
MTAS

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CITY SPOTLIGHT:
ALEXANDRIA
Dekalb County
Incorporated 1848
2013 Population: 966
Municipal Management Consultant
Warren Nevad
warren.nevad@tennessee.edu

FROM THE EXECUTIVE DIRECTOR...
Baseball player and TV broadcaster Dizzy Dean is credited with once saying, “It ain’t called braggin’ if you can do it”. READ

MTAS PUBLIC MANAGEMENT FELLOW PROGRAM
MTAS is excited to announce that we have placed Athanasia Lewis, an MTAS Public Management Fellow in the following cities for 2014 and 2015: Alcoa, Farragut, Maryville and Oak Ridge. READ

NEWS FROM THE COMPTROLLER’S OFFICE
Cities should be aware of some new directives from the Comptroller’s Office. READ

ELECTED OFFICIALS TAKE IT TO “LEVEL II” AT TML
The Municipal Technical Advisory Service (MTAS) conducted Level II of the Elected Officials Academy (EOA) training for 18 municipal officials representing nine Tennessee municipalities and one Tennessee county on June 20 - 21. READ

2014 FALL TAMCAR CONFERENCE
You’ve had great customer service and you’ve had terrible customer service, right? Does your organization have a blueprint for delivering the highest level of customer service? If not, where do you start? READ

2014 TREEEDC STATE, NATIONAL AND INTERNATIONAL RENEWABLE ENERGY SUMMIT
This conference will feature a wide selection of renewable energy approaches and dialogue for networking and fellowship among our supporters in Tennessee and the rest of the world. READ
BASEBALL PLAYER AND TV BROADCASTER DIZZY DEAN is credited with once saying, “It ain’t called braggin’ if you can do it.” Just like in your city government, there are folks in MTAS who really can do it. Recently, the UT Institute for Public Service, of which MTAS is a part, held its annual conference that all IPS employees attend. We took time to recognize some employees with both IPS and MTAS awards for jobs done very well in the past year. And the awards were based on nominations presented to selection committees by the winners’ fellow employees…fellow employees who get to observe the winners up close and personal every day. So, excuse me, but I’m going to brag a bit.

Fire Service Consultant Dennis Wolf received the IPS Horizon Award, an award recognizing an employee with less than three years of IPS service who demonstrates a positive attitude, shows initiative, is a team player, and exemplifies excellence in performance. The Five Franklins Award went to Lisa Shipley, MTAS IT consultant. Five Franklins is earned by an employee showing consistent ability to assist both internal and external customers when the need arises. Sherri Brown, the administrative support professional in the MTAS business office, received the IPS Beacon Award, an award recognizing an individual who has demonstrated a continued capacity for providing top-notch services behind the scenes. Doug Brown earned the Tom and Diane Ballard Award, one that is earned by an employee who has demonstrated sustained high quality job performance, initiative and good communication skills, flexibility and commitment to IPS.

A little closer to home…inside MTAS…four of our fellow employees were recognized by the rest of us for what they do for MTAS. Doug Brown and Michelle Terry each received the MTAS Customer Service Award, an award recognizing an employee for exceptional service to both internal and external customers. Jeff Broughton received the MTAS Trailblazer Award, given to the employee who has taken the lead on an exemplary project. The MTAS Hobday Award, named in honor of MTAS’s longtime executive director, Victor Hobday, goes to an employee who has been a cornerstone of the agency and provided exceptional service. Veteran MTAS Finance Consultant Al Major received this award.

So, you may know all of the folks mentioned as awards recipients or you may know none of them. Regardless, let me assure you that, day in and day out and in their own special way, they are focused on you, our MTAS customers, and work tirelessly along with all of the MTAS staff to be available to assist you when your need arises.

It’s a pleasure for me to tell you about these award recipients. They all can do it, so I ain’t braggin’.

From the Executive Director…

“It ain’t called braggin’ if you can do it”

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

Award winners: Dennis Wolf, Lisa Shipley, Sherri Brown, Doug Brown, Michelle Terry, Jeff Broughton and Al Major
IS THERE A DEADLINE TO SEND BUDGETS TO THE STATE? Well it depends! Cities should be aware of some new directives from the Comptroller’s Office. The Office of State and Local Finance (OSLF) will send letters to cities that have not yet submitted FY 2015 budgets. The letter will remind cities with outstanding debt that an official budget must be submitted to their office for approval immediately upon passage (defined as 15 days in OSLF policies). Public Chapter 766 not only added a section which requires prior approval by the state of balloon debt but amended TCA 9-21-403 to include all debt issued under Title 9 Chapter 21 which will encompass most the debt that cities incur. Prior to July 1, 2014 only cities with outstanding notes were required to have budgets approved. It is important to understand that with this amendment only cities that have zero debt issued under the Title 9 Chapter 21 do not have to submit their budget for approval but will submit it for informational purposes only.

