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MTAS

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City Spotlight: Lynchburg/Moore metropolitan government



Small town values and perfect americana living are alive and well in Lynchburg, a small town tucked away in the rolling hills of Moore County and home to one large industry – the Jack Daniels Distillery. The quaint downtown square and 100-year-old courthouse provide a perfect setting for antiques shopping, perfect country dining, store browsing and relaxation. The surrounding countryside exposes you to serene rolling hills, vintage old homes and churches, as well as horse and cattle farms.

Date of Incorporation:

Lynchburg: 1833

Metropolitan Gov: 1987

Population:

City: 572 / County: 6,362

County:

Moore

Grand Division:

Middle Tennessee

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From the Executive Director

Steve Thompson, MTAS Executive Director

We have a large number of projects and services underway across the state, and I hope that you are receiving the support that you need from MTAS.



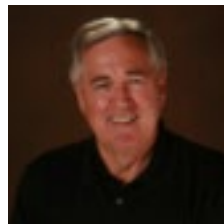
Steve Thompson

During April, we started sending individual letters to cities and towns outlining some of the work we have completed over the past year, and we attached a copy of the 2011 Annual Report for MTAS. I hope the information provided helps to stimulate your thinking about other needs that you can identify – with 345 client municipalities, MTAS consultants carry tremendous workloads, but we believe in our work and that by serving cities, we are making Tennessee better.

One service that I believe can make a tremendous, positive difference for your municipality is developing a strategic plan. Requests to MTAS for assistance with strategic planning are increasing, and if your city has not developed a strategic or community plan, I hope you will discuss the value of planning for your council and your community with your consultant.

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Amending Private Act and Home Rule Municipal Charters



Ron Darden

By Ron Darden, Municipal Management Consultant

MTAS management and legal consultants are often requested to assist municipal governments in amending their private act and home rule charters. In an effort to provide recommended and up-to-date charter provisions, the staff of MTAS has developed three model charters:

1. A charter with the mayor serving as chief administrative officer, with veto power;
2. A charter with the city manager serving as chief administrative officer; and
3. A charter with the city administrator serving as chief administrative officer.

While the MTAS Model Charters are not to be confused with the TCA General Law Model Charters, municipal governments considering updating charter provisions may want to consider these model charter provisions.

The research required for the development of these model charters has included a national review of municipal charter provisions, including the National Civic League's Model City Charter, and an extensive peer-review process. This work has resulted in the development of three model charters that private act and home-rule chartered cities may consider adopting by amendment in whole or in

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From the Executive Director

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Successful cities have to be technically competent with good governance and community trust and support. MTAS has always provided superior service with technical assistance and training, but elected officials also have to excel at the soft skills of governance – running effective meetings, gauging the needs of the community and making the difficult decisions required by residents – and have to do all of this within a clear and transparent communications structure that encourages trust and belief in the work. Our consultants can also help with each of these skill areas.

We believe in strategic planning for cities and towns and also for ourselves. Over the past several months you have reviewed and commented on the next strategic plan for MTAS. With the start of the new fiscal year, we will be rolling out a number of steps and initiatives intended to make this plan successful. I look forward to working with you as we change and improve the services of MTAS to meet the needs of the cities and towns in Tennessee.

Amending Private Act and Home Rule Municipal Charters

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part. The suggested model charters include specific sections that clarify roles and responsibilities of the elected and appointed officials in the city, under each form of government.

The following MTAS consultants and staff contributed to the development of the MTAS Model Charters: Sid Hemsley, senior legal consultant; Melissa Ashburn, legal consultant; Stephanie Allen, legal consultant; Gary Jaekel, municipal management consultant; David Angerer, municipal management consultant; Ron Darden, municipal management consultant, and MTAS Executive Director Steve Thompson.

The MTAS recommended model charters may be found on the MTAS Knowledgebase under MTAS model charters [\(OR CLICK HERE\)](#).

The TCA General Law charters may be found at T.C.A. 6-1-201 through 6-33-113 [\(CLICK HERE\)](#). (Click “I Agree” when prompted.)

Contact your MTAS municipal management consultant for assistance. [CLICK HERE](#) to locate your consultant.



Many employers know the benefit of hiring members of the National Guard and Reserve. These veterans bring valuable training, work experience, background checks, security clearances and other beneficial credentials when considered for employment in an organization.

Hero2Hired (H2H) was created to help connect members of the guard and reserve to employment opportunities. You can enjoy unlimited free job postings with a pool of qualified candidates who are actively seeking employment.

