

Update

The newsletter of the
Virginia Municipal League

Inside ...

1-12

VRS trust fund reflects drop in stock market: Joannou questions state role in funding teacher retirement

Message to energy commission: 'Prepare now for fuel shortages'

Survey on use of social security numbers released

New FTC rules gain local attention across the country

Conference programs progress; new officials confab held



When driving, avoid high speeds. Gas mileage drops off rapidly at speeds above 60 mph. Check out this Web site to see how driving speed affects gasoline mileage: <http://fuelconomy.gov>.

\$50 MILLION AND COUNTING ...

Final across-the-board budget reduction targets are released

As part of the new state budget, the General Assembly and Gov. Tim

Kaine agreed to impose a \$50 million per year reduction in services delivered by localities and jointly paid for by the state and by cities and counties.

Towns are excluded from the reductions.

Language in the Appropriation Act requires the state budget office to provide localities with a list of the state aid programs, which serve as the basis for calculating each city's and county's share of the total reduction.

The responsibility for choosing the programs to be cut, as well as the amount of the cut, however, rests with the cities

and counties and not with the legislature and governor.

Say you want a resolution ...

VML MEMBER CITIES and counties may choose to adopt a resolution to accompany submission of their budget reduction plans to the Department of Planning and Budget. A model resolution used by some localities is included on page 2. Send copies of any adopted resolutions to VML staff members Neal Menkes (nmenkes@vml.org), Janet Areson (jareson@vml.org) or Mary Jo Fields (mfields@vml.org).

Local governments must submit their reduction plan to the Department of Planning and Budget (DPB) by Aug. 30. If a locality does not submit a reduction plan or if the plan is not approved by DPB by Oct. 1, then the state budget office is authorized to withhold the locality's reduction amount from the program deemed as most discretionary by DPB.

Cities and counties have the option under the Appropriation Act to "reimburse" the state for all or a portion of the reduction. The "reimbursement"

Continued on page 2

State closes FY08 with tiny surplus

More spending cuts could be just around the corner

Secretary of Finance Jody Wagner reported a small general fund surplus of \$5.4 million for the fiscal year ending June 30, 2008 in her July 17 memorandum to Gov. Tim Kaine. Although the \$5.4 million surplus of general fund resources is good news, it is significantly less than those in fiscal years 2005 and 2006.

The same week, the governor's chief of staff, Wayne Turnage, instructed state agencies to immediately take steps to reduce discretionary spending.

In her memorandum, Wagner recommended that discussion begin "to prudently manage a continued decline in general fund revenue growth based upon the circumstances of the current economy, recent revenue performance, and the implications of both on future revenues for the current biennium."

Wagner was particularly concerned about the slowdown in two key general fund revenue sources – personal income

Continued on page 3

FROM THE CAPITOL

Budget reductions continued ...

must be paid to the state no later than Jan. 9.

Given last week's actions by the state to reduce spending, VML will closely monitor this reduction exercise and efforts in the 2009 legislative session by either the governor or General Assembly to increase the reductions beyond the \$50 million target.

To that end, VML asks its member cities and counties to forward copies of their completed reduction forms and all correspondence with the Department of Planning and Budget to any of the following VML staff members: Neal Menkes (nmenkes@vml.org), Janet Areson (jareson@vml.org) or Mary Jo Fields (mfields@vml.org). ❖

Resolution to Provide Local Aid to the Commonwealth

Adopted by _____, Virginia

Date _____

SAMPLE

WHEREAS, the General Assembly chose to respond to shrinking revenue growth by shifting to local governments the responsibility for reducing \$100 million of core services; and

WHEREAS, the Governor signed into law this \$100 million appropriation reduction for local governments in the 2008-2010 biennium without identifying the programs to be reduced; and

WHEREAS, these reductions are in addition to those made by the General Assembly and approved by the Governor affecting law enforcement, elementary and secondary education, profits from the Alcoholic Beverage Control Enterprise Fund and distributions of wine liter tax collections, constitutional offices, the upgrade of wastewater treatment facilities in conformance with water quality standards and goals, and farmland preservation to name but a few; and

WHEREAS, the \$100 million reduction will likely be carried forward into future biennia forcing city and county governments to choose between raising taxes or reducing services;

NOW, THEREFORE, BE IT RESOLVED THAT, the _____ (City Council or County Board of Supervisors) does hereby support the recording of this intergovernmental revenue reduction from the Commonwealth as Local Aid to the Commonwealth Contra Revenue; and

BE IT FURTHER RESOLVED THAT, this recording on all financial records shall be shared with the delegation, the Governor and local news media so that citizens understand the decisions made by this governing body in response to the Commonwealth's choice to delegate their constitutional obligation to local governments.

Name

Clerk

FROM THE CAPITOL

Budget surplus; spending cuts continued ...

taxes tied to payroll withholding and retail sales taxes. She also advised state agencies "to expect further budget adjustments to reflect any reductions in the general fund revenue forecast for the current fiscal year and the next fiscal year." In fact, Wagner told the *Washington Post* that it is possible for the first time in seven years the state will experience "negative growth." Negative growth means revenues collected are less than the previous year's total. This last occurred following the Sept. 11, 2001, terrorist attacks.

Turnage's memorandum to state agencies addressed these actions:

- **Disbursement of transfer and aid to locality payments:** Unless stipulated in the state Appropriation Act or by state statute, any such payments must be made on a quarterly basis.

- **Employment:** All recruitment or hiring of salaried or wage employees must be approved in advance by the agency's Cabinet Secretary unless the position is funded 100 percent with non-general fund dollars or the positions are assigned to public safety, health, natural resources, or higher education agencies.

