

CITY SPOTLIGHT:

SMITHVILLE

Dekalb County

Incorporated 1843

2013 Population: 4,530

Municipal Management Consultant

Warren Nevad

warren.nevad@tennessee.edu

CLASS LISTINGS & INTERACTIVE TRAINING CALENDAR

Mark your calendar! MTAS training events and conferences are listed here along with information on how to register for upcoming training events on your Solution Point account. [READ](#)

RESEARCH/INFORMATION CENTER NEW MATERIALS

MTAS's Research and Information Center is always adding new materials to its collection. See what's new for this month. [READ](#)

PAST ISSUES OF THE MUNICIPAL E-NEWSLETTER

[READ](#)

FROM THE EXECUTIVE DIRECTOR...

MTAS Executive Director Jim Thomas announces the 2014 Training Catalog is now available. [READ](#)

ISO PUBLIC PROTECTION CLASSIFICATION GRADING CLASS

The Insurance Services Office, The Tennessee Fire and Code Enforcement Academy, The State Fire Marshal's Office, the Municipal Technical Advisory Service (MTAS), and County Technical Assistance Service (CTAS) announce two offerings of an 8-hour ISO Public Protection Classification (PPC) Grading overview class to be held on February 14 & 15 in Middle Tennessee. [READ](#)

REMINDERS FOR THE UPCOMING BUDGET CYCLE

It's only February, and some cities have begun the task of starting another budget cycle. The adoption of the municipal budget is one of the most important decisions the governing body makes each year. [READ](#)

THE SILVER TSUNAMI PICKS UP AGAIN

In 2008, I was finishing my graduate project on municipal succession planning and boy, were we ready to plan, plan, plan! After all, we knew that by 2010 (which seemed so far away), 10,000 Americans would be turning 65 each day. [READ](#)

SPRING 2014 TAMCAR CONFERENCE

Municipal governments are under constant pressure to deliver services more efficiently. As a municipal government professional you must continually evaluate your performance in terms of productivity and effectiveness to keep pace with today's demands as well as to prepare for tomorrow's challenges. [READ](#)

MTAS WELCOMES NEW HIRE

Karen Blake is MTAS's new Municipal Court Clerk Training Specialist. She has served as City Attorney and Assistant City Attorney for Franklin, and represented many other towns, cities and counties in her 18-year career. [READ](#)

MTAS Consultant Brett Ward assists Tom Reneau, of the Jefferson City Sewer plant, with a complex annual regulatory report.



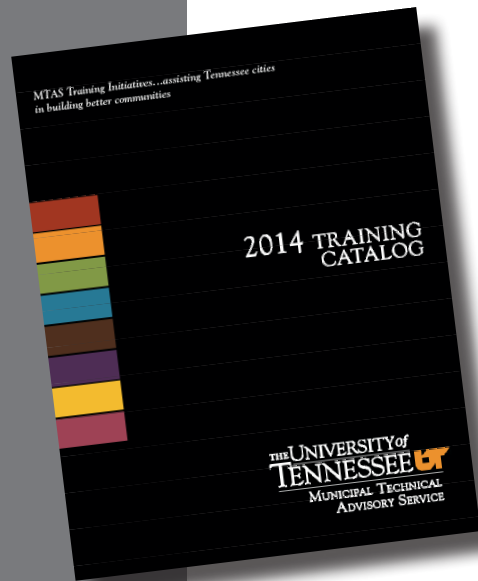
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From the Executive Director...

Jim Thomas, Executive Director
jim.thomas@tennessee.edu



MTAS EXECUTIVE DIRECTOR JIM THOMAS

announces the 2014 Training Catalog is now available. This publication is intended to assist municipal governments and their employees with training opportunities in a wide variety of topics, formats and locations.

Click here for catalog.



Jim Thomas

ISO Public Protection Classification Grading Class

THE INSURANCE SERVICES OFFICE, The Tennessee Fire and Code Enforcement Academy, The State Fire Marshal's Office, the Municipal Technical Advisory Service (MTAS), and the County Technical Assistance Service (CTAS) announce two offerings of an 8-hour ISO Public Protection Classification (PPC) Grading overview class to be held on February 14 & 15 in Middle Tennessee. The class is being offered on a Friday and Saturday schedule to accommodate career and volunteer community stakeholders, and attendees only need to take the Friday or the Saturday class, not both.

This interactive class will provide an overview of the newly revised ISO Fire Suppression Rating Schedule, which took effect in Tennessee on July 1, 2013. The class will provide local community stakeholders in fire protection with practical methods to understand and improve their current communications capabilities, fire department capabilities, and water supply capabilities to meet the newly revised rating schedule.

The class will cover all sections of the Fire Suppression Rating Schedule in detail including emergency communications, the fire department, operations consideration, water supplies, and community risk reduction.

The target audience for the class includes:

- Key city staff members
- Elected officials
- Communication/dispatch center directors/administrators
- Fire chiefs and key fire department officials
- Water department directors/administrators

ISO assigns a Public Protection Classification, more commonly called the ISO Rating, to every community in the country. Insurance companies use this rating as one of the factors considered when developing property insurance premiums. A lower ISO Rating means lower insurance premiums for property owners, so it is important that fire department officials and community leaders understand the various components that ISO evaluates when assigning the ISO Rating to the community.

