THE UNIVERSITY of TENNESSEE
MUNICIPAL TECHNICAL ADVISORY SERVICE

MTAS MUNICIPAL E-NEWS

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CITY SPOTLIGHT: GERMANTOWN

Shelby County

West Tennessee
2013 Population: 40,123
Municipal Management Consultant
Ronnie Neill
ronnie.neill@tennessee.edu

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

MTAS's Research and Information Center is always adding new materials to its collection. See what's new for this month. READ

PAST ISSUES OF THE MUNICIPAL E-NEWSLETTER

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MTAS WEBSITE IS CHANGING

A new look for the MTAS website will be released on November 15. READ

GERMANTOWN FINDS A UNIQUE WAY TO PROMOTE SUSTAINABLE LIVING

Today, there are many approaches to promote sustainability, but the city of Germantown has developed a unique and fun opportunity for residents to learn using both hands-on and demonstration style experiences. READ

ACCOUNTING FOR PAYROLL Since we have arrived at the point in the year where most cities have adopted their budget for the next fiscal year, I wanted to address an item that often accounts for 70 percent or more of a city's expenditures… payroll. READ

MTAS CONDUCTS MUNICIPAL COURT CLERK CLASSES STATEWIDE

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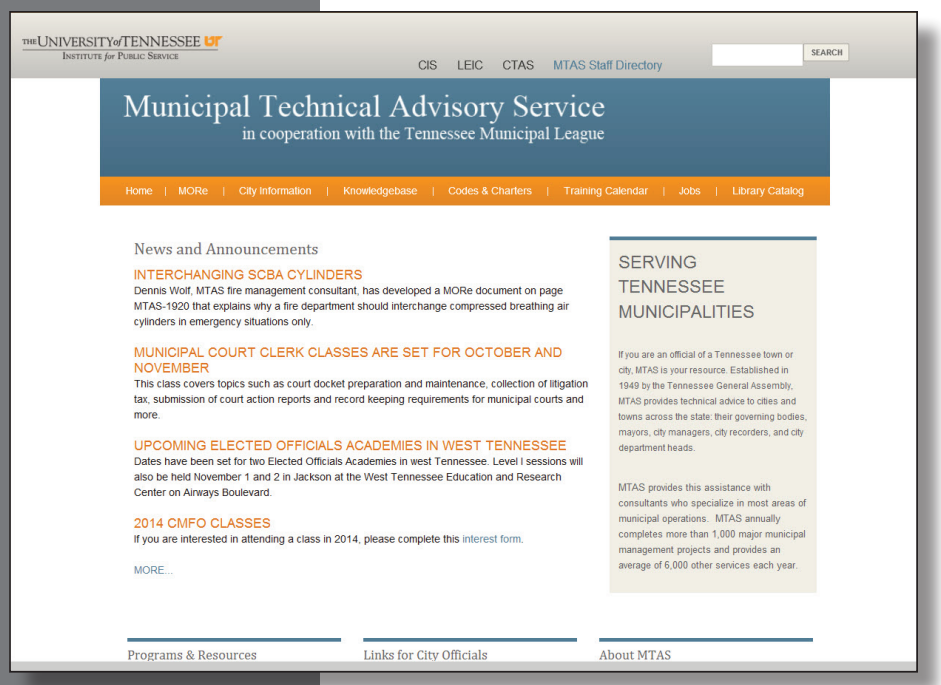
UPDATE ON TREEDC IN THE PHILIPPINES

Delegates of the Tennessee Renewable Energy & Economic Development Council (TREEDC) returned to the Philippines to conduct its initial international renewable energy forums as part of the TREEDC International Exchange Program. READ

TREEDC and Mabalacat City Council

MTAS Website is Changing

A NEW LOOK FOR THE MTAS WEBSITE will be released on November 15. MTAS has redesigned its website to provide you with quick access to the information you use most. Frequently used links are now easily accessible at the top of our site. Navigation has moved from a fixed left-hand panel to links throughout the front page. The site also adapts to your viewing screen – whether it be on a desktop, laptop, tablet, or mobile device – increasing its usability. And, as always, news and announcements will be readily available in the center of the home page.



We hope you will find these changes beneficial as you use our website. We'd love to hear from you – if you have any comments or suggestions about the site, please send them to **Lisa.Shipley@tennessee.edu.**

Germantown Finds a Unique Way to Promote Sustainable Living

Mark Penland & Jan Compton
TDEC's Office of Sustainable Practices

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This article originally appeared in the Tennessee Town and City, September 16, 2013 edition. Reprinted with permission of the authors.

