

City of Shelbyville
Mayor & City Council Special Called Meeting

Special Called Meeting: March 28, 2022

Time: 12:00 PM

Place: Shelbyville Recreation Center, 220 Tulip Tree Road, Shelbyville, TN 37160

I. Call to Order

II. Roll Call

III. Adopt the Agenda

IV. Approval of Minutes

- A. Minutes of Special Called City Council Meeting of March 17th.

Consideration of a motion to allow City Attorney to read captions only on Ordinances and Resolutions

V. Resolutions – First Reading:

- A. A Resolution Adopting a Plan of Service for an Area Proposed for Annexation, the Territory is a 33.6 (+/-) Acres Tract of Land Located at 2905 Highway 231 North, Located on the Westside of Highway 231 North and Referenced on Bedford County Tax Map 50, Parcel 11.00 to be Annexed by Owner Consent and to be Incorporated Within the Boundaries of the City of Shelbyville, Tennessee and Owned by the City of Shelbyville and Bedford County.
- B. A Resolution to Annex Certain Territory Upon Written Consent of the Owners and to Incorporate the Same Within the Boundaries of the City of Shelbyville, Tennessee. This Property is a 33.6 (+/-) Acres Tract of Land Located at 2905 Highway 231 North on the Westside of Highway 231 North, and Referenced on Bedford County Tax Map 50, Parcel 11.00 and Owned by the City of Shelbyville and Bedford County.
- C. A Resolution of the Mayor and City Council of the City of Shelbyville, Tennessee Authorizing a Grant Application With the Federal Aviation Administration for Funds Under the Bipartisan Infrastructure Law (BIL) in an Amount not to Exceed \$975,000.
- D. A Resolution of the Mayor and City Council of the City of Shelbyville, Tennessee Authorizing a Grant Application With the Federal Aviation Administration for Funds Under the American Rescue Plan Act of 2021 in an Amount not to Exceed \$32,000.
- E. A Resolution of the Mayor and City Council of the City of Shelbyville, Tennessee Authorizing the City Mayor to sign checks for the City of Shelbyville.

VI. Ordinance – First Reading

- A. An Ordinance of the City of Shelbyville, Tennessee to Approve the Rezoning of 33.6 (+/-) Acres Owned by the City of Shelbyville and Bedford County, Located at 2905 Highway 231 North, On the West Side of Highway 231 North Just Above Frank Martin Road and Referenced on Bedford County Tax Map 50, Parcel 11.00 from Bedford County A-1 (Agricultural and Forestry) to Shelbyville Commercial-2 (C-2), and Repealing and Ordinance or Portion of Ordinance in Conflict Therewith.

VII. Business

- A. Consideration of a Motion to Authorize City Staff to begin the search for a new City Manager.

VIII. Appointments

A. Beer Board

B. 231 N. Business Park Committee

IX. Announcements

X. Adjourn

Mayor Wallace Cartwright

Special Called City Council Meeting Minutes

Special Called Meeting: March 17, 2022

Place: Shelbyville Recreation Center, 220 Tulip Tree Road

Call to Order: 12:00 PM, Mayor Cartwright

Roll Call: The following were present: Councilmember Christie, Councilmember Feldhaus, Councilmember Ewing, Councilmember Haile, Councilmember Rick Overcast. Councilmember Isaacs was absent. Also, in attendance were City Recorder Lisa Smith, City Treasurer Kay Parker, and City Attorney Ginger Shofner. Mayor Cartwright declared a quorum.

Adopt the Agenda: Mayor Cartwright ask for a motion to Adopt the Agenda, **Councilmember Overcast made a motion to adopt the Agenda as submitted and Councilmember Christie seconded, the motion carried by unanimous oral vote.**

Business: The first item of Business was **Consideration of a Motion for payment on former City Manager Ray's Contract.** City Attorney Shofner advised she have forwarded a copy of Mr. Ray's contract to Council and Section 9 speaks to severance. She further noted the Mr. Ray had received his last regular paycheck and it included the prorated stipends. She stated the severance package allows him to receive six (6) months of salary at his current rate of pay with health and life insurance. The Contract states it is to be paid out in a lump sum, however she advised Mr. Ray has requested that he be paid out as weekly payroll which would allow a smoother transition for the insurances. Mr. Ray is also entitled to his vacation time, and he has request that be paid out in a lump sum. Additionally, he has requested his 111 hours of sick leave be paid out. Shofner explained Ray had noted there had been some conversation concerning this when he was hired, however to the knowledge of the payroll department it has not been the practice to pay out any sick leave. **Councilmember Feldhaus made a motion that per the City Manager's Contract the City pay everything, including the vacation time, but not pay the sick time due to past policy and it was not stated in his contract and per Mr. Ray's request it be paid out over six (6) months.** City Attorney advised that the cost of insurance may change in July. Councilmember Ewing questioned if there were records concerning Ray's vacation time. Shofner advised she had provided Council with an excel sheet that he maintained showing work hours and allowed for hours over 40 to be used to cover time off. **Councilmember Feldhaus then amended his motion to state Ray's vacation time would be paid out based on the City's records and would not include comp time.** There was further discussion concerning the vacation time with the final note being that the City records showed Ray currently had 98.4 hours of vacation time. Conversation then turned to payment of the City's 7% paid into employee's 401K. It was noted that the City had stopped contributing to Ray's account in May at his request as he investigated if the payment would go into a 401K or his former 457. City Treasurer Parker advised if you pay into the 457 the City will have to pay both sides of the Social Security. Additionally, she requested if the 7% would continue in the pay out of his payroll. City Recorder Smith restated Councilmember Feldhaus' motion on the table "pay out everything in the Contract including vacation time based on the City's Records of 98.4 hours. Sick Time would not be paid out as this has not been the City's past practice, is not a policy and was not included in Mr. Ray's Contract". **Councilmember Feldhaus then amended his motion to include that the City would make the contribution to Ray's 457 to bring it current and would continue to pay the City's 7% during the six (6) months pay out of his salary, Councilmember Christie then seconded the motion and all amendments. The motion then carried by unanimous roll call vote.**

Consideration of a Motion to Appoint an Interim City Manager and for any associated Contracts:
Councilmember Ewing made a motion to appoint City Treasurer Kay Parker to serve as Interim City Manager, Councilmember Overcast seconded. Councilmember Feldhaus questioned if there would be any additional salary for this added responsibility. City Attorney Shofner noted that as the City Treasurer Ms. Parker is one of two people authorized to sign checks. In the past the Interim and the Treasurer could sign check, however with the Treasurer serving as Interim she could not be the only signature on the checks. She further noted that the City's Internal Control Policy states that persons authorized to sign checks should be named by Resolution. Shofner suggested that someone be named today, and a Resolution presented at the next meeting and if checks have been signed prior to that meeting they will need to be ratified at that time. She further suggested that Ms. Parker continue to sign checks as City Treasurer and someone else be appointed to sign checks in lieu of the City Manager. **Councilmember Feldhaus made an amendment to the motion on the floor to pay an additional \$500.00 a week to the Interim City Manager and authorize the City Mayor Wallace Cartwright as the second signature on all checks. Councilmember Ewing accepted the amendment to her motion, Councilmember Overcast also accepted the amendment and the motion and amendments passed by unanimous roll call vote.**

Announcements: City Recorder Smith advised a meeting will be held here on Wednesday, March 23rd between City Staff, and area Developers. The meeting will be to discuss the City's process in building and developing. It will not be a formal meeting, but the Council is invited to attend. Councilmember Feldhaus advised he had met with City Staff earlier this week in preparation for this meeting and he encouraged all Council to attend as it was very eye opening. Councilmember Christie asked about establishing the process for selecting a new City Manager. City Attorney suggested it be added to the Agenda for the Special Called Meeting on Monday, March 28th.

