

MTAS Municipal Technical
Advisory Service
INSTITUTE FOR
PUBLIC SERVICE

MTAS MUNICIPAL E-NEWS

JUNE 2015 • ISSUE 72

CLASS LISTINGS & INTERACTIVE TRAINING CALENDAR

Mark your calendar! MTAS training events and conferences are listed here along with information on how to register for upcoming training events on your Solution Point account. [READ](#)

RESEARCH/INFORMATION CENTER NEW MATERIALS

For all listings of new materials:

[CLICK HERE](#)

- **Tennessee Municipal Benchmarking Annual Report FY2014 (PDF) | [Read/Download](#)**
- **Sample ordinance to convert a two way street to a one-way street (E-Document) | [Download](#)**
- **An Elected Official's Guide: Internal Controls (Book) | [View Record/Request a copy](#)**

PAST ISSUES OF THE MUNICIPAL E-NEWSLETTER

[READ](#)

CITY SPOTLIGHT:

CHAPEL HILL

Marshall County

Incorporated 1850

2014 Population: 1,445

Municipal Management Consultant

Jeff Broughton

jeff.broughton@tennessee.edu

FROM THE EXECUTIVE DIRECTOR...

Many of you reading this may have had an opportunity in the past to serve as an intern in what eventually became your chosen career. [READ](#)

FIREARMS IN PARKING LOTS On April 6, 2015, Governor Haslam signed Public Chapter 80 (SB1058/HB994) into law. [READ](#)

FMLA FORMS NOW UPDATED BY DOL For those of you who maintain hard-copies of FMLA sample forms, as provided by the Department of Labor - Wage and Hour Division, you will need to destroy outdated revisions, and replace with the newly issued (Effective June 1, 2015) forms. [READ](#)

VOLUNTEER FIRE DEPARTMENT NOW REQUIRED TO FILE ANNUAL FINANCIAL REPORTS State law now requires every volunteer fire department receiving appropriations from the federal government, the state, a county, or a municipality to file an annual financial report with the Tennessee Comptroller of the Treasury and with each local government from which the volunteer fire department received an appropriation. [READ](#)

THE FUTURE OF PUBLIC SERVICE Fourteen students received a master's of public policy and administration at the University of Tennessee, Knoxville hooding ceremony in May. Of the 14, eight have served in the Institute for Public Service internship program. [READ](#)

TREEDC NEWS SPRING 2015 TREEDC/MTAS Completes first municipal solar project in the Philippines. [READ](#)

MANAGERIAL FINANCE
HUMAN RESOURCES
ADMINISTRATIVE PROFESSIONAL

MTAS Online

3 new certificate programs

Administrative Professional Online Certificate
Human Resources Essentials Online Certificate
Managerial Essentials Online Certificate



From the Executive Director...

Building the Next Generation of Local Government Stewards

Jim Thomas, Executive Director
jim.thomas@tennessee.edu

MANY OF YOU READING THIS may have had an opportunity in the past to serve as an intern in what eventually became your chosen career. That internship gave you an opportunity to test drive the work environment you had an interest in at the time. The UT Institute for Public Service, of which MTAS is a part, sponsors a Public Service Internship program for both graduate and undergraduate students statewide to experience hands-on work in city and county governments. These interns bring exceptional knowledge and skills with them when they come to work.



Jim Thomas

In the past year, 38 students have worked an academic semester (10-12 weeks) in a local government on projects needing the focused work an intern can provide. Twenty four of those interns have worked through MTAS with various cities. The projects they work on are real, "boots on the ground" projects, that when completed, provide great benefit to the local government for which the intern works. During academic sessions when the interns are also taking courses for their degree, the maximum time they can work is 20 hours per week. If coursework is not an issue, the intern can work up to 40 hours per week. MTAS collaborates with the sponsoring local government in paying the intern a wage of \$10 per hour.

Students interested in an internship go through an interview with an MTAS mentor and the host city before offering the intern experience. That MTAS mentor stays in touch with the intern throughout the internship period and frequently communicates with the host city to monitor the work of the intern.

We believe that, together with cities in Tennessee, we have a responsibility to grow the next generation of bright, hardworking and effective local government leaders for when today's officials turn over the keys to city hall. You can benefit from this program by hiring an intern, and you can also partner with us in providing an opportunity to a student with an interest in public service to see what things are really like in city hall. If this partnership is one that interests you and you want to know more, call me at (615) 972-9219. I'll be glad to talk about it with you, and will be happy to give you the names of some city officials who are frequent supporters of the MTAS Public Service Internship program.