TODAY, THERE ARE MANY APPROACHES TO PROMOTE SUSTAINABILITY, but the city of Germantown has developed a unique and fun opportunity for residents to learn using both hands-on and demonstration style experiences. The Bobby Lanier Farm Park mission is simple-serve as a demonstration and educational site for sustainable living. The specific goals are to promote healthier living, support the local economy, and protect the environment.

The Bobby Lanier Farm Park was designed and developed to support rural opportunities in a developed community. For example, the Future Farmers of America clubs at Houston and Collierville High Schools use the farm as a playground for learning. These students live in suburban settings, which would otherwise limit their ability to participate in state competitions. Obviously most zoning ordinances would not allow sheep, goats and other farm animals to be kept on residential sites. The park opens new doors of learning for them to explore and acquire skills at a facility that provides the open space required. Both a horse and hay barn existed onsite when the farm was purchased making it very convenient for the students.

The city selected Michelle Johns to serve as program and development coordinator for the 10-acre suburban farm that was required by the city to be a self-sustaining entity. According to Mary Ann Gibson, chair of the farm advisory council, "The vision of the farm park advisory council is to continue to grow key partnerships with local businesses and community organizations, such as the Kiwanis and Rotary Clubs, as we go forward to help us achieve our goal of being self-sustaining. These public-private partnerships are key factors to the future success of the farm park."

Local musicians entertain visitors as they learn about healthy choices.

Food is essential for everyday life and is a central component at the park, which features a community garden. The goal is to teach participants how to garden so they can use their skills and knowledge to create their own gardens at home. The fee-based program welcomes 60 members annually as part of the community garden association. The participants are educated through informative workshops and mentoring as they volunteer in the garden a minimum of two hours per week, while in return, they reap a portion of the organically grown harvest. The garden is maintained without the use of herbicides or pesticides by using companion plants and beneficial insects to control garden pests. In an effort to save water, otherwise wasted through the use of irrigation sprayers, a drip irrigation system is used. **(cont)**

A sampling of the farm park garden harvest.

Another popular food component is the Farm Park Market, which has brought excitement to the farm each Thursday evening since the inaugural event last June. This family friendly event promotes sustainable agriculture and is open only to local vendors who are producers, those who are directly involved in the growing or making of a product. Surpassing normal market expectations, the Farm Park Market offers much more than locally grown fresh fruits and vegetables. Residents of all ages are finding Thursday evenings to be a time of social networking and interaction, whether they opt to play with hula hoops or just sit in a chair on the lawn. Themed "garden talks" are held in conjunction with the event to enhance gardening skills and update the latest trends in earth friendly living. Live music, cooking demonstrations, recipes and farm fresh dining are also part of the experience during the seasonal events.

The Bobby Lanier Farm Park also serves as an outdoor classroom for students of all ages. Methodist Le Bonheur Germantown Hospital sponsors the educational component for the facility with direct input and guidance from area faculty. With increasing challenges to meet testing needs, teachers from kindergarten through fifth grade write the curriculum for the park to be an extension of their classroom learning. Students welcome the outdoor setting and creative learning experience often without realizing it also fits into their standardized requirements.

"The project offered an opportunity to create a unique partnership between the Tennessee Department of Environment and Conservation (TDEC) and the city of Germantown by establishing the first Local Parks and Recreation Fund community garden site," according to Gerald Parish, director of TDEC's Recreation Educational Services. "The Bobby Lanier Farm Park focuses on an established type of recreation with an updated form and purpose. The park has many benefits that support current national and state programs, including Governor Haslam's "Healthier Tennessee" initiative by providing access to nutritious foods like vegetables. TDEC is pleased to be a partner in a project that creates positive impacts and benefits to the citizens and visitors of Germantown and our state."

Just 14 months after the grand opening, Johns and the supportive farm advisory council are thrilled with the partnerships and accomplishments that have been achieved. They have exceeded expectations with progressive thinking and intuitive planning for supporting their mission and meeting the needs of the community. Through partnerships, participants are discovering that learning to garden, sharing crops, preserving the land and promoting local vendors are enhancing resources for current and future generations. Michelle Johns sums it up, "We are achieving our goal to show suburban residents how to live and maintain a healthier lifestyle while conserving an ecological balance through urban agriculture, composting, energy conservation and recycling."

