



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

MUNICIPAL E-NEWS

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Selected New MTAS Resources

[HBR Guide to Persuasive Presentations \[ebook\]](#)
[The MSW Management Magazine 2022 Salary Survey](#)
[City of Mount Pleasant, Tennessee Strategic Plan](#)

[New Knowledgebase materials](#)

[New MRLn materials](#)

[New MORE materials](#)

[Register for MTAS Training Event \(K@TE\)](#)

[View E-News Archive](#)

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**VIEW OUR CURRENT
TRAINING CALENDAR**

Gratitude for our MTAS customers

Now that the Thanksgiving holiday has come and gone (but not yet those five additional pounds), I would like to reflect on the gratitude I have for you, our MTAS customers. The MTAS mission is “We work with Tennessee municipalities to improve the lives of those they serve.” You are right there in our mission statement, and we cannot be successful without you.

Before serving as the MTAS executive director, I served as an MTAS municipal management consultant for 16 years. At the beginning of many conversations over those years, my customer would start with “I hate to bother you, but...” I tried to address that introduction each time I heard it by saying “If no one called, I wouldn’t have a job so please don’t hesitate to contact me!”

I am so incredibly grateful that you continue to call upon MTAS for assistance. We are here to help you. In calendar year 2021, we had over 59,000 contacts with you, our customers, the appointed and elected officials of the 345 municipalities in this state. I hope that this number is higher for 2022, and that we exceed that next year because you see value in what we can provide to you,



Margaret Norris
MTAS Executive Director

you trust our information, and you believe we deliver a quality product. We are a group of public servants, and it gives us joy to make your life easier and to advise you through tough situations and decisions.

Thank you for allowing us to be of service. If MTAS is fulfilling its mission, then your residents and visitors are experiencing a better quality of life. I realize you do not get a thank you daily for your work to make this a reality for your constituents. You may not even get a thank you once a week or once a month. So, please read this as often as you need to: Thank you! The work you do makes a difference for your community, and I am proud this agency is a partner to help you achieve great things. I appreciate the sacrifices you make, the long hours you spend, your commitment to public service, and for allowing MTAS to help.

You are HR: City of Sevierville Supervisor Training Program

When I asked the supervisors at the city of Sevierville what they enjoy most about working for the city I heard one answer over and over again, “It feels like family.” Other answers included, the support of administration, the transparency of leadership, the growth of the city and the commitment to provide training for us.

Most city administrators recognize the importance of supervisory training, however it’s not always easy to make it happen, the city of Sevierville has done just that!

Over the last three months I’ve had the opportunity to work alongside Sevierville’s Human Resources Department to facilitate training for approximately 90 employees at the city.

For some time, Human Resources Director Kristi Ward has recognized the need to provide basic supervisory skills for their new supervisors. She also believed the training would provide an opportunity for the more seasoned managers to mentor the new supervisors. As she discussed her ideas with City Administrator Russell Treadway, he agreed there is a need for leadership development training and decided to require it of anyone in a team lead and/or supervisory role.

To kick off the training program Ashley Cobb, HR generalist developed a video of Russell which was shown at the beginning of each session, encouraging everyone to fully participate in the sessions. The human resources team also developed the name of the training, You are HR. Their commitment is to empower everyone in a leadership role to become more involved in coaching, guiding and managing their teams.

The first monthly session was held in September with the final session taking place in December.



Betsy Cunningham
MTAS Human Resources
Consultant

The topics have included recruiting, interviewing, retaining employees, workplace harassment, employee motivation, constructive coaching, and progressive discipline. The final session will include a review of their updated employee handbook and policy revisions.

The HR department has spent a countless amount of thought, time, and energy on this initiative. It is evident they truly care about their employees and want to provide the tools to be the best they can be.

Taking time to invest in our employees is the best action we can take. I’ve been inspired to see the growth of many leaders throughout this program, and I know it’s just the beginning.

One of my favorite quotes by Teddy Roosevelt says, “People don’t care how much you know, until they know how much you care.” It is evident the city of Sevierville cares about its employees.



Podcast Alert: Understanding the Public Records Act in Tennessee

MTAS Legal Consultant Elisha Hodge interviews Tennessee Open Records Counsel Maria Bush. Elisha and Maria tackle what a day in the life of the staff in the Tennessee Office of Open Records Counsel (OORC) looks like as well as resources available from the OORC. They discuss the database of over 600 exceptions to the Tennessee Public Records Act on the OORC website that is fully searchable, as well as frequently asked questions from citizens and local governments. They also explore the latest trends related to public records in Tennessee.

[Episode 6](#) of the UT Institute for Public Service's (IPS) In Touch with Tennessee podcast is available wherever you find your favorite podcasts.



Elisha Hodge
Legal Consultant

Additional Resources

- [Exceptions to the Tennessee Public Records Act database](#)
- [Frequently Asked Questions](#)
- [Open Records Counsel website](#)

To reach out to Maria Bush, Tennessee Open Records Counsel, email open.records@cot.tn.gov or phone: 615-401-7891.

You can also reach out to your MTAS and CTAS consultants with questions.

MTAS Training Updates

Join us for the final session of the 2022 IMPACT Series on December 15, 2022 via Zoom. Get an introduction to emergency management and learn what you can do to prepare and coordinate your community's emergency response.

[Register Today!](#)

IMPACT Series Presents

Introduction to Emergency Management



December 15, 2022 | 12:30 p.m. CST | Via Zoom

Featuring Brian Gard, Director of Emergency Management at the University of Tennessee, Knoxville



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IMPACT Series Continues in 2023 — Save the Dates!

