO 1971 No. 100) Also, two municipal corporations may not exercise the same functions in the same territory at the same time. (P.U. D. No. 1 v. Newport 38 Wn.2d 221 (1951))

Public Records • May a city charge for the cost of retrieving and re-filing public records archived in a commercial facility that charges the city for such costs?

No, these costs may not be charged a person requesting copies of public records. RCW 42.17.300 provides in part that no “fee shall be charged for locating public documents and making them available for copying.” The costs for searching and retrieving records encompass locating and making them available for copying. This cost may not be passed on to the requesting party.

Telecommunications • If a local government leases space on a water tower to one telecommunications company for installation of an antenna, is it obligated to site another company’s antenna there if feasible?

Under the federal Telecommunications Act of 1996, the local government would be

required to allow other companies to site antennas on the water tower if there are no structural or other problems with installation. The federal law requires local governments to deal in a non-discriminatory way with all providers, treating them identically to the extent possible. If a second antenna installation would interfere with the reception or transmission of the first antenna, then the government could not authorize installation of a second antenna.

Utility Tax • May a city place a utility tax on cable TV in addition to their five-percent franchise fee?

Yes. The Cable Communications Policy Act of 1984 provides specific authority to levy a utility tax on cable TV, in addition to a franchise fee, when the city imposes a tax on other utilities and the cable TV rate is reasonable in relation to other utility rates. ■

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 8:00 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.

Utility and Telecommunication Facilities Bearing the cost of undergrounding and relocation

As local governments and private companies work to control costs, a significant source of conflict has developed concerning financial responsibility for undergrounding and/or relocating utilities in the rights of way. Though these issues are sometimes governed by provisions in existing local franchise agreements, the state legislature has gotten involved (see Chapter 35.99 RCW, passed in 2000), and so has the Washington Utilities and Transportation Commission (WUTC). Private companies are increasingly using all possible forums to legally challenge cities and counties on who is to bear the costs for utility relocations. This is a big financial issue that commonly arises when streets are widened or improved.

Cities and counties in the Seattle metropolitan area have supported each other and pooled their resources to fight some of these legal battles over the past two years. We encourage local government officials to keep track of relocation issues and be open to appeals for financial support from other jurisdictions.

Local government regulation of the public rights of way is also under attack in Washington D.C. The telecommunications industry is attempting to portray local governments as a major impediment to the building out of advanced telecommunication infrastructure. Industry wants a free ride; they want to be able to install their facilities in the rights of way quickly and

with minimal costs. The National League of Cities and other local government advocacy groups are doing their best to explain the local government perspective, but it is an uphill battle due to the tremendous influence of the telecommunication's industry in Washington D.C. Road cuts hasten the deterioration of existing public roads, and the failure of utilities and telecommunication providers to coordinate relocation projects sometimes delays public road projects, increasing costs. These are real problems with significant financial impacts for struggling local governments.



Relocation and undergrounding issues undoubtedly will be discussed at conferences and workshops in the coming months. Take the time to participate and understand the issues; you'll be a more effective local government official or employee if you do. ■

Mileage Reimbursement Federal Rate Increased

The General Services Administration (GSA) adopted its final rule, effective January 21, 2002, increasing the federal mileage reimbursement rate for use of a privately-owned vehicle on official travel from 34.5 to 36.5 cents per mile.

HEADS UP

Emerging information for local government

Fingerprint Scanners to Access Computers (Biometric Identification)

The city of Glendale, California, is among the first local governments to use fingerprint scanners in lieu of passwords for its computers. Auditors recommended that the passwords be changed every 60-90 days on the city's computers. According to Glendale's Information Service Manager, attending to password administration accounted for nearly half of the IT help desk's \$100,000-a-year operating costs. A cost saving alternative was found from Digital-Persona Inc. They offered a fingerprint-scanning solution for \$150 per workstation, including reader and software. The system, which can be installed by the city's IT staff, will be installed on all city computers as funding becomes available. ["Fingerprinting meets city's price and need for simplicity," by Brian Robinson, Federal Computer Week, 5/7/01; <http://www.fcw.com/civic/articles/2001/may/civ-f3box2-05-01.asp>]

For background reading on the use of biometric identification see:

- "Biometrics: Is it Making a Splash Yet?," *SC Magazine*, October 2001 http://www.scmagazine.com/scmagazine/2001_10/cover/cover.html
- "Biometrics Explained," I/O Software, Inc. site; <http://www.iosoftware.com/biometrics/explained.htm>
- "Biometric devices improve but still need more work," *Government Computer News*, 3/19/01 http://www.gcn.com/vol20_no6/reviews/3808-1.html
- International Biometric Industry Association <http://www.ibia.org/>

Gift Catalogs

Among the last acts of outgoing Bremerton Mayor Lynn Horton was to publicize a city wish list. A booklet containing a list was sent out to Bremerton residents listing more than 100 items that could be bought or donated to the city. The booklet generated

a number of calls and donations to the police and parks departments.

