



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

MUNICIPAL E-NEWS

MARCH 2023 | QUARTER 1 | ISSUE 107



Selected New MTAS Resources

[Resources for Developing a Cybersecurity Policy for Your Municipality](#)

[Incentives for Certifications for Selected Municipalities in East Tennessee](#)

[Model Procurement Code Amendment for Purchases Through Competitive Sealed Proposals](#)

[New Knowledgebase materials](#)

[New MRLn materials](#)

[New MOrE materials](#)

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



VIEW OUR CURRENT
TRAINING CALENDAR

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82% Municipalities Held Elections in Fall 2022

In the fall of last year, 281 out of the 345 Tennessee municipalities held elections during August and November. This resulted in many newly elected municipal officials in the state. In response, MTAS chose to offer the Elected Officials Academy (EOA) in January. There were 118 participants who took advantage of this training opportunity.

What did they learn? They learned about the different charter types and various forms of government that are found within those charters; they learned about budgeting; they completed an exercise using their own city's charter; they met their management consultant and other officials in cities nearby in a breakout room; they learned about open meetings, open records and ethics laws; how to have effective meetings; the difference between a resolution and an ordinance; and they learned about their roles and responsibilities. All 118 participants did this virtually over three evenings for a total of 7.5 hours of education.

MTAS prides itself in meeting its customers where they are, and sometimes that means not actually in-person, as ironic as that may be. The class in January was the largest ever EOA that MTAS has presented, and we would not have been able to do that in a traditional instructor-led setting.



Margaret Norris
MTAS Executive Director

If you wish you had registered for the EOA, and are looking for another opportunity, we will be offering the Foundations course again this summer in conjunction with the Tennessee Municipal League annual conference. If you have attended the Foundations course and are looking to learn more about municipal operations, then you also have an opportunity at the same conference.

MTAS strives to know in advance what you need, and to provide the resources for you at the time you need them. Of course, team MTAS is also available to assist when something pops up and you need sage advice on your options to move ahead. We are MTAS and we are here to help. We have a team of about 60 people wanting to help you reach your potential. Please call on us!

ARPA Reporting Deadline for Non-Entitlement Units (NEUs) is April 30, 2023

Non-Entitlement Units (NEUs) that received federal grant funds under the American Rescue Plan Act (ARPA) through the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) have a Project and Expenditure Report deadline of April 30, 2023. View the [reporting guidance](#) issued by the U.S. Treasury.



Open Enrollment Can Be Fun!

An open enrollment period is a window of time that happens once a year, typically in the fall, when employees sign up for health insurance and adjust their current benefit selections. In my 30 years in human resources, I have observed that most employees see open enrollment as a necessary evil. It's just paperwork, paperwork and more paperwork.

To counteract that perception and increase employees' engagement with the process, the town of Greenville makes their open enrollment period a little more enticing, as I was able to experience in person in the form of a vendor fair.

Over the course of two days, each employee, and their dependent(s), are asked to stop by and participate in the annual open enrollment vendor fair. There were several vendors available including Blue Cross Blue Shield, TCRS and the voluntary insurance product vendors made available to employees. Employees also had the chance to learn about the town's wellness plan and the benefits available to them.

And did I mention that giveaways, drinks and snacks were also provided to those in attendance? Always a plus!



Betsy Cunningham
MTAS Human Resources
Consultant

It requires a great deal of time and energy to facilitate a vendor fair, but I'm confident it pays off for everyone involved. Kudos to Greenville for making open enrollment an important and engaging time for their employees.



Left to right: Firefighters Heath Ball and Joe Kendall, Assistant City Administrator Cathy Osborne.

CMFO Incentive Program

Participants in the MTAS Certified Municipal Finance Officer (CMFO) program may be eligible for the CMFO incentive programs. The CMFO incentive programs have been designed for municipal employees working in financial and accounting positions. As an incentive for participation in the CMFO program, municipalities may be reimbursed for costs associated with their employees obtaining the CMFO certification.

Eligible expenses include all travel-related expenditures and fees associated with the CMFO classes. Qualified individuals can also receive a \$1,000 stipend after obtaining the CMFO certification. Potential CMFO candidates may contact the Comptroller of the Treasury, Division of Local Government Audit at (615) 401-7841 or email LGA.Web@cot.tn.gov to discuss their eligibility for these incentive programs.

Training Updates

If professional development is one of your 2023 goals, we can help! We have a variety of training opportunities for municipal leaders, staff and elected officials. If you missed it, [check out some of our updates](#).

The [IMPACT Series](#) returns this year with all-new topics!

