

 **Municipal Technical Advisory Service**
INSTITUTE FOR PUBLIC SERVICE

MUNICIPAL E-NEWS

December 2017 | Issue 86

MTAS Training Classes

See what is coming up!

bit.ly/MTASTrainingCalendar

New Information Resources from MTAS

Condemnation of Property with
Deed Restrictions or Covenants

Melissa Ashburn | [Click HERE](#)

Local Sales Tax Rates for
Tennessee Cities (April 1, 2017)

Tennessee Department of Revenue | [Click
HERE](#)

City Power: Urban Governance
In A Global Age

Richard Schragger | [Click HERE](#)

*To see a list of ALL new
materials recently added to
the library holdings click [HERE](#)*

Past Newsletter Issues

bit.ly/MTASeNews

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MTAS offices will be closed December 25-29, 2017 for the Winter Holiday

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A Letter from the Executive Director



Welcome to our final Municipal E-News for the year. I hope as you look back on 2017, that you have plenty of happy memories; and can easily recount some great experiences that you and your municipality have had with MTAS. If you'd like to share any of those experiences, I would really like to hear about them. My email address is margaret.norris@tennessee.edu. Perhaps *your* story will become a highlighted article in an upcoming E-News.

While I have historically not been one to make New Year's Resolutions for myself, I am a proponent of strategic planning and goal setting. The Institute for Public Service this year adopted a new plan and I look forward to creating, with input from stakeholders and staff, specific goals and objectives for the agency that will further our march toward fulfilling the institute's plan. It's a strong plan and I hope you'll join us on the journey. One of my favorite quotes when talking about strategic planning is from actress Lily Tomlin: "I've always wanted to be somebody, but I see now I should have been more specific."

Please be safe over the holidays. This includes travel, healthy eating and celebrating, and home safety too. MTAS loves its customers; and we want you back in 2018. I look forward to a new year with you.

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Benchmarking in High Gear

MTAS Human Resources Consultant, John Grubbs, highlighted the Tennessee Municipal Benchmarking Project (TMBP) at the September Tennessee City Management Association (TCMA) Conference in Gatlinburg. During his presentation on balanced scorecards and performance targets, Frances Adams-O'Brien (TMBP project manager), Jay Evans (city manager of Athens and current TMBP Steering Committee Chair), and Laura Ogle-Graham (TMBP project coordinator) were given the floor to talk about the TMBP and the value it has for its members.

The session focused on the fact that a balanced scorecard recognizes that executives do not always focus on the best set of measures, as no single measure can provide a clear performance target or focus attention on critical areas. This ties to TMBP as this effort is central to defining critical measures that apply to a city's success. From TMBP participation, a city can develop key performance indicators

into leading measures that indicate organizational health.

Another way the TMBP is adding value for member cities is by enhancing performance excellence services. TMBP is offering Lean Six Sigma courses at discounted rates for members. The courses teach cities a strategic methodology that focuses on customer satisfaction, cost, quality, process speed, and the elimination of waste and variation in the processes.



MTAS Welcomes Emily Godwin, new Finance Consultant in West Tennessee

Emily Godwin is the newest MTAS Finance and Accounting Consultant in MTAS's Jackson office. Prior to joining UT, Emily was a Legislative Auditor for five years with the Tennessee Comptroller of the Treasury. She has also worked at CPA firms in audit and tax.

Emily graduated Summa Cum Laude with a Bachelor of Business Administration (Accounting) from the University of North Alabama and received an academic fellowship to the University of Mississippi where she earned a Master of Accountancy, Taxation.

Emily's areas of interests include reading, hiking, travel, writing, running half marathons, and experimenting with life hacks. Her spirit animal is the grizzly bear.