The response to our inaugural 2022 series was so great, the IMPACT Series will return in 2023! Mark your calendars for **February 9, May 11, August 10,** and **November 9**. All sessions will be 12:30 p.m. CT/1:30 p.m. ET via Zoom.

The IMPACT Series draws from Stephen Covey's time management principle of prioritizing activities that are important but not urgent to

produce long-term impact and where highly effective people focus most of their attention. The free, virtual, one-hour sessions feature important topics that, if prioritized, can positively impact your productivity and community.

Utility Training — Annual Training Statement

Earlier this summer, the Water Wastewater Financing Board (WWFB) released the [Annual Training Statement](#). Download this resource to help you track your annual training.

Note: MTAS does not track or maintain progress or completion of training requirements.



What's New Next Year

We asked and you provided valuable feedback to help us continue to meet your training and development needs. In 2023, we will provide more training opportunities, shorter in length 1-3 hours, either in-person or virtual over the calendar year. These opportunities will help meet continuing professional education or state training requirements as well as other professional development topics to enhance skills and knowledge. For example, MTAS will be partnering with Public Entity Partners to present a Risk Management Series.

Look for your 2023 calendar in the mail! As always, be sure to frequently check our [Training Calendar](#) for updates.

We're also excited about our new municipal leadership development program changes and other developments coming Spring 2023!

For other training related questions or suggestions, email us at mtas_training@tennessee.edu.

MTAS Salary Survey

Have you needed salary information for reference when looking at increases or when creating a new position? The MTAS Salary Survey can help. The Salary Survey Reporting Dashboard is available to municipalities who participated in the survey.

WHAT DO YOU NEED TO DO?

If you are a returning participant...

If you participated in the FY2022 Salary Survey, just login and start a new survey. (Use the same login information you created for the FY2022 survey.) You will be able to import your data from last year. If any of the salary information has changed since FY2022, you can update it after you import it.

survey.mtas.tennessee.edu

If you are a new participant...

If you were not able to take part in the FY2022 survey, that's not a problem. Contact your HR department and check with them about access to the database. Once your municipality's administrator for the Salary Survey approves your account, you will be on your way!

Our MTAS HR consultants are also available to help:

- East Tennessee: Betsy Cunningham
betsy.cunningham@tennessee.edu
- Middle Tennessee: John Grubbs
john.grubbs@tennessee.edu
- West Tennessee: Peter Voss
peter.voss@tennessee.edu

You may also email salaryinfo@tennessee.edu with any questions you might have.

We look forward to working with you soon!



MTAS Salary Survey

 *Ready for FY2023 Salary Information*

November 1, 2022 | survey.mtas.tennessee.edu

TREEDC News

TREEDC MEMBERS AARP AND THE CITY OF KNOXVILLE HOST “LIVABLE COMMUNITIES HOUSING ROUNDTABLE”

Tennessee Renewable Energy and Economic Development Council (TREEDC) members Knoxville and the American Association of Retired Persons (AARP) hosted a round table discussion regarding how senior adults can face homelessness because of the lack of affordable housing, increasing energy costs and other rising costs. A total of 25 area stakeholders listened to a presentation about housing costs and shortages by AARP Government Relations Director Samar Jha. This program was a part of AARP’s Livable Communities Project.

“Helping to reduce folks’ energy bill, helping folks with insurance payments. Those are major chunks out of people’s checks every month,” said Martin Penny, a Tennessee state director for AARP. The organization has held similar workshops in Nashville and Memphis.

Get more information about [AARP’s Livable Communities](#).



Warren Nevad, MTAS municipal management consultant; Samar Jha, AARP; Knoxville Mayor Indya Kincannon; and Martin Penny, AARP.



Warren Nevad
Municipal Management
Consultant

TREEDC MEMBER CITY OF MARYVILLE, TENNESSEE VALLEY AUTHORITY, SILICON RANCH AND DENSO PARTNER ON SOLAR PROJECT PORTFOLIO



DENSO, a leading mobility supplier, will participate in a portfolio of solar projects that will help power operations at its Maryville facility. Through a collaboration with the city of Maryville Electric Department, TVA, and the Nashville-based Silicon Ranch Corporation, DENSO will receive a portion of the renewable energy generated by four solar power plants, starting with one located on DENSO’s Maryville campus.

The Maryville City Council approved three contracts between the Maryville Electric Department and independent power producer Silicon Ranch for a total of 10.5 MW of solar energy. Under TVA’s Generation Flexibility program, a portion of the power generated will serve DENSO’s local operations. The program enables participating local power companies to generate up to 5 percent of their total energy load to meet the renewable energy goals of their customers, attract sustainability-focused businesses to their communities, and solve individual challenges for their distribution systems.

In addition to its role in the three solar projects under TVA’s Generation Flexibility program, DENSO will also participate in TVA’s Green Invest program through a fourth Silicon Ranch facility.

CONFERENCES AND MEETINGS FOR MUNICIPAL STAFF AND OFFICIALS

TENNESSEE ASSOCIATION OF MUNICIPAL CLERKS AND RECORDERS

Spring Conference 2023 | April 26-28, 2023 | Murfreesboro

TENNESSEE CITY MANAGEMENT ASSOCIATION

Spring Conference 2023 | April 12-14, 2023 | Murfreesboro

TENNESSEE GOVERNMENT FINANCE OFFICERS ASSOCIATION

Spring Institute | March 9-10, 2023 | Jackson

Municipal Technical Advisory Service
UT Institute for Public Service

1610 University Ave.
Knoxville, TN 37921
Phone: 865-974-0411 | Fax: 865-974-0423
mtas.tennessee.edu



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