Firearms in Parking Lots

By John Grubbs, MTAS Human Resources Consultant and Elisha Hodge, MTAS Legal Consultant

ON APRIL 6, 2015, Governor Haslam signed Public Chapter 80 (SB1058/HB994) into law. This legislation, which becomes effective on July 1, 2015, provides employment protection for employees of both public and private employers who possess valid handgun carry permits and do the following:

- a. Park their motor vehicle in a location where it is authorized to be; and
- b. Store their firearm and/or ammunition in the motor vehicle where it is kept from ordinary observation while the permit holder is in the vehicle; or
- c. Store their firearm where it is kept from ordinary observation and locked within the trunk, glove box, or interior of the person's motor vehicle or a container securely affixed to such motor vehicle if the permit holder is not in the motor vehicle.



Read whole article here.

FMLA Forms Now Updated by DOL

John Grubbs, MTAS Human Resources Consultant

FOR THOSE OF YOU who maintain hardcopies of FMLA sample forms, as provided by the Department of Labor - Wage and Hour Division, you will need to destroy outdated revisions, and replace with the newly issued (Effective June 1, 2015) forms.

The expired Family and Medical Leave Act (FMLA) forms (February 28, 2015) that the U.S. Department of Labor (DOL) said to keep using have now been replaced. These new FMLA forms don't expire until May 31, 2018.

Other than a change in the expiration date, it appears that the only substantive change to the forms is a reference to the Genetic Information Nondiscrimination Act (GINA) in the WH-380E, 380F, 385, and 385V medical certification forms. In the new FMLA forms, the instructions to the healthcare provider (Section II on the forms) states:

Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b).

According to GINA regulations, if an employer provides a safe harbor notice with the request for medical certification, any receipt of genetic information in response to the request will be considered inadvertent (and will not violate GINA).

Here are the links to the latest forms provided by the DOL-WHD:

[Form WH-380-E - Certification of Health Care Provider for Employee's Serious Health Condition \(PDF\)](#)

[WH-380-F - Certification of Health Care Provider for Family Member's Serious Health Condition \(PDF\)](#)

[WH-381 - Notice of Eligibility and Rights & Responsibilities \(PDF\)](#)

[WH-382 - Designation Notice \(PDF\)](#)

[WH-384 - Certification of Qualifying Exigency For Military Family Leave \(PDF\)](#)

[WH-385 - Certification for Serious Injury or Illness of Covered Servicemember — for Military Family Leave \(PDF\)](#)

[WH-385-V Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave \(PDF\)](#)

Volunteer Fire Department Now Required to File Annual Financial Reports

STATE LAW NOW REQUIRES every volunteer fire department receiving appropriations from the federal government, the state, a county, or a municipality to file an annual financial report with the Tennessee Comptroller of the Treasury and with each local government from which the volunteer fire department received an appropriation.

This new reporting requirement is effective for the year ending June 30, 2015, so volunteer fire departments meeting the criteria in the law are required to submit an Annual Financial Report of Cash Receipts, Disbursements, and Balances For the Year July 1, 2014 through June 30, 2015 report (form attached) to the comptroller by December 31, 2015.

Volunteer fire departments that receive all of their funds from a municipality or county through that city's or county's budget still need to file a report. On the form, indicate a cash available balance of zero for July 1, receipts should equal the amount of money actually expended on the fire department for the reporting period, disbursement should equal the amount of money actually expended on the fire department for the reporting year, and indicate a cash available balance of zero at the end of the year (June 30). If the fire department received any grants, money from fund raising activities, etc. those funds would need to be listed, too.

For more information contact:

Karen Patterson, Division of Local Government Audit at (615) 401-7841 or karen.patterson@cot.tn.gov

Dennis Wolf, MTAS Fire Management Consultant at (901) 579-9247 or dennis.wolf@tennessee.edu

The Future of Public Service

FOURTEEN STUDENTS received a master's of public policy and administration at the University of Tennessee, Knoxville hooding ceremony in May. Of the 14, eight have served in the Institute for Public Service internship program. The Public Service Internship program places future public servants with cities and counties across the state, as well as with the Municipal Technical Advisory Service (MTAS) and the County Technical Assistance Service (CTAS).

Pictured (left to right): Brian Moran (worked with the city of Cleveland), John David Clark (worked with CTAS's Mike Meyers), Urisa Rêvé Smith (worked with MTAS's Margaret Norris), Madeline Shelly (worked with MTAS's Warren Nevad), Helena Stocking (worked with Norris), and Troy Williamson (worked with Nevad).