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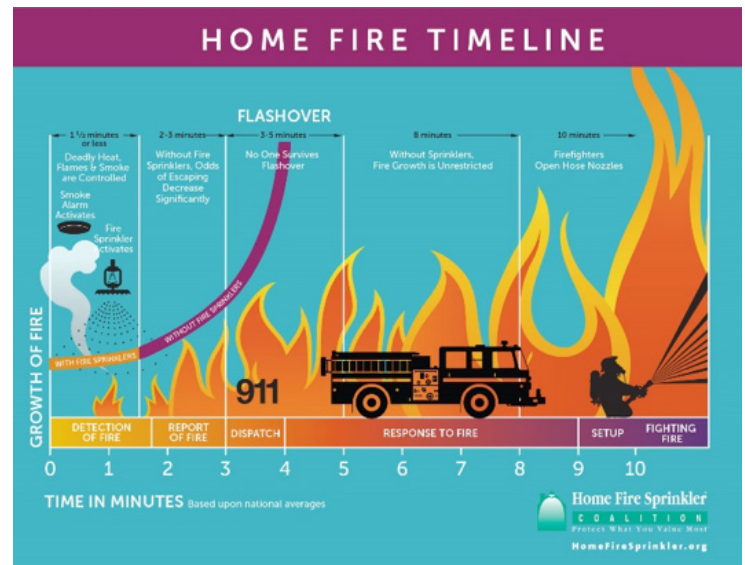
Risk Reduction Where We Live and Serve

Each year, the National Fire Prevention Association (NFPA) sets the theme for National Fire Prevention Week that occurs in October. The 2017 theme is “Every Second Counts: Plan 2 Ways Out!” Referring to the “Home Fire Timeline”, in modern residential home fires, we only have between 3-5 minutes to evacuate the home before flashover occurs. Flashover is when all combustible materials in the room reaches a temperature to ignite simultaneously. What this means is, if you do not get out of the home before flashover occurs, You Do Not Survive!

It cannot be overemphasized that time is one of our worst enemies when a fire breaks out in your home or workplace. We have to be alerted and evacuated before that 3-minute window closes to have any chance of survival. If you have properly working and spaced smoke alarms, the fire should be detected within 1-1.5 minutes. If your home is equipped with a residential fire sprinkler system, the system should have activated by now and brought the fire under control. If no sprinkler system is present, now that we have been alerted to the fire, we may have 1.5-2 minutes to evacuate the building before flashover. Your survival is dependent on this very tight timeline; a timeline you cannot exceed or you and your family members do not survive.

The absolute best way to survive a fire is to prevent it from happening. Some items to consider:

- Extension cords: Never use extension cords for heaters, air conditioners, refrigerators, and/or other appliances. Never run them under rugs/carpets.
- Cooking: Stand near the cooking appliance and be attentive. Keep pan handle turned toward the back of the cooking appliance with the lid and baking soda nearby.
- Smoking: Never allow anyone to smoke in your home or workplace.



Home Fire Sprinkler Coalition-Home Fire Timeline

- Heaters: Give space heaters their space. Always keep at least 3-feet between the heater and combustible items such as but not limited to curtains, sofa, chair, etc.

If a fire should break out? We must:

- Evacuate: Pre-plan two ways out of every room in your home and workplace. Your first exit path should be the way you normally enter the room. Your alternate route may be out a window. Have a pre-determined meeting place outside the home or workplace. After making the exit plan, teach everyone the plan and practice the plan regularly with everyone in the home or workplace.
- Working Smoke Alarms: You need a working smoke alarm in each bedroom and in the area outside the bedroom(s). Smoke alarms should be tested and maintained per manufacturers' recommendations and the entire unit replaced at minimum every 10 years. For new smoke alarms, contact your local fire department for assistance. All fire departments, in Tennessee, have access to free smoke alarms through the state's Get Alarmed program. (continued on next page)

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(continued from page 3)

- **Close the Door:** Always sleep with your bedroom door closed. This practice may buy you more time by reducing the spread of smoke and toxic gases. If you are in the room where the fire starts, close the door on your way out to buy yourself and other people in the structure more time to escape.