- **Consulting contracts:** As a general rule, state agencies cannot enter into or renew consulting contracts. Agencies can appeal to the Virginia Department of Planning and Budget and the appropriate Cabinet Secretary.

- **Training and travel:** Unless related to the direct delivery of mission critical services, no discretionary training or travel would be allowed.

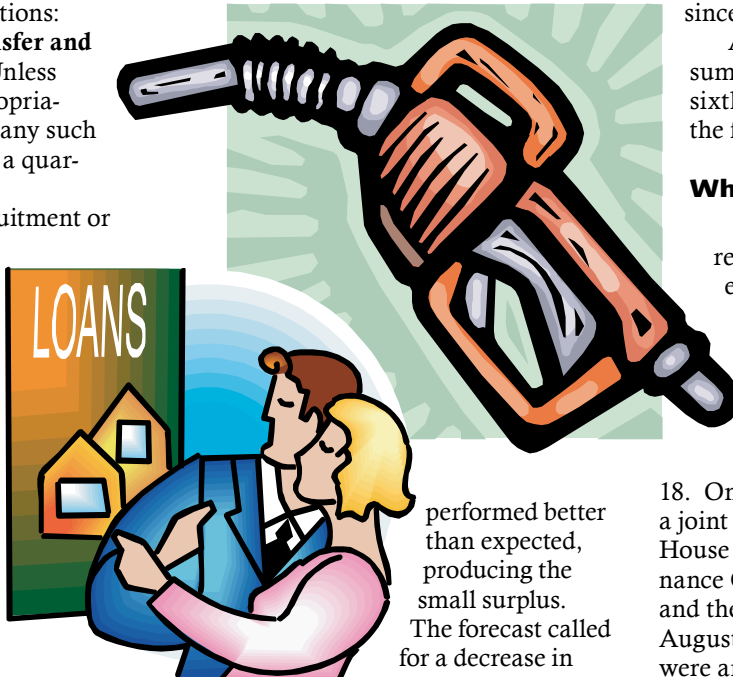
- **Nonpersonal services:** No discretionary purchases of equipment, software, furniture, etc.

Analysis

Payroll and sales taxes comprise about \$12.1 billion (or 75 percent) of the over \$16.2 billion projected for the

general fund in FY08. These are the state's "bread and butter" taxes. These revenue sources consistently underperformed from February 2008 through May 2008. Year-to-date collections were less than the official forecast. For payroll taxes, the official forecast of 5.2 percent growth over last fiscal year exceeded actual collections of 4.9 percent growth. For the state sales tax, actual collections increased by 1 percent, but the official forecast called for 1.6 percent growth.

Corporate income taxes, however,



performed better than expected, producing the small surplus.

The forecast called for a decrease in corporate tax collections of 20.5 percent as compared to FY07 collections. The year-to-date decline through May was only 12.3 percent, reflecting increased defense spending by the federal government and increased business for energy companies.

The economics

In its June monthly update, the Federal Reserve Bank of Richmond stated that economic conditions in Virginia remained soft with losses in payrolls and continued weakness in the housing market.

The Virginia Employment Commission reported July 18 that the rate of

job growth in Virginia, at 0.2 percent in May, seems to be slowing. Although eight of Virginia's nine metropolitan areas showed job growth, the balance of the state, which includes the rural areas and the Danville area, saw a net job loss of 23,600 jobs since last May.

Residential permitting activity in Virginia dropped 18.1 percent and housing starts declined by 17.3 percent in April. Data from the first quarter of 2008 indicated that housing prices in Virginia fell for the third consecutive quarter, marking the first quarter of year-over-year decline in house prices since 1995.

At the national level, the Consumer Confidence Index fell for the sixth consecutive month in June to the fifth lowest reading ever.

What's next?

The governor will probably re-convene his advisory board of economists and advisory council on revenue estimates to review the official revenue growth projections for FY09 and FY10 of 2.2 percent and 6.8 percent, respectively.

The next key date is August 18. On that day, Kaine will address a joint session of the Senate Finance, House Appropriations and House Finance Committees about the economy and the revenue forecast. At last year's August meeting, spending cutbacks were announced and put into effect by October.

Local governments will almost certainly be affected by additional state spending reductions. These include payments made directly to local governments, payments made on behalf of local governments or school divisions, and payments made to organizations that provide direct benefits to local governments or their residents. It is possible that the \$50 million across-the-board cut on local governments for FY10 could be increased at the next legislative session. ❖

FROM THE CAPITOL

VRS trust fund reflects drop in stock market

Joannou questions state role in funding teacher retirement

The value of the Virginia Retirement Trust Fund decreased to \$54 billion by June 30, down from the \$58.3 billion value of the fund at the end of the previous fiscal year, according to a recent VRS presentation made during a meeting of the Joint Legislative Audit and Review Commission.

VRS Chief Investment Office Charles Grant told commission members to expect a continuation of the weak housing market, slow economic growth and an increase in inflation. He warned that economic conditions will remain below potential for some time, and to expect weaker returns for the VRS fund for the near-term, with moderate returns over the long term. As he has said in previous presentations, Grant told the commission members to not expect a return of the 12 percent annualized returns realized from 2004 through 2007.

VRS Executive Director Bob Schultze presented information showing that the VRS trust fund has a negative 4.30 percent return rate for 2008, whereas the VRS actuary has assumed a 7.50 percent return rate and the General Assembly funded retirement rates on the basis of an 8 percent return rate. The actuarial process for VRS, however, will recognize only 20 percent of that loss in the next year. Another 20 percent will be recognized in each of the succeeding four years, thereby smoothing out the effect of market losses (and gains). In fact, Schultze said that the market gains

of previous years cancel out this year's losses, and that he did not expect big changes in the contribution rates as a result of this year's losses.