[CLICK HERE](#) for more information and to open your account. H2H is part of the Department of Defense Yellow Ribbon Reintegration Program.



From Storytelling to Policy — Golden, Colorado

By Toni Shope, Alliance for Innovation East Regional Director
For thousands of years, the traditions, norms and values of societies (and communities) were transmitted through the telling and re-telling of stories. Golden, Colorado's "Golden Vision 2030" utilized innovative community engagement techniques to identify and confirm its core community values and is currently using these values to guide decision making in the arenas of policy, investment and on-going municipal operations. Through unprecedented outreach efforts in 2009, Golden identified the values of Golden citizens through telling, sharing and re-telling of stories. The project kicked off with an event at the local high school where participants shared on a "reaction wall" what Golden means to them. Other events used to collect stories from diverse constituencies included neighborhood block parties, the Farmers Market, "on the street" interviews, chili socials and various civic groups. A facilitated focus group extracted value statements from more than 350 video stories share. Value statements with emerging themes were identified and formed the basis of a Community Summit. During the summit, citizens gathered to distill value statements under the umbrella of a given theme and create a set of guiding principles and core community values. View Golden's Presentation Materials from TLG 2012.

Visit the Alliance for Innovation for more information or contact Toni Shope, East Regional Director at tshope@transformgov.org.

FMLA Publication Is Updated

Despite the wealth of information at our fingertips, Family Medical Leave (FML) Administration remains as complex as ever.

In March, MTAS Consultant Bonnie Jones released an updated publication on FMLA. It includes the intersection of FMLA and GINA (Genetic Information Non-Discrimination Act) as well as the impact of Social Media on administering FML.

To view the updated publication, [CLICK HERE](#).

New Interactive MTAS Training Calendar

MTAS is providing an interactive way to find upcoming classes and to register for those classes.

[CLICK HERE](#) to visit our new training calendar on the MTAS website.

You can also access it from the center of our home page by using the active link under "Upcoming Training Events," as well as at the lower left side of the home page by using the link that says "View course calendar." Clicking on a course listed on the calendar automatically opens additional information and an opportunity to register for the course through your Solution Point account. As always, if you need any assistance, contact us at (865) 974-0411.

Tennessee Public Records Law Course Now Online

The Tennessee Public Records Law, also known as the Open Records law, states that county and municipal records shall at all times, during business hours, be open for public inspection by any citizen of Tennessee, and those in charge of such records shall not refuse such right of inspection to any citizen, unless provided by state law.

MTAS has designed an online Tennessee Public Records Law course (for all levels of municipal employees from elected officials to front-line employees) which explains the law, provides resources that make the process easier and describes how to handle specific requests such as personnel, business, financial, utility, computer and electronic records.

[CLICK HERE](#) for the Solution Point website and open the link for "MTAS-Online Courses." Scroll down to "MTAS-Open records." If you have any problems accessing this course or any others, contact the MTAS office at (865) 974-0411.

Steps to Reduce Municipal Electric Bills

By Brett Ward, Utility Operations Consultant

“We like you so much, we send you a card every month” was what the customer service representative at the electric utility board would say, knowing that most customers disliked paying their monthly bill. Part of the aversion to paying these bills is the perception that it is something mysterious and beyond our control. This is only partially true. Electric bills, especially commercial and industrial-type bills, such as those at municipal facilities, often can be lowered through careful and persistent action by city officials and employees. It may take work; it may take investment; but these efforts can save money for your citizens.



Brett Ward

With leadership and managerial support, the city workers closest to the electrical usage points can often identify potential savings or can work with third party auditors and experts to locate areas of potential savings. Some cities have energy or sustainability committees that work throughout the city facilities to locate different types of savings.

A first step is to investigate the current electrical usage — the total cost and the details of what makes up those costs. Large usage facilities, such as water and sewer plants, will have complex bills that may require great effort to understand, but through that understanding plant operators often can save a significant amount of money. Call your electrical distributor for a detailed billing statement and to locate someone who can interpret that statement.

If you need outside assistance in performing an energy audit, call your electrical distributor, or [CLICK HERE](#) to visit the TVA Energyright website.

The site is set up with three main links: Home, Business and Industry. The home section has an online survey that can be helpful in directing efforts in facilities with electrical appliances similar to a home. The business section has some resource documents or you call (866) 233-0450 for information about on-site audits. The industrial section directs you to contact your local distributor and request energy savings audits or assistance. High energy-using departments of the city would start here. For these high usage facilities, request an audit and a demand graph for at least a full week. Also ask about EnerNOC, a program for large users where TVA pays you money to suspend the use of high demand equipment during times of peak usage.