Practicing Escape from Upper Level of Home Using Portable Fire Escape Ladder

Being proactive and eliminating the common causes of fire reduces the risks associated with having a fire. Everyone

involved, you and your family members, all benefit from being prepared and have a much greater chance to survive. Your fire prevention efforts have other benefits that most people never think about: less risk for your local firefighters and public in general since they did not have to respond to and enter your burning structure. If you have questions or want further information, please feel free to contact your local fire department and/or access the resource websites below.

References:

Federal Emergency Management Agency-Escape Planning
<https://www.usfa.fema.gov/prevention/outreach/escape.html>
National Home Fire Sprinkler Association website
<https://homefiresprinkler.org/>
Tennessee State Fire Marshal's Office website
<https://tn.gov/commerce/section/fire-prevention>

MTAS Training Program Year in Review

Can you believe that 2017 is coming to a close? It just doesn't seem possible! The MTAS training team has been hard at work to ensure the employees and officials of Tennessee's municipalities have the necessary training to better serve their constituents.

2017 has been a great year but has also brought about some major staffing changes for the MTAS training team. Late in 2016, Dr. Macel Ely was selected to lead the UT IPS Naifeh Center for Effective Leadership. Congratulations to Dr. Ely! Abb Oglesby, former MTAS Courts Specialist, was selected to replace Dr. Ely and over the summer we welcomed Paige Edwards to the team as Municipal Court Specialist. Lastly, on October 31st, Dr. PJ Snodgrass retired from the University of

Tennessee after 33 years of service. We congratulate her on retirement, and Dr. Snodgrass will be missed here at MTAS, leaving a void that will be difficult to fill.

Not only have we had staffing changes this year, we have also been fortunate to offer a new program for utility board members. The training is a twelve-hour course established to meet recent legislative requirements. We end 2017 with this new program in full swing.

Thanks to all of our partners across the state and within UT's Institute for Public Service. 2017 has been a great year, and we look forward to working with all of our customers in 2018.

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Certified Municipal Finance Officers Bright Future

The Certified Municipal Finance Officer (CMFO) program is still going strong with 50 participants expected to complete the program in 2017. Participants attended classes in Jackson, Mt. Juliet and Knoxville once a month for 12 months, with an average class attendance of 25 students.

The Municipal Finance Officer Certification and Education Act of 2007 requires municipalities to have a chief financial officer, who is a CMFO, or a qualified exempt individual. After the Act's passage in 2007, MTAS, collaborating with the Tennessee Comptroller of the Treasury, began developing and offering courses for the CMFO training program. The first class of nearly 100 participants graduated in 2010 and today more than 575 city clerks, recorders, finance directors and other public servants across the state are now certified.

The impact of the CMFO program goes beyond just the numbers. Participants surveyed overwhelmingly agreed that the program increased their job-related knowledge and improved their daily job performance. Further, 100 percent of participants indicated that they would recommend the training program to others. The value of the program has been seen across the state in both Tennessee's largest and smallest municipalities. It truly has something for everyone working in or with governments. The CMFO training program continues to grow with over 50 participants already interested in CMFO classes in 2018.

If you are interested in receiving notifications about the 2018 CMFO classes, please e-mail Michelle Buckner (michelle.buckner@tennessee.edu).

2018 CMFO Calender

Government Environment	01/17/18	Knoxville
Municipal Budgeting	02/14/18	Knoxville
Internal Control and Audit	03/14/18	Knoxville
Government Accounting I	04/25/18	Knoxville
Government Accounting II	05/23/18	Knoxville
Financial Reporting I	06/20/18	Knoxville
Financial Reporting II	07/18/18	Knoxville
Cash Management	08/15/18	Knoxville
Debt Management	09/05/18	Knoxville
Payroll, Benefits & Pensions	10/10/18	Knoxville
Purchasing, Risk Management & Enterprise Resource Planning	11/14/18	Knoxville

