

City Spotlight: Carthage



*Carthage is the county seat of Smith County and is situated at the confluence of the Cumberland and Caney Fork Rivers. Due to this geographic location, Carthage became "one of the most important towns in middle Tennessee during the steamboat era."*¹

Date of Incorporation:

1804

Population:

2,251

County:

Smith

Grand Division:

Middle

**MTAS Municipal
Management Consultant:**

Gary Jaeckel
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¹ Smith County. *Tennessee Encyclopedia of History and Culture*

Collection of Bond Forfeiture Fees

On August 11, 2010, MTAS, in consultation with staff and attorneys for the State of Tennessee, issued an advisory notice to the municipalities of the state advising against collection of the bond forfeiture fees for municipal traffic ordinance violations in city courts. This writing is in response to the numerous inquiries regarding the new requirements adopted as Public Chapter 1019 of the 2010 Public Acts.

The previous statement issued by this office advised municipal courts to cease collection of the \$13.75 bond forfeiture fee. This recommendation was based upon the language of Chapter 1019 limiting collection to "the forfeiture of a cash bond or other surety entered as a result of a municipal traffic citation pursuant to § 40-11-118(c)." The referenced citation deals with bonds required because of a defendant's history of "past due fines and costs." Such situations are atypical in municipal courts, thus the MTAS recommendation. It is true, however, that in the instance of a bond required pursuant to T.C.A. § 40-11-118(c) a municipality should continue to collect and remit the \$13.75 bond forfeiture fee.

Should you need assistance in determining whether the fee is appropriate in a certain situation or if you have any other questions related to this legislation, please contact your MTAS legal or management consultant.

<http://www.mtas.tennessee.edu>

Comptroller Issues Draft Statement on Debt Management: Comments by September 22, 2010

On August 10, 2010, State Comptroller Justin Wilson issued a draft statement on debt management for cities and counties in Tennessee. The draft is based on four guiding principles for Tennessee governmental debt issuers to consider while developing their own policies:

- ★ Understanding transactions
- ★ Explaining to citizens what is being considered
- ★ Avoiding conflicts of interest
- ★ Disclosing costs and risks

The draft sets forth specific language explaining these principles in greater detail. Beginning January 1, 2012, all public entities including all municipalities should have

(Debt management continued from page 1)

an adopted Debt Management Policy in effect prior to issuing debt. The policy may be tailored to the municipality's financing needs and should represent the use of debt as a part of an over-all financial management tool.

Before considering and adopting a policy, members of the municipality's governing body need to have a basic understanding of public finance. Professional outside assistance may be sought for developing a policy; however the municipality remains responsible for its content, any amendments, and periodic review of components of the policy. In making the announcement, Comptroller Wilson encouraged municipalities to review the draft and checklist on best practices in debt management. To view documents prepared by the comptroller's office online, go to <http://tn.gov/comptroller/lf/lfDebtManagement.htm>.

Written comments and suggestions regarding the draft debt management policy will be accepted by the comptroller's office until September 15, 2010. A public forum for Tennessee debt issuers is tentatively scheduled for September 22, 2010. You can find further details on the forum on the comptroller's website at <http://www.comptroller1.state.tn.us/index.asp>.

State Agencies Must Project Financial Impact on Local Government

Josh Jones, MTAS Legal Consultant

Fiscal statements have long been required to accompany every bill introduced into the state legislature. These statements assist local governments and their representatives to assess the impact of proposed legislation and determine the appropriate response. Often rules and regulations passed by state agencies can have equally substantial financial impact on local governments.

However, until recently, no similar financial statement was required for these proposed rules and regulations. Pursuant to Public Chapter No. 1070 of 2010, a state agency proposing a rule or regulation must now state the projected financial impact on local governments of that rule or regulation. Read the financial impact statements on the secretary of state's website: <http://tnsos.org/rules/>

From the MTAS Executive Director ...