A number of jurisdictions have posted information on their Web sites on how to make donations. A few examples are:

- Kitsap County Park and Recreation Gift Catalog, "Dream to Reality," <http://www.kitsapgov.com/parkcatalog/giftform.htm>
- Port Angeles Park & Recreation Gift Catalog and Memorials, <http://ci.portangeles.wa.us/web/parks/gift.htm>
- Kirkland Sharing in Parks and Community programs, <http://www.ci.kirkland.wa.us/depart/parks/sharing.htm>
- University Place Community Gift Guide, <http://www.ci.university-place.wa.us/CityClerk/CityGiftGuide.asp>
- Burien Adopt a Park, <http://www.ci.burien.wa.us/parksrec/adoptapark.htm>

Adopt-A-Stormdrain

Adopt-A-Stormdrain is an organization that solicits private firms for funds to be used to conduct stormwater pollution prevention activities in local governments. In exchange, the firms will be recognized for their contributions through visible displays of their corporate logo along with a brief environmental message. The program pairs public environmental benefits with corporate goodwill and image building. Local governments use the funding provided by the corporate sponsors to pay for cleaning technology and other Best Management Practices required by the National Pollutant Discharge Elimination System (NPDES) to control pollution of stormwater runoff. The corporations get public acknowledgement through advertising, signage, and promotional recognition from the local government. Fifty percent of the advertising revenue raised goes to the local government. The private corporation, through Adopt-A-Stormdrain, pays for the design, production, and installation of the

signs. The city or county has no direct costs associated with the startup and implementation of the Adopt-A-Stormdrain program. For more information, visit their Web site at www.adoptastormdrain.com or call (310) 374-8212. ["Stormdrains may go up for Adoption," Daily Journal of Commerce, 2/4/02; and *Adopt-A-Stormdrain*, <http://www.adoptastormdrain.com/>]

Growth and Growth Management

"City Families and Suburban Singles: An Emerging Household Story from Census 2000," by William H. Frey and Alan Berube, *Bookings Institution*, February 2002. Household change may serve as a better predictor of changes in housing demand, tax base, and services needs than population change. This survey uses 2000 Census data to analyze changes in the number and composition of households in 102 large metropolitan areas between 1990 and 2000. It finds that growing cities are adding population faster than households, and that declining cities are losing population faster than households. For summary and full report see <http://www.brook.edu/es/urban/census/freyfamiliesexecsum.htm>

Implementing Destination 2030: Assessing the Effectiveness of Concurrency: Phase I Report - Survey Results, Puget Sound Regional Council, 2002. This report summarizes the results of the Puget Sound Regional Council's "Transportation Concurrency Survey" that was sent to all jurisdictions in the region in September 2001. Sixty-eight jurisdictions filled out the survey. According to a *Seattle Times* article, "Of 68 local governments that responded to a Puget Sound Regional Council survey last fall, just 21 said concurrency has affected development in any way. Seattle, Renton, Kirkland, Shoreline, Everett, Mukilteo, Tacoma, Pierce County, and Kitsap County all reported no impact. See the report at http://www.psrc.org/datapubs/pubs/concurrency_phase1.htm"

WEB TALK

News and information about www.mrsc.org

What's New?

The city of Federal Way received approximately eighty 2002 business license renewals through its new online payment form (www.citylicensing.com). In March, the city of SeaTac joins the project to accept payments for its April 1 renewal date. MRSC will schedule a meeting in the spring for other cities and towns interested in participating in the project for the 2003 renewals. Please contact Fred Ward for additional information.

We have recently added the full text of state supreme (1939-) and appellate (1969 -) court decisions to the MRSC Web site. You may search the text of these decisions. Either go to legal.wa.org or click on "Court Decisions" on the MRSC homepage. The site also includes links to RCW, WAC, and municipal codes.

