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Municipal E-News

Municipal Technical Advisory Service (MTAS)

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## Issue 23: February 2011

MTAS

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## City Spotlight: Pulaski



Pulaski Town Square

Pulaski was named in honor of the Polish general, Count Cashmir Pulaski, who assisted colonists in the Revolutionary War.<sup>1</sup>

**Date of Incorporation:**  
1809

**Population:**  
7871

**County:**  
Giles

**Grand Division:**  
Middle

**MTAS Municipal  
Management Consultant:**

Ron Darden  
[ron.darden@tennessee.edu](mailto:ron.darden@tennessee.edu)

<sup>1</sup>Giles County Chamber of Commerce [Web site](#)

## First Class of Certified Municipal Finance Officers Graduate

The first group of Certified Municipal Finance Officers was presented with their certificates during a graduation ceremony held January 27, 2011 in Nashville.

The graduating class included 97 individuals representing 86 municipalities and one utility district. These individuals completed a two-year program that consisted of 11 courses covering eight different topics, and they passed an exam for each course.

The Certified Municipal Finance Officer (CMFO) certification was awarded to each individual by the Comptroller of the Treasury. Speakers at the ceremony included Comptroller of the Treasury Justin P. Wilson; Director of Municipal Audit Dennis Dycus; UT Vice President of Public Service Dr. Mary Jinks and MTAS Finance and Accounting Consultant Dick Phebus.

The CMFO program was developed after the state legislature passed a law that required certain municipal finance officers to be certified. MTAS developed program objectives and content in collaboration with the Comptroller's office. This certification program is at the forefront of programs nationwide that focuses on the role of the municipal finance officer.

"MTAS would like to express our sincere congratulations to the first class of certified municipal finance officers," said MTAS Executive Director Steve Thompson. "We applaud each individual's commitment to the program and are very proud of their achievements. The purpose of this program is to advance the knowledge and skills required of municipal finance officers in today's complex financial environment."



First graduating class of certified municipal finance officers in the Tennessee House Chambers for well-deserved recognition.

## MTAS Staff Highlight:

### Ralph Cross, MTAS Finance and Accounting Consultant



Ralph Cross has been a finance and accounting consultant with MTAS since 1999 and has primary responsibility for cities in middle Tennessee. He has written numerous publications dealing with finance related topics for distribution to municipal officials statewide. In addition, he has co-developed and taught several finance courses for municipal officials in various educational programs sponsored by the University of Tennessee. Cross has been heavily involved in the development and delivery of the Certified Municipal Finance Officer program in Tennessee.

Before coming to MTAS, Cross served eight years as the secretary/treasurer for Lawrenceburg. In 1998, he was named "Clerk of the Year" by the Tennessee Association of Municipal Clerks and Recorders (TAMCAR). His experience prior to employment in the public sector includes general administration and engineering. Cross has an MBA in finance and a Bachelor of Science in engineering technology from the University of Memphis.

Cross has two daughters, Kathryn Cross and Audrey Keown. He also has one grandson, Liam, the son of Audrey and Grant Keown.

Cross can be contacted at [ralph.cross@tennessee.edu](mailto:ralph.cross@tennessee.edu) or at 615-532-4946.

## Certified Municipal Finance Officer Program Begins Next Cycle

*Dick Phebus, MTAS Finance and Accounting Consultant*

The Municipal Finance Officer Certification and Education Act of 2007 (the act) requires that each city have in its employ at least one certified municipal finance officer (CMFO) or other official or employee who has oversight responsibilities relative to the municipality's financial operations.

The next cycle of classes leading to the CMFO designation will begin in February 2011 and will be instructed by MTAS finance consultants at seven locations across the state. All cities that did not have an employee enrolled in the cycle that ended December 2010 should have received notification of enrollment and registration requirements detailed in a memorandum from the Comptroller's office. The act did not allow for any exemptions to the requirements of the law except for municipalities located in metropolitan forms of government. All others must enroll in the program in order to be in compliance with the act by December 31, 2012. There are alternatives to meeting these requirements for cities that have less than \$300,000 in both revenues and debt as well as cities that have less than \$100,000 in both revenues and debit. Municipalities should be aware that there are no exemptions in the act based on population.

Municipal finance officers who have questions regarding the CMFO program can find information on the MTAS Web site or by contacting their MTAS finance and accounting consultant.

