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Municipal E-News

Municipal Technical Advisory Service (MTAS)

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MTAS

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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](#)

- **Annexation Handbook for Cities and Towns in Tennessee III**
- **Can a City Sell T-Shirts on the Internet?**
- **City Regulation of Commercial Poultry Production Houses**

PAST ISSUES OF THE MUNICIPAL E-NEWSLETTER

[READ](#)

CITY SPOTLIGHT:

HUNTINGDON

Carroll County

Incorporated 1849

2014 Population: 3,985

Municipal Management Consultant

Dana Deem

dana.deem@tennessee.edu

FROM THE EXECUTIVE DIRECTOR... I'm probably not alone when I ask myself, "Where has this year gone?" [READ](#)

ELECTED OFFICIALS ACADEMY [READ](#)

ADMINISTRATIVE SPECIALIST JOINS MTAS Patrick Mills joined the Municipal Technical Advisory Service (MTAS) as an administrative specialist, working with the agency's training program. [READ](#)

MTAS DELIVERS COURT COURSE TRAINING The Municipal Technical Advisory Service (MTAS) recently offered a Basic Municipal Court Clerk Class statewide for court clerks, city recorders, judges and police clerks. [READ](#)

ADMINISTRATIVE HEARING OFFICER CONTINUING EDUCATION PROGRAM

The Administrative Hearing Officer Continuing Education Training will include a review of the legislation governing the program as well as case studies and presentations from officials who are involved in the administrative hearing officer programs in their respective cities. [READ](#)

CONGRATULATIONS, TOWN OF MONTEAGLE! The town of Monteagle was recently awarded a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. [READ](#)

LOCAL GOVERNMENT WOMEN PARTICIPATE IN FIRST PUBLIC SERVICE SYMPOSIUM

Over 65 participants attended the first Women in Public Service Symposium in Murfreesboro. Municipal Technical Advisory Service (MTAS), presented this empowering six-hour class that allowed women in public service to develop their professional expertise, enlarge their network of professional friends, and expand on their life goals. [READ](#)

WANT TO BECOME A CMFO OR INTERESTED IN CMFO CLASSES IN 2015? [READ](#)

TAKING LEARNING OUT OF THE CLASSROOM According to a survey commissioned by The Chronicle of Higher Education and American Public Media's Marketplace, employers weigh internships and employment during school more than academic credentials. [READ](#)



MTAS Online

3 new certificate programs

Administrative Professional Online Certificate
Human Resources Essentials Online Certificate
Managerial Essentials Online Certificate



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From the Executive Director...

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

I'M PROBABLY NOT ALONE WHEN I ASK MYSELF, "Where has this year gone?" December is that month when we all look forward to joining family and friends and enjoying the holiday time of the year, but wonder to ourselves how many of those year-end tasks will get done. My experience has shown that they all do in spite of the shrinking schedule and all the anxiety we seem to want to throw at them.

For MTAS, 2014 has been a year when listening to you, our customers, and reacting in a way that enhances our services to you have continually grown in importance to us. You face new and interesting and, many times, complex challenges almost every day in your city or town hall. When you give us the opportunity to help figure those challenges out, we understand your expectation that we respond effectively and timely. Thanks for letting us partner with you during 2014.

I continue having an ever-increasing respect and appreciation for the folks I get to work with at MTAS every day. You know many of them and see, as I do, how they constantly work with confidence, understanding and passion for what they come to work for each day – serving Tennessee's town and city governments. I'm thankful to be a small part of that.

But I'm also thankful for each of you – those public servants who work long and hard each day, mostly unseen and unnoticed, to serve in a way that only a few can and do. MTAS is proud to be your partner now and in the future.

Only the best to you as we close out 2014 and move into 2015!




Jim Thomas



Elected Officials Academy

ELECTED OFFICIALS ACADEMY
Upper East Tennessee, Open to All
Farmhouse Gallery and Gardens
Unicoi, TN

12/5/2014

1:30 PM **EOA5 Ethics and Open Meetings**
3:30 PM **EOA3 Municipal Finance Overview**
6:15 PM **EOA1 Foundations and Structure**

12/6/2014

8:30 AM **EOA2 Charters, Codes, Open Records**
10:30 AM **EOA 4 Council at Work**

THE **ELECTED**
OFFICIALS
ACADEMY

... designed exclusively
for municipal elected officials



Administrative Specialist Joins MTAS



Patrick Mills

PATRICK MILLS JOINED THE MUNICIPAL TECHNICAL ADVISORY SERVICE (MTAS) as an administrative specialist, working with the agency's training program. He recently served as an intern at MTAS working with MTAS Training Program Manager Macel Ely.