See our new file library containing sample RFPs, RFQs, bid requests, and procurement contracts. Like the file libraries for ordinances, forms, job descriptions, and contracts, you can search these documents by keyword.

Our new "Law Enforcement Services" Web pages provide sample documents, publications, and links relating to police/law enforcement administration, standards and

levels of service, personnel, and community policing. See <http://www.mrsc.org/pubsafe/le/le-main.htm>.

How Do I?

Since 1999, MRSC has hosted a vendor and consultant service directory on our site. To use the directory:

1. Click on "Consultant/Vendor Directory" in the left-hand column of [mrsc.org](http://www.mrsc.org).
2. The category listing displays entries by type of business, or alternatively, click on the "Alphabetical List."
3. The directory contains a brief description of the business with a link to the company's Web site.

What's Coming?

In the next few months, MRSC will begin to work with the Washington State Office of Community Development to post the full text of the comprehensive plans and amendments for cities and counties planning under the Growth Management Act. You will be able to search the plans by keyword or phrase. In a later phase, we hope to add the capability to sort the search results by population and region.▶

Web Site Index

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

- ▼ GMA Updates: issues, scope of work
- ▼ Law Enforcement: personnel, management, and crime prevention
- ▼ MRSC news: sign up to receive our newsletter, Municipal Research News, and a monthly Web site update notice via e-mail
- ▼ Sample documents: RFPs, RFQs, bid requests and procurement contracts
- ▼ WSAMA proceedings: search summaries of presentations at the municipal attorney's conferences, 1984 to present

MRSC Web Site Named a Winner!

At the end of each calendar year, *MuniNet Guide & Review*, a newsletter providing articles that pertain to the use of the Web to those interested in state, county, and local government, reflects on the outstanding Web sites and features it has encountered over the past twelve months. The Municipal Research & Services Center of Washington Web site was named as a winner in the 2001 annual Top Picks issue. (<http://www.muninetguide.com/TopPicks/TopPicks.asp>)

MuniNet Guide & Review, Top Picks 2001
Category: Issues

Municipal Research & Services Center of Washington [www.mrsc.org] is an awesome tool for local governments in the state of Washington. The site offers updated state legislative news, sample municipal documents (job descriptions, ordinances and more), searchable Request for Proposals (RFP) database, city and county profiles, and more. Users can click on a Current Issue, like e-government, to access research reports, news and other resources pertaining to a given topic. Though localized in scope, this site is an exemplary municipal reference resource.

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 Sordt in our library at (206) 625-1300.

▼Economic Development

The Community Resilience Manual: A Resource for Rural Recovery and Renewal, by Michelle Marie Colussi, 2000.

▼Environment

Our Built and Natural Environments : A Technical Review of the Interactions Between Land Use, Transportation and Environmental Quality, United States Environmental Protection Agency, Development, Community, and Environment Division, 2001

▼Finance

Statement No. 37 of the Governmental Accounting Standards Board: Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments: Omnibus, Governmental Accounting Standards Board, 2001

▼Information Systems

Information Technology in Local Government: A Practical Guide for Managers, by Jerome A. Schulz, 2001

▼Parks and Recreation

Parks and Economic Development, by John L. Crompton, 2001

▼Planning and Land Use

Alternative Development Standards for Sustainable Communities Design Workbook, Fraser Valley Real Estate Board, 1998

Historic Preservation: An Introduction to its History, Principles and Practice, by Norman Tyler, 2000

Innovative High Density Single-Family Lot Design: Selected References, Urban Land Institute, 2001

New Urbanism: Comprehensive Report and Best Practices Guide, New Urban Publications, 2001

▼Property Management

IACP Police Facility Planning Guidelines: Desk Reference for Law Enforcement Executives, International Association of Chiefs of Police, 2001

▼Public Relations

Citizen Academies, by Casey Pilon, 2001

▼Public Safety (Police, Fire, Emergency Services, Criminal Justice and Courts)

Terrorism Response Coordination Plan, Kitsap County Department of Emergency Management, 2001

▼Public Works and Utilities (Water)