A continuation of the losses, however, would trigger the need for higher retirement contribution rates.

Del. Johnny Joannou questioned Schultze about why the state made contributions to the costs of retirement for teachers, asking if teachers were local employees. Schultze replied that the state had long contributed to teacher retirement costs, and that state education expenditures were designed to address the differences in the abilities of local governments to pay for education.

Joannou's comments may give an indication of the next tactic that the House Appropriations Committee plans to take in finding a strategy to reduce state responsibilities for funding education: that of shifting the entire costs of teacher retirement to local governments. Joannou is a member of the Appropriations Committee, and has served as the Democratic House budget conferee. Del. Lacey Putney, chairman of the Appropriations Committee and a member of JLARC, appeared to support Joannou's statements, saying that teachers were not state employees. He said that retirement is an employer cost and that the employer, in the case of teachers, is the local school board.

In past years, the House Appropriations Committee has made various proposals that would have decreased

state responsibility for funding teacher retirement and other costs associated with paying for the state Standards of Quality, which are the minimum requirements school divisions are required to meet.

For years the state paid the entire cost of retirement for public school teachers, and indeed the state Constitution authorizes transfers from the state Literary Fund to the general fund to help pay the costs of education. In the 1980s, following a report by JLARC on education, the state required localities to pay a portion of the retirement costs, based on the composite index of local ability to pay. In return, the state increased its share of the costs of the SOQ from 50 percent statewide to 55 percent statewide.

Local governments have long contended that the state underestimates the costs of meeting the SOQ, which leads to greater local fiscal responsibility for public education. Indeed, local governments pay 48.61 percent of the operating costs of public education in FY 2007, while the state paid 44.65 percent. The federal government paid the remaining 6.74 percent. Local governments pay by far the largest share of capital costs as well. While the state of Virginia ranks 33rd in state funding for education, it ranks 20th in state and local funding, indicating that local governments bear too large a share of the costs of public education. ❖

Message to energy commission: 'Prepare now for fuel shortages'

A consultant to the Virginia Commission on Energy and the Environment told members at its July 17 meeting to expect the price of gasoline to reach \$10 - \$15 a gallon, perhaps within the next 15 years, the result of peaking global oil production.

Dr. Robert L. Hirsch said that the earth's supply of oil is finite, and world demand for oil is increasing. Geologists calculate that at some future date, conventional oil supply cannot satisfy world oil demand. At that point, world conventional oil production will have "peaked"

and will begin to decline. Hirsch said that when the public understands 'peak oil,' panic could lead to hoarding, rapid oil/gas shortages, and price increases.

The commission, established pursuant to SB 464, will review and recommend steps to implement the Virginia Energy Plan. That plan provides for increased energy independence by reducing the rate of growth in energy use by 40 percent, and increasing in-state energy production by 20 percent. It also seeks to reduce greenhouse gas emissions

Continued on page 5

FROM THE CAPITOL

Energy commission continued ...

by 30 percent, calls for expanded consumer energy education, and capitalizes on areas where Virginia has a strategic advantage for economic development and research and development.

Hirsch recommended that the state and local governments prepare for shortages of petroleum-based fuels. He said the state needs a "crash program" to mitigate problems associated with the projected "peaking" of oil production. Near-term actions, he said, could include conservation and increased energy efficiency; the production of large amounts of substitute liquid fuels; converting gas and coal to liquids; improved oil recovery; and drilling. Nuclear, wind and solar could provide longer-term options, but can't substitute

in the near-term because they won't power liquid fuel machinery, including the nation's fleet of about 210 million automobiles and light duty trucks, Hirsch said.

VML Environmental Policy Director Denise Thompson told the commission that VML's Go Green Virginia initiative is designed to help local governments incorporate energy efficiency and sustainability into municipal operations. VML's Green Government Challenge, a key part of the "Green" initiative, includes creating an energy improvement plan, conducting an energy audit, purchasing electric power from renew-



able sources or installing renewable energy technology, providing tax incentives for energy efficient buildings, using "Green Fleets," and establishing Safe Routes to Schools Programs to encourage walking and biking, among other things.

The commission will hold three additional meetings, and expects to have draft legislation available by November. For information on the energy commission, go to <http://dls.state.va.us/energy.htm>. For information on VML's Go Green Virginia program, go to www.GoGreenVa.org. ❖

Survey on use of Social Security numbers released

Cities and counties, as well as towns with populations more than 15,000, must complete a survey on the use of Social Security numbers by Sept. 10.

The survey, required by legislation passed in the 2008 General Assembly, will require the affected local governments to identify when Social Security numbers are collected, what state or federal laws require the collection, and the justification for collection of the numbers absent statutory authority.

The survey was developed by the Freedom of Information Advisory Council and the Joint Commission on Technology and Science, in consultation with VML and the Virginia Association of Counties. The form and instructions for completion are posted at <http://dls.state.va.us/groups/foiacouncil/ssn/survey.htm>.

Note that the surveys are to be returned to the league or to VACo, which will be responsible for compiling the re-

sults and sending the information on to the FOIA Council and JCOTS. VML and VACo forwarded the information on the survey to managers on July 23.

The purpose of the survey is not to criticize or pass judgment on current government practices. Instead, it is to ensure that when the restrictions on collection go into effect on July 1, 2009, no locality is caught off-guard and agency business can proceed seamlessly and without disruption.

The General Assembly wants an accurate picture of what is happening so that it can avoid interfering with legitimate, necessary uses of the numbers while still responding to the valid privacy concerns. Nevertheless, there are no penalties if a locality forgets to mention some particular instance of collecting the numbers, or otherwise provides a "wrong" answer.