We are also partnering with Public Entity Partners to bring you the [PEP Risk Management Series](#). Identifying, managing and mitigating risk is everyone's responsibility and, when done effectively, can save your organization money.

Registration is now open for Connect!

In today's ever-evolving environment, with complex and unpredictable challenges, the skills needed for effective leadership are also changing. Your organization needs leaders who can think adaptively, lead by example, engage others to build a positive and high-performing culture, and execute to achieve your organizational outcomes. Your organization also needs a strong bench of leaders ready to transition into leadership roles. To meet these needs, MTAS developed the Connect program.

What is Connect?

Connect is designed for mid-level municipal leaders who wish to enhance leadership mindset and influence, develop higher level critical thinking and visioning, and lead thriving cultures in their municipalities. Connect enhances the municipal manager's ability to respond to current and future workforce needs and positively influence organizational success. [Learn more about the Connect program](#) including how to register.

For other training related questions or suggestions, [email us](#).



DID YOU KNOW?

You can register for upcoming sessions in advance. Visit our [training calendar](#) to see upcoming sessions, and register today!

TREEDC News

TREEDC HOSTS ANNUAL CONFERENCE/ AWARDS RECEPTION

The Tennessee Renewable Energy & Economic Development Council (TREEDC) recently partnered with Tennessee Tech University (TTU) and the Energy Services Coalition (ESC) to host its annual conference and awards reception in Cookeville.

The theme of the conference was Creating New Energy and Economic Opportunities. It brought together leadership from The University of Tennessee (UT) Municipal Technical Advisory Service (MTAS), United States Department of Agriculture (USDA) Rural Development, UT Martin, TTU and the Tennessee Valley Authority (TVA).

Attendees heard presentations regarding local government opportunities in clean energy resulting from the Inflation Reduction Act and updates on Tennessee Flood Ready, the MTAS Tennessee Retail Alliance, and TVA's economic development activities. CMTA Energy Solutions discussed net zero energy schools. Wilmot reviewed its solar developmental activities in Nashville. Performance Services sponsored the reception.



Warren Nevad
Municipal Management
Consultant

The following individuals received awards for their hard work and support of TREEDC during 2022:

1. TREEDC Environmental Legacy Award:
Ricky Shelton
2. TREEDC Excellence in Community Resiliency:
Woodland Mills Mayor Joseph Lewis
3. TREEDC Excellence in Innovation:
Billy Whittaker, Bronco Power Boost
4. TREEDC Champion:
John Werner, Cumberland Securities
5. TREEDC Champion:
Emily Bryan, Cooley Public Strategies
6. TREEDC Excellence in Community Development:
Dunlap Commissioner Becky Card



From left to right: Former Cookeville Mayor Ricky Shelton, TREEDC President Dwain Land, University of Tennessee MTAS Executive Director Margaret Norris and TREEDC Chairman/University of Tennessee Martin Chancellor Dr. Keith Carver at the 2022 TREEDC Annual Conference at Tennessee Tech University.

TREEDC NEWS

TREEDC AND TN FLOOD READY HOSTS COMMUNITY RESILIENCE ROUNDTABLES IN HAMILTON AND PUTNAM COUNTIES

Recently, TREEDC partnered with Tennessee Flood Ready to host two roundtables in Chattanooga and Cookeville. TREEDC is grateful for the leadership of State Senator Bo Watson and State Representatives Ryan Williams and Greg Vital for their leadership in moderating these roundtables.

These state leaders gathered local and regional leaders from across their districts and the surrounding region to discuss the challenges we face from flooding in our communities. The goal of the Flood Ready Coalition is to improve flood resilience across Tennessee. During these roundtables, attendees discussed how more intense and frequent rainfalls are straining infrastructure. Discussion also involved how we must target specific mitigation projects, secure funding and then put those projects in place to provide additional resources to communities before disasters strike.

Key Takeaways

- Flooding is a regional issue, and finding solutions will require a watershed-based approach.
- While flooding is a universal problem, the causes and solutions vary. We should avoid a one-size-fits-all solution and instead leverage local knowledge to inform regional solutions.

- Public infrastructure, businesses and homes are all at risk across the region. It is urgent that we work to protect flood-prone areas before the next big flood.
- Smaller communities lack the staff capacity and expertise to work through grant applications, deal with regulations and red tape, coordinate with other jurisdictions and complete project implementation. Support is needed to empower these communities to solve their flooding problems.
- Smaller communities struggle to find the funding and resources necessary to access grants or fund projects on their own. This is a question of staffing as well as insufficient funds for the local match many grants require.
- Other states have found ways to support communities through statewide planning, revolving loan funds and clearing houses for grant opportunities.
- A Tennessee solution to flood resilience is needed to protect our communities and save millions of taxpayer dollars in recovery.

