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Municipal E-News

Municipal Technical Advisory Service (MTAS)

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MTAS

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City Spotlight: Clarksville



Historic Downtown Clarksville

In 1919, Mrs. Brenda Runyon and others established the Women's Bank of Tennessee, the first bank in the nation controlled entirely by women.¹

Date of Incorporation:

1807

Population:

103,455

County:

Montgomery

Grand Division:

Middle

MTAS Municipal

Management Consultant:

Gary Jaeckel

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¹Tennessee Encyclopedia of History and Culture ([View](#))

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From the MTAS Executive Director... Reorganization and Restructuring of MTAS



Over the past few months we have reviewed the structure, services and staffing of MTAS with the MTAS Advisory Committee and the MTAS staff, and have received and reviewed the initial results of the 2010 survey of municipalities in Tennessee. Based on this review process, MTAS is changing to better meet the present and future needs of Tennessee cities and towns.

Effective January 1, 2011, we will modify MTAS' organizational structure and create "strategic teams." We will continue to deliver the broad operational and technical services that you need since the need for basic technical assistance, advice and training is unchanged. These services remain central to the needs of cities following Luther Gulick's initial comments to the Tennessee legislature in 1948.

In the coming year, we will begin to develop additional services and the new structure to address the changing needs of towns and cities in Tennessee as follows:

- ◆ Create a system to promote and develop research and publication beyond the present opportunity-based approach,

(Continued on page 2)

Latest MTAS Publications

OSHA Changes Forms and Procedures for Reporting Occupational Injuries and Illnesses (2010) | [Read](#)

Richard Stokes, MTAS Human Resources Consultant

Federal Mileage Rate Effective January 1, 2011 | [Read](#)

Dick Phebus, MTAS Finance and Accounting Consultant

Visit the MTAS Web site for complete listing of all current publications at <http://www.mtas.tennessee.edu>.

(From the Executive Director continued from page 1)

- ◆ Develop enhanced consulting abilities,
- ◆ Develop greater partnerships with the Institute for Public Service (IPS) agencies and similar state organizations to meet future service needs;
- ◆ Eliminate the positions of program manager and create a structure with team leaders reporting to the assistant director to flatten the MTAS organization and reduce the levels of management;
- ◆ Create a team of staff, faculty and interested others to develop and organize an emphasis on research and publication with this effort being led by the MTAS library staff;
- ◆ Create one or more strategic teams focused on future services that will explore new training opportunities and partnerships with the Local Planning Assistance Office, the Local Government Corporation, the Department of Economic and Community Development and other related entities;
- ◆ Enhance support for professional associations to better reach the staff of cities and towns by creating a strategic team of staff, representatives of professional associations, and representatives from cities to fully explore the future needs of professional associations.

We hope that an emphasis on the continual improvement of our traditional services, combined with a focus on the strategic areas of new services, renewed partnerships, and research and publication, will strengthen the services of MTAS as an IPS agency and as a representative of the University of Tennessee.



Steve Thompson, Executive Director

steve.thompson@tennessee.edu

865-974-0411

2010/2011 Annual MTAS Salary Survey Underway

Richard Stokes, MTAS Human Resource Consultant

The 4th annual MTAS Salary Survey is currently underway. It is during this time that your city can either update your city's salary data from a previous year or input your city's data for the first time. All Tennessee cities large and small are encouraged to participate.

Public sector salary information is subject to the Public Records Act and is public information. Information you enter into the database is not accessible via the MTAS Web site but only through a password-protected online database. This does not mean that MTAS cannot and will not be approached for access, but we encourage your participation as providing this data is in the best interest of all cities in Tennessee.

An online survey provides cities with several advantages. First and foremost, the data in the survey will be the most current data. Secondly, cities will have the ability to modify data at any time resulting in real time information rather than salary data that is at the most a year and a half out of date. Thirdly, the most beneficial part of the on-line format is that ability to browse all data, search for specific data, or select the data you want to review, such as municipality, position, salary range, fiscal budget, and much more. Finally, cities also have the ability to download information into spreadsheets at any time from the salary survey Web site.

The database is available for data entry until January 31, 2011 and should be available by early March 2011 for report generation. Each city has been sent one password for accessing the survey.

Thank you for making the MTAS salary survey a valuable tool for municipalities in Tennessee!

Questions? Contact MTAS Human Resource Consultants Richard Stokes at richard.stokes@tennessee.edu or Bonnie Jones at bonnie.jones@tennessee.edu.

Municipal Administration Program

Accounting Basics Course

January	20	Morristown, Lebanon, Martin
January	25	Knoxville, Columbia, Jackson

Incident Command Course

January	4	Johnson City
January	5	Knoxville
January	21	Jackson
February	1	Franklin

Certified Municipal Finance Officer Program

Session I. Government Environment

February	8	Morristown, Jackson, Columbia
February	16	Lenoir City, Martin, Lebanon
February	24	McMinnville

Session II. Budgeting

April	7	McMinnville
April	12	Morristown, Jackson, Lebanon
April	20	Lenoir City, Columbia, Martin

Session II. Internal Control

June	7	Lebanon
June	14	Morristown, Columbia, Martin
June	22	Lenoir City, McMinnville, Jackson

Elected Officials Academy Level I

January	28-29	Jackson
January	28-29	Chattanooga
February	4-5	Cookeville
February	18-19	Knoxville
February	25-26	Goodlettsville
March	4-5	Martin

For more information on MTAS training programs, visit the MTAS Web site at <http://www.mtas.tennessee.edu/public/web.nsf/Web/View+Programs>.