The collection of the survey information will allow the FOIA Council

and JCOTS to see if recommendations need to be made to the General Assembly to authorize continued collection of social security numbers in certain circumstances not currently authorized by law. The law requiring this reporting also allows the FOIA Council and JCOTS to keep the information it receives confidential, so that localities need not worry about information about potentially sensitive databases or data storage systems being made public.

The legislation adopted in 2008 prohibits, effective July 1, 2009, state and local government entities from requiring an individual to furnish or disclose a Social Security number, unless furnishing or disclosing the number is authorized or required by law, and is essential to the performance of the agency's duties.

The delayed effective date allows for the collection of the survey and the determination of any changes that may be needed prior to the act becoming effective. ❖



ETCETERA

New FTC rules gain local attention across the country

Any city, town or county that provides a service to customers and collects payment later must comply with new Federal Trade Commission regulations designed to protect identity theft.

The new regulations are primarily aimed at banks, credit card companies and other financial institutions, but also apply to local governments that have utility customers. For example, most local governments bill for water, sewer and garbage service after the service has been provided. In these cases, local governments are "creditors" under the FTC regulation, and must implement procedures for flagging identity theft by Nov. 1. If no procedure is in place after this date, or if the FTC finds a violation in the administration of such procedure, a civil fine of up to \$2,500 may be imposed.

Creditors, including local governments, are required to identify "red flags" that are signs of suspicious behavior. Red flags include suspicious documents, suspicious personal information, a warning from consumer reporting agencies, notice from customers, or an unusual use of an account.

In addition to identifying "red flags," creditors must respond appropriately when red flags are detected, and periodically update the procedure for changing risks. Local governments also have to ensure that contractors have guidelines in place if the locality contracts with a private company that will have any access to account information.

VML participated on July 22 in a nationwide conference call hosted by the National League of Cities on the new regulation. Other municipal leagues, individual localities and the FTC participated in the call. One unanswered question from the call is whether local taxes would constitute credit and therefore subject all local governments to the new requirements. It does not appear that this is the intent of the new rules. The FTC personnel on the call agreed to advise NLC of its conclusion on whether taxes would be included.

VML will continue to monitor these requirements and will report on any changes and progress, and is considering development of model guidelines that localities may adopt to comply with the new regulations. ❖

AT THE LEAGUE

Conference programs progress; new officials confab held

Here's the latest on three of VML's most popular training opportunities for local elected officials:

'08 Annual Conference program released

Full details of the 103rd VML Annual Conference, to be held Oct. 19-21 at the Norfolk Waterside Convention Center are available on VML's Web site at www.vml.org.

Follow the mermaid conference logo to see the array of general sessions, workshops, roundtables and special events to be offered at the three-day annual event.

Mayors Institute program, registration form distributed

Conference registration materials for the Virginia Mayors Institute were electronically mailed to managers and clerks the week of July 14.

The Institute will be held Oct. 18-19, immediately preceding the VML Annual Conference at the Norfolk Waterside Convention Center. It is open to mayors / board chairs and vice mayors / vice chairs. Enrollment is limited to 25 participants in order to ensure that attendees have ample opportunity for discussion.

Topics to be covered include the role of the mayor as presiding officer, working with citizens, lobbying, emergency management and public meetings. Registration information is available on the VML Web site under "What's New," by sending e-mail to e-mail@vml.org, or by calling the league at 804/649-8471.

Newly Elected Officials Conference a success

More than 125 council members, mayors, managers and clerks met July 17-19 in Williamsburg for the Newly Elected Officials Conference. In his key-

note address on July 17, VML President and Arlington Board Member Jay Fisette urged the attendees to take an active role in the state legislative process by making their positions known to state legislators. Fisette also explained the Go Green Virginia Challenge, in which VML members enter a friendly competition designed to reduce local governments' carbon footprints.

Topics covered at the conference included budgeting, how to hold successful meetings, dealing with blight, crime, council/manager relations, economic development and managing growth. Participants also were introduced to the Freedom of Information Act, Conflict of Interests Act, and public officials' liability. VML Legislative Chair Jane Seeman, mayor of the town of Vienna, spoke on the topic of the VML legislative process and how local officials can participate in it. ❖

POSITIONS

Longer version of job ads posted at www.vml.org

Because of the number of requests it receives to publish job advertisements, VML reduces the length of the position descriptions in Update. A full version of the entire job listings published here for the past two months appears on VML's Web site at www.vml.org. Visit the VML site and click on "Marketplace" to read the complete descriptions.

City Manager, Franklin

SALARY: DOQ (+) benefits (180-plus employees). Reqs. bachelor's degree in public administration, business administration or related field with 7-12 yrs. exper. in executive management. Master's preferred. Serves as chief executive responsible to city council; supervises collection of all revenues; guards adequately all expenditures; secures proper accounting of all funds; oversees city property; exercises general supervision of all depts., institutions and agencies; coordinates city activities and unifies management of its affairs. City residency req'd within 1 yr. For complete job description contact the Personnel Dept. at 757/562-8508. Submit resume, cover letter, references and salary reqs. to: Carolyn S. Joyner, HR Manager, 207 W. 2nd Ave., Franklin, VA 23851. Deadline: Aug. 18. EOE.

Assistant Director of Finance, Brunswick County

SALARY: \$41,570-\$60,560 (+) benefits. Assists the director of finance in planning, organizing and directing operations of human resources, budget and financial management. Participates in county's budget development process; serves as liaison for fiscal agencies to ensure fiscal responsibility; ensures county is compliant with Statement of Auditing Standards reqs.; prepares and maintains complex accounting and general ledger records. Reqs. bachelor's degree in accounting or related field. Complete job description available at Office of the County Administrator. Submit resume to: Office of the County Administrator, 102 Tobacco St., Lawrenceville, VA 23868. Contact: 434/848-3107. Deadline: 1 p.m. Aug. 8. EOE.