If there is a point you would like to add to the takeaways, please contact [Warren Nevad](#) at MTAS. We will be in touch about next steps as we work toward improved flood resilience for Tennessee.

If you'd like to learn more about Flood Ready Tennessee and join the coalition, you can do so at [FloodReadyTN.com](https://www.floodreadytn.com).

TREEDC NEWS

TREEDC MEMBER CITY OF CHATTANOOGA RECOGNIZED FOR ENERGY EFFICIENCY ACHIEVEMENTS

The U.S. Government recently recognized Better Buildings Challenge partner city of Chattanooga for energy efficiency leadership across more than 200 of its municipal facilities.

Over a period of several decades, Chattanooga has made significant progress in reversing the negative environmental impacts of local industry. As part of this work, the city joined the Better Buildings Challenge in 2015, committing to reduce energy intensity by 20 percent. After reaching this goal five years ahead of schedule in 2019, Chattanooga has since achieved 36 percent energy intensity savings across two million square feet of building space from a 2013 baseline.

The city's Moccasin Bend Environmental Campus exemplifies this ongoing commitment to efficiency.

The campus manages and treats wastewater for six counties and is the largest energy consumer of the city's owned and operated buildings. Beginning in 2018, the Moccasin Bend Environmental Campus underwent several structural improvements to ensure long-term effective wastewater treatment for its growing population and increase resilience in times of extreme events.

To improve the facility's efficiency and performance, Chattanooga installed a 10-acre solar array, upgraded the facility's equalization blower, retrofitted the building with LED lighting, improved water systems, and installed variable frequency drive controls. Chattanooga's holistic approach has resulted in 27 percent energy and 24 percent water savings annually at the campus, ultimately saving \$1.4 million per year. Congratulations, Chattanooga.



Update Your Municipal Information on the MTAS Website

Are you a newly elected official or new department head-level staff member? Please let us know so we can maintain the most current information for each Tennessee municipality on our website.

MTAS maintains a large variety of information on each city in Tennessee. Everything from city hall hours, when the council meets, incorporation date, all elected officials, department heads and so much more. We provide this information as a service to cities and Tennesseans across the state and we need your help to keep it up-to-date.

HOW TO REVIEW DATA ON THE MTAS WEBSITE

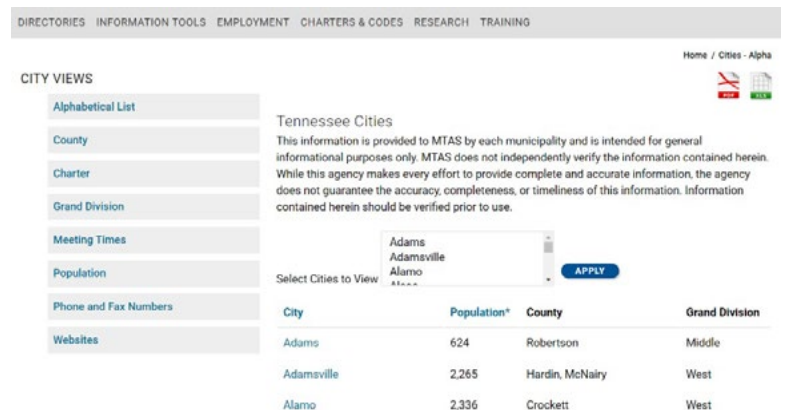
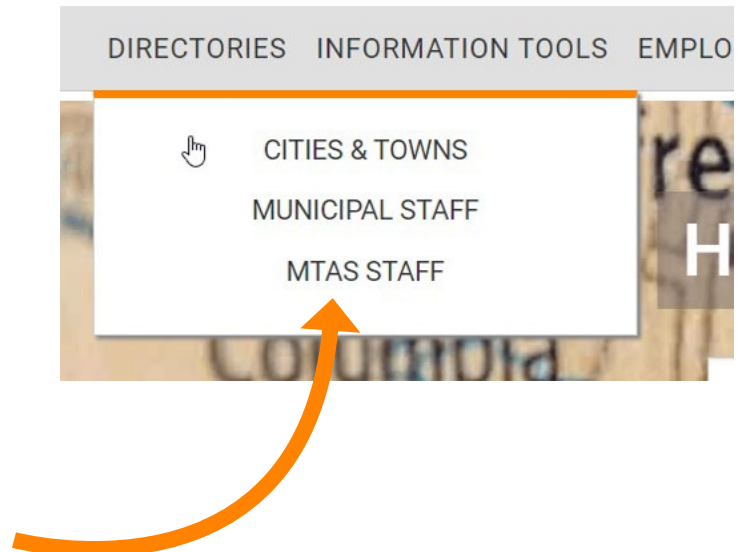
Visit our [Tennessee Cities webpage](#) to review your data:

- Easily locate your city or town by selecting your municipality’s name in the drop-down list or by simply scrolling down the page to your city’s name and opening the directory listing from there.