Students enjoy hands-on learning activities based on curriculum requirements.

Accounting for Payroll

Sharee Brewer, MTAS Finance and Accounting Consultant

SINCE WE HAVE ARRIVED AT THE POINT in the year where most cities have adopted their budget for the next fiscal year, I wanted to address an item that often accounts for 70 percent or more of a city's expenditures… payroll. Throughout my 24 years in local government accounting and finance, I have been surprised at the number of times I have found unidentified payroll liabilities on a balance sheet, amounts ranging from small to substantial, and sometimes carried forward for many years. So, I thought it would be beneficial to address this problem in the payroll process.

Every dollar that a city expends on payroll (either in the form of salary or benefits) is owed to someone. This is owed as net pay to the employee or to a vendor in the form of a remittance. There isn't a third option, therefore the only time payroll liabilities should appear on a balance sheet is during the "layover" process that occurs between 1) withholding deductions from an employee's paycheck, 2) matching those deductions if appropriate, and 3) the prompt payment of those monies to the appropriate vendor. I think correct terminology helps make this point clearer. Payroll EXPENSES consist of the gross wages paid to employees plus any amount of employer-paid taxes and benefits. Payroll expenses should be budgeted in full in the appropriate fund. Payroll DEDUCTIONS are the amounts that are withheld from an employee's paycheck as taxes, benefits, savings, garnishments, etc. Payroll LIABILITIES include the payroll deductions after they are withheld from the employee paychecks, plus any employer-paid taxes and benefits that are then owed on those paid wages. Some software packages provide for the employer-paid taxes and benefits to come directly from the budgeted expenses, bypassing being run through payroll liability accounts altogether, this is acceptable as well.

MTAS Conducts Municipal Court Clerk Classes Statewide

THE MUNICIPAL TECHNICAL ADVISORY SERVICE (MTAS) recently offered a Basic Municipal Court Clerk Class statewide for court clerks, city recorders, judges and police clerks.

The purpose of the three-hour training sessions included covering the general operation of a municipal court and updates on legislative changes impacting municipal courts. Specific topics addressed court docket preparation and maintenance, collection of litigation tax, submission of court collection of litigation tax, submission of court action reports and record keeping requirements of municipal courts. Participants learned to establish a records process that conforms to Tennessee laws and regulations, and how to perform the functions of a court clerk efficiently and effectively.

MTAS Police Management Consultant, Rex Barton, speaking to municipal court clerk participants in Jackson.

Instruction for the course was facilitated by MTAS Teaching Associate and Attorney Karen Blake and MTAS Police Management Consultant Rex Barton. The sessions were held in seven cities across the state consisting of Bartlett, Collegedale, Cookeville, Jackson, Johnson City, Knoxville and Smyrna.

Among those participants in attendance included Municipal Court Clerk Suzanne Hopper of the city of Troy.

"This training is of great value to me," Hopper said. "I find every year I am still asking questions and learning from other clerks in the class. It is also my main source in hearing of new laws recently enforced that I can go back to my town and discuss with our officers."

City Court Clerk of Brownsville Rena Fitts echoed Hopper's sentiments, "This course is an excellent class that provides training on the most current procedures and laws. It also allows interaction with other clerks to share best practices and to refresh on things we learn."

MTAS Partners with Tennessee Tech University to Conduct McMinnville 2035 Visioning Session

THE MUNICIPAL TECHNICAL ADVISORY SERVICE recently took a team of three management consultants, along with an associate director of the Tennessee Tech University External Relations Department, to help facilitate a McMinnville 2035 Visioning Planning Project.

McMinnville Mayor Jimmy Haley had requested a long-term planning session integrating the recreation, tourism, economic development and environmental functions of the city. A total of 60 community leaders attended the initial planning session. MTAS Management Consultants Dana Deem and Jeff Broughton facilitated discussions regarding long-term issues involving recreation and tourism respectively. Janie Robbins of the TTU External Relations staff organized the economic development session and MTAS Management Consultant Warren Nevad facilitated the environmental component of the visioning session.

The top six key issues that emerged from the 2035 Visioning Plan, in order of ranking were:

1) Develop a master tourism plan;
2) Open the Park Theatre;
3) Upgrade current recreation center;
4) Conduct advertisement campaign touting outdoor recreational activities;
5) Develop a recreational master plan; and
6 Develop a comprehensive beautification plan

MTAS will work with McMinnville officials in the coming years to implement the Visioning 2035 Plan.