Utilities Director, Gloucester County

SALARY: DOQ/DOE (+) benefits. (pop. 35,000) Public utilities system, supported by a staff of 25, includes 4 MGD comb. surface water and deep well reverse osmosis plant, and a central sewage collection system. Reqs. bachelor's degree in civil engineering or related field and 6-9 yrs. progressively responsible mngmnt. exper. dealing with municipal water and wastewater operations, maintenance and construction, or any equiv. comb. of training and exper. that provides the req'd knowledge, skills and abilities. Reqs. registration as a Va. P.E.; possession of a Class I State Waterworks Operators license. Visit www.gloucesterva.info to review complete job description and download employment application. Submit application, cover letter and resume to: Gloucester County Human Resources, 6467 Main St., Gloucester VA 23061. Deadline: Aug. 29. EOE.

Executive Director, Thomas Jefferson Planning District Commission

SALARY: \$90,000-\$120,000 DOQ (+) benefits. Expand discussion and increase regional cooperation and policy development in areas including land use, transportation and environmental planning. Reqs. educ. and exper. equiv. to master's degree in planning or public admin. and min. 3-5 yrs. exper. in a responsible staff position, public role, or acting as a consultant in a comparably sized and progressive regional PDC, local govt., or in a state or federal govt. agency. Submit letter of application, detailed resume with employment and salary history and work related references to: John A. Anzivino, Senior Vice President, Springsted Inc., 1564 E. Parham Road, Richmond, VA 23228; Fax 804/726-9752 or e-mail richmond@springsted.com. For full profile describing the region and the position visit www.springsted.com. Deadline: Aug. 23. EOE.

Emergency Management Coordinator, Pulaski County

SALARY: \$43,220 DOQ (+) benefits. Plans for and responds to local emergencies. Reqs. 2-year degree or equiv. with extensive emergency services training or exper. Preferred; valid Va. driver's license, excellent communication skills in working with public and other emergency services volunteers and staff. Must be Pulaski County resident or willing to relocate. Apply to Robert Hiss, Assistant County Administrator, 143 3rd St, N.W., Pulaski, VA 24301 or through the VEC office, 206

3rd Ave., Radford, VA, 24141. Submit cover letter, resume and completed county application available at www.pulaskicounty.org. Application review begins Aug. 1. Open until filled. EOE.

Building Official, Floyd County

SALARY: \$37,411 DOQ (+) benefits. Administers and enforces the Va. Uniform Statewide Building Code; administers county's Erosion and Sediment Control Ordinance, Flood Plain Ordinance, as well as other related regs. Supports county's subdivision agent. Prefer: min. of graduation from H.S., supplemented by 2 yrs. of post-secondary educ. or technical instruction in building technology, construction mngmnt., mechanical, electrical, plumbing or building construction; 4 yrs. exper. in general construction and related fields; or any equiv. comb. of educ. and exper; and must satisfy within a specified period the certification reqs. set forth in the Va. Uniform Statewide Building Code. Call 540/745-9300 for full position description. Submit cover letter, resume and state application to: County Administrator, P.O. Box 218, Floyd, VA 24091. Open until filled. EOE.

Chief of Police, Richmond

SALARY: \$109,762-\$165,424 DOQ/DOE (+) benefits. (pop. 198,000) Works under direction of mayor and chief administrative officer. Enhance established community sector policing programs; maintain state-of-the-art technical expertise and resources; and develop business and community partnerships. Reqs. bachelor's degree; 7-plus yrs. increasingly responsible executive exper. in law enforcement and administration in a diverse urban municipal organization. Must have ability to become a Va. certified law enforcement officer. Prefer graduate level studies or higher in criminal justice or related field, documented exper. and success in the reduction of crime in an urban municipality, and exper. leading regional law enforcement collaborative efforts. Visit www.richmondgov.com to complete on-line application. Open until filled. EOE.

Director of Real Property, Henrico County

SALARY: DOQ/DOE. Plans and supervises the administration of real estate (acquisition and disposal), including general government and schools, and directs the operations of the Real Property Department. For a more specific description of

Continued on page 8

POSITIONS

duties and qualifications and to apply, visit www.henricjobs.com. # 0116-0001. Deadline: Aug. 17. EOE.

GIS Technician II, Virginia Beach

SALARY: \$35,736-\$51,817 (+) benefits. Prepare and maintain GIS spatial layers and database info; prepare final GIS products and reports from non-graphic databases; design reports and queries to aid spatial data capture; design GIS templates, mapbooks and reports. Reqs. any comb. of educ. (above H.S.) and/or exper. equal to 4 yrs. in creditable GIS work, including 1 yr. exper. creating SQL databases. Visit www.vbgov.com/careers for detailed job info and to apply on-line. No faxes, e-mails or paper applications accepted. (#2411) Deadline: Aug. 8. EOE

Roads and Facilities Supervisor, Chincoteague

SALARY: Negotiable DOQ/DOE. Supervise, schedule and train staff of appx. 15 that provides construction, maintenance and repair services for roads, storm drains, parks, buildings, water supply system and other municipal facilities and equipment. Reqs. H.S. educ. or equiv., considerable supervisory exper. and comprehensive knowledge of municipal construction and maintenance practices. Send applications to: Director of Public Works, Town of Chincoteague, 6150 Community Drive, Chincoteague Island, VA 23336. Applications available from town offices or www.chincoteague-va.gov. Deadline: Aug. 22. EOE.