Mills grew up and lives in Maryville. He is one class shy of receiving his degree in political science from UT Knoxville. He is an avid golfer and loves UT football.

MTAS Delivers Court Course Training

THE MUNICIPAL TECHNICAL ADVISORY SERVICE (MTAS) recently offered a Basic Municipal Court Clerk Class statewide for court clerks, city recorders, judges and police clerks.

The purpose of the three-hour training sessions included covering the general operation of a municipal court and updates on legislative changes impacting municipal courts. Specific topics addressed court docket preparation and maintenance, collection of litigation tax, submission of court collection of litigation tax, submission of court action reports and record keeping requirements of municipal courts. Participants learned to establish a records process that conforms to Tennessee laws and regulations, and how to perform the functions of a court clerk efficiently and effectively.

Instruction for the course was facilitated by MTAS Teaching Associate and Attorney Karen Blake and MTAS Police Management Consultant Rex Barton. The sessions were held in seven cities across the state consisting of Bartlett, Collegedale, Cookeville, Jackson, Johnson City, Knoxville and Smyrna.

Among those participants in attendance included Municipal Court Clerk Suzanne Hopper of the city of Troy.

"This training is of great value to me," Hopper said. "I find every year I am still asking questions and learning from other clerks in the class. It is also my main source in hearing of new laws recently enforced that I can go back to my town and discuss with our officers."

City Court Clerk of Brownsville Rena Fitts echoed Hopper's sentiments, "This course is an excellent class that provides training on the most current procedures and laws. It also allows interaction with other clerks to share best practices and to refresh on things we learn."



▲
Karen Blake, municipal court specialist with the Municipal Technical Advisory Service, lectures during the November Municipal Court Clerk conference at the UT Conference Center.

Administrative Hearing Officer Continuing Education Program

ADMINISTRATIVE HEARING OFFICER CONTINUING EDUCATION PROGRAM

December 9, 2015

9 AM – 3:30 PM

Nashville | UT CIS Training Room

193 Polk Ave., Suite C, Nashville, TN 37210

The Administrative Hearing Officer Continuing Education Training will include a review of the legislation governing the program as well as case studies and presentations from officials who are involved in the administrative hearing officer programs in their respective cities. This training is geared toward city officials who are interested in starting administrative hearing officer programs, individuals interested in becoming certified administrative hearing officers and those in need of continuing education hours to maintain certification.



Congratulations, Town of Monteagle!

THE TOWN OF MONTEAGLE was recently awarded Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. This is the first year the town has received the award, becoming only one of about 30 cities across the state to receive this prestigious award. Present at the award ceremony were Ralph Cross and Brad Harris, finance/accounting consultants, and Honna Rogers, management consultant. Brad Harris said, "Monteagle has taken a proactive approach to financial reporting and chosen to present to the public the highest form of an annual audit report. They are to be commended for working so hard to provide greater detail and analytical data so users can better understand the financial condition of the town and how it has changed over time."



*Left to right:
Mark Allen, Allen McGee & Associates
Jimmy Jobe, Jobe, Hastings & Associates
mayor, Marilyn C. Rodman
alderman, Alexander Orr
alderman, Harry Parmley
alderman, Alvin Powell
city recorder, Debbie Taylor*

Local Government Women Participate in First Public Service Symposium

OVER 65 PARTICIPANTS ATTENDED the first annual Women in Public Service Symposium in Murfreesboro. Municipal Technical Advisory Service (MTAS), presented this empowering six-hour class that allowed women in public service to develop their professional expertise, enlarge their network of professional friends, and expand on their life goals.

The class was a collaborative effort between MTAS and the County Technical Assistance Service (CTAS). The participants got to listen and learn from several prominent women speakers, from various walks of life, who have dedicated their lives to public service. Each of the speakers provided a wealth of knowledge in preparing the current and upcoming generation of female leaders. The day started off with well-known public speaker and consultant Dr. Susan Williams. Williams spoke to the women about becoming more engaged in the workplace. In the second session the class heard a panel of three inspiring women: Kim Harmon, a special agent in charge with the Tennessee Bureau of Investigation's (TBI) Training Division, Felenceo Hill who currently serves as fiscal officer for the Tennessee Department of Finance and Administration, and Nneka Norman-Gordon the higher education resource officer for the Tennessee Comptroller of the Treasury. These three women shared their personal stories and shared their ideas of how to make a difference in public service. The mood lightened during the third session as comedienne and East Tennessee native Leanne Morgan shared her story through her comedic routine. The day wrapped up with Bliss. Bliss has provided media spokesperson training and presentation coaching for professionals and organizations nationwide. During this interactive session Mimi Bliss wanted leaders to share their stories



Leanne Morgan



Dr. Susan Williams

Public Service Symposium (cont.)

