

The classes and technical services of MTAS are centered on the philosophy that assistance should be provided at the lowest cost possible to the cities and towns of Tennessee while maintaining the exceptional quality and value of these services. Most of the consulting services are self-explanatory, and this brochure includes a brief description of the training programs currently offered through MTAS.

The following fees apply to some of the more popular courses, programs and studies of MTAS. MTAS also develops specific courses and programs for cities and towns on request:

## FEE SCHEDULE JULY 2014

PROGRAM/CLASS	COST
Assessment Centers and Recruitments	No charge
Certified Municipal Finance Officer (CMFO)	City Participants: \$110/Class Non-City Government Employees: \$135/Class Other Participants: \$160 Test-outs: \$85 Re-Tests: \$85
Elected Officials Academy (EOA) Levels I/II	\$210/Level – 5 Sessions/Level
Municipal Administration Program (MAP)	\$50/Participant
Municipal Management Academy (MMA)	\$7,450/level for a city cohort up to a maximum of 25 participants or an individual rate of \$410/level for regional open enrollment
Skill Soft Training	Rates are based on the class. An average 2.5 hour class costs \$35.
Train-the-Trainer	\$260/participant
<b>STUDIES</b>	
Specialty Studies, including Comprehensive Management Reviews (CMRs)	\$50/hour Proposals are encouraged.
Utility Rate Studies	\$50/hour with a maximum of \$1,500 for a <u>simple study</u> and \$3,000 for a <u>complex study</u> Proposals are encouraged.

## TRAINING AND CONSULTING SERVICES

**Certified Municipal Finance Officer (CMFO).** The goal of CMFO is to provide the training and testing for each Tennessee municipal government to meet the requirements of the Municipal Finance Officer Certification and Education Act of 2007. This is a rigorous 11-course program. Each course is a day-long event beginning at 8:30 a.m. and concluding at 5:00 p.m. The day-long session includes an exam. The program does include opportunities for well-qualified participants to take the test (test-out) for proficiency in the topic under discussion.

**Elected Officials Academy (EOA).** The EOA provides training and assistance on municipal services and municipal leadership, and is targeted to new (and often not-so-new) mayors and councilors, commissioners and aldermen. Most EOA sessions include elected officials from several different communities, and many past graduates attribute their early success with the city, the community and with each other to the information, relationships and insights that they gained through the academy. The five sessions in Level I cover topics such as the foundation and structure of municipal government, charters and codes, open meetings and open records laws. Level II EOA includes an expansion on topics such as personnel management, fire and police review, and water and sewer management.

**Municipal Administration Program (MAP).** The goal of the MAP is to provide and maintain the knowledge of public administrators on important and timely trends and issues in managing the day to day operations of municipal services. MAP courses are topic specific, and attendance provides opportunities for networking and sharing of best practices with others in the profession. Participants receive certificates and credit to apply to some of the more comprehensive certification programs.

**Municipal Management Academy (MMA).** The MMA is a certificate program intended to provide effective training and development opportunities for managers and supervisors in Tennessee municipal government. MMA is designed to help the new manager or supervisor develop the knowledge, skills and abilities required for success, as well as refresh the knowledge skills, and abilities of the experienced supervisor or manager. Each MMA Level requires 32 hours of training, and the curriculum includes required courses in topics that include human resources issues, risk management, planning and organizing, communication skills, discipline and motivation in the workplace. The program provides opportunities to tailor the training to meet needs in topics that include developing teamwork, employee performance evaluations, customer service, change management and project management.

## CODIFICATION FEE SCHEDULE JULY 2014

MTAS provides two classes of codification services: an annual update service and a complete code service.

The annual update service includes updating each city's code once a year by incorporating all of the ordinances adopted during the past year and any amendments made to the city's charter. All cities that take advantage of this service will pay an annual fee of \$200, which includes the web hosting of the charter and full code as well as 10 copies of the updated pages. Additional copies will be invoiced separately based on our actual costs for duplication, dividers and shipping. When a city that is web hosted by MTAS submits ordinances to revise the code, the city will be charged twenty-one dollars (\$21) per page based on the number of pages that are modified by the ordinances. For cities who do not have an MTAS web-hosted code, the city will be charged twenty-five dollars (\$25) per page based on the number of pages that are modified by the ordinances. The per-page fee allows for a cost that is based on the amount of work done on each update. MTAS will invoice cities for updates when the work is completed and sent to the city.

The second service is for the creation of a complete code, which includes new codes from scratch, all conversions and re-codification of old MTAS codes and any conversion of a code prepared by a private code company. Charges for complete codes services are based on population because of the relative work load and the ability of the city to pay. MTAS will send an invoice to cities for 50 percent of the cost of a complete code when we are ready to begin work on the code, usually three to four months before completion. MTAS will invoice cities for the remaining 50 percent upon delivery.

Population Range		Complete Code	Annual Update						
Minimum	Maximum		With Web Hosting			Without Web Hosting			
			Web Hosting Fee	+	Per Page Fee	Web Hosting Fee	+	Per Page Fee	
1	2000	\$ 3,500.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
2001	5000	\$ 4,800.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
5001	10000	\$ 7,300.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
10001	15000	\$ 9,300.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
15001	25000	\$ 13,000.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
25001	50000	\$ 14,500.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	
50001	over	\$ 18,000.00	\$ 200.00	+	\$ 21.00	\$ -	+	\$ 25.00	