Court Administrator, Prince William County

SALARY: DOQ/DOE. For full job description and to apply online, visit www.pwcgov.org/jobs. Deadline: Aug. 8. EOE.

Public Information Officer, Stafford County

SALARY: \$41,496-\$49,192 DOQ. Assists with public information, citizen service, media and community relations programs. Involves developing and implementing major media and advertising campaigns, marketing programs and special projects. Conducts public info campaigns and special events; reqs. writing and photography skills. Responds to citizens' requests; serves as backup spokesperson to the media on routine matters, as well as during disasters. Reqs. any comb. of educ. and

exper. equiv. to relevant bachelor's degree and considerable exper., preferably in public sector or with a local govt. Apply at www.co.stafford.va.us. Resumes will not be accepted in lieu of county application. # 1550 Deadline: Aug. 1. EOE.

Town Manager, Glade Spring

SALARY \$36,000-\$60,000 (+) benefits (pop. 1,537). Prefer exper. managing a town govt. and bachelor's degree in business or related field supplemented by 5 yrs. professional exper.; or equiv. comb. of educ., training and exper. that provides the req. knowledge and skills. Reports to mayor and 6-member Town Council; responsible for appx. \$800,000 operating and capital bdtgs., planning and zoning, administration, etc. Send resume, salary history and references to: Town Treasurer, Town of Glade Spring, 113 E. Main Street, P.O. Box 98, Glade Spring, VA 24340. E-mail resume to: treasurer@gladespringva.com. Fax: 276/429-2889; Tel: 276/429-5134. Deadline: Aug. 8. EOE

Code Enforcement Service Manager, Fairfax County Government

SALARY: \$79,678-\$132,796 (+) benefits. Job in Dept of Public Works & Environmental Services. Oversees and manages the operations of the Code Enforcement Strike Team and works with the zoning administrator, property maintenance official, building official and fire code official, and health code official in enforcing the zoning ordinance, building code and fire code. Addresses neighborhood and community issues regarding code enforcement and illegal overcrowding; coordinates response or directly responds to citizen complaints concerning alleged or potential code violations. Prefer: master's degree with 12 yrs relevant exper. Apply at www.fairfax-county.gov/jobs. TTY 703/222-7314. Job #08-1332. Deadline: Aug. 1.

Town Manager, Black Mountain, N.C.

SALARY: DOQ/DOE (+) benefits. (pop. 7,800) 83 FTEs; \$8.7 million bdtg. Council-manager govt. w/manager reporting to mayor and 5-member board. Lead and direct all depts., including administration, fire, police, parks & rec, planning and code enforcement, streets and water. Reqs. relevant bachelor's degree; prefer min. 5 yrs. exper. as manager or asst. manager in local govt. and/or MPA. Req'd town application available at www.townofblackmountain.org. Submit application, resume, cover

letter and salary history to: Town Clerk, Town of Black Mountain, 102 Montreat Road, Black Mountain, NC 28711. Open until filled. EOE.

Special Police Officer (PT), Richmond Metropolitan Authority

SALARY: \$17.55-\$20.76 per hour hiring range. RMA operates toll facilities, parking decks, Main Street Station and the Diamond baseball stadium. Reqs. H.S. graduate or GED equiv.; successful completion of a Police Academy program accepted in Va. and certification as a law enforcement officer in Va. (or previously certified). Prefer min. 5 yrs. police exper. Apply in person at RMA, 919 E. Main St., Suite 600, Richmond, VA 23219 or request application by mail or call 804/751-5957 or send e-mail to jobs@the-rma.org. Log-on to www.rmaonline.org. Fax: 804/523-3333. Open until filled. EOE.

County Administrator, Roanoke

SALARY: Negotiable DOQ/DOE (+) benefits. (pop.90, 902) \$346 million annual bdtg. Reqs. min. of relevant bachelor's degree (master's in public admin. preferred) and extensive public mngmnt. exper. A progressive record of strong professional, administrative leadership in similar community or organization is an important consideration. Submit letter of application, detailed resume with salary history and work related references to: John A. Anzivino, Senior Vice President, Springsted Incorporated, 1564 E. Parham Road, Richmond, VA 23228; Fax 804/726-9752 or e-mail Richmond@springsted.com. For complete community / position profile, visit www.springsted.com. Deadline: Aug. 18. EOE.

Principal Planner, Portsmouth

SALARY: \$46,409 (+) benefits. Duties include: professional city planning research and analysis in comprehensive and long-range planning; some project and program management. Work will focus primarily on developing housing and neighborhood preservation strategies and programs. Reqs. relevant bachelor's degree (master's preferred); and 5-9 yrs. progressively responsible exper. or any equiv. comb. of training and exper. AICP certification preferred. Submit City of Portsmouth application to: City of Portsmouth, Department of Human Resource Management, 801Crawford St., Portsmouth, VA 23704. See: www.portsmouthva.gov. Deadline: Aug. 1. EOE.

Continued on page 9

POSITIONS

County Administrator, Essex

SALARY: DOQ/DOE (+) benefits. Current administrator retiring. To apply, submit detailed resume with salary history and references, as well as a letter of application, to: Edwin E. "Bud" Smith Jr., Chairman, Essex County Board of Supervisors, P.O. Box 1079, Tappahannock, VA 22560. Call the Essex County Administration Office, 804/443-4331, for more information. Deadline: 3 p.m. Aug. 29. EOE.