<http://www.mtas.tennessee.edu/public/web.nsf/Web/Home?Opendocument#>

## 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>.

## Tennessee Renewable Energy and Economic



### Development Council News

TREEDC President and Pikeville Mayor Greg Johnson has announced that a total of 21 cities and six counties across the state have been designated for advisory board membership for 2011. The deadline for 2011 membership enrollment is March 1, 2011. Several energy companies representing solar, biomass and biofuels interests have also enrolled as members.

The following cities and counties are listed and are commended for their vision in renewable energy: (cities) Cookeville, Covington, Crossville, Decatur, Ducktown, Dunlap, Englewood, Franklin, Gainesboro, Germantown, Goodlettsville, Graysville, Greenback, Hendersonville, Jackson, Kingston, LaVergne, Manchester, Memphis, Milan and Pikeville; (counties) Bledsoe, Lincoln, Madison, Montgomery, Roane and Weakley.

The mission of TREEDC is to promote and connect renewable energy with economic development and best management practices for all Tennessee cities.

## New Forms Requirement Possible February 1, 2011

Richard Stokes, MTAS Human Resource Consultant

Beginning February 1, 2011, you may be required to post the Occupational Safety and Health Administration (OSHA) Form 300A, a Summary of Work-Related Injuries and Illnesses, until April 30. Form 300A reports the total number of workplace deaths, missed workdays, job transfers or restrictions, and injuries and illnesses as recorded on Form 300, the Log of Work-Related Injuries and Illnesses, which must be maintained throughout the year. Forms 300A and 300 are two of three OSHA forms required as part of the agency's recordkeeping rule.

Organizations covered should record occupational illnesses and injuries using OSHA Forms No. 300 and 300A. In addition, you also must maintain a supplementary record for each "recordable injury or illness" using OSHA Form No. 301, the Injury and Illness Incident Report or its equivalent. All required records should be established on a calendar year basis.

When posting Form 300A, you should post it in each work establishment in a conspicuous place or places where notices to employees are customarily posted, such as in employee break areas or locker rooms. You also must ensure that the posted annual summary is not altered, defaced, or covered by other material. And finally, an executive must certify that the OSHA 300 Log has been examined and that the annual summary is believed to be correct and complete.

For more information about the OSHA requirement, please refer to MTAS Technical Bulletin, "[OSHA Changes Forms and Procedures for Reporting Occupational Injuries and Illnesses](#)" by Richard Stokes, MTAS Human Resource Consultant.

Other resources available:

- Recording Criteria Decision Tree | [View](#)
- OSHA Recordkeeping Forms | [View](#)

## Webinars FREE to Tennessee Cities from Alliance for Innovation



February	23	Local Government Use of the Latest Technology   <a href="#">Register</a>
March	23	Mobile Apps for Citizens   <a href="#">Register</a>
March	31	The Changing Public Workplace   <a href="#">Register</a>

These webinars are FREE to Tennessee cities through the MTAS sponsored membership in the Alliance for Innovation. If you have any questions regarding this membership, please contact Frances Adams-O' Brien at [frances.adams-obrien@tennessee.edu](mailto:frances.adams-obrien@tennessee.edu).

[Click here](#) for complete details on the webinars.

## Municipal Management Academy

Municipal Management Overview

February 10 Chattanooga

Communication Skills and Work Styles

February 16 Germantown

February 17 Chattanooga

Customer Service

February 23 McMinnville

Planning and Organizing

February 24 Chattanooga

## 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 III. Internal Control

June 7 Lebanon

June 14 Morristown, Columbia, Martin

June 22 Lenoir City, McMinnville, Jackson

## Elected Officials Academy Level I

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>.

## Sarah Holley Departs MTAS January 2011



Sarah Holley came to MTAS in May 2006 as training coordinator.

Since then, she has completed graduate studies for a Masters in Human Resource Management at UT. Her husband, Josh, completed undergraduate work at UT and went on to Vanderbilt University for a Masters in Accountancy. Josh will soon finish his graduate studies at Vanderbilt and has made a commitment to start work with Ernst & Young in New York upon graduation. Sarah recently received and accepted a training and development career opportunity with a company that provides outsourced medical services.

UT can be proud of both Sarah and Josh! Sarah's last work day with MTAS was January 13, 2011. We will miss her cheerful, capable, and professional assistance.

