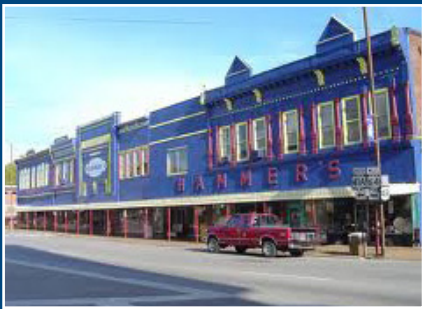


## City Spotlight: Winchester



Winchester is a leisure and recreational paradise located in the rolling hills of southern Middle Tennessee on Tims Ford Lake with 10,700 acres of water and 246 miles of shoreline. The county seat of Franklin, Winchester is located about 90 minutes southeast of Nashville, 60 minutes west of Chattanooga and 45 minutes northeast of Huntsville, Ala.

**Date of Incorporation:**  
1821

**Population:**  
7,329

**County:**  
Franklin

**Grand Division:**  
Middle Tennessee

**Municipal Management Consultant**  
Ron Darden  
[ron.darden@tennessee.edu](mailto:ron.darden@tennessee.edu)

## MUNICIPAL TECHNICAL ADVISORY SERVICE

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## Continuous and Constant Improvement

*Steve Thompson, MTAS Executive Director*

Let me first briefly welcome you to the July newsletter and encourage you to become engaged and active in the current events happening at MTAS. We have a number of great initiatives moving forward at MTAS that will benefit all cities and towns in Tennessee, and this issue of the Municipal E-News highlights some of these initiatives.



*Steve Thompson*

One initiative that I am particularly excited about is the new LinkedIn site for MTAS. Bonnie Jones, MTAS human resource consultant, and Josh Jones, MTAS legal consultant, have developed the site. If you are unfamiliar with LinkedIn, it is the world's largest online networking service. The MTAS site on LinkedIn allows us to post information, news, announcements and training schedules. If you would like to stay current on what we are posting to the site, this can be done easily by subscribing to the RSS feeds (Really Simple Syndication) provided on the site. The RSS feed will automatically let you know of changes, training opportunities and other news as soon as they are added to the site. If you, like me, struggle with these new technologies, then let our staff assist you in setting this up and making  
*(continued on page 2)*

## Local Government Debt Policies

The state of Tennessee State Funding Board has approved regulations requiring that local governments adopt a debt management policy by Jan. 1, 2012, if they expect to issue debt in the future.

This requirement encourages municipalities to plan capital purchases and to consider a debt strategy in the larger context of what types of debt may be incurred, ways debt may be paid, how finance professionals in a debt issuance are selected and compensated, and under what circumstances debt is to be considered. In collaboration with the Tennessee Comptroller's Office and the Tennessee Municipal League (TML), MTAS has developed a model debt policy that cities can use to meet these requirements.

The key decision required of most cities in the adoption of this policy will be to define how much debt is appropriate for that city, using a measure that the city or town selects.

The model policy is available at [www.mtas.tennessee.edu](http://www.mtas.tennessee.edu). MTAS management and financial consultants are available to facilitate this discussion and help tailor the policy to the individual needs of your city.

## Continuous and Constant Improvement

(continued from page 1)

the best use of the LinkedIn site. It's not a stretch to say that this site and others like it are changing the way we do business.

We are also well underway with the Certified Municipal Finance Officers (CMFO) program with the third tier of participants. This program and all other MTAS training programs are being reviewed to better serve the municipalities of the state. In addition, we are implementing a new version of our online training system, Solution Point. The new software will provide a new look and feel as well as enhanced usability. We are confident these new features will improve your training experience. This new software program will assist with registration, logistics and reporting for training, and we hope to have major improvements in the ways we deliver and track training in the very near future.

As you have indicated in the fall and spring customer satisfaction surveys as well as in direct discussions, the members of the MTAS staff provide great service to the cities and towns of Tennessee. If you have thoughts, suggestions, or concerns that can assist us in our efforts to constantly improve, please let me know at [steve.thompson@tennessee.edu](mailto:steve.thompson@tennessee.edu) or 615-974-0411.

### STAFF HIGHLIGHT:



Sandy Selvage

## Sandy Selvage

Sandy Selvage is an administrative specialist for MTAS. She has been with the agency for 18 years. Prior to joining MTAS in 1993, Sandy worked for the UT College of Law for more than six years, totaling

almost 25 years of service with the university.

Sandy is currently a junior at East Tennessee State University (ETSU) majoring in business and participating in the Certified Municipal Finance Officer (CMFO) program offered through MTAS.

In her free time, Sandy spends as much time as possible with her four grandchildren, Nathaniel (13), Cameron (11), Alyssandra (6) and Brianna (2).



## Parliamentary Procedure: Roberts Rules of Order – Nominations

*Margaret Norris, Municipal Management Consultant*  
What do you do when you have a vacancy on your board or council that the governing body can fill, and there are two or more people who are interested in the position?

According to *Robert's Rules of Order Newly Revised 10th Edition (RRONR)*, there are six ways to make nominations: "(a) by the chair; (b) from the floor (sometimes called "open nominations"); (c) by a committee; (d) by ballot; (e) by mail; and (f) by petition." *Tennessee Code Annotated (T.C.A.) § 46, p. 417*. Most cities and towns use the nomination from the floor method.

In open nominations, the mayor should start by saying "Nominations are now in order for the office of alderman," and one alderman might say "I nominate Mr. Smith." The mayor then asks if there are any further nominations, and if so, another alderman might say "I nominate Ms. Jones." When no one else has any additional nominations, the mayor declares that nominations are closed, and he or she proceeds to take the vote on the nominations.

