



Municipal Technical Advisory Service
INSTITUTE for PUBLIC SERVICE

MUNICIPAL E-NEWS

MARCH 2022 | QUARTER 1 | ISSUE 103



Selected New MTAS Resources

[Municipal Purchasing Procedures \(Non-Sealed Bid\)](#)

[Certificate of Compliance and Issuing Alcoholic Beverage License](#)

[IMLA Model Ordinance for Dangerous Dogs](#)

[TDEC Guidelines for Open Burning of Natural Disaster Debris](#)

[New Knowledgebase materials](#)

[New MRLn materials](#)

[New MORe materials](#)

Municipal Technical Advisory Service
Institute for Public Service

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VIEW OUR CURRENT TRAINING CALENDAR

Local Government Assistance in Tennessee

In a 1986 news conference, then-president Ronald Reagan said, “The nine most terrifying words in the English language are: I’m from the government, and I’m here to help.” Whenever I use the line, I get a laugh; but this really isn’t funny because in Tennessee you have multiple agencies dedicated to ensuring that you operate your municipality as effectively and efficiently as possible.

If you’ve been in Tennessee local government very long, you know who I’m talking about: the Municipal Technical Advisory Service (MTAS), the Tennessee Municipal League (TML), the Tennessee Municipal Bond Fund (TMBF), and Public Entity Partners (PEP). Each organization has a very specific purpose, yet we all work for Tennessee cities and towns. If you’ve ever been confused about who does what, then I hope this article will clarify the matter for you.

I’ll start with MTAS, because you’re reading this in the MTAS newsletter! MTAS was established in 1949. It is part of the University of Tennessee, housed within the UT Institute for Public Service. TML lobbied for the bill that created the agency. The enabling legislation is now codified in the Tennessee Code Annotated, in § 67-6-103 (a)(3) (E). It states that MTAS’s purpose is to provide “studies and research in municipal government, publications, educational conferences and attendance at such conferences and in furnishing technical, consultative and field services to municipalities in problems relating to fiscal administration, accounting, tax assessment and collection, law enforcement, improvements and public works, and in any and all matters relating to municipal government.”

So, next I will go to the TML. The league, as hinted to in the previous paragraph, is the lobbying agency for Tennessee municipalities. It was created in 1940 and takes your issues to the Tennessee



Margaret Norris
MTAS Executive Director

General Assembly to represent your interests at the state legislature. The league is made up of member municipalities who pay dues. While the state legislature is in session only a few months a year, TML is looking out for you year-round.

TMBF was created in 1985 to save cities and towns money when they borrow. The bond fund is a lending agency, and since they began loaning money in 1986, they have saved local governments over \$7 million dollars in interest by offering lower rates than competitors. If you have a need to borrow money, be sure to get a quote from the bond fund.

PEP was created in 1979 and was chartered as the Tennessee Municipal League Risk Management Pool. Many people often referred to this group as “The Pool.” Today, the agency that provides insurance and risk management services is called Public Entity Partners. PEP is there for your insurance needs; and was established when private insurance markets did not want to cover public organizations. PEP is also a membership organization.

So, there you have it: four organizations working to help you. Each agency has its specific purpose, but all four have the goal of serving Tennessee local governments. Really, we’re here to help; please give us the opportunity to do so. To learn more, please visit our websites: [MTAS](#), [TML](#), [TMBF](#) and [PEP](#).

— Margaret Norris

ARPA Reporting Deadline April 30, 2022 – For Non-Entitlement Units (NEUs)

The federal grants issued under the American Recovery Plan Act (ARPA) referred to as the Coronavirus State and Local Fiscal Recovery Fund (CSLFRF or SLFRF) have a reporting deadline for Non-Entitlement Units (NEUs) of April 30, 2022. Any city that received their allocation through the state is considered an NEU and must report directly to the U.S. Treasury. Please refer to the instructions, videos and guidance on the [U.S. Treasury's website](#).

Also, refer to the Tennessee Department of Finance and Administration website for state specific guidance. The following document was posted after the final federal rules were issued



Kay Stegall
Finance and Accounting
Consultant

and it addresses several questions including purchasing-related questions: [State of Tennessee Local Fiscal Recovery Fund Technical Assistance Program](#).

Additional resources can also be found in the [MTAS Knowledgebase](#).

New Training Requirements Related to Obtaining a CDL Effective February 7

On February 7, 2022, the Federal Motor Carrier Safety Administration's new Entry-Level Driver Training (ELDT) regulations went into effect. The regulations establish new minimum training requirements for entry-level commercial motor vehicle (CMV) drivers seeking to obtain the following:

- A Class A or Class B CDL for the first time;
- An upgrade to an existing Class B CDL to a Class A CDL; or
- A school bus (S), passenger (P), or hazardous materials (H) endorsement for the first time.