These efforts often result in significant savings. It is a way for the city to demonstrate that it is a careful steward of the public's money. The savings may help delay a rate or tax increase or the savings may be directed to more important projects. [CLICK HERE](#) to find several sources of funding if energy savings projects require a capital expenditure.



Clarksville/Montgomery County Renewable Energy Meeting Report

Warren Nevad, Municipal Management Consultant

The Tennessee Renewable Energy and Economic Development Council (TREEDC) held a luncheon with TREEDC members in Clarksville and Montgomery County on May 9 at Austin Peay State University. Representatives from the UT Municipal Technical Advisory Service, UT County Technical Assistance Service, Tennessee Solar Energy Association, USDA Rural Development, Pathway Lending, Tennessee Departments of Environment and Conservation and Agriculture, city of Franklin and Energy Source Partners convened to learn more about best management green practices in Clarksville, Montgomery County and at Hemlock Semiconductor.

TREEDC President/Ducktown Mayor James Talley advised the audience that TREEDC was proud to have Clarksville Mayor Kim McMillan and Montgomery County Mayor Carolyn Bowers at the luncheon to share their successes in renewable energy development and economic development. Mayor McMillan expressed her support for the mission of TREEDC and for the upcoming TREEDC-Austin Peay State Community Energy Forum in 2013. Montgomery County Mayor Bowers also welcomed the audience and stated that she was proud of the work at the Bi-County Landfill and Green Certification Program for Clarksville-Montgomery County organizations. She also urged more county mayors to join TREEDC.

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Clarksville/Montgomery County Renewable Energy Meeting Report

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Michelle Newell, program manager for the Green Certification Program, explained that the program was designed to help businesses learn and implement best practices in the area of environmental stewardship in an effort to sustain resources through a series of free workshops taught by environmental and other subject area specialists.

Pete Reed, Bi-County Solid Waste director, described how the Bi-County landfill converts methane gas to renewable energy, which is sold to the Tennessee Valley Authority power grid through the Cumberland Electric Membership Corp. The landfill gas is collected at 21 wells, then moves to the on-site facility through lines, similar to a gravity sewer system. The luncheon keynote speaker was Brian Amick, Hemlock Semiconductor loss prevention team leader. Amick told attendees that Hemlock Semiconductor evaluated 60 sites in five continents to find a suitable location to build a polysilicon manufacturing facility in Clarksville. He said the factors to select Clarksville and Montgomery County included that the property was a TVA-certified mega-site and the workforce in Tennessee and Kentucky possesses the needed skills.

The next TREEDC forum is scheduled for July 27 at Tennessee Tech University in Cookeville. TREEDC Chairman/UT President Emeritus Dr. Joe Johnson will be the morning keynote speaker.

Pete Reed, Bi-County solid waste director, explained how the Bi-County landfill converts methane gas to renewable energy, which is sold to the Tennessee Valley Authority power grid through the Cumberland Electric Membership Corp. The landfill gas is collected at 21 wells, then moves to the on-site facility through lines similar to a gravity sewer system. Once there, the gas is diverted either to the flare station or a treatment station, where the gas is refrigerated to remove excess moisture.

Check out the membership tab on the newly revised TREEDC website at www.treedc.us if your community or organization is interested in becoming a 2012 TREEDC member. Individuals (or businesses) who enroll under the TVA Green Power Switch program will be entitled to membership privileges for 2012.

For more information about TREEDC and speaking/sponsorship opportunities, contact warren.nevad@tennessee.edu.

Mark Your Calendar! MTAS Training Events and Conferences

■ **MUNICIPAL MANAGEMENT ACADEMY**
Risk Management and Safe Workplace Environment
June 6 Chattanooga
[CLICK HERE](#) for more information or to register.

Motivating Your Workforce
June 20 Chattanooga
[CLICK HERE](#) for more information or to register.

■ **ELECTED OFFICIALS ACADEMY**
Tennessee Municipal League Annual Conference
June 8-9 Knoxville

- Human Resources
- Economic Development
- Public Works
- Water and Wastewater
- Police Review

[CLICK HERE](#) for more information or to register.

[CLICK HERE](#) to visit the MTAS website for the latest class offerings available from MTAS.



The Municipal E-News is produced by the Municipal Technical Advisory Service, an agency of the University of Tennessee Institute for Public Service, in an effort to meet the challenge of providing timely, valuable information and assistance to Tennessee cities to build better communities. The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.
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