The Comptroller’s Office made a presentation at the Tennessee Society of Certified Public Accountants’ recent governmental conference attended primarily by auditors. The independent

MTAS IS EXCITED TO ANNOUNCE THAT WE HAVE PLACED ATHANASIA LEWIS, an MTAS Public Management Fellow in the following cities for 2014 and 2015: Alcoa, Farragut, Maryville and Oak Ridge. MTAS Management Consultant Margaret Norris is serving as the mentor for Lewis during the fellowship. The first city on the rotation for the fellowship is Farragut.

“The MTAS Fellows program provides the unique opportunity for the fellow to experience every facet of local government from front-line public works activities to assisting the executive team with real city-wide issues. Concurrently, the participating communities have the opportunity to utilize this professional resource to bolster its roster with an innovative, educated and fresh perspective. I am aware of no other professional development program that exposes the participant to all of the intricacies of local government and myriad of different management styles as the MTAS Fellows program. The professional relationships cultivated through this one year of service would normally take several years to achieve outside of this program. The fellow selection team did a great job in choosing Athanasia Lewis as the MTAS Fellow. The town has already found Athanasia’s contributions extremely helpful in the short time she has been with us. The MTAS Fellows program is a wonderful opportunity for both the fellow and the participating community.”

—Gary Palmer, Assistant Town Manager, Farragut

If you are interested in knowing more about the MTAS Public Management Fellow program please contact Rick Whitehead, MTAS assistant director at rick.whitehead@tennessee.edu.
THE MUNICIPAL TECHNICAL ADVISORY SERVICE (MTAS) conducted Level II of the Elected Officials Academy (EOA) training for 18 municipal officials representing nine Tennessee municipalities and one Tennessee county on June 20 -21. This academy was in conjunction with the Tennessee Municipal League conference in Chattanooga at the Marriott Downtown. Municipalities represented at the academy were Chattanooga, Collinwood, Eagleville, Johnson City, Lookout Mountain, Portland, Somerville, Troy, Waynesboro and Wayne County.

The EOA is a program designed specifically for the elected official. The curriculum designed for the academy was developed to give municipal officials a more in-depth look at specific services a municipality offers. The academy also offers networking opportunities with other local officials to share ideas and gain new insight from one another. The academy is a component of the comprehensive municipal training program provided by MTAS.

EOA Level II training sessions are somewhat more specific, dealing with such topics as economic development, fire department operations, police department operations, human resources, public works, risk management, and water/wastewater operations.

Topics covered included police review, water and wastewater operations, human resource overview, risk management, and public works. Participants completed 10 hours of training over two days.

Persons interested in attending sessions of the EOA should contact their MTAS municipal management consultant or check out the MTAS website for sessions taking place nearby.

Facilitators at the pre-conference TML sessions included MTAS consultants Rex Barton, Brett Ward, Richard Stokes, Judy Housely (TML-RMP), Sharon Rollins and Brad Harris. P.J. Snodgrass was the MTAS training consultant for the event.

News from the Comptroller’s Office
(cont.)

Auditors will be expected to check compliance with the Certified Municipal Finance Officer (CMFO) Law. CMFO’s should make sure continuing education requirements are being met and city officials should be actively trying to fill vacancies in the CMFO position. A position must be filled within two years from date the position was vacated. It is strongly encouraged to fill the position as soon as possible to avoid a lapse in maintaining accurate and timely financial records. In addition, cities will be required to document cash shortages in a report to be submitted with the audit. The report will not be audited and will be submitted as a separate document in the Comptroller’s electronic contract and reporting software (CARS).

Other news:

- Cities will be required to report any change in the city’s designated CMFO.
- Cities will be required to submit an organization chart (with job duties) for the city.
- Official CMFO rules and regulations are progressing and should be submitted to the Attorney General’s Office for final approval soon.