Photo by: Margaret Norris

TREEDC News Spring 2015



Puerto Princesa 78 kw Solar Rooftop

TREEDC/MTAS COMPLETES FIRST MUNICIPAL SOLAR PROJECT IN THE PHILIPPINES

TREEDC Founding Member VISSOLIS, the University of Tennessee Municipal Technical Advisory Service, the German Energy Agency DENA, and city officials held its solar inauguration of a 78 kilowatt rooftop solar plant at Puerto Princesa, Palawan, Philippines city hall on April 24, 2015. This was the first renewable energy project completed in the Philippines by a TREEDC Tennessee member business. The city hall rooftop solar array is the first step toward the goal of powering Palawan with 100 percent renewable energy. The Puerto Princesa City Solar Showcase is made up of three hundred 260-Watt photovoltaic (PV) modules that convert the bright sunlight of the region directly to electricity for the use of the City Hall Complex.

The City of Puerto Princesa will save 300,000 pesos annually and the solar power plant will provide 33 percent of the electricity needed for the four story municipal complex. This innovative project required zero capital outlay and will also provide the city with energy independence from brownouts. This project will serve as a TREEDC model showcase for its Tennessee and international members.

MTAS HOLDS MUNICIPAL SOLAR WORKSHOP IN TOWN OF WINFIELD

MTAS and TREEDC held an educational solar workshop at the town hall of Winfield, Tennessee this past spring which included representatives from Algood, Ducktown, Huntsville, Oneida, Sunbright, and White County. Attendees learned about new TVA solar incentives from TREEDC Founding Member Hannah Solar and Vice President Greg Kelly. Case studies were reviewed to determine the optimal return on investment in renewable energy power for municipal facilities. Sunbright Mayor Dennis Reagan provided information regarding the benefits of a solar array in front of the Town Hall.

Hannah Solar shared a story about being awarded a contract by the Town of Tybee Island, Georgia to develop the community solar program. Solarize Tybee, the first Solarize project in Georgia, allows residents and business owners to purchase solar power at a lower cost through the power of bulk purchasing, which is estimated to bring the total cost down by 15-30 percent. The program was originally intended for just Tybee Island, but after an outpour of positive responses from citizens in the region, it has now spread throughout all of Chatham County, Georgia. TREEDC hopes to promote this model for its Tennessee and international partners.



Left to right: Mark Schwartz, Green Mark Collaborative, TREEDC President/Ducktown Manager James Talley, Winfield Mayor David Cecil and Sunbright Mayor Dennis Reagan at the Winfield (TN) Solar Workshop.

Check out the [2015 MTAS Training Catalog](#) and plan your training calendar now!

UPCOMING CONFERENCES

Tennessee Fire Chiefs Association Annual Conference

July 11-14, 2015 | Nashville
Airport Marriot

[More info](#)

Tennessee Association of Chiefs of Police Annual Conference

July 29-August 1, 2015
Knoxville

[More info](#)

International Association of Fire Chiefs Annual Conference and Expo

August 26-29, 2015
Atlanta, Georgia

[More info](#)

American Public Works Association International Public Works Congress and Expo

August 30-September 2, 2015
Phoenix, AZ

[More info](#)

MTAS Training Opportunities

2015 Municipal Legislative Update

7/7/2015 8:30 AM	Franklin	Williamson County Ag Expo Park
7/8/2015 8:30 AM	Jackson	Jackson Energy Authority
7/9/2015 8:30 AM	Knoxville	UT Conference Center
7/10/2015 8:30 AM	Collegedale	Collegedale City Hall
7/14/2015 8:30 AM	Kingsport	Kingsport Center for Higher Education

2015 Municipal Legislative Update (CLE)

7/7/2015 8:30 AM	Franklin	Williamson County Ag Expo Park
7/8/2015 8:30 AM	Jackson	Jackson Energy Authority
7/9/2015 8:30 AM	Knoxville	UT Conference Center
7/10/2015 8:30 AM	Collegedale	Collegedale City Hall
7/14/2015 8:30 AM	Kingsport	Kingsport Center for Higher Education

Affordable Care Act (ACA)

7/9/2015 8:30 AM	Nashville	TBI Headquarters
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CMFO-Financial Reporting 1

6/24/2015 8:30 AM	Collegedale	Collegedale City Hall
6/24/2015 8:30 AM	Memphis	Memphis City Hall
7/1/2015 8:30 AM	Nashville	CIS Training Room

CMFO-Financial Reporting II

7/22/2015 8:30 AM	Collegedale	Collegedale City Hall
7/22/2015 8:30 AM	Memphis	Memphis City Hall
7/29/2015 8:30 AM	Nashville	CIS Training Room

Drug Fund Workshop

6/15/2015 12:30 PM	Murfreesboro	Doubletree Hotel - Murfreesboro
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Grant Management 101

6/16/2015 8:30 AM	Jackson	Jackson Energy Authority
6/17/2015 8:30 AM	Franklin	Williamson County Ag Expo Park

MMA03 Planning and Organizing

6/18/2015 8:00 AM	Cleveland	Cleveland Jetport
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MMA05 Human Resource Overview

7/9/2015 8:30 AM	Harriman	Harriman Police Department
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