Government Environment	01/17/18	Jackson - JEA
Municipal Budgeting	02/14/18	Jackson - JEA
Internal Control and Audit	03/14/18	Jackson - JEA
Government Accounting I	04/25/18	Jackson - JEA
Government Accounting II	05/23/18	Jackson - JEA
Financial Reporting I	06/20/18	Jackson - JEA
Financial Reporting II	07/18/18	Jackson - JEA
Cash Management	08/15/18	Jackson - JEA
Debt Management	09/12/18	Jackson - JEA
Payroll, Benefits & Pensions	10/17/18	Jackson - JEA
Purchasing, Risk Management & Enterprise Resource Planning	11/14/18	Jackson - JEA

Government Environment	01/24/18	Mt. Juliet
Municipal Budgeting	02/21/18	Mt. Juliet
Internal Control and Audit	03/21/18	Mt. Juliet
Government Accounting I	05/02/18	Mt. Juliet
Government Accounting II	05/30/18	Mt. Juliet
Financial Reporting I	06/27/18	Mt. Juliet
Financial Reporting II	07/25/18	Mt. Juliet
Cash Management	08/22/18	Mt. Juliet
Debt Management	09/26/18	Mt. Juliet
Payroll, Benefits & Pensions	10/31/18	Mt. Juliet
Purchasing, Risk Management & Enterprise Resource Planning	11/28/18	Mt. Juliet

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City Staff Elevated Skills to the Next Level in 2017

The MTAS Municipal Management Academy (MMA) programs for Tennessee municipalities have been very successful this year in presenting knowledge, skills, and abilities required for successful management to over a total of 258 participants in east Tennessee (East Ridge, Greeneville, Knoxville, Morristown and Johnson City) and middle Tennessee (Gallatin and Brentwood).

One hundred seventy nine participants participated in Level One of the municipal management academy from Morristown, Greeneville, Hendersonville, East Ridge, Brentwood, Gallatin, Johnson City and Knoxville. Fifty two participants from Brentwood and Johnson City participated in Level Two and 27 participants also completed Level Three in Greeneville and Morristown.

The courses in the MMA program are easily adapted for groups of different sizes, levels of experience and skill. The program can serve as basic management training for the new manager, or as a refresher course for the experienced manager.

MMA is divided into three levels.

- Level I requires the completion of eight, four-hour sessions.
- Level II contains eight, four-hour sessions, of which four are required and four are elective to be chosen by the city.
- Level III includes completion of a practicum (20 hours) plus three, four-hour courses for a total of 32 hours.

Each course emphasizes discussion and group activities to encourage participants to learn from one another, often resulting in better teamwork, cohesiveness, and communications among managers. Participants from each city participating in MMA recognized the benefits they received as students as well as the benefits from networking with their fellow municipal managers and supervisors.

Congratulations to everyone who completed MMA in 2017!



Gallatin Tennessee Municipal Management Academy level one graduates.



Middle Tennessee Management Consultant Gary Jaeckel addresses Municipal Management Academy Level one graduates from Gallatin.

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TREEDC Member City of Cookeville Completes 1 MW Solar Array at Highlands Business Park

Cookeville Mayor Ricky Shelton and Economic Development Director Melinda Keifer recently opened the new 1 megawatt solar array at the city's industrial park, for the purpose of offering infrastructure-ready industrial development properties. The project is located on a 6-acre parcel at Highlands Business Park, a commercial and industrial development site, that was jointly developed by Cookeville and Putnam County. The Highlands Solar project will create a major environmental attribute for this industrial complex immediately adjacent to Interstate 40.

The project will sell electric power to the Tennessee Valley Authority (TVA) through an interconnection with Cookeville Electric Department. The proposed 1 megawatt Solar Advantage array will be constructed using 2,506 solar modules at 325 to 330-watts per module. System generation is estimated at approximately 1,396,000 kWh per year. That is enough power to provide electricity to 156 average size homes per year and offset greenhouse gases equal to that produced by 222 passenger vehicles per year.