Bliss works with Mary Holder, Trousdale County Register of Deeds, who is sharing her story of public service

as inspiration for other women looking to lead.

Participants came from cities, counties and state government for symposium. Some participants commented about what they liked most about the event.



▲ Panel members Harmon, Hill and Norman-Gordon

"I almost did not come to the MTAS Woman's Symposium today ... but it turned out to be a blessing that has encouraged me to dig my heels in, has validated my strong work principles, and taught me new and valuable perspectives that will strengthen and enhance my professional journey. Thank you, MTAS!"

– Sandy Freeman, municipal clerk, city of Chattanooga

"The symposium was a great opportunity to network with other women who face the same obstacles and issues that all women face on a daily basis. It was awesome to share experiences and advice of others."

– Bonnie Fugate, Water-Sewer-Gas, City of Rockwood

"Today has been a very motivating experience. It is very inspiring to draw from the strengths of others. The opportunity to grow and improve is a welcomed lesson."

– Joyce Holt, highway commissioner, Lewis County

"The Women in Public Service Symposium was an amazing experience. Being able to interact with women all across Tennessee on ways to become better leaders was awesome. I hope to attend again, again, and again! I wish every woman had the opportunity to attend."

– Becky Ruppe, city administrator, city of Rockwood



Want to Become a CMFO or Interested in CMFO Classes in 2015?

THE NEW YEAR IS UPON US and the CMFO program will start its fifth cycle in 2015. The new year will start with nearly 600 Certified Municipal Finance Officers statewide! If you or someone you know is interested in becoming a CMFO or wants to take a few classes for CPE credit, please put your information in the **2015 interest form** on our website.

The course locations include Collierville, Collegedale and Nashville with the possibility of adding another if the number of students in the area allows us to provide another location.



Taking Learning Out of the Classroom

This article by MTAS Executive Director Jim Thomas was recently published in the Public Administration Times

ACCORDING TO A SURVEY commissioned by The Chronicle of Higher Education and American Public Media's Marketplace, employers weigh internships and employment during school more than academic credentials. In fact, the findings indicate that internships are "the single most important credential for recent college graduates to have on their resume." College interns are important to the University of Tennessee Institute for Public Service (IPS), and for several years now, IPS has worked hard to make meaningful internship experiences available to undergraduate and graduate students in Tennessee.

As part of the University of Tennessee's mandated land grant university outreach program, IPS houses five operating agencies, which all serve a variety of customers throughout Tennessee. The primary work of two of those agencies, the County Technical Assistance Service (CTAS) and the Municipal Technical Advisory Service (MTAS), is to provide consulting, training and information to the governments of Tennessee's 95 counties and 345 incorporated municipalities. CTAS and MTAS are also the primary participants in IPS's Public Service Internship Program.

Since its establishment in 2011, the IPS internship program has worked with 10 universities in Tennessee to place 85 interns in various city and county governments. Thirty-eight of those interns have been placed in the last year. At each university, designated coordinators make their students aware of the IPS program and assist them in becoming available for an internship. A CTAS or MTAS employee then works to match the intern candidate with a host city or county government. Both agencies constantly look for opportunities in local government where the city or county has need for additional manpower for everyday operations, or for an individual dedicated for a certain period of time to a special project. The objective is to match those needs with a student whose career interests are focused on the public sector, especially local government.