CASA Volunteer Services Coordinator, Isle of Wight County

SALARY: \$32,912 (+) benefits. Court Appointed Special Advocates for Children (CASA) provides trained community volunteers to aid juvenile court judges and court-appointed attorneys in securing the most suitable placement for children whose home placement must be determined by the court due to allegations of abuse and/or neglect. Responsible for providing support to CASA volunteers, training and supervising volunteers, and coordinating CASA court cases. Reqs. associate's degree or equiv. exper. in child welfare, or relevant field. Submit application and resume to: HR, P.O. Box 80, Isle of Wight, VA. Visit www.iwus.net or call 757/365-6263. Open until filled. EOE.

Recreation Director, Farmville

SALARY: DOQ/DOE (+) benefits. Plan, organize, implement, direct and evaluate recreational programs for all ages. Reqs. strong working knowledge of Windows XP / Microsoft programs, excellent organizational and time management skills; excellent communication skills. Reqs. undergraduate degree in kinesiology or equivalent education, training and exper. Send resume to: Town of Farmville, Attention: Gerald J. Spates, P.O. Drawer 368, Farmville, VA 23901. Deadline: Aug. 7. EOE.

Current Planning Manager, Prince William County

SALARY: \$70,899-\$91,459 entry range. May be underfilled as Planner III (\$56,687-\$73,127). Supervises public hearing process for rezoning and special use permit cases; coordinates public hearing process and attends all public hearings involving Planning Commission and Board of Supervisors' land use decisions. Reqs. relevant master's degree plus 5 yrs. relevant

exper., including 3 yrs. mngmnt. exper.; or relevant bachelor's degree plus 7 yrs. relevant exper. and 3 yrs. mngmnt. exper. Prefer AICP certification. To apply on-line or for more info log-on to www.pwccgov.org, quick links/county employment. Pos. # 898130. Deadline: Aug. 8. EOE.

Executive Director (Young Professionals of Central Virginia), Region 2000 (Lynchburg)

SALARY: \$40,000-plus DOQ (+) benefits. Lead growing organization that focuses on attracting and retaining young professionals to Virginia's Region 2000 workforce. Reqs. ability to build strong relationships with local businesses and organizations, and bachelor's degree plus relevant exper. Application and job prospectus available at www.region2000.org/jobs. Send resume, application and cover letter to: Executive Director Search - YPCV, Virginia's Region 2000 Partnership, 828 Main St., 12th Fl., Lynchburg, VA 24504 or mail@region2000.org. Applicant review begins Aug. 15. EOE.

Environmental Compliance and Safety Manager, Region 2000 Services Authority (Lynchburg)

SALARY: \$39,540-\$58,302 (+) benefits. Ensures that facilities comply with environmental and safety regs.; responsible for maintaining compliance with all environmental regs. and permits, and that regional landfill, employees and equipment operate safely and efficiently. Reqs. relevant associate's degree, exper. in landfill operation, recycling and/or other waste mngmnt. programs, or equiv. comb. of educ. and exper. Certification as Va. Class II Waste Facility Operator within 1 yr. is mandatory. Application and more info. at www.region2000.org/jobs. Send application to: "Environmental Compliance and Safety Manager," Virginia's Region 2000 Local Government Council, 828 Main St., 12th Floor, Lynchburg, VA 24504. Application review starts Aug. 15. Open until filled. EOE.

Planner I (Development Facilitator), York County

SALARY: \$38,720 base or higher DOQ/DOE (+) benefits. Assist developers, business owners and residents through development review and permitting processes. Reqs. bachelor's degree in planning, civil engineering or landscape architecture and min. 1 yr. professional exper. or any equiv. comb. of training and exper. Reqs. York

County application that may be obtained from the Human Resources Office, 120 Alexander Hamilton Blvd., 2nd Floor, Yorktown, VA; from www.yorkcounty.gov; or by calling 757/890-3690. Open until filled. EOE.

General Accountant, Stafford County

SALARY: \$45,636-\$54,121 DOQ (+) benefits. Performs general accounting duties: balance and reconcile general ledger accounts; prepare and maintain financial schedules; participate in preparation of fiscal statistical statements; assist with audit functions; track construction / contractor payments and arranges for transfer of funds. Reqs. general knowledge of principles and practices of local govt. finance and comb. of educ. and exper. equiv. to graduation from accredited college with major course work in accounting and 2 yrs. exper. in accounting and fiscal operations, preferably in public sector. Apply on-line at www.co.stafford.va.us. #1549 Deadline: Aug. 1. EOE.

Chief, Program & Project Management, Herndon

SALARY: \$59,336-\$77,137 starting range DOQ (+) benefits. Coordinate CIP projects and public works programs, including facilities, parks and utility projects. Manage staff, concept design, development, construction and closeout phases of projects. Reqs. relevant bachelor's degree and 6-plus yrs. supervisory and program mngmnt. exper. Town application req. Call 703/481-1185, e-mail jobs@herndon-va.gov or visit www.herndon-va.gov for additional info and application. Open until filled. EOE.

Associate Director of Administration, Division of Student Affairs, Virginia Tech

SALARY: DOQ/DOE (+) benefits. Responsible for financial and budgetary operations and human resources services. Reqs. relevant master's degree and significant mngmnt. level administrative exper. in financial mngmnt. and accounting. For more info, a complete list of required qualifications, and to submit application, access www.jobs.vt.edu (resume, cover letter, and contact info for 3 professional references req'd). Search posting # 080663. Contact: 540/231-9331. EOE.

Continued on page 10

POSITIONS

Other positions

NOTICE: *The following positions also are listed on VML's Web site at www.vml.org.*

Director of Human Resources, Alexandria

SALARY: \$83,600-\$138,400 DOQ/DOE (+) benefits.

Deputy Director of Community Development, Herndon

SALARY: \$64,027-\$102,443 DOQ (+) benefits. Deadline: July 28.

Clerk to the County Board, Arlington

SALARY: \$85,841-\$115,544 DOQ/DOE (+) benefits. Open until filled.