WHAT TO DO IF YOU HAVE UPDATES?

- If you have updates to any staff or elected official’s information, click on the name of the existing individual and then the update individual button. Update the information as needed and click submit.
- If you need to update information like city hall hours, population, social media platforms or what utilities you provide, click on the municipal stats button on your city’s profile page. Update the information and click submit.

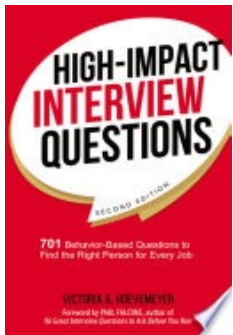
If you have any questions regarding the information in the MTAS City Directory, contact mtas@tennessee.edu.



Check Out the New MTAS Library E-Books!

If you have checked out an electronic book (e-book) from your local public library, then you know how easy, portable and convenient an e-book can be.

Over the last several months, the MTAS Library has added around 60 e-books that are available to all cities and towns in Tennessee to access. Most of the books are on a single user license, which means that if someone else is using the book, you will have to wait until they are done and try again. But there is no check out process; you just access the book, and if it's available you can read it in PDF (or other e-book) format.



Here is an example of one e-book recently added:
[High-impact Interview Questions: 701 Behavior-Based Questions to Find the Right Person for Every Job.](#)



Frances Adams-O'Brien
MTAS Librarian

When you use the link above to open the catalog record, look for the link that starts with Customer Access. Click on that link to go to the website where our e-books are hosted.

Send an email to mtaslibrary@tennessee.edu for the login information. You can also [browse the list](#) of all of the available e-books.

Please let me know if you have any questions about how to use these great resources or if you are aware of a great e-book resource that you think could be a good addition to the MTAS Library. I'll check it out!

Celebrating the 54th Annual Professional Municipal Clerks Week

The 54th Annual Professional Municipal Clerks (or Recorders) Week is set for April 30 -May 6 this year. Initiated in 1969 by International Institute of Municipal Clerks and endorsed by all its members throughout the United States, Canada and 15 other countries, the week is a time of celebration and reflection on the importance of the clerk's office. In 1984, President Ronald Reagan signed a proclamation that officially declared Municipal Clerks Week the first full week of May. In 1994 and 1996, President Bill Clinton also signed proclamations confirming Municipal Clerks Week.



Honna Roger
MTAS Municipal
Management Consultant

Please consider how you can honor your municipal clerk/recorder during this time. Look for a sample resolution to be mailed to mayors in April.



Tennessee Association of Municipal Clerks and Recorders Spring Conference is Around the Corner!

The TAMCAR Spring Conference will be held April 26-28, 2023, 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 sessions result in points needed to receive certification through the Tennessee Secretary of State's office. There are also hours offered towards the Certified Municipal Finance Officer (CMFO) credit hour requirements.

TAMCAR is very proud to be a part of the International Institute of Municipal Clerks (IIMC). Visit the [TAMCAR website](#) for information on joining TAMCAR or attending the spring conference.



TGFOA Spring Conference

The Tennessee Government Finance Officers Association will have its 2023 Spring Institute Thursday, March 9 and Friday, March 10. The event will be held in Jackson on the campus of Union University.

The Spring Institute rotates location from East Tennessee to West Tennessee annually. This is a great opportunity for all cities, but especially those in the western half of Tennessee, to attend a quality conference that provides timely and relevant training. The institute will provide eight hours of continuing education, and several Tennessee Comptroller office personnel will be in attendance.

This year's session includes the Blue Oval City Project, budgeting, Fair Labor Standards Act, strategic and long-term planning, fraud and communications. An optional networking dinner on Thursday evening is available for those interested.

Additional information is available on the [TGFOA website](#).



CONFERENCES AND MEETINGS FOR MUNICIPAL STAFF AND OFFICIALS

TENNESSEE GOVERNMENT FINANCE OFFICERS ASSOCIATION

Spring Institute | March 9-10, 2023 | Jackson

TENNESSEE CITY MANAGEMENT ASSOCIATION

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

TENNESSEE ASSOCIATION OF MUNICIPAL CLERKS AND RECORDERS

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

TENNESSEE MUNICIPAL LEAGUE

Legislative Conference | March 13-14, 2023 | Nashville

Annual Conference | July 22-24, 2023 | Nashville

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