## Latest MTAS Publications

**Accommodating Nursing Mothers in the Workplace** | [Read](#)

*Bonnie Jones, MTAS Human Resource Consultant*

**Fair Credit Reporting Act** | [Read](#)

*Richard Stokes, MTAS Human Resource Consultant*

**Non-Metered Water Usage** | [Read](#)

*Al Major, MTAS Finance and Accounting Consultant*

**Social Media as a Tool for Tennessee Municipalities** | [Read](#)

*Bonnie Jones, MTAS Human Resource Consultant*

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

## Parliamentary Procedure and Your Council Meeting: Adjournment



Margaret Norris, MTAS Municipal  
Management Consultant

For some elected officials, their favorite motion to make, second, and vote on is the motion to adjourn the meeting. Usually this motion is made after all the business on the agenda has been discussed and it is simply a procedural move. In fact, Robert's Rules of Order even allows the chair (the mayor) to simply declare a meeting adjourned at a regular meeting where all the business has been addressed. The mayor asks "Is there any further business?" and if no one replies, then he or she can say "Since there is no further business, the meeting is adjourned."

However, the motion to adjourn is a privileged motion and can be made while other business is still pending. Privileged motions are ones that "have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else."

So, even if there is a motion on the table to adopt a resolution, an elected official could make a motion to adjourn and if seconded and approved, then the meeting would end immediately. If this happens, then at the next meeting, the mayor continues the agenda where it was left off and the resolution is taken up first as unfinished business. If the motion to adjourn fails, then the meeting goes on and the mayor then refers back to the pending issue of the resolution.

One final note, if a motion is made to adjourn with the intention of being used for disruptive purposes (after one motion to adjourn has already failed), then the mayor can refuse to entertain the motion.

## 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.

## ICMA Young Professionals Leadership Institute

ICMA is committed to helping those early in their careers reach their goals, while ensuring that the next generation is ready to fill critical roles in local government.

The ICMA University presents the Young Professionals Leadership Institute in four locations:

- March 9-10, in Asheville, North Carolina
- March 23-24, in Albuquerque, New Mexico
- March 30-31, in Novi, Michigan
- April 13-14, in Portland, Maine

Encourage your staff to take advantage of this special opportunity to build leadership skills while benefiting from peer-to-peer interaction during two workshop sessions.

These programs precede the ICMA Regional Summits in the Southeast, Mountain Plains/West Coast, Midwest and Northeast.

Visit [icma.org/YPLI](http://icma.org/YPLI) to find out more and register.



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

May	3	Johnson City
May	5	Knoxville
May	17	Athens
May	19	Franklin
May	24	Jackson

Questions? Contact Bonnie Jones, MTAS Human Resource Consultant, at [bonnie.jones@tennessee.edu](mailto:bonnie.jones@tennessee.edu) or at 615-532-4948.

## Mark Your Calendar!



MTAS Management Consultant Warren Nevad and Crossville Mayor and TREEDC Secretary J.H. Graham are organizing a free workshop to municipal and county officials: "Moving Forward Livable Sustainable Communities in Tennessee" on March 1, 2011 from 9:00 a.m. to 12:30 p.m. at the Crossville Art Circle Public Library, 3 East Street, Crossville.

Topics for the workshop will include the ECOTality electric vehicle infrastructure plan that will deploy 2,500 residential, commercial and DC fast-charging stations across the state as well as sustainability planning and implementation from TREEDC member cities Jackson, Crossville and Franklin.

Refreshments and a box lunch will be provided free of charge. Please sign up by emailing reservations to [treedc08@yahoo.com](mailto:treedc08@yahoo.com) by February 25, 2011 to ensure your spot in the workshop.

## 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!](#)

## Have you visited [RestoreYourEconomy.org](http://RestoreYourEconomy.org) ?

The U.S. Economic Development Administration (EDA) has launched a new website to provide easy access to resources for communities in the process of rebuilding their economies after a disaster. Cities can immediately apply the site's collection of articles, whitepapers, and presentations to their own situations. One of the most innovative aspects of the site is its "online community" option, which allows the economic stakeholders in communities to participate in social media discussion forums sharing experiences and post questions. The website is still in its early stages, but it already provides easy-to-read, easy-to-use information that could be helpful to your community. [RestoreYourEconomy.org](http://RestoreYourEconomy.org)

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](mailto:frances.adams-obrien@tennessee.edu).