The regulations include limited exceptions that may be applicable to employees within your municipality seeking to obtain a CDL for the first time. For



Elisha Hodge
MTAS Legal Consultant

more information about the new regulation, visit the [Federal Motor Carrier Safety Administration's website](#) or the [Tennessee Department of Safety and Homeland Security website](#).

A Tale of Two Tennessee Municipalities

Tennessee municipalities are improving public safety through fire department improvements. I love seeing Tennessee towns and cities improve or add municipal services for their citizens and visitors. MTAS fire management consultants myself and Donald Pannell are working with the town of Monteagle and the town of Eagleville to do just this—improve their public safety fire department services.

The town of Monteagle has a one-station fire department completely staffed with volunteer firefighters. Over the past several years, volunteerism had dropped off and the department had only a handful of volunteer firefighters. In November 2021, Mayor Marilyn Rodman, supported by the town's board of alderman, began the process to recruit a full-time fire chief, to update their adopted fire/life safety codes, and to better enforce the town property maintenance codes. Since beginning this process, the town developed a modern fire chief job description, created an up-to-date fire rescue department authorization resolution, and in January 2022, Monteagle hired their first full-time career fire chief Travis Lawyer. Under the leadership of Lawyer, in February 2022 the Monteagle Fire Rescue Department recruited 15 new volunteer firefighters. The chief plans for their new firefighters to meet Tennessee's training requirements and become a participant in the Tennessee Volunteer Firefighter Educational Incentive Program.

The city of Eagleville also has a one-station fire department, but it is staffed with a full-time fire chief and one full-time firefighter Monday through Friday during daytime business hours. The fire department's full-time staff is augmented by the services of volunteer firefighters. Under the leadership of City Manager Hellyn Riggins and Fire Chief Jonathan Armstrong, with the support



Steven Cross
MTAS Fire Management
Consultant



A Tale of Two Tennessee Municipalities, continued

of Mayor Chad Leeman and members of the city council, the city is in the process of recruiting additional full-time firefighters to be assigned to a 24-hour on-duty 48-hour off-duty shift schedule. What this means to the citizens and visitors of Eagleville is that they will very soon have a full-time career firefighter on duty 24-hours per day 365-days per year. In addition, during business hours the fire chief and a cadre of volunteer firefighters will provide these essential services to the city.

In both cases, these municipalities are proving that bold local leadership supported by progressive local elected officials, with the expertise of MTAS fire management consultants, can directly improve the lives of Tennesseans in their communities.



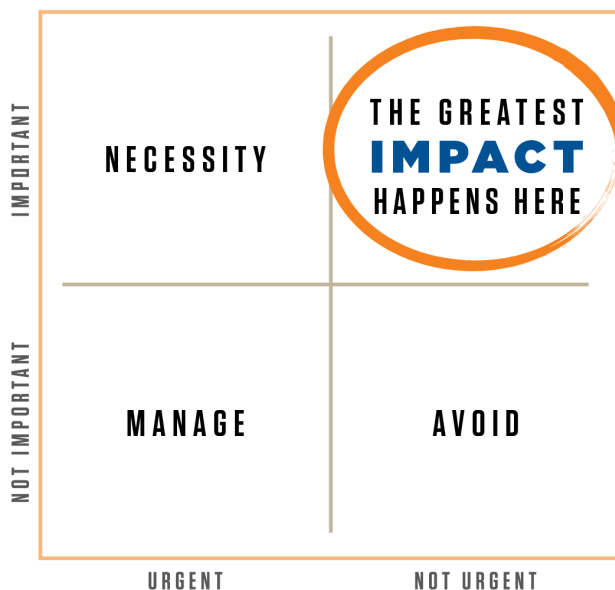
Introducing the MTAS IMPACT Series

With never-ending to-do lists, it's a challenge to prioritize those big ideas that will make lasting impact. Author Stephen Covey popularized the Time Management Matrix, a framework for prioritizing our time for optimal efficiency and productivity.

In the framework, Quadrant 2 represents those things that are 'important but not urgent.' It's here where long-term planning, identifying new opportunities, preventative activities and more occur. According to Covey, this is where highly effective people focus most of their attention.

To help municipalities focus on the 'important but not urgent', MTAS is excited to introduce the IMPACT Series. These free, virtual, one-hour sessions feature important topics that, if prioritized, can positively impact your productivity and community.