With no further items of business **Mayor Cartwright adjourned the meeting at approximately 12:41 PM.**

Approved:

Wallace Cartwright, Mayor

Attest:

Lisa Smith, City Recorder

Approved as to Form:

Ginger Bobo Shofner, City Attorney



City of Shelbyville, Tennessee
City Council Meeting Staff Summary

To: Mayor & City Council
From: Lisa Smith, City Recorder
Date: 3/25/2022
Subject: Annexation Resolutions & Rezoning Request for 33.6 Acres located at 2905 Highway 231 North (former Carlton Property)

Description: Staff will be requesting to amend the Agenda to remove the two Resolutions for Annexation and one Ordinance for rezoning on the property located at 2905 Highway 231 North (former Carlton Property). The items were presented to the Planning Commission on Thursday, March 24th, as an Annexation Request and ~~two~~ Rezoning Applications, as the applicants have discovered a need to rezone 20 (+/-) acres C-2 and the remaining acreage I-3. All requests received favorable recommendations from the Planning Commission.

However, due to the change and the property now requiring two rezoning Ordinances the advertisement needs to be redone. Staff will present these items at a Special Called Meeting prior to the Study Session on April 5th.

Economic Impact: There will be no economic impact.



City of Shelbyville, Tennessee
City Council Meeting Staff Summary

To: Mayor & City Council
From: Paul Perry, Airport Director
Date: March 28, 2022
Subject: Resolution – Federal Aviation Administration – Bipartisan Infrastructure Law (BIL)

Description:

A Resolution to approval requesting a Federal Aviation Administration BIL Grant for terminal repairs to increase capacity, improve energy efficiency and increase or improve access to passengers with disabilities. The funds requested are \$975,000 with a 5% local match or \$48,750.00.

Economic Impact:

Resolution No. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SHELBYVILLE, TENNESSEE AUTHORIZING A GRANT APPLICATION WITH THE FEDERAL AVIATION ADMINISTRATION FOR FUNDS UNDER THE BIPARTISAN INFRASTRUCTURE LAW (BIL) IN AN AMOUNT NOT TO EXCEED \$975,000.00.

WHEREAS, the Federal Aviation Administration (FAA) understands the need for improved airfield safety through terminal repairs to increase capacity, improve energy efficiency and increase or improve access to passengers with disabilities; and

WHEREAS the Federal Aviation Administration through the Bipartisan Infrastructure Law is providing competitive grants for airport terminal development projects that address the aging infrastructure of the nation's airports; and

WHEREAS the Shelbyville Municipal Airport is in need of additional funding to improve its' airport terminal, improve safety and access to passengers with disabilities; and

WHEREAS there is a 5% local matched required for these funds.

NOW THEREFORE BE IT RESOLOVED BY THE CITY OF SHELBYVILLE THAT:

1. The Administration is authorized to apply with the Federal Aviation Administration for a grant under the Bipartisan Infrastructure Law (BIL).
2. That the Mayor is further authorized to enter into necessary contract with said agency to receive and administer such funds.
3. That the City of Shelbyville local match for this Grant will be 5% or \$48,750.00.
4. That this Resolution shall take effect immediately upon its passage.

**PASSED AND ADOPTED IN REGULAR SESSION OF THE SHELBYVILLE CITY COUNCIL
ON MARCH 28, 2022.**

APPROVED:

Wallace Cartwright, Mayor

ATTEST:

Lisa Smith, City Recorder

APPROVED AS TO FORM

Ginger Bobo Shofner, City Attorney

United States Department of Transportation



**Federal Aviation
Administration**

[Home](#)

Bipartisan Infrastructure Law - Airport Terminals Program



Through the Bipartisan Infrastructure Law, **\$5 billion has been granted** to provide competitive grants for airport terminal development projects that address the aging infrastructure of the nation's airports. These grants will fund safe, sustainable and accessible airport terminals, on-airport rail access projects and airport-owned airport traffic control towers. Projects may also include multimodal development.



We have a once-in-a-generation opportunity to not just build new airport terminals, but build them in a way that brings opportunity to forgotten communities, increases competition and reduces environmental impact.



– U.S. Transportation Secretary Pete Buttigieg

APPLICATION PERIOD NOW OPEN

The first **\$1 billion in grants** can fund projects that will improve airfield safety through terminal relocation, replace aging facilities, increase capacity, encourage competition, improve energy efficiency (including LEED accreditation standards) and increase or improve access to passengers with disabilities and historically disadvantaged populations. Projects that relocate, reconstruct, repair or improve an airport-owned air traffic control tower are also eligible.

Is my airport eligible for this program?

Eligible airports include those operated by authorities, cities, territories and tribes within the national air transportation system. If your airport is normally eligible for Airport Improvement Program (AIP) grants, you're eligible for this program too.

How to apply

How to apply

1. Read the [Notice of Funding Opportunity](#) to learn about the program and the terms and conditions of the grant awards.
2. Ensure you're registered with [System for Award Management](#) (SAM) and you have a unique entity identifier. You must continue to maintain an active SAM registration with current information while the FAA is reviewing your application.
3. Complete and submit [FAA Form 5100-144](#), Bipartisan Infrastructure Law, Airport Terminal and Tower Project Information. Instructions are included with the form. As part of your submission, you will need to prepare short summaries of your project and its program considerations and benefits.
4. The [form](#) can be completed and submitted electronically. Save your work as you complete the application. Use the "Submit by Email" button at the bottom of the form when complete.
5. Your complete, electronic application **must be submitted by Monday, March 28, 2022**.

How will my application be evaluated?

