

Important Dates

- ▶ October 30 - November 1
Fall Conference - Cambridge

Deadlines

- ▶ Bylaw Amendments and Resolutions: September 2, 2003

Service Extension Policies Sought

Responding to an inquiry from a MML member municipality, the League is seeking sample policies addressing the extension of water and sewer services to new developments and the allocation of costs for the extension between the developer and the municipality. If you have such a policy, please share it with the League by fax at 410/268-7004, by e-mail at jimp@mdmunicipal.org or by mail at 1212 West St., Annapolis, MD 21401. Thank you in advance for any help you may provide. Questions? Contact Jim Peck.

LGIT On-line Seminar

The Local Government Insurance Trust (LGIT) will offer a one-hour FREE on-line seminar on Hot Tips for Winning Claims and Cutting Costs on two dates; Tuesday, August 26 and Thursday, August 28 from 10:00 to 11:00 a.m. You will learn about:
best practices for the first responder, how to report your claim, the importance of maintenance and complaint logs, when the lawsuit comes, and avoiding some worst case

scenarios. To register for this seminar, call or send an e-mail to Charlene Shearer at LGIT 800/673-8231, e-mail: charlene@lgit.org to indicate the date you want to attend. You will then receive simple instructions for logging on to the meeting and a toll-free phone number to call at the time of the seminar. You may also register on-line by accessing LGIT's web page www.lgit.org.

Early Childhood Success

The National League of Cities (NLC) is in the midst of a year-long agenda focused on early childhood success. NLC's goal is to have 100 cities and towns participate in this program. Two Maryland cities have already joined this effort: Baltimore and Seat Pleasant.

NLC's Institute for Youth, Education and Families (YEF) is promoting municipal leadership on behalf of our nation's youngest children. During the coming months, the Institute will seek to help municipal leaders prepare their own plans to promote early childhood success. The Institute has developed a model community assessment tool that helps municipalities: (1) gather information on the conditions of young children; (2) inventory local early childhood resources; and (3) lead focused discussions with families and other interested

parties. Other resources from the YEF Institute include an action kit for municipal leaders, individualized feedback, best practices, and networking opportunities.

During the week of October 19-25, cities and towns across the country are invited to engage in community conversations about the importance of early childhood and opportunities to improve local systems of support for young children and families. The YEF Institute is offering materials and guidance to help local officials convene town hall meetings or local summits focused on early childhood during this week.

For more information on the Campaign for Early Childhood Success, contact: Kirsta Millar on the YEF Institute staff at 202/626-3004 or millar@nlc.org. For background on why early childhood matters to cities and how city officials can make a difference, see the Supporting Early Childhood Success Action Kit and "Our Children, Our Future" Futures Report on the NLC website at www.nlc.org/iyef.

Smart Growth Course

The University of Maryland's National Center for Smart Growth Research and Education will again offer its Maryland Smart Growth Leadership Program on November 12, 13, 17, 18 and 19 at the Maritime Institute in Linthicum Heights, near Baltimore. The program provides state and local public officials as well as private sector representatives with the knowledge and skills needed to lead their agencies, jurisdictions or companies in implementing Smart Growth.

The program explores the core principles of Smart Growth; the basics of planning and zoning and the legal context of land use; the

implications of major infrastructure decisions - roads, sewer and water, and utility planning - and strategies to deal with related fiscal issues; the forces and unintended consequences of government and private sector actions, including social equity impacts; techniques to identify common ground and areas for collaboration; and ways in which participants can be more effective in seeing that Smart Growth principles are reflected in policy and action.

Tuition is \$500 for Maryland local officials, county officials, and state employees and \$1,495 for individuals from the private sector and/or from out-of-state. The fee includes instruction, course materials, snack breaks and lunches. A full scholarship is available for one local government planner from Maryland. For information, contact Katie Petrone, Program Coordinator, 301/ 405-6788 or petrone@umd.edu.

Jobs & Equipment

Audit Firm - Mount Rainier

The City of Mount Rainier is soliciting Request For Proposals from auditing firms to conduct an annual audit of financial statements for the period ended June 30, 2003. Complete bid package can be obtained from the City of Mount Rainier, One Municipal Place, Mount Rainier, MD 20712. Please send responses to the attention of the City Manager at the above address. In summary, the Scope of Services shall consist of the following: an audit of the General Purpose Financial Statements of the City of Mount Rainier for the fiscal year 2003; a Uniform Financial Report and all other reports and correspondence as required shall be completed; all account groups and account funds included but not limited to: General Fund; Capital Projects Fund, Special Revenue Fund; Intergovernmental Fund/Transfers. Accounts groups include General Long Term Debt and General Fixed Assets. Proposals are due August 30, 2003. Bids will be opened September 2, 2003 at 6:30 pm. Work to commence September 16, 2003 and to be completed on or before October 24, 2003. An in-person report to the Mayor and Council is required prior to final version.

Accountant - Finance Dept. - Bowie

Accountant: Assists the Finance Director and Assistant Director in the preparation of the City's annual budget and financial report. Collects required financial and statistical data as needed and helps with the review and proofing of the print ready copies. Responsible for fixed asset management including tagging and recording of new assets, annual inventory and depreciation schedules. Responsible for all facts of the operation and maintenance of the computerized financial management systems. Liaison between City staff and computer hardware and software vendors. Must be able to recognize, analyze and correct system related problems. Qualifications: Bachelor's Degree in Business Administration from an accredited college or university with specialization in accounting economics or information systems management. MBA or CPA preferred. Salary: \$46,807 - \$50,000 + benefits Apply: Personnel Office, City of Bowie, 2614 Kenhill Dr., Bowie, MD 20715 or fax to 301-809-2304, by Monday, August 25, 2003. Applicants are ~~required to complete City application.~~ The City is a drug and alcohol-testing employer. EOE

Safety Officer - College Park

F/T position responsible for creating a citywide employee safety program. Self-starter able to plan, organize, conduct and coordinate all safety related activities including inspection of buildings, facilities and field operations, accident investigation and safety training. Chair Safety Committee and Accident Review Board. Liaison to MOSHA, OSHA, IWIF and other program compliance agencies. Requires education, training and experience equal to a Bachelor's degree in a related field plus 3 years experience. Good computer skills required. Valid driver's license. \$35,794 - \$50,966 plus excellent benefits. Application packets available from: City of College Park - Human Resources, 4500 Knox Road, College Park, MD 20740, 301/779-4945, www.ci.college-park.md.us. City application required, resume may be attached. Open until filled.

MML's *Bulletin* provides an excellent means for advertising these positions. If you would like to ~~advertise a job opening, e-mail~~ patty@mdmunicipal.org. MML reserves the right to modify ad copy as necessary. The ad deadline for the next *Bulletin* is **August 15, 2003**.