From here, there are two ways to go in determining who gets the appointment. Ballots can be created, and board members can vote by ballot, but the more common municipal method is viva-voce elections. In this scenario, "the candidates are voted on in the order in which they were nominated." T.C.A. § 46, p. 428. For example: the mayor announces that Mr. Smith was the first nominee, and the mayor asks for ayes and nays to that name. If a majority of members say aye, then Mr. Smith is elected, and there are no more votes on any of the other nominees. If a majority of members say nay, then the mayor states that Mr. Smith was not elected, and then the mayor proceeds to the second nominee of Ms. Jones and repeats the process until a majority of members agree upon a candidate. RRONR recognizes the fact that this method gives an advantage to early nominees.

## Check MTAS Publication on New Fund Balance Standard

*Kay Stegall, CPAS, CGFM, Finance and Accounting Consultant*

The June 30, 2011, fiscal year has just ended, and municipalities must comply with a new GASB accounting requirement. The new fund balance accounting and reporting standard is effective for the fiscal year that just ended. This Hot Topic summarizes the requirements of the new GASB statement.

The statement changes the classification of fund balance into five components. The components are:

- Non-spendable
- Restricted
- Committed
- Assigned
- Unassigned

The categories better describe the level of availability of fund balance for future spending based on both external and internal constraints. The standard also redefines governmental funds. The most significant impact affects special revenue funds and may result in the some special revenue funds being combined into the general fund. | [Read](#)

Contact your MTAS finance consultant for further guidance regarding the new fund balance requirements.

### NEW MTAS PUBLICATIONS:

## ADA Amendments Act of 2008 (ADAAA): Back to Basics (2011)

*Bonnie Jones, Human Resources Consultant*

The ADAAA ensures protections for people with disabilities whose conditions have been denied as ADA eligible through years of Supreme Court ADA interpretation. For more information, please read the full publication. | [Read](#)

## Tennessee Reservists Leave of Absence (2011)

*Bonnie Jones, Human Resources Consultant*

Effective July 1, 2007, Public Chapter No. 360 (H.B. 2243/S.B. 2187) amended T.C.A. § 8-33-109 by increasing from 15 to 20 the number of paid days for public employee military reservists. During this 20-day period, the employee continues to earn regular pay, service credit, and applicable annual and sick leave accruals. All other rights and benefits to which the employee is otherwise entitled continue. For more information, please read the full publication. | [Read](#)

## Surveying Citizens: A Handbook for Municipal Officials Who Want to Know What Their Citizens Think

*David H. Folz, Ph.D., Associate Professor, UT Department of Political Science*

Citizen surveys have proven to be an accurate and affordable way to determine what a large group of people think. | [Read](#)

## Tennessee's Non-Smoker Protection Act

*Bonnie Jones, Human Resources Consultant*

Smoking in public places (notably municipal workplaces) is now recognized by the Tennessee Legislature as a public health issue and is, therefore, banned. | [Read](#)

All current MTAS publications are available in the Publication Catalog on the MTAS Web site at <http://www.mtas.utk.edu/public/web.nsf/Web/Read+Pubs>.

## MTAS Training Events and Conferences

### MUNICIPAL LEGISLATIVE UPDATE

This course will provide a summary of legislation of municipal impact passed during the 2011 session of the Tennessee General Assembly. The legislative summaries will cover a myriad of city concerns including personnel, law enforcement, tort liability, code enforcement, utilities, land use and many others.

This course will be conducted by MTAS legal consultants and will offer participants the opportunity to ask questions about any new legislation.

[http://mtas.tennessee.edu/Training/MAP\\_2011/AugustFlyer.pdf](http://mtas.tennessee.edu/Training/MAP_2011/AugustFlyer.pdf)

August 10 Knoxville  
 August 16 Jackson  
 August 30 Franklin

### ACCOUNTING BASICS

This course will cover the basic accounting functions and concepts of debits, credits, trial balances and more. You will have several examples and exercises to help you better understand and use your accounting system. MTAS recommends this optional course for anyone new to the Certified Municipal Finance Officer (CMFO) program.

[http://www.mtas.tennessee.edu/training/map\\_2011/augustbasics.pdf](http://www.mtas.tennessee.edu/training/map_2011/augustbasics.pdf)

August 24 Knoxville  
 August 24 Jackson  
 August 31 Franklin

For more information on these classes, contact Elaine Morrisey at [elaine.morrisey@tennessee.edu](mailto:elaine.morrisey@tennessee.edu).

## Other Events

### MARK YOUR CALENDARS!

- July 10-12 Tennessee Fire Chief's Association Annual Meeting (Nashville)
- July 12 Work Zone Traffic Control/Flagging Course (Knoxville)  
Tennessee Transportation Assistance Program
- July 15 Tennessee Personnel Management Association West Tennessee Membership Meeting (Location TBA)
- August 8-11 Tennessee Public Works Institute: Public Works Supervision Course (Murfreesboro)
- August 9-10 Tennessee Valley Solar Solutions Conference (Nashville)

## MTAS MIDDLE TENNESSEE CITY MANAGER'S MEETING

**ROSS CREEK LANDING  
 GOLF COURSE  
 Clifton, Tennessee**

**JULY 12 • 11 A.M.**

**RSVP to Dana Deem,  
 MTAS Municipal Management Consultant,  
 by July 6, at (615) 532-2588  
 or [dana.deem@tennessee.edu](mailto:dana.deem@tennessee.edu)**

The *Municipal E-News* is produced by the Municipal Technical Advisory Service, an agency of the University of Tennessee Institute for Public Service, in an effort to meet the challenge of providing timely, valuable information and assistance to Tennessee cities to build better communities.

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Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (V/TTY available) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator at the UTK Office of Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.  
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