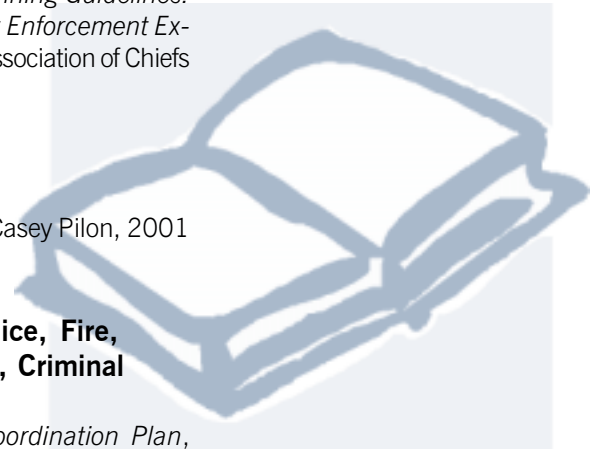
Air-Release, Air/Vacuum, and Combination Air Valves, American Water Works Association, 2001

Emergency Planning for Water Utilities, AWWA Research Foundation and American Water Works Association, 2001

▼Transportation (Includes Streets, Sidewalks, Traffic)

Street Reclaiming: Creating Livable Streets and Vibrant Communities, by David Engwicht, 1999.

Travel Demand Management and Public Policy, by Erik Ferguson, 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.

▼Class IV Forest Practices

Walla Walla Chapter 12.49, Urban Forestry Practices, Ordinance 2000-10, 11 p. (PL 5.7050)

▼Right of Way Use Agreements with Telecommunications Providers

Auburn Ordinance No. 5333 authorizing execution of an agreement with Level 3 Communications, L.L.C. for the installation, operation and maintenance of a fiber optics telecommunications system trunk through, in, on, upon, along and/or across certain public ways within the city, 80 p., 1/3/00; Des Moines Ordinance no. 1263, grants franchise to Metromedia Fiber Network Services, Inc., to attach, install, operate, and maintain a telecommunications system in, on, over, upon, along, and across certain designated public rights-of-way, 23 p., 6/29/00; Telecommunications license between the city and Metromedia Fiber Network Services, Inc., to attach, install, operate, and maintain a telecommunications system in, on, over, upon, along, and across certain designated public rights-of-way, 26 p., 5/23/00; Gig Harbor Ordinance No. 620, grants franchise to PTI Communications to construct, operate and maintain aerial and underground telecommunications equipment, electronics, hardware or devices of any kind used for the purpose of providing telecommunications services under, along, across and over all of the city streets, 9 p., 2/10/92; Port Angeles Agreement with Clallam County Public Utility District No. 1, in the form of a right-of-way license for the purpose of constructing, maintaining, operating and using a telecommunications system in public streets, alleys and rights-of-way, 6

p., 10/10/01; Agreement with Capacity Provisioning Inc., in the form of a right-of-way license for the purpose of constructing, maintaining, operating and using a private telecommunications system in public streets, alleys and rights-of-way, 7 p., 9/24/01 (FR 14.1000)

▼Neighborhood Grant Programs

Auburn Request for proposals for neighborhood matching grant, 31 p., 2/1/02 (PL 0.0008)

▼Fire Station Contracts

Auburn Prototypical fire station study, draft final report, 83 p., 10/01; Spokane Architectural and engineering services contracts for the city's fire station construction project, 4/00—12/01 (PP 6.3000)

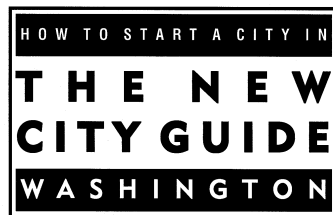
▼Shoreline Master Program Updates

Friday Harbor Ordinance No. 1137, adopting the official Shoreline Master Program for the Town of Friday Harbor, 4/6/00, [www.fridayharbor.org/smp.htm]; Woodway Shoreline Master Program, 8/6/01, [on CD-ROM]. (EN 6.3000)▶

The New City Guide is Now Available

The New City Guide, which is an update of a November 1994 edition, is directed at newly incorporating cities of any form of government. It is designed to assist in the process of establishing a functioning and viable new municipal government. It may also assist unincorporated communities that are thinking about incorporating and in deciding on the timing of incorporation efforts.

This publication is available on our Web site at <http://www.mrsc.org/textnccg.htm> or <http://www.mrsc.org/pubs/NewCityGuide.pdf>. It also may be ordered by contacting MRSC.



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