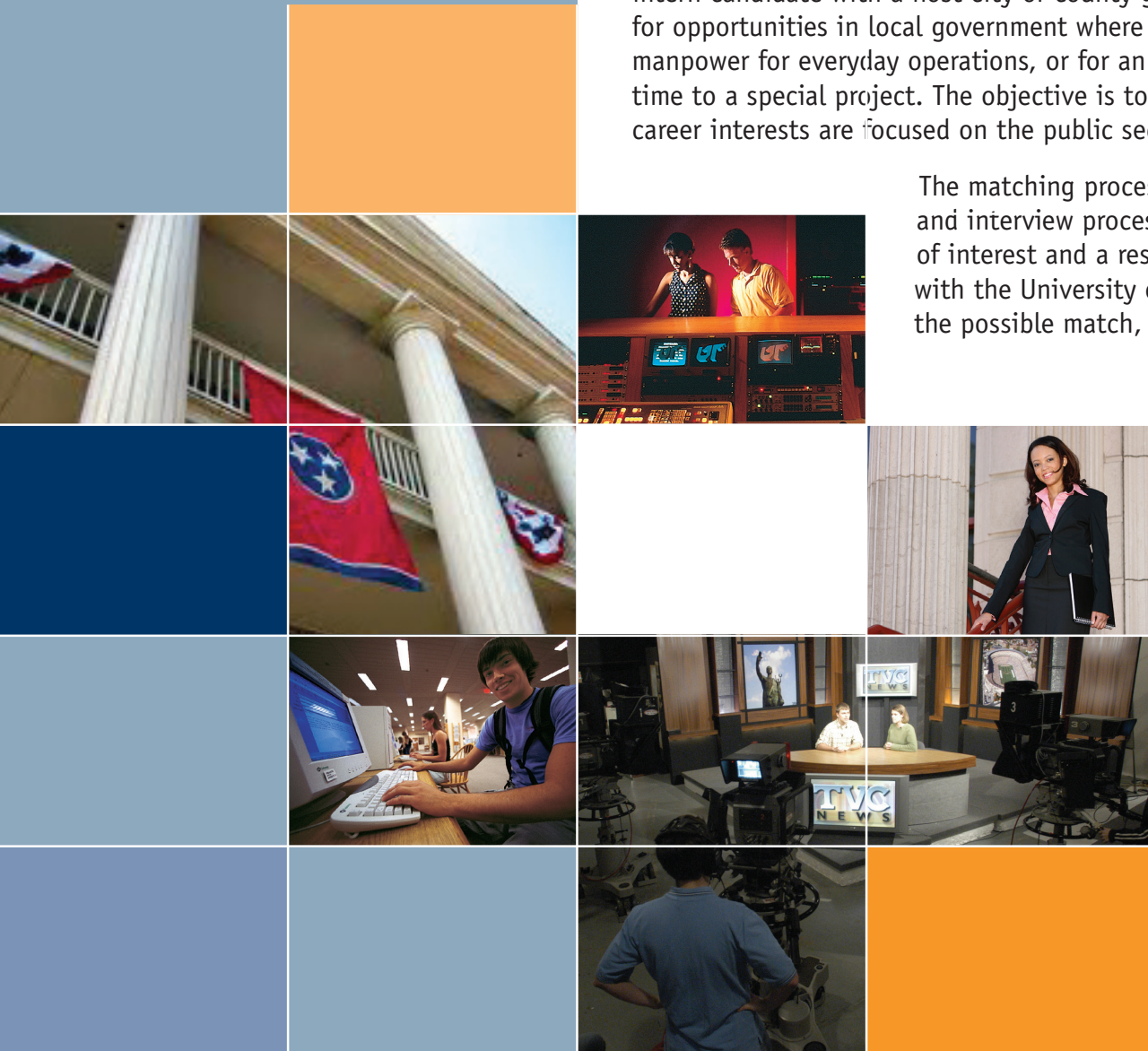
The matching process is set up to mimic a real-life job application and interview process. The intern candidate first submits a letter of interest and a resume, then participates in two interviews—first with the University of Tennessee (UT) employee who identified the possible match, then with the local government official.

When the candidate is "hired," the CTAS / MTAS employee who facilitated the match mentors the intern and has periodic progress discussions with both the intern and the local government official. Occasionally, MTAS and CTAS have employed interns to assist their own staff with special projects on behalf of their city and county customers. Both agencies apply the same criteria for eligibility and the same screening and hiring processes as those candidates being matched with a local government.

For administrative purposes, the intern is technically a UT employee, with compensation supplied by CTAS and MTAS. The typical internship duration is 12 weeks. If the intern is enrolled in academic classes coincidental to the internship period, the intern is limited to 20 hours' work per week. Otherwise, the intern can work up to 40 hours per

week. MTAS and CTAS use earnings from endowments created by donors for intern compensation purposes.

At the conclusion of the internship, the student must submit a report describing the work they were involved in, explaining their contribution to the work effort and recommending ways to strengthen the program for the future. Because some students are able to apply



Taking Learning Out of the Classroom

(cont.)

the internship for academic credit, the report may also be a requirement of their degree program.