This class will be taught by Brad Bain, ISO Field Analyst, and will cover the ISO Fire Suppression Rating Schedule.

**Course Number F0212 - February 14, 2014 (Friday), 8 a.m. to 4 p.m.,
Embassy Suites, 1200 Conference Center Blvd, Murfreesboro, Class #: 7661**

**Course Number F0212 - February 15, 2014, (Saturday), 8:30 a.m. to 4:30 p.m.,
TFACA Campus Classroom 1, Class #: 7662**

Pre-registration is required. Register for the class online **here**.

These are the only two ISO classes scheduled for the state right now.

Reminders for the Upcoming Budget Cycle

By Sharee Brewer
MTAS Finance and Accounting Consultant

IT'S ONLY FEBRUARY, and some cities have begun the task of starting another budget cycle. The adoption of the municipal budget is one of the most important decisions the governing body makes each year. Deciding the amount of financial resources and on what programs and services a city will spend those resources is a direct reflection of the city's priorities. Since the adoption of the budget is such an integral part of establishing a city's operations, the following points were gleaned from the most common questions received about the budget process during the past year.

Municipalities in Tennessee must adopt an annual budget ordinance by the beginning of each fiscal year and file this budget with the Office of State and Local Finance. If a municipality has certain forms of debt outstanding, it must submit the budget for approval to this same office within 15 days of adoption. Upon receipt of the budget, it is reviewed to ensure that it balances on a cash basis, demonstrates adequate monies are appropriated for debt service, is in the appropriate format, and meets accepted governmental standards. Funds must be appropriated before they may be lawfully spent and appropriations may not exceed the availability of funds. The funds available for appropriation are the total of budget year revenues plus fund balance. If an ordinance is not adopted for the new fiscal year by June 30, the municipality may adopt a continuation budget.

Depending on a city's charter, the requirements surrounding the budget process may be more restrictive, but per state law, they may not be more lenient. Please contact your consultant if MTAS can be of service in your next budget cycle.

February 2014 - The Silver Tsunami Picks Up Again

By Bonnie Jones
MTAS Human Resource Consultant

IN 2008, I WAS FINISHING my graduate project on municipal succession planning and boy, were we ready to plan, plan, plan! After all, we knew that by 2010 (which seemed so far away), 10,000 Americans would be turning 65 each day. This trend is calculated to last for 19 years until the youngest baby boomers reach 65. We knew that most city governments were looking at 40-60 percent of their workforce entering retirement eligibility. But the economy slowed that retirement rate down. Suddenly, folks retiring in mass numbers were falling off the radar. They were still at work. Many still are. Well, welcome to 2014 – where some reports show we are picking up where we left off.

As Governing.com reported in December 2013, the vastly anticipated wave of government workers that was once delayed by the recession is now picking back up. This means cities and towns need to get back on track with their workforce development plans. The article reports that for one state agency in Connecticut, by June, 40 percent of its correctional officers will be eligible to retire. This “silver tsunami” does not discriminate based on department or skill level – it is being seen at all levels of government. When you are talking about men and women who have been working in an environment that requires experience, the years count. You simply can't replace the knowledge, skills, and organizational knowledge that you may lose. Even if the most critical positions are filled, there are still millions of jobs that cannot yet be filled by a millennial. This is commonly known as the generational gap.

“With the large number of employees becoming retirement-eligible, however, the current situation won't last long. Many state and local governments expect retirement paperwork to begin piling up soon, and some report signs that the tide is already rising. Public administration experts express concern that governments are ill-prepared. If they aren't ready, agencies risk permanently losing decades of expertise, eroding their ability to serve the public for years to come....

Similarly, information technology departments in some jurisdictions are gearing up for high turnover. The Cook County (Ill.) Human Resources Bureau reports 40 percent of county technology staff will be retirement-eligible by 2017. Many of the systems these employees support will soon be outdated, so the county has stepped up its recruitment efforts as it plans technology upgrades.



The Silver Tsunami Picks Up Again (cont.)

At the opposite end of the spectrum, senior-level public managers tend to hang onto their jobs longer. A survey conducted by the International City/County Management Association (ICMA) found that 63.3 percent of city and county managers and other appointed chief local officials were older than 50. Complicating this situation further is the fact that baby boomers around the same age often make up a department's entire management staff, creating the possibility of many decimating departures within a relatively short time."

So, put your workforce planning hat back on. Run some numbers and talk with department heads. Remember, it is not ethical to ask employees when they are retiring. However, collecting data on who is eligible to retire is certainly something your organization should be doing.