Comptroller, Arlington County

SALARY: DOQ/DOE (+) benefits. Apply immediately.

Real Estate Assessor, York County

SALARY: \$63,070 base or higher DOQ/DOE (+) benefits. Open until filled.

General Manager for Development Services, Fall Church

SALARY: \$95,742-plus DOQ (+) benefits. Open until filled.

Social Services Director, Montgomery County

SALARY: DOQ/DOE (+) benefits. Open until filled.

Wastewater Relief Operator, Rivanna Water and Sewer Authority

SALARY: \$32,944-\$58,114; start pay DOQ/DOE and license(s) held. Open until filled.

Planner II (Community Development), Roanoke County

SALARY: \$40,246-\$49,911 hiring range. Open until filled.

Director of Planning, Gloucester County

SALARY: DOQ/DOE (+) benefits. Deadline: July 31.

Director of Planning & Zoning, Shenandoah County

SALARY: \$54,036-\$62,665 start range (+) benefits. Deadline: Aug. 1.

Leisure Services Director, Martinsville

SALARY: DOQ/DOE (+) benefits. Deadline: July 31.

Planner/Zoning Administrator, Dumfries

SALARY: \$35,000-\$40,000 DOQ (+) benefits. Open until filled.

Police Officer, Gretna

SALARY: Mid- to low-\$30,000s (+) benefits. Open until filled.

Engineer / GIS Technician II, Roanoke County

SALARY: \$33,110-plus to start DOQ (+) benefits. Open until filled.

Engineer/GIS Technician I, Roanoke County

SALARY: \$30,032-plus to start DOQ (+) benefits. Open until filled.

Sustainability Coordinator, Alexandria Sanitation Authority

SALARY: DOQ/DOE (+) benefits. Open until filled.

Community Development Director, Town of Collierville, Tenn.

SALARY: \$67,348-\$106,660 DOQ (+) benefits. Deadline: Sept. 15.

Community and Business Relations Liaison, Stafford County Public Schools

SALARY: \$41,230-\$46,649 (+) benefits. Open until filled.

Deputy Director of Finance, Roanoke

SALARY: \$70,137-\$91,178 (+) benefits. Open until filled.

Director of Public Works, Chesapeake

SALARY: \$92,803-\$143,845 DOQ (+) benefits. Deadline: Aug. 1.

Chief of Police, Winchester

SALARY: DOQ/DOE (+) benefits. Deadline: July 31.

DEADLINE: *The deadline for placing a job advertisement in the next issue of Update is Friday, Aug. 1. Submit ads via e-mail to David Parsons at dparsons@vml.org. You may also submit via FAX at: 804/343-3758. VML publishes job advertisements at no cost to its local government members. Non-members are charged a flat rate of \$25 per ad per issue, which includes posting on VML's Web site and publication in Virginia Town & City (deadlines permitting). VML edits position descriptions in printed publications because of space limitations.*

CALENDAR

Virginia GIS Conference, Sept. 29-30, Roanoke

Sponsored by the Virginia Association of Planning District Commissions. More than 400 participants, 20 vendors and 40 speakers. For complete conference information, fees and vendor information visit www.virginiagis.org.

Virginia Recreation & Park Society Annual Conference, Richmond, Oct. 4-7

Will coincide with Governor's Conference on Greenways, Blueways & Trails. For more information or to register visit www.vrps.com.

IIMC Certified Municipal Clerk Institute, Oct. 5-10, Virginia Beach

Holiday Inn Sunspree Resort, 3900 Atlantic Ave. Visit www.execed-odu.com or www.vmca.com for updates. Make hotel reservations as soon as possible: 757/428-1711. (Mention Old Dominion University and IIMC for group discount rate.)

IIMC Master Municipal Clerk Academy, Oct. 7-10, Virginia Beach

Holiday Inn Sunspree Resort, 3900 Atlantic Ave. Visit www.execed-odu.com or www.vmca.com for updates. (Mention Old Dominion University and IIMC for group discount rate.)

VML Mayors Institute, Oct. 18-19, Norfolk

Two-day training for mayors and vice mayors, and chairs and vice chairs, held prior to start of VML Annual Conference. Contact: Mary Jo Fields at 804/523-8524 or mfields@vml.org.

VML Annual Conference, Norfolk, Oct. 19-21

Three-day event featuring general sessions, workshops, round tables and awards presentations will be held downtown at the Norfolk Marriott Waterside Hotel and Waterside Convention Center. More information for attendees: jterry@vml.org; more information for vendors: kpollard@vml.org.

VACo Annual Conference, Bath County, Nov. 9-11

Seventy-fourth annual conference at The Homestead. More information at www.vaco.org.

NLC Congressional City Conference, Orlando, Nov. 13-17.

More information at www.nlc.org.

Preferred method of submitting items is via e-mail to David Parsons at: dparsons@vml.org. You may also submit via FAX at: 804/343-3758.

Update

The newsletter of the
Virginia Municipal League

P.O. Box 12164 • Richmond, VA 23241



U.S. Communities Government Purchasing Alliance

Providing local governments with discounted nationwide contracts for office supplies, furniture, computers and peripherals, general supplies and more. For more information:

www.uscommunities.org

1-866-472-7467

A VML-sponsored service



LOCAL GOVERNMENTS
WORKING TOGETHER SINCE 1905



Update is published
biweekly by the
Virginia Municipal League

P.O. Box 12164
Richmond, VA 23241
(804) 649-8471
Fax: (804) 343-3758
E-mail: e-mail@vml.org
www.vml.org

Executive Director
R. Michael Amyx

Editor
David Parsons

Associate Editor
Manuel Timbreza