Applications will be evaluated based on criteria found in the [Notice of Funding Opportunity](#), Section E. Projects for consideration should:

- Increase capacity and passenger access
- Replace aging infrastructure
- Achieve compliance with the Americans with Disabilities Act (ADA), including expand accessibility for persons with disabilities
- Improve airport access for historically disadvantaged populations
- Improve energy efficiency including upgrading environmental systems, upgrading plant facilities, and achieving Leadership in Energy and Environmental Design (LEED) accreditation standards
- Improve airfield safety through terminal relocation
- Encourage actual and potential competition
- Create good paying jobs

Applicants are encouraged to submit projects that meet as many of these criteria as possible, but do not need to meet all criteria to be considered. The FAA will also consider projects that advance the goals of the following Executive Orders:

- [Executive Order 13990](#), "Protecting Public Health and the Environment and Restoring Science to Tackle the Climate Crisis"
- [Executive Order 13985](#), "Advancing Racial Equity and Support for Underserved Communities Through the Federal Government"
- [Executive Order 14008](#), "Tackling the Climate Crisis at Home and Abroad"
- [Executive Order 14036](#), "Promoting Competition in the American Economy"

Distribution of funds

Large hub airports will receive up to 55 percent of the total funding; medium hub airports will receive up to 15 percent of the total funding; and small hub airports will receive up to 20 percent of the total funding. At least 10 percent of the total funding will go to non-hub and non-primary airports.

When will I hear if I received a grant?

Applicants will be notified either in writing or electronically. The Secretary of Transportation will announce a Notice of Intent to fund selected projects for Fiscal Year 2022 by July 2022.

I still have questions, who do I contact?

Direct all inquiries regarding applications to the appropriate Regional Office (RO) or Airports District Office (ADO). RO/ADO [contact information can be found here](#). Or you can contact the FAA BIL Team at 9-ARP-BILairports@faa.gov.

More Information



City of Shelbyville, Tennessee
City Council Meeting Staff Summary

To: Mayor & City Council
From: Paul Perry, Airport Director
Date: March 28, 2022
Subject: Resolution – Federal Aviation Administration – American Rescue Act of 2021

Description:

A Resolution to approval requesting a Federal Aviation Administration Grant through the American Rescue Act of 2021 in the amount of \$32,000.00. There is no local match for this Grant and will be used to cover operational expenses related to the Airport after January 20, 2020.

Economic Impact:

Resolution No. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SHELBYVILLE, TENNESSEE AUTHORIZING A GRANT APPLICATION WITH THE FEDERAL AVIATION ADMINISTRATION FOR FUNDS UNDER THE AMERICAN RESCUE PLAN ACT OF 2021 (H.R. 1319 – PL 117-2) IN AN AMOUNT NOT TO EXCEED \$32,000.00.

WHEREAS, the Coronavirus (COVID-19) has caused a severe economic disruption for US Airports; and

WHEREAS the Federal Aviation Administration through the American Rescue Plan Act of 2021 (ARPA) is distributing funds to Airports to reimburse sponsors for operational expenses related to the Airport after January 20, 2020; and

WHEREAS there is no local matched required for these funds.

WHEREAS the Shelbyville Municipal Airport is in need of additional funding in an amount not to exceed \$32,000.00 for operational expenses associated with payroll and fuel charges.

NOW THEREFORE BE IT RESOLOVED BY THE CITY OF SHELBYVILLE THAT:

1. The Administration is authorized to apply with the Federal Aviation Administration for a grant under the American Rescue Plan Act of 2021(ARPA).
2. That the Mayor is further authorized to enter into necessary contract with said agency to receive and administer such funds.
3. That there is no local match for these funds.
4. That this Resolution shall take effect immediately upon its passage.

**PASSED AND ADOPTED IN REGULAR SESSION OF THE SHELBYVILLE CITY COUNCIL
ON MARCH 28, 2022.**

APPROVED:

Wallace Cartwright, Mayor

ATTEST:

Lisa Smith, City Recorder

APPROVED AS TO FORM

Ginger Bobo Shofner, City Attorney

[United States Department of Transportation](#)



**Federal Aviation
Administration**

Airport Rescue Grants – Airports



The [American Rescue Plan Act of 2021 \(H.R. 1319, Public Law 117-2\)](#), signed into law by the President on March 11, 2021, includes \$8 billion in funds to be awarded as economic assistance to eligible U.S. airports to prevent, prepare for, and respond to the coronavirus disease 2019 (COVID-19) pandemic.

To distribute these funds, the FAA has established the Airport Rescue Grants. The FAA will make grants to all airports that are part of the national airport system, including all commercial service airports, all reliever airports, and some public-owned general aviation airports.

Under Airport Rescue Grants:

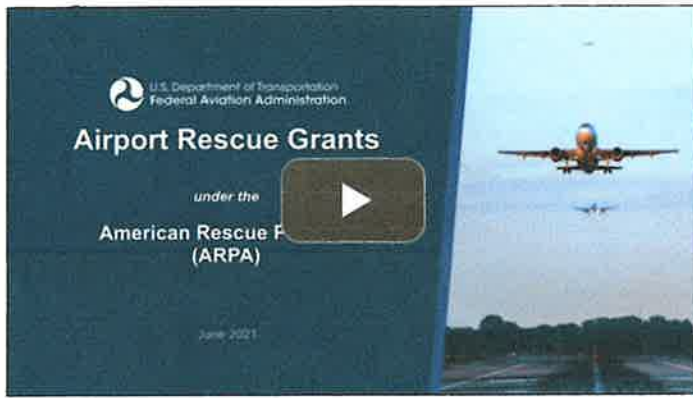
- Primary commercial service airports, those with more than 10,000 annual passenger boardings, will share nearly \$6.5 billion based on the number of annual boardings, in a similar way to how they currently receive Airport Improvement Program (AIP) entitlement funds.
- Primary commercial service airports will share an additional \$800 million based on the number of annual boardings, and these funds will then be available for these airports to provide relief from rent and minimum annual guarantees to eligible in-terminal airport concessions. Airports will provide this relief to each airport concession based on its proportional share of the total annual rent and minimum annual guarantees for the airport.
- Non-primary commercial service and general aviation airports will share \$100 million based on their [airport categories](#), such as National, Regional, Local, and Basic.
- Airport Improvement Program (AIP) grants awarded this year will be awarded at a 100-percent Federal share.

These funds will provide economic relief to airports around the country affected by the COVID-19 pandemic.

The FAA intends to implement this program quickly to support the economic recovery of the national airport system.

Video: Airport Rescue Grants Explained

(hosted on YouTube)



Video: Airport Rescue Grants Concessions Relief - FAQ Session (July 2021)

(hosted on YouTube)



Applying for Airport Rescue Grants

- [Airport Rescue Grant Allocations](#) (PDF) (added 6/22/2021)
- [SF 424, Application for Federal Assistance](#) (PDF)
Note: Use the "Save link as" option to save the file to your computer and then open it from there with your PDF reader tool rather than within the web browser.