Update on TREEDC in the Philippines

Warren Nevad, MTAS Municipal Management Consultant

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Udate: October 7, 2013

DELEGATES OF THE TENNESSEE Renewable Energy & Economic Development Council (TREEDC) returned to the Philippines to conduct its initial international renewable energy forums as part of the TREEDC International Exchange Program. TREEDC has partnered with the Renewable Energy Association of the Philippines (REAP) to enroll Philippine colleges and universities, municipalities and chambers of commerce as honorary members of TREEDC, a statewide Tennessee renewable energy network of 92 mayors, 30 universities and businesses. The mission of the TREEDC pilot International Exchange program is to create more renewable energy awareness, marketing opportunities and jobs for both Philippine and Tennessee entities through educational forums, business networking and collaborative projects while increasing clean energy solutions in the Philippines.

Outcomes:

1) TREEDC and REAP conducted three (3) educational forums at Polytechnic University of the Philippines (PUP), Central Bicol State University (CBSUA) and Technological University of the Philippines (TUP). A total of 610 Philippine students, faculty, business leaders and mayors were introduced to Tennessee renewable energy related businesses and research along with Philippine projects throughout the country. TREEDC discussed preliminary plans for a scholar program for renewable energy. Tennessee Technological University and Mississippi State University became sister colleges to PUP and CBSUA respectively.
2) Mayors of Sorsogon, Naga, and Daet provided intents to join TREEDC as members. Initial plans were developed to create a renewable energy task force comprised of Bicol area

(cont)

mayors, university presidents and chambers of commerce to identify energy audit related issues and to provide technical assistance to an approved 18 MW waste to energy plant that would use various municipal waste feedstocks from communities within the Bicol region. A live press conference was conducted by GNN News Network with representatives from TREEDC and REAP prior to the Central Bicol State University Forum.

From left to right – Armando Lanuza, Sorsogon City Engineer; Oly Serafica, President of Renewable Energy Association of the Philippines; Warren Nevad, MTAS Management Consultant; Doug Jackson, TREEDC International Consultant; Sorsogon Mayor Sally Lee; Ducktown Mayor/ TREEDC President James Talley; Central Bicol State University President Marito Bernales; PECIT President Romy Zerrudo; and Fred Perdon, GNN News Network.

3) The TREEDC delegation visited Mabalacat, Philippines mayor and council to provide details of an upcoming delegation tour to Tennessee in December 2013. The Mabalacat mayor and council plans to send two separate delegations to learn more about the renewable energy projects ongoing in Tennessee. TREEDC, which also has an office in Mabalacat is also providing technical assistance with the city's green initiatives.

4) TREEDC, REAP and the Philippine Electronics and Communication Institute of Technology (PECIT) will co-sponsor a 3 day renewable energy conference in Butuan City (Mindanao) in February 2014. A major theme of the conference will be renewable energy opportunities for women in the Philippines. TREEDC and REAP are working with PECIT to avail pico hydro projects for needy families in the region.

5) TREEDC gave a presentation about the University of Tennessee Biofuels Initiative to 4,000 attendees at the PUP International Research Conference in Higher Education at the historic Manila Hotel. Several college representatives showed interest in joining the TREEDC network in the Philippines and to seek more information about the Biofuels Initiative.

6) TREEDC, Tennessee Tech Representative Dennis Tennant and TREEDC Founding Member Vis Solis met with the commerce section of the U.S. Embassy to share results of the exchange program with the federal government. The commerce section provided information about a recent visit by U.S clean energy firms. Solis is working on several large scale solar projects in the Philippines. TREEDC and REAP also met with the assistant secretary of the department of energy at the CBSUA forum to assess the potential of waste to energy projects in the Philippines.

7) TREEDC and REAP participated in the Philippine PowerTrends Conference in Manila which included exhibits by Alstom Power and German solar firms. TREEDC provided information from some of its business members. Information about compressed natural gas was also shared.

Talley, Serafica, Nevad, Jackson and students and faculty from Central Bicol State University.

The TREEDC Delegation consisted of the following representatives:

1) Ducktown Mayor/TREEDC President James Talley;
2) REAP President Oly Serafica;
3) REAP Assistant President Erwin Serafica;
4) The University of Tennessee MTAS Consultant/TREEDC Director Warren Nevad;
5) TREEDC International Consultant Douglas Jackson;
6) TREEDC Secretary Alyssa Clemente;
7) Tennessee Technological University Director of External Relations Dennis Tennant; and
8) Vis Solis Managing Partner Tim Hayes.