Over the next few months cities and towns will see a great deal of activity from MTAS, as we continue our role of consulting, training and research in the state. We are constantly working to serve the diverse needs and municipalities in Tennessee, and both I and Melanie Purcell, MTAS Assistant Director, will be joining the consultants across the state to serve and improve services for your community.



We also have a number of extra efforts moving through the system, including a customer survey intended to help us gauge the changing needs of your community in comparison to the services of MTAS. This will be the first comprehensive survey conducted since 1989, and we are looking for these results to help guide the direction of MTAS for the next few years. We will be asking that each municipality take a few moments to provide critical feedback necessary to make this an effective tool. There will be much more on the survey coming forward this fall.

In my travels across the state, I have received many comments about the need for and importance of training on a variety of topics. The training staff is working at capacity, but as needs change Gary Petree, training program manager, and the training staff will continue to adjust the schedule and topics. Please contact your management consultant if you need specific topics addressed in the MTAS training programs.

Thank you for the services that you deliver to the residents of this state, and you should find that the services of MTAS continue to improve and change to support your good work.



Steve Thompson, Executive Director
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MTAS Staff Highlight

Meet William Haston, MTAS Finance and Accounting Consultant



William Haston is a finance and accounting consultant for cities in Middle Tennessee. Haston has been with MTAS for two years.

Haston began his career in municipal finance with Jonesborough, Tennessee in 1985 where he served as city recorder and city judge. In 1987, Haston accepted the position of budget officer in Kingsport, Tennessee. In the position of budget officer, he was responsible for overall development and implementation of the city's budget. Haston was the lead person to help the city's budget to garner its first Distinguished Budget Presentation Award from the Government Finance Officers Association. In November of 1996, Haston was promoted to assistant city manager and also continued in the capacity as budget officer. Haston served Kingsport for over 14 years.

Haston holds a Bachelor's of Business Administration from Austin Peay State University in Clarksville, Tennessee. Haston may be contacted at william.haston@tennessee.edu or 615-253-6380.

Economic Report to the Governor of the State of Tennessee: State's Economic Outlook 2010

Matthew Murray, Center for Business and Economic Research,
University of Tennessee, Knoxville

Published annually since 1975, this report provides an in-depth analysis of national and state economic development based upon ten-year and ten-quarter economic forecasts. The quarterly forecast is designated as the official forecast for Tennessee state government internal programming and future budget planning purposes. The forecast is produced from the Tennessee Econometric Model (TEM), developed and maintained by CBER.

[Click here to read publication.](#)

2007 Economic Census Data Available

The 2007 Economic Census data is now being released to the public by the US Census Bureau.

How can this data be used by your city?

- ★ Benchmarking
- ★ Tracking economic change
- ★ Attracting new businesses
- ★ Assisting business development

What is "economic census" data?

- ★ Monthly retail sales
- ★ Manufacturing and trade data
- ★ Housing starts and sales
- ★ Number of employees
- ★ Annual payroll

Fast Facts

- ★ Information is collected every five years in years that end in 2 and 7 (2002, 2007, 2012) is gathered from over 4.7 million large and mid-size establishments and a sampling of small establishments.
- ★ Data is only reported for cities with populations over 5,000.

Data is grouped by geography

- ★ State
- ★ Metro areas
- ★ Counties
- ★ Places (cities)
- ★ Zip code

More information

Tennessee State Data User Conferences presentation:
<http://www.mtas.tennessee.edu/Citydept/EcoDev/ec2007.pdf>

Economic Census:
<http://www.census.gov/econ/census07/>

American Fact Finder – Economic Census
(direct to data sets)
http://factfinder.census.gov/servlet/DatasetMainPageServlet?_program=ECN

Customer and Employee Relations Training Online Coming Soon!