Program Resources

- [Airport Rescue Grants Frequently Asked Questions \(FAQ\)](#) (PDF) (added 11/24/2021)
 - [Sample Airport Rescue Grants Closeout Report](#) (MS Word)
 - [Sample Airport Rescue Grants Concession Certification](#) (MS Word)
 - [Sample Airport Rescue Grants Concessions Relief Plan](#) (MS Excel)



City of Shelbyville, Tennessee
City Council Meeting Staff Summary

To: Mayor & City Council
From: Lisa Smith, City Recorder
Date: 3/28/2022
Subject: Resolution – Authorizing Mayor to Sign Checks

Description: Council voted to authorize Mayor Cartwright to sign city checks until the City Manager position is filled permanently. The City's Internal Controls state this authorization must be done by adopting a Resolution.

Economic Impact:

RESOLUTION NO. _____

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF
SHELBYVILLE, TENNESSEE AUTHORIZING THE CITY MAYOR TO SIGN
CHECKS FOR THE CITY OF SHELBYVILLE**

WHEREAS, the City of Shelbyville maintains a bank account with Pinnacle Financial Partners in Shelbyville, Tennessee to pay operating expenses and clear debts; and

WHEREAS, in accordance with the City of Shelbyville's Internal Control Policy adopted by Resolution 5-19 on February 14, 2019, two signatures are required on all checks; and

WHEREAS, the current authorized signatures are the positions of City Treasurer and City Manager; and

WHEREAS, currently the City Treasurer is also serving as Interim City Manager; and

WHEREAS, the Mayor and City Council seeing the need to authorize an additional signatory voted, unanimously, at a Special Called City Council meeting on March 17th to authorize Mayor Wallace Cartwright to sign City checks until the position of City Manager is permanently filled.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL of the City of Shelbyville, Tennessee as follows:

1. The Mayor and City Council hereby authorize the City Mayor to sign all checks for the City of Shelbyville until the position of City Manager is permanently filled.
2. That all City of Shelbyville checks signed by the City Mayor between Thursday, March 17th and today, March 28th are hereby ratified.
3. This Resolution takes effect immediately.

**PASSED AND ADOPTED IN REGULAR SESSION OF THE CITY COUNCIL OF THE
CITY OF SHELBYVILLE, TENNESSEE ON MARCH 28, 2022.**

APPROVED:

Wallace Cartwright, Mayor

ATTEST:

Lisa Smith, City Recorder

APPROVED AS TO FORM:

Ginger Bobo Shofner, City Attorney

4.3.2 General Disbursements/Drafts

Objectives

- Disbursements are for a valid city purpose and necessary.
- Disbursements are timely.
- Disbursements are accurately coded and recorded in the accounting system.
- Disbursements are legally appropriated.

Policies

Objective 1 and 2

1. The city has adopted purchasing policies that comply with state law.
2. Various levels of authority have been assigned.
3. Purchase orders and packing slips are matched and sent to City Hall for payment as soon as possible.
4. Checks are written weekly to ensure invoices are paid timely.
5. All checks over \$1,000 require two signatures. Check under \$1,000 require at least one signature and can be stamped by the other signee (City Treasurer or City Manager).
6. All checks have documentation attached at the time of signing.

Procedures

Procedures for policies 1-3

- *Please see attachment A – City of Shelbyville Purchasing Policies and Procedures for detailed information and policy information.*

Procedures for policies 4-6

- All persons with authority to write and sign checks on behalf of the City of Shelbyville shall be approved by Resolution of the City Council of the City.
- The approved signatures on the City's checks are that of the City Treasurer and the City Manager.
- Two (2) authorized signatures are required for all checks. Checks that are over \$1,000 are signed by both the City Treasurer and the City Manager. Checks that are under \$1,000 are

- signed by the City Treasurer or City Manager and stamped with a signature by a clerk out front whom is not involved in the payment process.
- All checks must be supported by documentation such as vendor invoices, purchase authorizations, etc. before being authorized and processed.

Policies

Objective 3 and 4

7. The finance office uses a computerized accounts payable system.
8. All purchase orders are coded by purchasing manager or using department and verified by the purchasing manager or City Treasurer.
9. Invoices are entered in the accounts payable system daily.
10. The Purchasing Manager reviews the invoice report/journal report prior to the check run.

Procedures

Procedures for policies 7-10

- All payments are entered into the Local Government software accounts payable system either by using a purchase order, check request or the conversion of Mercury requests.
- Each purchase is assigned to a fund, department code and object code which is coded either the department entering into Mercury, the Purchasing Manager or the City Treasurer prior to payment processing.
- Offsite departments can create purchase orders by the use of the Mercury system which is approved by the department head and then by the Purchasing Manager for processes at which time a purchase order is created and converted into the local Government accounts payable system for payment.
- Invoices received by 10:00 a.m. on Thursdays mornings are processed the next day or as required by the due date.
- After all invoices have been entered they are selected for processing in the computer system by due date and the invoice report/journal report is printed and reviewed.
- Two clerks review the invoices and the pre-check register prior to processing of the vendor checks.
- The checks are processed and mailed.
- Accounts Payable Clerk will create and export an export file to the bank for processing and verification purposes.



City of Shelbyville, Tennessee
City Council Meeting Staff Summary

To: Mayor & City Council
From: Lisa Smith, City Recorder
Date: 3/28/2022
Subject: City Manager Search

Description: The last two City Managers were chosen through a process with MTAS. Chuck Downham is our current MTAS advisor and would assist with this if Council decides to go that route again. The procedure last time was to review the City Manager profile, which I have attached, and see if there were any changes or updates needed. Once the profile was accepted, MTAS posted it in several places, and they received the applications/resumes which were then turned over to me and forwarded to Council for review. Council then selected 5 applicants for zoom interviews and narrowed that down to 3 in person interviews.

I have reached out to Chuck Downham to see if there have been any changes in the process and he provided me with the attached proposal to assist in recruitment for your review.

Additionally, Council can also decide the City will manage the search process on their own or they may hire a professional search firm.

Economic Impact:



City of Shelbyville Tennessee

POSITION PROFILE FOR CITY MANAGER





Position Profile for City Manager

Introduction

The City of Shelbyville is seeking a city management professional to be their next city manager.



Located approximately 55 miles southeast of Nashville and 25 miles south of Murfreesboro, Shelbyville is located on U.S. 231 and U.S. 41A midway between Interstates 1-65 and I-24 in Bedford County, where it serves as county seat.

Incorporated in 1819, Shelbyville is a full-service municipality providing police and fire services, public works, parks and recreation, planning and code enforcement, and an airport. City hall is located at 201 N. Spring Street.

The city encompasses 15.5 square miles with about 7,500 dwelling units. Its 20,335 residents are drawn to a community that is rich in cultural history and natural beauty, offering a peaceful lifestyle along the Duck River in southern middle Tennessee. Serving as a center for manufacturing and agribusiness, Shelbyville is located within the Nashville-Davidson-Murfreesboro Combined Statistical Area (CSA) of nearly two million people. Nashville and the surrounding region is currently experiencing an unprecedented economic boom.

