

**TENNESSEE CITY MANAGEMENT ASSOCIATION**

**2016 SPRING CONFERENCE**

**PRELIMINARY PROGRAM**

**April 13-15, 2016**

**EMBASSY SUITES BY HILTON**

**CONFERENCE CENTER**

**1200 Conference Center Blvd.**

**Murfreesboro, Tennessee 37129**

**WEDNESDAY – APRIL 13, 2016**

**8:30–9:00 AM – Early Conference Registration**

**9:00–11:30 AM - Taking Your Civic Pulse**

If you want a good predictor for the success of economic development plans and other community initiatives, perhaps you should start by considering the state of your civic health.  What do measures of community engagement, volunteerism, voting, demographics, social media and even parent/school involvement say about your future?  What steps can you take now to spot potential warning signs or steer your local residents toward a healthier, more effective, (and more lucrative) long-term civic health prognosis?  Examine case studies on how such preventive and proactive measures are yielding healthier community outcomes. Randy Reid, Southeast Regional Director of ICMA will lead the session.

**11:30 AM–1:00 PM – Lunch On Your Own, Early Hotel Check-In & Conference Registration**

**11:30 AM–12:30 PM - TCMA Networking Lunch (NEW!)**

For our newer members, students interested in a career in City Management and other members desiring to know a “seasoned” Tennessee City Manager better. This will be an informal, small group setting where you can talk about the profession, ask questions, and establish a mentoring network. Lunch at the hotel restaurant or nearby will be “Dutch” treat. This is a voluntary event so if you are interested, please indicate on the conference registration form or by contacting Executive Director, Mike Walker by April 6, 2016 at [Walker@TNCMA.org](mailto:Walker@TNCMA.org).

**1:00–1:30 PM – Welcome & Update on TCMA and ICMA Activities**

TCMA President Kirk Bednar (Brentwood) and ICMA VP Bill Hammon (Alcoa)

**1:30–2:30 PM - Case Study: The Chemical Train Wreck in Maryville and the City’s Response**

Almost every Tennessee city has a railroad within their city limits or nearby with hazardous (deadly) chemicals rolling through all the time. Are you ready to respond quickly and effectively if there is a train derailment in your city? What is the role of the railroad itself in the response? Learn how Maryville responded effectively to a critical incident last fall and the lessons learned. Presentation by Greg McClain, City Manager of Maryville and Jane Covington, Regional Vice President of Public Affairs for CSX Transportation. Moderated by Jay Evans (Brentwood).

**2:30–2:45 PM – Break**

**2:45–3:00 PM – Recognition of Graduate Students**

Hear from students interested in internships and local government careers.

**3:00–4:00 PM - Tips on Effective Board Meetings Through Understanding of the Basics in Robert’s Rules of Order.**

Ever thought to yourself during a meeting of your governing body:  it shouldn’t be this hard?  You are right – meetings shouldn’t be slow and ineffective.  Learn the basics of parliamentary procedure and how to teach the same to your elected officials.  The session will include such topics as decorum in debate, roles and responsibilities, and the flowchart of a motion. Presentation by Margaret Norris (UT-MTAS).

**3:00–5:00 PM – Spouses/Partners Connection (NEW!)**

Separate from the main conference session, there will be an informal session for spouses and significant partners to come together to discuss common issues and further develop a support network across the State. This session will build on the initial efforts last fall to involve more spouses/partners in the conference activities. Linda Hood to coordinate session.

**4:00–4:30 PM – Recognition of GOLD Level Sponsors**

**4:30–5:00 PM – TCMA Committee Meetings**

Committees include Policy/Legislative, Professional Development, Communication, Recruiting the Next Generation, Ethics, and 2019 ICMA Conference Host Committee. Non-members are encouraged to sit-in and participate in a committee of interest.

**6:00– 8:00 PM – Social Event**

Here is an opportunity to get know other conference attendees better in an informal setting plus have some fun at the “Lanes, Trains, and Automobiles” Depot. The event center in Murfreesboro includes bowling, billiards, bumper cars, laser tag, etc. Food will be provided in the VIP lounge plus transportation to and from the conference hotel. Details on the event including cost and registration will be handled separately from the conference registration. Note: spouses and significant partners of members may attend at no cost.

**8:00–11:00 PM - Hospitality Suite**

Note: Hospitality Suite will also be opened from 5:00–6:00 PM and will close promptly at 11:00 PM each night.