Gary Petree, MTAS Training Program Manager

MTAS will soon launch six new online, self-paced, interactive training sessions that will focus on helping employees cope with difficult interpersonal relationships in the work environment. These new training sessions go beyond basic customer service training which can often fall short of providing coping mechanisms for situations municipal employees often face.

Participants may register for and access the following online sessions using their *Solution Point* account through the MTAS Web site:

- ★ Difficult People in the Workplace (3 hours)
- ★ Working With and Managing Difficult People Simulation (30 minutes)
- ★ How to Work With Aggressive People (3 hours)
- ★ How to Work With Arrogant and Duplicitous People (3 hours)
- ★ How to Work With Negative People and Procrastinators (3 hours)
- ★ Effective Communication With Difficult Coworkers Simulation (30 minutes)

The fee per session is \$10 per person.

Watch the MTAS Web page and newsletter for more information and registration instructions.

MTAS Training September 2010

Municipal Administration Program. Human Resources Hot Topic

| | |
|--------------|----------|
| Lakeland | Sept. 1 |
| Jackson | Sept. 2 |
| Johnson City | Sept. 8 |
| Knoxville | Sept. 9 |
| Collegedale | Sept. 10 |
| Smyrna | Sept. 15 |

Certified Municipal Finance Officer Program

Chapter 8. Payroll and Benefits

| | |
|-------------|----------|
| Spring Hill | Sept. 14 |
| Jackson I | Sept. 16 |
| Athens | Sept. 16 |
| McMinnville | Sept. 16 |
| Jackson II | Sept. 28 |
| White House | Sept. 28 |

Municipal Management Academy Open Enrollment Courses

| | |
|---|----------|
| Risk Management and Safe Workplace Environment (MMA 07) | |
| Motivating Your Workforce (MMA08) | |
| Farragut | Sept. 29 |
| Collegedale | Sept. 30 |

Additional information, please visit the MTAS Web site at <http://www.mtas.tennessee.edu/public/web.nsf/Web/View+Programs>.

Free Pilot Program: Job Descriptions, Classification and Compensation

Municipal Evaluation Systems (MES) (<http://www.municipalevaluationsystems.com>) and The Temple Group have teamed up to create a system allowing your city to recreate job descriptions, conduct classification, and evaluate employees using job-duty-specific criteria.

MES is currently seeking cities and towns to test and contribute to the system during and after development **at no charge**. Participating cities will provide feedback that will assure the system meets all expectations while also receiving use of the finished program for one year and a discount of 50 percent for two years.

Interested in participating? Contact Bob Dziejewski at 800.969.9523 or bob.dz@municipalevaluationsystems.com.

Parliamentary Procedure and Your Council Meeting: Seconding a Motion



Margaret Norris, MTAS Municipal Management Consultant

Last month the Robert’s Rules of Order topic was the basic act of making of a motion. The second step in moving a motion forward is the second. After someone makes a motion another member of the governing body says “Second” or “I second the motion.” Permission to speak is not needed for seconding a motion.

The purpose of the second is to avoid time being spent on an issue in which only one member is interested. The act of seconding the motion simply moves the motion forward to discussion. It does not mean the other member agrees or disagrees with the motion that was made, simply that he or she wants to discuss the issue further. Likewise, the person that seconds the motion does not have to vote in favor of the motion.

If a motion is made and no one seconds the motion, then the mayor should make sure everyone heard the motion that was made. For example, “Alderman Smith made e motion to adopt ordinance number 10-3 on first reading. Is there a second to the motion?” If the mayor still hears silence, then he or she will state “The motion is not seconded” or “Since there is no second, the motion is not before this meeting” and then the mayor will immediately move on to the next item of business.

Volunteerism: Alliance for Innovation Webinar



September 29, 2010 | 1:00-2:30 p.m. EDT

For this LIVE webinar, learning objectives include how to keep volunteers satisfied, how to attract volunteers, and ways to motivate these unique people in your community.

This webinar is **FREE** to Tennessee cities.

For registration information, click here.