Shelbyville is the "Walking Horse Capital of the World" where the grand champion is crowned annually at the 30,000 seat outdoor arena during the Tennessee Walking Horse National Celebration each year. Due to its historical importance Shelbyville also has the moniker of "Pencil City" although today more writing instruments than pencils - including the Sharpie pens are manufactured in the city.



The city boasts a 58,000 square foot recreation center that offers a variety of activities for all ages. The recreation center is located in H.V. Griffin Park, which includes 84 acres of beautiful green space and forestry, with ballfields, playgrounds, walking trails, tennis courts, skate park, disc golf, and other amenities. The recreation center includes a zero-depth outdoor pool with sprinkler and slide, a 50-meter indoor pool, a gymnasium with one regulation size and two mini-size basketball courts, racquetball court,



a fitness/wellness center, and a walking/running track suspended above the gymnasium. 14.5 laps around the track equals a mile. The city also offers several opportunities for outdoor leisure and recreation at Never Rest Park, River Bottoms Fields, Evans Street Park, Purdy Court Mini-Park, and Fishermen's Park.



Shelbyville Municipal Airport (SYI) with its 5,503 ft. runway, is a full-service FBO with newly remodeled terminal, and renovated apron and taxiway. This position provides an outstanding opportunity for a successful local government professional to enhance city services and programs, enhance internal and external relations, and contribute to the overall quality of community life enjoyed by residents.

Community and Area Demographics

The 2015 certified population of Shelbyville is 20,335, a 25.1% increase from the 2000 census. Comprising an area of 15.5 square miles, the population density is 1,312 persons per square mile. The racial makeup of the city is predominated by White alone at 68.3% Black or African American alone at 14.1%, and Hispanic or some other race alone at 12.9%.

A breakdown of the population reveals that 9% of its residents are under 5 years of age, 19% are between 5 and 17 years of age, 59% are between 18 and 64 years of age, and 12% are persons age 65 or older.

Educationally, 73.3% of residents over age 25 are high school graduates or higher, with 9% of this group earning a bachelor's degree or higher, and 2.5% receiving a graduate or professional degree. The median value of a home is \$100,047. The average household size is 2.7 persons per household.

Currently the 2020 federal Census is underway.

The median age in the city is 34.6 years, with females comprising 52.6% of the population and males 47.4%. The estimated median household income is \$32,142 with per capita income at \$17,329.

When compared to the Tennessee state average, Shelbyville is a younger community with a lower median family income, lower home value, and a lower percentage of residents with a higher education.

History



In 1810, the Tennessee General Assembly purchased 100 acres of land to create the county seat of Bedford County. Nine years later in 1819, the City of Shelbyville incorporated with a private act charter granted by the state. The city was named for Major General Isaac Shelby of Revolutionary War fame. Shelby also served as the first governor of Kentucky.

During the Civil War, the community remained loyal to the Union while Middle Tennessee was predominantly a confederate stronghold. Several major battles took place in the region, including the Battle of Stones River in nearby Murfreesboro on December 31, 1862 - January 2, 1863, which was the sixth-costliest land battle of the war with 24,645 casualties.

The Bedford Cedar Company was formed by Colonel James Musgrave in 1916, and the pencil industry took hold in the city. Using cedar rail fence that was already dry, weathered and perfect to be cut into pencil slats at the mill in Shelbyville, the Musgrave Pencil Company (as now known) sent milled slats to German manufacturer Faber and others. The city remains a major manufacturing site with its fair share of the 14 billion pencil industry.



The Tennessee Walking Horse National Celebration, the largest horse show for the Tennessee Walking Horse breed, commenced its Annual Celebration in 1939. The National Celebration was conceived by Henry Davis, a horse trainer who along with several other horsemen recognized the need for an annual festival. Initially held in neighboring Wartrace, the National Celebration soon moved to Shelbyville where it has been showcased ever since. Spanning ten days in late August and early September, the celebration draws 2,000 horses and up to 250,000 spectators each year.



In 1952 and thirty miles to the southeast, the Arnold Engineering Development Complex, (AEDC) was dedicated by President Harry Truman. The AEDC, a ground-based flight test facility located at Arnold Air Force Base, is the most advanced and largest complex of in-flight simulation facilities in the world. The complex offers a suite of test capabilities to simulate speed, temperature, pressure and other parameters to meet the needs of the aerospace industry. The test

units have capabilities unmatched elsewhere in the United States and many are unique in the world. Facilities can simulate flight conditions up to 300 miles above the earth and wind velocities of 13,000 MPH (Mach 20). Over 2,200 personnel are employed with direct payroll in excess of \$200 million annually. In addition, another \$107 million in retirement benefits are paid to early 5,000 retired military personnel living in the region surrounding the base.

Today, Shelbyville finds itself in a region anchored by fast growing Nashville, Murfreesboro/Rutherford County, and Franklin/Williamson County to the north and west, a major and thriving federal complex to the southeast, and is thus conveniently located near major commercial, employment, and entertainment centers, all the while retaining its own unique community identity and quality of life.

Municipal Government

The city is chartered under a private act authorized by the Tennessee General Assembly and was most recently amended in 2020. The city council is comprised of a mayor elected at large to a four-year term of office, and six (6) council members elected from wards serving staggered, four-year terms. The mayor has a seat on the city council, a voice, but no veto or vote, except in the case of a tie.



The last municipal election was held in November 2018 in which the current mayor was reelected and three council members representing wards 2, 4, and 6 were seated. In November 2020, there are three council seats on the ballot representing wards 1, 3, and 5. Two of those seats are running unopposed.

The city council approves the annual budget, establishes policies, goals, and objectives to direct the growth and development of the city, and adopts ordinances and regulations as necessary for the general health and welfare of the community and its citizens. The council annually approves by resolution an updated 5-year Capital Improvement Plan for all city departments. The council meets in regular session on the second Thursday of each month at 6:00 p.m. at the city hall annex courtroom.

The city manager is appointed by the city council and serves at the pleasure of the council. The council also appoints a city recorder, treasurer, attorney and judge. The manager serves as the administrative head of the municipal government with the following powers and duties:

- 1) To see that the law and ordinances are enforced;
- 2) To appoint, promote, discipline, and remove all department heads and subordinate employees, except the treasurer, recorder, attorney, and judge;
- 3) To supervise and control the work of all officers and departments, including the city recorder and city treasurer;
- 4) To attend all meetings, with the right to take part in the discussion, but not to vote;
- 5) To recommend the adoption of such measures as may be deemed necessary or expedient;
- 6) To act as budget officer and keep the board fully advised as to the financial condition of the city;
- 7) To prepare and submit the annual budget and capital program;
- 8) To keep the council fully advised as to the financial condition of the city;
- 9) To act as purchasing agent; and
- 10) To perform other duties as may be prescribed by the charter or required.

The total city budget is \$23.3 million (all funds), with a General Fund budget of \$18,800,000. A staff of 175 full-time employees ensure the delivery of municipal services in the areas of general administration, police, fire, public works, parks and recreation, planning and code enforcement, cemetery, animal control, and municipal airport.