Projects that IPS interns work on are as varied as the needs of the host city and county governments – and none of them are “create work” activities. They are substantive projects directed at solving problems, developing new public services, analyzing and reporting on data for decision makers, researching best practices and comparing them to practices employed in the host local government, and more. Some examples illustrate the practicality of the interns’ work:

- Recently, a student who is completing an MBA with an accounting emphasis worked as an intern for a Tennessee city utility department. He conducted a comparative analysis of natural gas usage and costs of the city’s gas customers with those of nearby commercial users of natural gas supplied by a private vendor. His research will be used by the city utility in planning future business activities of the department. This intern will complete his work in a few weeks and, upon completion, become a full-time employee of that city. Not all the internships translate into full-time employment as fast as this one, but it’s a manifestation of the purpose of the program.
- In a Tennessee county government, a graduate-level engineering intern, using GIS knowledge and experience, inventoried all traffic control signage on every school property in the county. He then compared his findings to guidelines in the Manual on Uniform Traffic Control Devices for school facilities. Using the comparison, the intern prepared a detailed report of needed or upgraded signage on each property and presented his report to various county government officials.
- MTAS itself has been the beneficiary of its own earlier work regarding interns. A former Public Management Fellowship participant (an MTAS postgraduate program related to the Public Service Intern Program) now works as an MTAS municipal management consultant. Her postgraduate fellowship consisted of working for four city governments in six-month increments during the two-year fellowship period. Upon completion of the fellowship, she was hired as city manager and served in that capacity for several years before joining MTAS in 2013.

These are only a few examples of IPS intern success stories. The need for knowledgeable and skilled people to enter into careers in local government continues to grow, and the University of Tennessee continues to help meet that need through its Institute for Public Service Internship Program.

MTAS Training Opportunities

UPCOMING IN 2015

CHECK THE MTAS WEBSITE FOR MORE INFORMATION:

FRANKLIN EOA LEVEL 1
January 23-24, 2015

COLLEGEDALE EOA LEVEL 1
January 30-31, 2015

OAK RIDGE EOA LEVEL 1
January 30-31, 2015

ALGOOD EOA LEVEL 1
February 6-7, 2015

CONFERENCES

TML LEGISLATIVE CONFERENCE
March 2-3, 2015
Nashville Doubletree Hotel

ICMA SOUTHEASTERN REGIONAL SUMMIT
March 12-13, 2015
Grove Park Inn
Asheville, NC

TENNESSEE GFOA SPRING INSTITUTE 2015
March 20, 2015
Chattanooga Marriott

2015 MTAS Training Catalog Available December 2014!
When the catalog is available it will be posted to the News section of the MTAS website. The catalog will also be sent to each city via email.



Certified Municipal Finance Officer Program

Purchasing, Risk Management and ERP

12/8/14	8:30 AM	Nashville	UT CIS Training Room
12/8/14	8:30 AM	East Ridge	East Ridge City Hall
12/9/14	8:30 AM	Kingsport	Kingsport Center for Higher Education

Governmental Environment

1/21/15	8:00 AM	Collegedale	Collegedale City Hall
1/21/15	8:00 AM	Collierville	Collierville Fire Department Training Facility
1/28/15	8:00 AM	Nashville	UT CIS Training Room

Municipal Management Academy

MMA04 Performance Management and Positive Discipline

12/11/14	8:30 AM	Greeneville	Greeneville Central Fire Station
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MMA08 Motivating Your Workforce

12/10/14	8:30 AM	Chattanooga	Chattanooga Citywide Services Bldg
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Municipal Administration Program

Strengths Based Leadership

12/11/14	1:00 PM	Kingsport	Kingsport Center for Higher Education
12/12/14	1:00 PM	Collegedale	Collegedale City Hall
12/15/14	1:00 PM	Knoxville	UT Conference Center Building
12/17/14	1:00 PM	Jackson	West Tenn Research & Education Center
12/18/14	1:00 PM	Nashville	UT CIS Training Room

Managing Your Office Efficiently

1/6/15	8:30 AM	Johnson City	Memorial Park Community Center
1/7/15	8:30 AM	Knoxville	UT Conference Center Building
1/14/15	8:30 AM	Jackson	West Tenn Research & Education Center
1/15/15	8:30 AM	Franklin	TBA

Insurance Services Office Fire Suppression Rating Schedule

1/20/15	8:30 AM	Collegedale	Collegedale City Hall
1/21/15	8:30 AM	Knoxville	UT Conference Center Building
1/22/15	8:30 AM	Nashville	UT CIS Training Room
1/28/15	8:30 AM	Jackson	West Tenn Research & Education Center
1/29/15	8:30 AM	Germantown	TBA

Purchasing Updates

2/10/15	8:30 AM	Johnson City	Memorial Park Community Center
2/11/15	8:30 AM	Knoxville	UT Conference Center Building
2/12/15	8:30 AM	Collegedale	Collegedale City Hall
2/17/15	8:30 AM	Bartlett	TBA
2/18/15	8:30 AM	Jackson	West Tenn Research & Education Center
2/19/15	8:30 AM	Franklin	TBA