TIME MANAGEMENT MATRIX



Yolanda Dillard
MTAS Training Consultant

IMPACT Series Schedule

April 21

Telling Your Community's Story
Josh DeVine, Communications Director
Tennessee Bureau of Investigation

June 16

Building Your "Bench" with Succession Planning
Betsy Cunningham, Human Resources Consultant
MTAS

August 18

Blueprint for Civic Engagement
Drs. Katie A. Cahill and Bill Lyons
Howard H. Baker Jr. Center for Public Policy
The University of Tennessee, Knoxville

October 20

Rx Recycling: Championing Drug Disposal
in Your Community
Chris Shults, Grants and Training Specialist
MTAS

December 15

Introduction to Emergency Management
Brian Gard, Director of Emergency Management
The University of Tennessee, Knoxville

All sessions are 12:30 PM CT/1:30 PM ET via Zoom.

Register at kate.tennessee.edu.



MTAS Salary Survey Reporting Dashboard 1.0 is Available!

We are very happy to announce that the MTAS Salary Survey data is available for reporting through the new Reporting Dashboard, and we encourage you to try it out.

A few things to keep in mind:

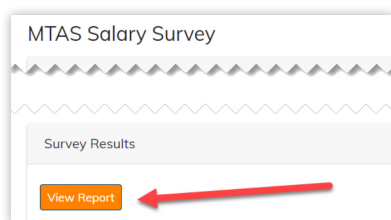
1. The data available now is FY2022 data as entered by each individual city or town.
2. Not all municipalities participate in the survey. Currently, we have 53 completed surveys and another 23 surveys that are in progress. Encourage your peers to participate!
3. Only municipalities that have published data in the database will be able to use the Reporting Dashboard. It is not too late to enter FY2022 data since this database allows for live updating of the data.

Ready to Check it Out?

[Access the MTAS Salary Survey.](#)

Login in with your user account information.

Click on the “View Report” button on the Home Screen and this will take you to the dashboard.



View [this quick clip](#) on how to run a report.

Not a registered user? Your first time registering? It's easy! Follow the link to the survey, click on the “Register as a new user” option, and set up an account with your own information. Once you are an approved user, you will be able to enter your municipality’s salary information.

Please reach out if you have any questions.

MTAS Salary Survey Team

East Tennessee HR Consultant
[Betsy Cunningham](#)

Middle Tennessee HR Consultant
[John Grubbs](#)

West Tennessee HR Consultant
[Peter Voss](#)

Technical Assistance
Justin O’Hara or Frances Adams-O’Brien
salaryinfo@tennessee.edu

MTAS Municipal Courts Conference 2022

The 2022 Municipal Court Conference will be held May 19-20, 2022, at the Embassy Suites in Franklin. This conference is great for new clerks and experienced clerks alike. The conference will begin Thursday afternoon on May 19 and conclude by noon on May 20.

If you have any questions, please contact John Eskew at john.eskew@tennessee.edu or Doug Brown at doug.brown@tennessee.edu.

[Registration is open.](#)



John Eskew
MTAS Municipal
Court Specialist



Doug Brown
MTAS Training
Coordinator

What You Need to Know About FLSA

The University of Tennessee MTAS is hosting, “What You Need To Know About FLSA.”

UT MTAS human resource, fire management, and law enforcement consultants will be presenting the subject of Fair Labor Standards for 40-hour, public safety fire and law enforcement employees across the state.

The certificate of completion from UT MTAS can be submitted to the Tennessee Fire Commission as a three-hour training substitution class for a portion of the 2022 training program. This training is eligible for three-hours credit as officer training for Insurance Service Office (ISO).

- **Jackson**, March 22, 2022, UT Ag Extension 605 Airways Blvd., Room 150
- **Nashville**, March 24, 2022, UT Training Center, 193 Polk Avenue, Nashville Room 1 and 2
- **Johnson City**, March 29, 2022, Memorial Park Community Center, 10 Bert Street
- **Knoxville**, March 30, 2022, UT MTAS Office, 1610 University Avenue, Room 118
- **Collegedale**, March 31, 2022, Collegedale City Hall, 4910 Swinyar Drive, West Room

This class is being held in-person from 8:30 am – 11:30 am in all locations.

For more details and to register, visit kate.tennessee.edu.



Steven Cross
MTAS Fire Management
Consultant

Tennessee Government Finance Officers Association Rolls Out a New Logo and Website

Thanks to a couple of talented Tennessee Government Finance Officers Association (TGFOA) members the association has a new look.

Rocky Top City Recorder and Certified Municipal Finance Officer Kari Hancock and Collierville Budget Director Valesa Wells made it happen! Brad Harris, president of TGFOA, applauds the efforts of the members!

Be sure to visit the site and see what is happening with TGFOA at tgfoa.org.