All employees are under the direction and control of the city manager.

Utility services (electric, water, and sewer) are provided by Shelbyville Power, Water, and Sewerage System (SPWSS), a city-owned but independently managed and governed municipal utility. The city manager serves as a voting member of the board.

Challenges and Opportunities

A number of near term challenges and opportunities, identified through interviews with members of the governing body, will be of primary importance to the new city manager.

1. Budget and finance - Developing a sound financial plan will be an important concern, requiring balancing the cost of providing municipal services with current revenues. While the city has maintained a healthy General Fund reserve in the past, the manager will need to assist the council in understanding operational and capital expenditures needs and wants, the prioritization of the same, and then efficiently implementing spending decisions made by the council in response thereto.



2. Responsive and welcoming government - Customer care and responsiveness is of great importance to the council. Accordingly, maintaining and cultivating a culture of customer service and organizational responsiveness to citizen concerns and service requests will well serve the city and manager and organization going forward.

3. Governance/management - The council seeks a city manager who understands the roles and responsibilities of the governing body and staff and is able to maximize the effectiveness of the council in its policy making role, while assuming authority and accountability for the successful management of the city within the authorities set by the charter.

4. Downtown revitalization - The city manager will be responsible for overseeing the completion of the downtown streetscape project. Phases 1 and 2 are complete. Phase 3 and 4 are in progress and estimated to go to bid within the next 60 days. These projects include decorative streetlights, sidewalks, street furniture and signage. City Council is committed to the completion of an economic strategic plan and economic development zone document. Conceptual plans of downtown revitalization have been completed by both the city and county. In September 2020, the city purchased two buildings on the public square that overlook the Duck River for future economic development.



5. Business Park - In 2016, the state awarded a \$500,000 site development grant for the Shelbyville 231 North Business Park. The funds were used to construct an access road, install utilities and purchase an entrance sign to serve the 86 acre site located in the city and zoned I-2, Light Industrial District. The business park is jointly owned and funded by Shelbyville and

Bedford County and was designated by the Tennessee Department of Economic and Community Development as a Select Tennessee Certified Site. The Chamber of Commerce is currently re-applying for renewal of this certification. In 2020, 20 acres were committed to Tennessee College of Applied Technology for a new educational complex in partnership with the State of Tennessee. Working with community industrial developers, the manager will play a key role in the marketing and subsequent sale of the property. As of September 2020, Shelbyville and Bedford County now hold the designation of Rural Certified Community through the Tennessee Valley Authority.

6. Residential and commercial growth - Growth management, including the coordination of development with infrastructure improvements, will be an ongoing responsibility of the manager and staff. The community is expected to see a steady, manageable growth pattern in new residential housing that is pushing into the city from the north, with numerous residential building lots and large tracts of land available for subdivision. Commercial construction is expected to likewise accelerate, particularly on the U.S. 231 corridor.



7. Parks and Recreation - Within the city's ambitious five-year capital improvement plan, one major project specific to Parks and Recreation is the expansion of the city's premier H. V. Griffin Park with proposed construction of soccer and baseball complexes at a combined estimated cost of \$11 million including the Master Plan for the project.

The manager will be involved extensively in the planning, scheduling, and financing of these major new recreational amenities upon action of council to advance these projects.

8. Shelbyville airport - Bomar Field-Shelbyville Municipal Airport is a general aviation airport serving the public on the north end of the city. The airport sees over 50,000 GA operations per year and houses 59 aircrafts ranging from taildraggers to jets. A \$6.5 million project recently rebuilt our runway. The city has also upgraded airfield lighting and the aircraft ramp over the past few years. These three projects were possible because of State and Federal grants. Upcoming potential projects include new T-hangars (\$1M) capable of housing small aircraft and a taxiway expansion (\$750,000) to access developmental land, also with potential funding assistance from State and Federal governments. A sewer rehabilitation improvement project estimated at \$125,000 is also in the beginning stages. Shelbyville Municipal Airport Authority Board supports this department.

9. Annexation - While the law on annexation has changed making it more difficult to annex territory to provide municipal services, there nonetheless are areas where the extension of the corporate limits is logical and will likely require the attention of the manager. With utilities in place and ready for new customers, there are large areas on both sides of U.S. 231 that could benefit from city services, and which would spur even greater levels of commercial and residential growth with the provision of city sanitary sewer service. The City is currently nearing completion of an updated city land use plan and zoning map. This will require City Manager input.



10. Intergovernmental relations - The city and county jointly fund several entities, including the library and a new business park. The governments are interdependent in other ways - including a countywide E911 system managed by a separate emergency communication district formed by the county. Opening communications and enhancing ongoing relationships will be beneficial as the parties address mutual issues and concerns in the future. In 2019, the city and county entered into an interlocal agreement for appropriated funding for the new position of Industrial Recruiter. This proposed position will serve as a city employee under the direction of the City Manager.

Candidate Qualifications

The following education, experience, management, and leadership criteria have been identified by the City of Shelbyville as important skills and abilities for candidates to demonstrate.

- ▶ A Bachelor's Degree from an accredited college or university in public administration, business administration, or a field closely related to municipal management. A Master's degree in a related field is desired.
- ▶ A minimum of eight (8) years of progressively increasing city management experience, or any combination of education and municipal experience that demonstrates proficiency in managing a complex municipal corporation.
- ▶ A strong working knowledge of municipal services, customs, practices, operations and policies.
- ▶ A strong record of effective customer relations.
- ▶ A record of successfully working with elected and appointed officials, boards, other governments, and staff.
- ▶ Successful experience working with the public, being fully capable of articulating city policy in a positive way to the customer.
- ▶ Experience in a council-manager form of government; understanding the respective roles and duties of the city council and manager as established in statute, charter, and ordinance.
- ▶ Budget management skills, with the ability to develop sustainable, long-term financial plans and plan for needed capital expenditures in a fiscally responsive manner.
- ▶ Experience in intergovernmental cooperation and working successfully with other governmental parties.

Leadership Skills and Management Style

- ▶ Candidates must recognize and demonstrate in action the importance of effective customer service, showing a genuine interest in addressing resident problems, needs and concerns.
- ▶ Candidates must be experienced in successfully interacting with the public.
- ▶ Candidates must be honest and have a solid reputation for personal, professional and organizational integrity, leading by example and conducting all personal and professional interactions fairly, honestly and ethically.
- ▶ Candidates must be proactive and get the work done with a thoughtful approach and prioritization to the tasks at hand.
- ▶ Candidates must be able to envision the big picture while paying attention to detail.
- ▶ Candidates must be progressive, visionary thinkers and successful organizers.