Tennessee Renewable Energy & Economic Development Council (TREEDC) Announces Regional Coordinators



TREEDC Chairman/University of Tennessee President Emeritus and the TREEDC Executive Committee recently appointed the following regional coordinators and county mayors to assist TREEDC with its grassroots efforts to promote renewable energy in Tennessee

- ★ TREEDC West Tennessee Coordinator:
Covington Mayor David Gordon
- ★ TREEDC Middle Tennessee Coordinator:
Franklin Alderman Dr. Ken Moore
- ★ TREEDC East Tennessee Coordinators:
Ducktown Mayor James Talley

TREEDC County Mayor /Designee Advisory Board appointments

- ★ Roane County Commissioner Troy Beets
- ★ Smith County Commissioner Barbara Kannapel
- ★ Bledsoe County Mayor Greg Ridley

As of July 2010, there are more than 50 cities and counties statewide that have agreed to become advisory board members. TREEDC President/Pikeville Mayor Greg Johnson stated that Tennessee’s cities and counties have unlimited potential in using renewable energy as an economic development tool. Johnson further added that these local government leaders should be commended for recognizing that new technologies in renewable energy such as solar, biodiesel, cellulosic ethanol and gasification can help cities and counties become more energy efficient and generate new potential sources of revenues.

Mark Your Calendar!



TREEDC, TVA, Roane State Community College, and the Roane County Alliance will host the first East Tennessee membership meeting and symposium on **October 22, 2010 at the Roane State Community College, Harriman.** [Click here for agenda.](#)



New MTAS Publications and Resources

Capital Asset Accounting System (2010)

Al Major, MTAS Finance and Accounting Consultant

This publication provides direction in accounting for and properly reporting assets in governmental funds.

[Read](#)

Tennessee Public Acts 2010: Summaries of Interest to Municipal Officials

Josh Jones, MTAS Legal Consultant

This publication summarizes the year's public acts that have the most significant impact on municipal operations. [Read](#)

Updated In-Lieu-of-Tax Payment Calculator

Dick Phebus, MTAS Finance and Accounting Consultant

MTAS has developed a worksheet to assist local governments in calculating in lieu of tax payments.

[Read](#)

New Building Codes Requirements Compliance Online Course

The "Tennessee Clean Energy Future Act of 2009" makes one- and two-family homes subject to inspection by either the state or local government. The act went into effect on July 1, 2010 and requires a decision by local governing bodies. MTAS is offering this **free** online course, "Energy Codes Training" to assist you in making sure your building codes are in compliance with this new code.

This course is a must for municipal officials who are responsible for compliance with International Residence Code and the Tennessee Clean Energy Future Act of 2009.

For information go to: <http://www.mtas.tennessee.edu>.

Calendar of Events



September 22

The New Health Care Bill and How it Impacts You & Your Business Webinar (Chattanooga)

September 22-24

Tennessee City Managers Association (Knoxville)

September 22-24

Certified Municipal Clerk Institute and Master Municipal Clerk Academy (sponsored by TAMCAR) (Nashville)

September 27-28

Governor's Conference on Economic and Community Development (Nashville)

September 29-October 1

Tennessee American Planning Association and Tennessee Section of the Institute of Transportation Engineers Annual Conference (Knoxville)

October 2-7

Sustainable Communities: How Greening Up Your Fleet Results in Huge Cost Savings

ICMA Live Webinar

September 16, 2010

1:00-2:30 p.m.

Discover low-cost opportunities to green your fleet, reduce fuel use, and protect the climate—while getting a huge return on investment.

[Click here for more information.](#)

"Municipal ENews" is provided by the University of Tennessee Municipal Technical Advisory Service in an effort to meet the challenge of providing timely, valuable information and assistance to Tennessee cities to build better communities.

If you have any questions or comments related to this newsletter please contact Frances Adams-O'Brien at frances.adams-obrien@tennessee.edu.