Tennessee Renewable Energy and Economic Development Council News

CITY OF WOODLAND MILLS ADOPTS TREEDC/MTAS MODEL RESILIENCY RESOLUTION

The city of Woodland Mills Board of Mayor and Alderman recently became the first local government in Tennessee to adopt by resolution a Tennessee Renewable Energy and Economic Development Council (TREEDC)/MTAS Community Resiliency Program. This innovative pilot program consists of a three-tier approach for the city to prepare for natural disasters. The resolution calls for 100 percent of electricity to be derived from renewable energy sources by the year 2035 and calls for preparation of a climate action plan. The plan also sets a goal to equip all municipal, commercial and residential structures with a Bronco Power Boost Eco battery generation that does not emit emissions and works automatically during power outages.

The city will apply for grants to procure the eco generators. MTAS and TREEDC will prepare the climate action resiliency plan that includes involvement in the TREEDC TN Flood Ready Coalition. Congratulations, Woodland Mills! For more information contact Warren Nevad at warren.nevad@tennessee.edu.



From left to right – Woodland Mills Mayor Joseph Lewis, Billy Whittaker, Bronco Power Boost and Woodland Mills Alderman Todd Wade

TREEDC News, continued

TN FLOOD READY COALITION UPDATE

TREEDC President Dwain Land and Zach Bartscherer of Pew Charitable Trusts, met with key committee leadership in the Tennessee General Assembly recently to discuss the Flood Ready Coalition. Leaders in both the House and the Senate agreed flooding is a significant problem across our state and are excited to work with the coalition to find solutions.

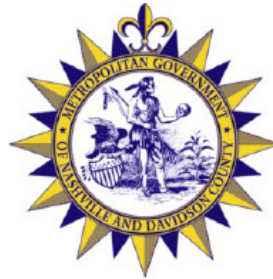
Bartscherer, Land, Red Bank Mayor Hollie Berry, and Waverly Flood Survivor Amanda Maples (pictured below, from left to right) met with Brandon Gibson, COO for Governor Bill Lee and Grant Minchew, legislative liaison for Governor Lee. The coalition members expressed the difficulty small towns have in accessing resources to address flooding and recommended the governor look to what other states have done to support communities. With the positive reception, TREEDC expects conversations about solutions with legislators and the governor's office to continue. A total of 15 counties and 20 cities joined the coalition.

- News Channel 5 (Nashville) [coverage for Flood Ready Tennessee](#)
- Visit the [Flood Ready Tennessee website](#)



From left to right: Zach Bartscherer, Pew Charitable Trusts, TREEDC President Dwain Land, Red Bank Mayor Hollie Berry and Amanda Maples, Waverly Citizen

METRO NASHVILLE OPENS ITS FIRST NET-ZERO ENERGY BUILDING



Metro Nashville's new [Central Administration Building](#) is the municipality's first net-zero energy building, which generates more energy that it can use on a daily basis. Located near the Cumberland River, the Central Administration Building uses smart lighting, low-flow faucets, and automation systems that raise and lower the temperature in the building based on demand. The building's roof is also outfitted with 500 solar panels that generate power for the building onsite. Excess power from this solar array will be used by the Central Water Reclamation Facility located next door. The Central Administration Building opened two years after the [Metro Council passed green building standards](#) to reduce energy and water usage in Nashville's government buildings, including plans for net-zero energy retrofits across 12.5 percent of metro government-owned buildings by 2032.



Tennessee Association of Clerks and Municipal Records Spring Conference 2022



The Tennessee Association of Clerks and Municipal Records (TAMCAR) Spring Conference will be held April 27-29, 2020, at the Murfreesboro Embassy Suites. TAMCAR is a professional organization dedicated

to the advancement of the municipal clerk/recorder. TAMCAR assists clerks with personal and professional development through a curriculum that concentrates on public administration, social and interpersonal skill enhancement, and current issue sessions. Completion of these education session results in points needed to receive certification through the Tennessee Secretary of State's Office.

For more information on joining TAMCAR or attending the spring conference, visit tamcar.wildapricot.org.



Honna Rogers
MTAS Municipal
Management Consultant

Plan Ahead!

Fall Conference
September 14, 2022
Murfreesboro Embassy Suites

UPCOMING CONFERENCES

TENNESSEE CITY MANAGEMENT ASSOCIATION

Spring Conference | April 6-8, 2022 | Franklin

Fall Conference | October 26-28, 2022 | Gatlinburg

ICMA ANNUAL CONFERENCE 2022

September 18-21, 2022 | Columbus, OH

SUCCESSFUL CONNECTIONS

A state and local government partnership program. Open to all local government officials in counties, cities, and utility districts. Look for more information soon.

May 13, 2022 | Nashville (MTAS Polk Avenue Training Facility, 193 Polk Ave. Suite D, Nashville, TN 37219)

TENNESSEE STORMWATER ASSOCIATION ANNUAL CONFERENCE 2022

Montgomery Bell State Park | October 18-20, 2022

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