- ▶ Candidates must be effective communicators in verbal and written form; someone who is comfortable listening and talking to an individual or in a group setting; demonstrating an openness and welcoming environment.
- ▶ Candidates must be willing to listen to new ideas; be innovative and creative when addressing issues.
- ▶ Candidates must have strong people skills and be great communicators.
- ▶ Candidates must be capable of successfully executing council policy in an efficient and effective manner.
- ▶ Candidates must be responsive to the council, providing feedback and communicating freely on projects and issues as they evolve.
- ▶ Candidates must maintain a professional demeanor and remain calm and in control under any situation.
- ▶ Candidates must be capable of providing salient facts to facilitate the public policy making role of the council.
- ▶ Candidates must have the maturity, self-confidence, and strength of professional conviction to provide administrative insight and counsel to the board, able to diplomatically present professional recommendations, and carry out policy decisions in a timely, professional, and impartial manner.
- ▶ Candidates must possess strong interpersonal skills.
- ▶ Candidates must strive to keep each member of the governing board fully informed on key community issues; to keep them from being surprised or appear uneducated on major issues; and to possess the skills to keep the council moving toward a collective decision while respecting the individuality of members within the group decision-making process.
- ▶ Candidates must be capable of assisting council through policy formulation through the use of fact-based data and professional experiences.
- ▶ Candidates must have strong analytical skills with the ability to develop well-reasoned recommendations based on a thorough analysis of the relevant data; someone who is able to present these recommendations in a logical, understandable manner.
- ▶ Candidates must embrace the vision and policy direction of the city council while sustaining the policy-making and administrative function of each.
- ▶ Candidates must be goal oriented.
- ▶ Candidates must be experienced in policy writing and the development of strategic planning.

Position Advertisement
City of Shelbyville, Tennessee

City Manager

City Manager, Shelbyville TN (pop. 20,335). Salary range \$90,000 - \$145,000, depending on experience & qualifications. The City of Shelbyville is seeking a city management professional to be their next city manager. The city manager is appointed by and serves at the pleasure of the city council. The city has a \$23.3M budget with 175 full-time employees. Candidates should possess a Bachelor' s Degree from an accredited college or university in public administration, business administration, or a field closely related to municipal management and a minimum of eight (8) years of progressively increasing city management experience, or any combination of education and municipal experience that demonstrates proficiency in managing a complex municipal corporation. Residency within the City limits will be a requirement.

A position profile is available at www.shelbyilletn.org . Send cover letter and resume immediately by electronic mail to the University of Tennessee ' s Municipal Technical Advisory Service, attention Gary Jaeckel, at gary.jaeckel@tennessee.edu . Initial review of applications will occur October 12, 2020. Please direct questions to Gary Jaeckel at the same email address.

PROPOSAL TO ASSIST IN THE RECRUITMENT AND SELECTION OF THE CITY MANAGER FOR THE CITY OF SHELBYVILLE, TENNESSEE

March 25, 2022

Contact:
Chuck Downham
Municipal Management Consultant
chuck.downham@tennessee.edu
(615) 946-5847



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

Introduction

The University of Tennessee's Municipal Technical Advisory Service (MTAS) was created by the Tennessee General Assembly in 1949 to provide advice, assistance, and research to Tennessee cities. MTAS has a staff of approximately 50 professionals in various locations throughout the State. The agency provides technical assistance through management consultants with extensive backgrounds in city management and consulting services, as well as specialists in human resources, finance, engineering, public works, utilities, training, information technology, public safety, codification, and legal services.

MTAS has provided recruitment and selection assistance to several cities of various sizes in the state including most recently the City of Spring Hill, City of Fayetteville, and the Town of Cornersville. These cities include:

Tennessee Cities	Population	Position(s)
1. Clarksville	166,722	HR Director
2. Hendersonville	61,753	Various Department Head level positions
3. Brentwood	45,373	City Manager, Chief of Police and Library Director
4. Columbia	41,690	City Manager (x2), Police Chief and Fire Chief
5. Mt. Juliet	39,289	City Manager and Chief of Police
6. Spring Hill	50,050	City Administrator (x2)
7. Gallatin	44,431	Police Chief and Fire Chief
8. Tullahoma	20,339	City Administrator
9. Goodlettsville	17,789	Public Works Director, Police Chief
10. Springfield	18,782	City Manager, Police Chief
11. Portland	13,156	Finance Director, HR Director, Police Chief
12. White House	12,982	City Administrator
13. Shelbyville	23,557	City Manager
14. Oak Hill	4,891	City Manager
15. Cornersville	1,228	Town Administrator/Treasurer
16. Fayetteville	7,068	City Administrator
17. Chapel Hill	1,717	Town Recorder/Treasurer; Town Administrator
18. Dover	1,826	City Administrator

Funding for MTAS is provided by a direct state appropriation and a fraction of the sales tax collected in Tennessee cities and remitted to the University of Tennessee to cover the cost of consultant services. The cost for MTAS consultants to assist the City of Shelbyville in recruiting and selecting a City Manager has, therefore, been pre-paid, and there will be no additional cost to the city for MTAS' consulting services. While there will be no additional cost for consultant services, the City of Shelbyville will need to pay for the cost of advertisement, applicant travel expenses to and from interviews, and other related direct expenses, if necessary.

How MTAS can assist the City of Shelbyville?

The Municipal Technical Advisory Service delivers technical assistance services upon request. We can provide as much or as little assistance as the City of Shelbyville would like in recruiting and hiring a new City Manager. We understand the important role and responsibilities this position provides to the organization and the City as well as the role of elected officials in each step of the selection process. Previous requests for services for City Administrator or City Manager positions have included the following:

1. *Advertisement of Position*

After preparing a job announcement/advertisement, MTAS will offer suggestions on where to advertise. Previous suggestions have included advertisement with the International City/County Management Association (ICMA) including their job board, Tennessee Town & City (a publication of the Tennessee Municipal League that is distributed electronically to all Tennessee cities), the MTAS website, Tennessee City Managers Association (TCMA) and other state's city management associations to post the job notices and using MTAS consultants to help recruit colleagues both current and past.

Almost all city managers who would be qualified for this position based upon education and prior professional experience in municipal management are familiar with job resources through Tennessee Town and City and the MTAS website. MTAS would recommend allowing at a minimum approximately 30 to 40 days for placement of the advertisement and its publication. The TCMA publishes a regular newsletter distributed electronically to members throughout Tennessee along with posting on their website accessible to the public that will be another good resource for advertising the position among professional managers throughout the state. The Council will need to decide whether to advertise nationally, regionally, or only within the State of Tennessee.

2. *Determining what kind of City Manager to hire*

The MTAS recruitment process would be coordinated with the appropriate designated staff person or Interim City Manager. An important task in the recruitment process will be to prepare a job analysis to help the Council determine what combination of education and professional experience will make candidates a good fit for service as the city manager if expectations for the position have changed since the last search process. MTAS can conduct an in-person or virtual meeting with each elected official to identify key education, experience, qualifications and leadership and management style attributes that they want to see in a city manager.