Online Courses Available on the MTAS Web Site

You can now view selected pre-recorded Municipal Administration Program courses through the MTAS Web site "Online Training" page. Because these selected courses are offered outside of SolutionPoint, MTAS' online registration system, a SolutionPoint account is not necessary.

These courses are easily available from the MTAS Web site where you can launch the video course and print the handout directly from the "Online Training" page. No registration is necessary.

The courses currently offered in this category are:

- ❖ HR Update 2010
- ❖ Legal Issues Affecting Tennessee Cities 2010
- ❖ Public Acts 2010

Continuing education credits are not available for these courses. Thank you for using the MTAS Web site!

For more information, visit the "Online Training" page of the MTAS Web site at <http://www.mtas.tennessee.edu/public/web.nsf/Web/Online+Training?Opendocument>.

MTAS Building Codes Requirements Compliance Online Course

As of July 1, 2010, the "Tennessee Clean Energy Future Act of 2009" makes one- and two-family homes subject to inspection by either the state or local government. MTAS is offering this **free** online course, "Energy Codes Training" to assist you in making sure your building codes are in compliance with this new code.

For information go to: <http://www.mtas.tennessee.edu/public/web.nsf/Web/Online+Training?Opendocument>.



Not Your Ordinary Youth Council...Novi, Michigan's Teens Break the Mold



According to the Census Bureau, 24.6 percent of the U.S. population is under the age of 18. And, it goes without saying that the youth are our future. Recognizing this, like other communities around the country, the Novi (Michigan) City Council adopted a policy resolution in 2005 encouraging Novi youth to become civically active within the community as members of the Novi Youth Council (NYC). The council was created with the hope that the youth would become vested with the knowledge, skills and abilities to be the next generation of local leaders. The 19-member youth council has achieved that and more.

Wanting to break out of the familiar mold of many youth councils being seen as a parks and recreation venue or as a social outlet for teens, the NYC has focused on making an impact in the community in several areas:

- Promoting drug prevention initiatives within the schools;
- Bridging the gap between teens and seniors; and
- Creating awareness of teen depression and suicide.

To accomplish their goals, the NYC solicits partnerships with local businesses, schools, and national organizations to assist in increasing awareness of their platforms and enhancing relationships between the youth and senior population. Through events such as “Addicted to Movies, not Drugs” and “Addicted to Games, not Drugs,” in partnership with the Novi Police Department and local businesses, the NYC has raised more than \$20,000 for drug prevention education with all the funds going back to local schools. These partnerships with a local theatre and game/bowling center include an all-night movie marathon for teens and a lock-in for elementary students, raising awareness of the dangers of drugs and providing a drug-free setting to hang out with friends.

The anti-drug message is carried to adults through the “Sticker Shock” project. NYC members visit stores in the community which sell packaged alcohol products to place warning labels on the items. The labels inform those who

purchase the products as to the consequences of furnishing alcohol to minors.

The intergenerational focus (a favorite of the youth council) enhances relationships of teens and seniors in the community. Through annual partnerships with local senior living facilities, the youth council hosts a “Senior to Senior Prom” and “Boo Bash.” The events provide the opportunity for Novi teens to bridge the gap with the senior population and share their experiences about growing up in Novi today. The events and social gatherings before and after the Prom and Boo Bash provide the foundation for lifelong friendships.

Increasing awareness of and combating teen depression and suicide has also become a passion for Novi teens. In 2009, the youth council hosted the first-ever Youth Hope Convention with more than 500 high school students from the metropolitan area attending. The convention featured guest speakers, including former NFL quarterback Eric Hipple, and activities with the goal of educating teens on topics such as the causes of depression, its attached stigma, and methods of treatment and prevention.

The youth council embodies the spirit and culture of Novi. This group of young and engaged citizens is constantly looking at new programs that will better serve and educate the community. Through their projects and initiatives, the group is impacting important community health and wellness issues all on a \$500 annual budget.

NYC members go on to the “real world” and continue their dedication to public service. Former youth council members have volunteered on presidential campaigns, volunteered for the City of Novi, became district delegates for the community, and worked for elected officials in Washington, D.C. Some youth have been recognized at the state level for their volunteer efforts, academic achievements, and overall contributions to the community.

This and many other thought-provoking case studies will be presented during the Alliance for Innovation's 2011 Transforming Local Government conference in Clearwater, FL, June 1-3, 2011. Check out the conference Web site at www.tlgconference.org to learn more.