The Tennessee Renewable Energy & Economic Development Council is a nonprofit grassroots organization of 92 mayors promoting the economic and environmental benefits of renewable energy for Tennessee communities. TREEDC was formed by four mayors and the University of Tennessee President Emeritus Dr. Joe Johnson in 2008. For more information, visit **www.treedc.us.**

MTAS Training Opportunities November - December 2013

Administrative Hearings Officer 2013

12/5	8:30 AM	Nashville	TML Conference Room

Business Tax Administration Update

11/19	8:30 AM	Knoxville	Univ of Tenn - Conference Center
11/20	8:30 AM	Jackson	Univ of Tenn - West Tenn Research & Education Center
11/21	8:30 AM	Franklin	Williamson County Ag Expo Park
12/3	8:30 AM	Bartlett	Bartlett Station Municipal Center

EOA01 Foundations and Structures of Tennessee Municipal Government

11/1	7:00 PM	Jackson	Univ of Tenn - West Tenn Research & Education Center

EOA02 Charter, Codes and Open Records

11/2	8:00 AM	Jackson	Univ of Tenn - West Tenn Research & Education Center

EOA03 Finance for Elected Officials

11/1	4:30 PM	Jackson	Univ of Tenn - West Tenn Research & Education Center

EOA04 Council at Work

11/2	10:00 AM	Jackson	Univ of Tenn - West Tenn Research & Education Center

EOA05 Ethics and Open Meetings

11/2	12:30 PM	Jackson	Univ of Tenn - West Tenn Research & Education Center

GASB Update Course Viewing

11/7	1:00 PM	Knoxville	Univ of Tenn - MTAS Conference Room
12/5	1:00 PM	Knoxville	Univ of Tenn - MTAS Conference Room

MMA10 Delegation Skills

11/15	8:30 AM		Greeneville Central Fire Station

MMA11 Making Effective Decisions

11/20	8:30 AM	Franklin	Williamson County Ag Expo Park
12/13	8:30 AM	Morristown	Morristown City Hall

MMA12 Developing Teamwork

12/18	8:30 AM	Franklin	Williamson County Ag Expo Park

CMFO-Purchasing

12/4	8:30 AM	Knoxville	Tusculum College Knoxville
12/4	8:30 AM	Jackson	Univ of Tenn - West Tenn Research & Education Center
12/11	8:30 AM	Columbia	Local Government Corporation (LGC)

Municipal Court Clerk Class F2013

11/13	8:30 AM	Collegedale	Collegedale City Hall
11/14	8:30 AM	Knoxville	Univ of Tenn - Conference Center

Planning and Zoning's Impact on Municipal Economic Development

11/6	8:30 AM	Knoxville	Univ of Tenn - Conference Center
11/7	8:30 AM	Collegedale	Collegedale City Hall
11/13	8:30 AM	Bartlett	Bartlett Station Municipal Center
11/14	8:30 AM	Jackson	West Tenn Research & Education Center
11/15	8:30 AM	Kingsport	Kingsport Center for Higher Education
11/22	8:30 AM	Nashville	TBI Headquarters

Procrastination: Defeating the Thief of Productivity and Time

12/5	8:30 AM	Jackson	West Tenn Research & Education Center
12/6	8:30 AM	Franklin	Embassy Suites - Cool Springs
12/18	8:30 AM	Johnson City	Carnegie Hotel
12/19	8:30 AM	Knoxville	Univ of Tenn - Conference Center

CONFERENCES

PRIMA Institute
11/4 - 11/8
Milwaukee, WI
http://www.primacentral.org/content.cfm?sectionid=23

Tennessee Storm Water Association Annual Conference
11/12 - 11/14
Henry Horton State Park
http://tnstormwater.org/blog/conference/

National League of Cities Congress of Cities
11/13 - 11/16
Seattle, WA
http://www.nlc.org/build-skills-and-networks/education-and-training/event-calendar/congress-of-cities-and-exposition

Tennessee Parks and Recreation Association Annual Conference
11/17- 11/21
Chattanooga
http://www.trpa.net/?page=Conference

Tennessee Public Risk Management Association Annual Conference
11/20 - 11/22
Nashville
http://www.tnprima.org/

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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