**THURSDAY, APRIL 14, 2015**

**8:30–9:30 AM - Effective Hiring of People in Your Organization – Getting the Right People on the Bus!”**

What is needed to hire the best person for the position? Do you have an efficient way to assess and screen potential candidates on the front end? Do your interview questions address specific examples of needed job skills? Are you able to determine if candidates are motivated by factors related to the job, the City’s values and way of doing things? Do you use job simulation exercises to gage specific job related knowledge, skills and abilities? Are you growing future leaders within the ranks? A panel discussion moderated by Paul Boyer (retired City Manager & HR Director).

**9:30–9:45 AM – Break**

**9:45–10:45 AM - Case Study: The Hamilton County Model – How to Respond Effectively to Important Issues Affecting Your Community.**

The smaller cities in Hamilton County recently came together to successfully stop legislation from moving forward in the General Assembly that, if passed, would have adversely impacted the distribution of state sales taxes to all Tennessee cities. What are the important techniques and strategies for organizing quick and effective responses to critical issues that may affect your community? How do you gain partners (i.e. - other cities, etc.) to support that effort, identify individuals that can communicate effectively your message and concerns, determine the resources needed, manage the process, etc.? Presentation by Ted Rogers (Collegedale).

**10:45–11:45 AM - Effective Manager Evaluations**

Are there effective ways to undertake performance evaluations in our Sunshine world and receive constructive feedback on our performance as Managers from elected officials and staff? John Grubbs (UT-MTAS) and Eric Stuckey (Franklin) will lead this interactive session that will include a review of the survey results from members to: 1) understand the state of performance evaluations, and 2) identify any constructive approaches in place today. In addition, Randy Reid (ICMA) will share his experience on performance evaluations from 40 years in local management positions in the State of Florida.

**11:45 AM–1:00 PM – Break/Lunch & TCMA Committee Updates**

**1:00–1:30 PM – Recognition of GOLD Level Sponsors**

**1:30–2:30 PM - CAOCamp – the Un-Conference Session – Round 2** Share and learn in an open environment, interactive session, peer to peer. Think: hospitality room discussions, but DURING a conference session! In advance of the conference, members are requested to submit potential topic to C. Seth Sumner, session facilitator for consideration. Topics may include practical issues or concerns facing a City, leadership, professional development, etc. This is an opportunity to share life knowledge and skills with each other. As many as 4 mini-sessions may occur simultaneously in each corner of the conference room every 15 minutes; up to 12 presentations are possible within the hour. Attendees will be able to rotate around the room freely to listen and participate in the topics of their interest.

**2:30–2:45 PM - Break**

**2:45–3:45 PM - Innovative Things Are Happening in Smaller TCMA Cities – Round 2.**”

Case studies from three TCMA cities under 3,500 population with limited staff and resources on proactive efforts to enhance their economy, generate new tax dollars, reduce operating costs, etc. Panelists include Andrew Ellard (Eagleville), Melissa Peagler (Dandridge) and Robert Turner (Somerville).

**3:45–4:00 PM – Update on UT-MTAS Activities and Services**

UT-MTAS Executive Director Jim Thomas

**4:00–5:00 PM - You Can’t Make This Stuff Up!**

Explore tales of crazy things that happen to us as city managers. This last session of the afternoon will hopefully facilitate a better appreciation of our unique profession and generate some needed laughter too. Victor Lay (Spring Hill) will lead the session with examples and stories to be solicited from members in advance.

**5:00 – 11:00 PM – Hospitality Suite and Dinner on Your Own**

**FRIDAY, APRIL 15, 2015**

**8:30 – 9:30 AM – This Week’s Top 10 List: The Ten Most Important Risk Management Issues in Your City**

Using the David Letterman approach, an overview of the most important risks that administrators should be aware of in managing their City. Presentation by Michael Fann and George Dalton (The TML Pool).

**9:30–10:00 AM – Break & Hotel Checkout**

**10:00–11:00 AM - Update on 2016 Tennessee General Assembly**

Chad Jenkins (Tennessee Municipal League)

**11:00–11:45 PM – TCMA Strategic Plan Update (Progress Report Since 2010 & Plan of Action for 2016–2020)**

TCMA President Kirk Bednar (Brentwood) and C. Seth Sumner (Savannah)

**11:45–12:00 Noon - Closing Comments From TCMA President**

Kirk Bednar (Brentwood)