TREEDC members Vis Solis and TVA Energy developed the projects. Similar projects have been developed elsewhere in the TVA region arrays in the TVA region in Roane and Knox counties.



Cookeville Mayor Ricky Shelton (center left) and Melinda Keifer (far right) at the 1 MW solar grand opening.

Tennessee Renewable Energy Summit Rapidly Approaching

TREEDC and Tennessee Tech University are excited to be hosting the 2017 TREEDC Renewable Energy Summit in December in Cookeville. Agenda topics include:

- Integrating Corporate America with Community Renewable Energy Development
- The Future of Renewable Energy in Tennessee
- TDEC Merger and Benefits of Offices of Policy and Planning and Sustainable Practices
- Tennessee and the Volkswagen Diesel Settlement
- Alternative Fuels for Municipal Fleet Management
- The Future of Solar
- TVA Renewable Energy Portfolio
- Renewable Energy Emerging Issues
- Tennessee Rural Renewable Energy Programs Panel Discussion
- Tennessee Large Urban Renewable Energy Programs Panel Discussion*
- Highlands Business Park Tour of the 1 Megawatt Solar Array

* Chattanooga Mayor Andy Berke and Knoxville Mayor Madeline Rogero have both confirmed to participate in the Urban Renewable Energy Panel.

For more information or to register for the conference visit: https://epay.tntech.edu/C20205_ustores/web/product_detail.jsp?PRODUCTID=1061&SINGLESTORE=true

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Latest Federal CONUS Per Diem Rates for 2017-2018

If your city uses the US General Services Administration per diem rates, that information is now updated.
Cities not appearing below may be located within a county for which rates are listed.

For the complete table, visit the GSA website (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).

Primary Destination (1,2)	County (3,4)	Oct.	Nov.	Dec.	Jan.	M&IE
Standard Rate	Applies for all locations without specified rates	\$93	\$93	\$93	\$93	\$51
Brentwood/Franklin	Williamson	\$127	\$127	\$127	\$127	\$59
Chattanooga	Hamilton	\$103	\$103	\$103	\$103	\$64
Knoxville	Knox	\$98	\$98	\$98	\$98	\$59
Memphis	Shelby	\$117	\$117	\$117	\$117	\$59
Nashville	Davidson	\$170	\$170	\$170	\$170	\$59

Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. Meals and Incidental Expenses, see Breakdown of M&IE Expenses for important information on first and last days of travel.

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UPCOMING CONFERENCES

Tennessee Renewable Energy Summit

Cookeville | December 14-15, 2017

TGFOA Spring Institute

Memphis | March 15-16, 2018

TML Legislative Conference

Nashville | March 24-25, 2018

TCMA Spring Conference 2018

Murfreesboro | April 11-13, 2018

TAMCAR Spring Conference 2018

Franklin | April 18, 2018

TCMA Fall Conference 2018

Chattanooga | October 31-November 2, 2018

Tennessee Municipal Benchmarking Project Annual Meeting

Location TBA | March 26, 2018

Who is K@TE? (Hint: Replacement for Solution Point)

MTAS, along with all of the agencies of the UT Institute for Public Service, has launched K@TE (Knowledge and Training Excellence) a new learning management system. K@TE replaces Solution Point, MTAS' previous learning management system.

If you are new to MTAS training, and have never taken a class, you can explore some of our offerings before registering for an account on this website: Kate.tennessee.edu/mtas

If you have not logged in since our transition, you can login at Kate.tennessee.edu/mtas.

We appreciate your patience during this transition while we grow to better serve our customers in Tennessee. If you have any questions about registering for courses during this time, please call us at 865-974-0411.

Weclome to K@TE! kate.tennessee.edu/mtas



For more questions regarding the MTAS Municipal E-News, contact Frances Adams-O'Brien at frances.adams-obrien@tennessee.edu or 865-974-9842.