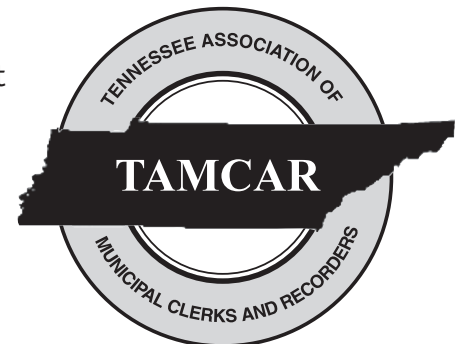
Ref: <http://www.governing.com/topics/mgmt/gov-governments-silver-tsunami.html>

Spring 2014 TAMCAR Conference

MUNICIPAL GOVERNMENTS ARE under constant pressure to deliver services more efficiently. As a municipal government professional you must continually evaluate your performance in terms of productivity and effectiveness to keep pace with today's demands as well as to prepare for tomorrow's challenges. You must keep up with new trends, sharpen old techniques and acquire new skills. Your participation in this training program will help prepare you for the challenges of public service. By participating in this course, you are joining an outstanding group of municipal professionals who realize that education is a life-long process.

The credit hours that you earn by completing the institute or academy will be posted to your UT MTAS transcript. These hours will apply toward your state certification and your International Institute of Municipal Clerks certification if you are a member of IIMC. These hours will also apply as elective hours toward Municipal Administrative Program Certificates. Many of these hours may also satisfy the continuing education requirements that are mandatory to maintain your certifications including the Certified Municipal Finance Officer (CFMO).

The spring conference will be held April 23rd – 25th in Murfreesboro at the Embassy Suites Conference Center. Save these dates for this important conference. Additional details will be available soon.



MTAS Welcomes New Hire



KAREN BLAKE is MTAS's new Municipal Court Clerk Training Specialist. She has served as City Attorney and Assistant City Attorney for Franklin and represented many other towns, cities and counties in her 18-year career.

As Code Enforcement Section Chair of the International Municipal Lawyers Association, Karen enjoys working on code enforcement cases and has developed forms and procedures used throughout Tennessee and the country for International Property Maintenance Code issues. In 2011, she received the William J. Thornton IMLA Faculty Award for her contribution to Code Enforcement Education. Karen also served on the board of the Tennessee Municipal Lawyers Association, as well as the editor of its newsletter for five years. She is a past president of the Williamson County Bar Association.

With her new role within the training department of MTAS, Karen will work directly with Administrative Office of the Courts training programs. She will also provide additional training and consultation on matters related to municipal court clerks.

"We are happy to have Karen on board within the training department," said MTAS Training Manager Macel Ely, "She will be a great asset in providing quality training and consultation to our cities in Tennessee."

MTAS Training Opportunities Spring 2014

MARK YOUR CALENDAR for the Tennessee Renewable Energy & Economic Development Council International Conference Oct. 12-14, 2014.

For more information contact Warren Nevad at warren.nevad@tennessee.edu

CONFERENCES

TN MUNICIPAL ATTORNEYS ASSOCIATION CONFERENCE
February 20-21, 2014
Brentwood

ICMA SOUTHEAST REGIONAL SUMMITT
March 6-7, 2014
Williamsburg, VA

TENNESSEE MUNICIPAL LEAGUE 2014 LEGISLATIVE CONFERENCE
March 17-18, 2014
Nashville

TN GOVERNMENT FINANCE OFFICERS ASSOCIATION 2014 SPRING INSTITUTE
March 21, 2014
Jackson

TN CITY MANAGEMENT ASSOCIATION 2014 SPRING CONFERENCE
April 23-25, 2014
Murfreesboro

TRANSFORMING LOCAL GOVERNMENT 2014
April 23-25, 2014
Denver, CO

For a listing of all 2014 MTAS Training Opportunities, click **here** for the 2014 Training Catalog.

2/5/2014

MMA03 Planning & Organizing 8:30 AM Collegedale Collegedale City Hall

2/12/2014

MMA08 Motivating Your Workforce 8:30 AM Sevierville Sevierville Civic Center

MMA11 Making Effective Decisions 8:30 AM Cleveland Cleveland Police Department

2/14/2014

MMA13 Customer Service 8:30 AM Morristown Morristown City Hall

2/19/2014

CMFO-MUNICIPAL BUDGETING 8:00 AM Memphis The University of Tennessee Memphis - Dunlap Street

CMFO-MUNICIPAL BUDGETING 8:00 AM Jackson Univ. of Tenn. - West Tenn Research & Education Center

CMFO-MUNICIPAL BUDGETING 8:00 AM Martin Univ. of Tenn. Martin Gooch Hall

CMFO-MUNICIPAL BUDGETING 8:00 AM Nashville William Snodgrass Building

MMA18 Conflict Management 8:30 AM Franklin Williamson County Ag Expo Park

MMA04 Performance Management & Positive Discipline 8:30 AM Collegedale Collegedale City Hall

CMFO-MUNICIPAL BUDGETING 9:00 AM Kingsport Kingsport Center for Higher Education

CMFO-MUNICIPAL BUDGETING 9:00 AM Knoxville University of Tennessee - ITES

CMFO-MUNICIPAL BUDGETING 9:00 AM Chattanooga Univ. of Tennessee Chattanooga - 601 McCallie

2/26/2014

MMA12 Developing Teamwork 8:30 AM Cleveland Cleveland Police Department