The timetable for the process is dependent on the availability of elected officials but should be accomplished in one to two weeks. This step will be completed in advance of advertising for the position to ensure all published documents reflect the input and consensus of the governing body.

3. *Position Profile*

An effective tool that has been utilized successfully by cities throughout Tennessee and nationwide in a variety of searches is a "Position Profile". The Position Profile provides a detailed description of the community to give prospective applicants an understanding of the community including demographics, housing, education, and recreational opportunities that are important considerations by applicants in the recruitment process. The Position Profile also provides a detailed description of the municipal organization, challenges and opportunities, and candidate qualifications and leadership skills and management style expectations of the position. MTAS will utilize input from elected officials as well as input from key City staff for the content of the Position Profile. MTAS will assist the City of Shelbyville with the preparation of the Position Profile document that will be utilized by the City as a supplement to the job advertisement - the previous job announcement and position profile can be utilized with minor updates to help expedite the preparation of the job announcement and Position Profile. The Position Profile should be readily accessible to all persons interested in the position such as on the City's website.

4. *Receipt of Resumes*

All cover letters, resume, and list of references could be submitted to the City Records Office, or to the MTAS office in Nashville. All applicants would also be expected to complete a City of Shelbyville employment application, if required. The time period for advertising should range from 30 to 60 days to ensure an adequate field of applicants.

5. *Review of Applications/Resumes*

A review of all applications would be undertaken to determine those that meet the job requirements and should be seriously considered. The number of applicants would be screened and reduced to 5 to 7 best qualified applicants, or some other appropriate number based upon the field of applicants, as may be determined by the Council. MTAS can, or may, handle all correspondence with applicants. The "short list" of qualified applicants would be forwarded to the Council for review to identify applicants to interview and screen. All other applications would be forwarded to the City Records Office for filing and record retention. This phase of the recruitment process should take 15 to 20 days.

6. Review process (Optional)

An optional process for review of applications/resumes can incorporate a committee of individuals that might include combinations of elected officials, residents, management staff, and MTAS, to screen applicants and identify the best qualified applicants to be recommended for consideration to the Council for interviews. Such a review process will require additional time to organize and schedule to ensure a consistent and objective review of applicants is performed by the committee.

7. Interviews

Interviews of top applicants should be conducted over a span of 10 to 15 workdays. MTAS services can include any combination of activities including, but not limited to, the following:

- Facilitating discussions with the Council on narrowing the list of applicants to invite for an interview
- Scheduling interviews with candidates
- Preparing interview questions specifically tailored for the City based upon input from the Council that address current issues, search criteria specified in the job advertisement, and core competencies
- Providing a ranking system for interviews
- Facilitating interviews including reading interview questions to each applicant
- Assisting the governing body in reaching consensus on which applicant(s) to bring back for a second interview (if desired)
- Providing a list of second interview questions for the governing body to select from (if desired)

6. Employment

After interviews have been concluded the City should be able to proceed with offering the position to the individual that is the best fit for the organization. MTAS could provide the City with any of the following:

- comparable salary and benefit information
- example(s) of employment agreement
- a list of professionals to perform a personality profile for candidate

SUMMARY

In summary, the process as set forth and described above could be completed in approximately 100 to 120 days with employment negotiations to follow interviews and selection of preferred applicant. With minor refinements to the previous job announcement and Position Profile, the time period could be reduced to help expedite the search and selection process. The time period required could be further reduced based upon the timeliness of required input, the length of time the position is advertised, the time required to screen

applicants and schedule/conduct interviews, and the time required for negotiation and acceptance of an employment offer and subsequent preparation of an employment agreement with the selected applicant (if required) all can influence the time period required. The following is an approximate timeline for the full recruitment and selection process that as noted may vary from the actual time required based upon opportunities to expedite preparation of the job announcement and position profile as well as the other factors noted.

Timeline (Days)													
1-10	11-20	21-30	31-40	41-50	51-60	61-70	71-80	81-90	91-100	101-110	111-120	121-130	131-140
Draft Job Advertisement													
Job Analysis													
Draft Position Profile													
		Job Advertisement and Receive Resumes/Applications											
						Review Applications							
							Select Applicants to Interview						
								Initial Interviews					
									Second Interview Background/Screening (Optional)				
											Employment Negotiations		

Optional Services:

Assessment of Applicants – California Psychological Inventory

The applicants will be tested using the California Psychological Inventory (CPI), which is normally a part of the MTAS Assessment Center. The CPI is recognized as one of the best tests of everyday personality (as opposed to psychopathology). The purpose of this report is to compare the applicants' competencies to those competencies identified for the job. Many researchers have documented success using the test in personnel selection, particularly for jobs that require management and interpersonal skills.

What MTAS will not do in any Recruitment effort?

MTAS will not make recommendations on which candidate the City should hire; place paid advertisements; make offers of employment; perform criminal or other types of background checks; perform medical screenings; or send rejection letters to candidates not selected.

What else does the City need to know?

- MTAS is a unique service provider in the U.S. offering one-on-one, prepaid services directly to cities and towns.
- MTAS annually completes more than 1,000 major municipal management projects and provides an average of 6,000 other services each year.
- MTAS works closely with the Tennessee City Management Association and has contacts and relationships with other state associations.
- MTAS consultants have at least a combined 400 years of municipal experience in multiple cities across the U.S. with 67% of the management consultants working in other states outside of Tennessee and 67% of those working in at least two different states.
- MTAS has a vested interest in making sure the governing body makes a good hire because the City Manager is a future client.



Municipal Technical Advisory Service
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City of Shelbyville, Tennessee
City Council Meeting Staff Summary

To: Mayor and City Council
From: Lisa Smith, City Recorder
Date: 3/28/2022
Subject: Beer Board Appointments

Description: Adam Johnson has resigned his seat on the Beer Board due to work conflicts. The Mayor will need to appoint someone to complete Mr. Johnson's term that expires in June 2022. This is a Mayor appointment with Council ratification.

The following are currently serving on the Beer Board:

Name

Brett Fisher
Melissa York
Lizzie Peoples
Joseph La Mattina

Economic Impact: There is no economic impact with these appointments.



City of Shelbyville, Tennessee
City Council Meeting Staff Summary

To: Mayor and City Council
From: Lisa Smith, City Recorder
Date: 3/28/2021
Subject: 231 N. Business Park Oversight Committee Appointment

Description: The City Representative seat on the 231 N. Business Park Oversight Committee is vacant and will need to be filled to complete the term which will expire in January 2023.

This appointment is made by the Mayor and ratified by the City Council.

The other members of the 231 N. Business Park Oversight Committee are listed below:

Name

Shane Hooper – Economic Development Director
Greg Vick – Bedford County Commissioner
Robert Daniel – Bedford County Representative
Henry Feldhaus – City Councilmember
City & County Mayors serve as Ex Officio Members

Economic Impact: There is no economic impact with these appointments.