Parliamentary Procedure and Your Council Meeting: Abstain vs. Pass



Margaret Norris, MTAS Municipal
Management Consultant

Last month's topic on *Robert's Rules of Order* dealt with voting order. To continue that subject, this month we will talk about the difference between abstaining and passing when roll call voting.

According to *Robert's*, when roll call voting "Each member, as his name is called, responds in the affirmative or negative... If he does not wish to vote, he answers present (or abstain). If he is not ready to vote, but wishes to be called on again after the roll call has been completely called, he answers pass."¹

To abstain simply means that the person did not want to vote one way or another. An abstention is frequently used when a member of a governing body has a conflict of interest and does not want to (or cannot under the conflict of ethics law) weigh in. An abstention is recorded in the minutes as just that—an abstention. It may have the effect of a negative vote in that there may not be enough affirmative votes for a motion to pass, but it is not recorded in the minutes as negative vote.

Passing on the other hand means that a member hasn't yet made up his or her mind and wants a few more moments to decide. The council member, commissioner or alderman will say "pass" and the recorder will proceed through the rest of the roll call. At the end of the roll call the recorder will go back to the person that passed and read his or her name again.

¹Robert's Rules of Order. 10th edition. § 45, p. 406.

Tennessee Codes and Charters on the MTAS Web Site

Did you know that you can find Tennessee city codes and charters on the MTAS Web site? We provide access to more than 200 codes in PDF on our Web site.

Visit <http://www.mtas.tennessee.edu/public/web.nsf/Web/View+Codes>.

IRS Releases 2011 Withholding Tables

Dick Phebus, MTAS Finance and Accounting Consultant

On December 16, 2010, the U.S. Congress passed the Tax Relief, Unemployment Insurance Reauthorization, and Job Creation Act. As a result, the IRS released the withholding tables for employers to use in 2011. The IRS was unable to issue the tables earlier because of uncertainty over whether the current tax rates would be extended or would expire in 2011.

In Notice 1036, the IRS tells employers to implement the new withholding tables as soon as possible beginning January 1, 2011, but no later than January 31, 2011.

For more information on the new withholding tables, [click here](#) to read the complete MTAS publication.

Federal Highway Administration Requesting Comments on MUTCD Compliance Dates by January 14, 2011

The Federal Highway Administration (FHWA) issued a Federal Register notice on November 30, 2010, requesting public comment on compliance dates to upgrade existing non-compliant traffic control devices in the field to comply with requirements established in the Manual on Uniform Traffic Control Devices (MUTCD). The notice is not a rulemaking action. It merely solicits comments on the issues to help FHWA analyze the issues and consider what actions, if any, might be advisable in the future. Comments are due by January 14, 2011. The American Public Works Association encourages local agencies to submit comments.

To review the *Federal Register* notice and to post comments, please go to <http://www.regulations.gov>. In the "Enter Key Word of ID" box, enter FHWA-2010-0159.

More details are available on the MTAS Webs site at:

http://www.mtas.tennessee.edu/News/MUTCD_invitation.pdf.



Health Care Corner

MTAS Health Care Reform Training May 2011

In March 2010, the President signed sweeping health care legislation into law. Health care reform affects all Tennessee cities, counties, and private employers of all sizes. This session will cover the implications of the health care legislation and subsequent clarifications to the law as it relates to Tennessee municipalities.

Note: Municipalities that participate in the State of Tennessee health plans should be aware that the law does affect them.

Bonnie Jones, MTAS Human Resource Consultant, is partnering with Keith Patterson of Benefits Consultant Services, to offer training on this topic. Registration information will be available soon.

Here is a tentative class schedule

- Johnson City, Tuesday, May 3, 2011
- Knoxville, Thursday, May 5, 2011
- Athens, Tuesday, May 17, 2011
- Franklin, Thursday, May 19, 2011
- Jackson, Tuesday, May 24, 2011

Questions? Contact Bonnie Jones, MTAS Human Resource Consultant, at bonnie.jones@tennessee.edu.

Mark Your Calendar



January 19-21

79th Winter Meeting of the [U.S. Conference of Mayors](#) (Washington, D.C.)

ICMA Accepting Applications for Emerging Leaders Development Program: Deadline February 15, 2011

ICMA's Emerging Leaders Development Program (ELDP) is a comprehensive, two-year program designed to help young professionals build their management skills. Space is limited. [Reserve your spot today!](#)

Not Receiving MTAS E-mails?

If you are not receiving e-mails from MTAS, you may want to check your spam folder or junk mail folder.

All of our direct e-mail should come from the "tennessee.edu" domain. If you would like to make sure that you receive e-mail from us, please add this domain to your white list. Likewise, to receive our training notices, publications, and the Municipal E-News, you will need to add our campaign provider's network "e2ma.net" to your white list.

If you have any questions on this topic, please contact Justin O'Hara, MTAS IT consultant at justin.ohara@tennessee.edu or 865-974-0628.

**MTAS Wishes You and Your Community
a Happy New Year in 2011!**

The "Municipal E-News" is provided by the Municipal Technical Advisory Service 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.

If you have any questions or comments related to this newsletter please contact Frances Adams-O'Brien at frances.adams-obrien@tennessee.edu.