Elected Officials Take It to “Level II” at TML

Front Row: Left to right, Mike Callis, Sandra Freeman, Deanna Chappell, Chris Hendrix

Middle Row: John Hickman, Judy Accardi, Carol Berz, Michael Housewright, Moses Freeman, Yusuf Hakeem, Jeffrey Robertson

Back Row: Left to Right, Tony Creasy, Gerald Baer, Jeff Howell, Bob Turner, Ernie Minges, Drew Jennings, Travis Brown, Doug Brown
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 conference and it’s training programs will help prepare you for the challenges of public service. By participating in this conference, you are joining an outstanding group of municipal professionals who realize that education is a life-long process.

These training 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 fall conference will be held September 17 – 19 in Murfreesboro at the Embassy Suites Conference Center. Save these dates for this important conference. Additional details will be available soon.

This conference will feature a wide selection of renewable energy approaches and dialogue for networking and fellowship among our supporters in Tennessee and the rest of the world. Our International Renewable Energy Conference will showcase Tennessee and Philippine renewable energy technologies, leaders and local governments and university best practices to our state, national and international members of TREEDC.

Registration Options:
- Individual Registration | $89
- $99 after August 1, 2014
- Friend Registration | $500
- Partner Registration | $1000
- Principal Registration | $1500
- Premier Registration| $2000

Additional Events - Scholarship Fundraisers:
- Golf Outing | $25
- Sunday, October 12th
- 9 Holes of Golf—Prizes Awarded
- Guided Westside Walk | $10
- Monday, October 13th, 6PM

Register Online: https://epay.tntech.edu/C20205_ustores/web/product_detail.jsp?PRODUCTID=610&SINGLESTORE=true

The 2014 TREEDC International Conference has gone mobile! Schedule, maps, twitter, alerts, more on your iPhone/Android, free! Get Guidebook at http://guidebook.com/guide/21671
MTAS Training Opportunities

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

Bridging the Generational Gap in The Workplace
8/7/2014  1:00 PM  Kingsport  Kingsport Center for Higher Education
8/8/2014  1:00 PM  Knoxville  UT - Conference Center
8/12/2014  1:00 PM  Germantown,  Germantown Fire Dept. Training Center
8/13/2014  1:00 PM  Jackson  UT - West Tennessee Research & Education Center
8/14/2014  1:00 PM  Nashville  TBI Headquarters
8/15/2014  1:00 PM  Chattanooga  Colleageale City Hall

CMFO-Cash Management
8/27/2014  8:30 AM  Jackson  UT - West Tennessee Research & Education Center
8/27/2014  8:30 AM  Knoxville  City of Alcoa
9/3/2014  8:30 AM  Nashville  UT - CIS Training Room
9/3/2014  8:30 AM  Chattanooga  East Ridge City Hall
9/3/2014  8:30 AM  Kingsport  Kingsport Center for Higher Education

CMFO-Debt Management
9/25/2014  8:00 AM  Knoxville  UT - Conference Center
9/25/2014  8:00 AM  Jackson  UT - West Tennessee Research & Education Center

Customer Service For Front Line Employees
9/24/2014  8:30 AM  Kingsport  Kingsport Center for Higher Education
9/25/2014  8:30 AM  Knoxville  UT - Conference Center
9/30/2014  8:30 AM  Jackson  UT - West Tennessee Research & Education Center

EOA01 Foundations and Structures of Tennessee Municipal Government
8/16/2014  8:30 AM  Humboldt  Humboldt Senior Citizens Center

EOA02 Charter, Codes and Open Records
8/15/2014  4:00 PM  Humboldt  Humboldt Senior Citizens Center

EOA03 Finance for Elected Officials
8/15/2014  6:30 PM  Humboldt  Humboldt Senior Citizens Center

EOA04 Council at Work
8/16/2014  1:00 PM  Humboldt  Humboldt Senior Citizens Center

EOA05 Ethics and Open Meetings
8/16/2014  10:30 AM  Humboldt  Humboldt Senior Citizens Center

Municipal Court Clerk Class-2014
9/3/2014  8:30 AM  Johnson City  Carnegie Hotel

Records Management
9/23/2014  8:30 AM  Bartlett  Bartlett Station Municipal Center
9/24/2014  8:30 AM  Jackson  UT - West Tennessee Research & Education Center
9/25/2014  8:30 AM  Franklin  Franklin Police Department
9/30/2014  8:30 AM  Colleageale  Colleageale City Hall