

MTAS MUNICIPAL E-NEWS

NOVEMBER 2015 • ISSUE 77

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

- **Special Census Procedures (TN ECD)**
[Download](#)
- **Records Retention for Police In-Car Systems and Body-Worn Cameras**
[Download](#)
- **So you've Gone and Gotten Yourself Elected... Now What?** (article from the Virginia Town & City magazine)
[Read](#)

For a listing of all new materials:
[CLICK HERE](#)

PAST ISSUES OF THE MUNICIPAL E-NEWSLETTER

[READ](#)

CITY SPOTLIGHT

SOMERVILLE

Fayette County

<http://www.somervilletn.org/>

Incorporated 1854

West Grand Division

2015 Population: 3,094

Municipal Management Consultant

David Angerer

david.angerer@tennessee.edu



Municipal Technical Advisory Service
INSTITUTE FOR PUBLIC SERVICE

PRESENTS

THE 2ND ANNUAL **WOMEN**
in **Public Service**
symposium

Door Prizes & Give-aways

November 19, 2015
Doubletree Hotel, Murfreesboro
9am - 3pm (CST)

Call Patrick Mills to register - (865) 974-0413 or register online: www.mtas.tennessee.edu



Keynote Speaker:
Dr. Debbye Turner Bell



Comedian:
Leanne Morgan

CHATTANOOGA HONORED FOR GREENTRIPS PROGRAM

GreenTrips is a program of the Strategic Long Range Planning division of the Chattanooga-Hamilton County Regional Planning Agency. [READ](#)

MUNICIPAL MANAGEMENT ACADEMY ONLINE TEST OPTION

[READ](#)

CITY OF GALLATIN RECEIVES LOCAL GOVERNMENT AWARD

The city of Gallatin received a Local Government Award at the Annual Business meeting of the Greater Nashville Regional Council (GNRC) that was held in September in Clarksville. [READ](#)

REFLECTIVE PRACTICES CLASS OFFERED For the first time, MTAS offered a class on Reflective Practices in the Workplace as part of its Municipal Administration Program (MAP). [READ](#)

CERTIFIED MUNICIPAL FINANCE OFFICER PROGRAM ENJOYS CONTINUED SUCCESS

The Certified Municipal Finance Officer (CMFO) program was created by state law by the Municipal Finance Officer Certification and Education Act of 2007. [READ](#)

TENNESSEE ENVIRONMENTAL COUNCIL JOINS TREEDC

One of Tennessee's oldest environmental non-profit organizations, Tennessee Environmental Council (TEC) (founded in 1970), recently signed a strategic partnership with the Tennessee Renewable Energy & Economic Development Council (TREEDC) and the Mississippi River Network to advance energy efficiency and renewable power opportunities for cities and counties in Tennessee. [READ](#)

MTAS CALENDAR OF EVENTS

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Chattanooga Honored for GreenTrips Program

By Jonathan Gibbons, GreenTrips
Coordinator, Chattanooga-Hamilton
County Regional Planning Agency

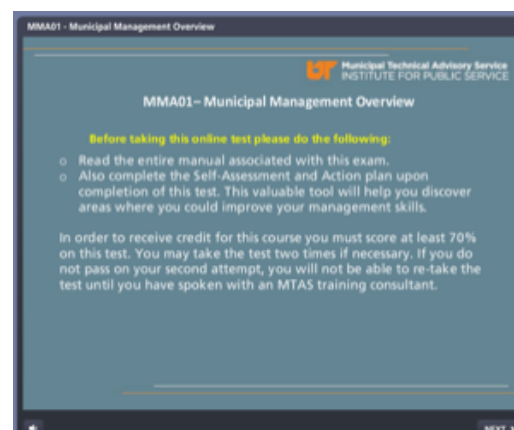
GREENTRIPS IS A PROGRAM of the Strategic Long Range Planning division of the Chattanooga-Hamilton County Regional Planning Agency. The program rewards members who chose transportation options that reduce air pollution and traffic congestion (walking, biking, carpooling, taking public transit, or avoiding commutes through a compressed work week or telecommuting). GreenTrips was honored to receive the 2015 Governor's Environmental Stewardship Award for Environmental Education and Outreach, in part for outreach events such as the MoveRight Challenge. Each year GreenTrips hosts a competition among its employer partners to see which workforce can log the most green trips. During the 2014 Challenge, GreenTrips added 470 new members, logged 12,095 green trips, and avoided over 83,000 pounds of automobile emissions. Chattanooga's Amazon CHA1 fulfillment center won the large employer category despite its location in a heavy manufacturing area in the suburbs of Chattanooga. This year's MoveRight Challenge winners will be officially announced at a celebration at Cambridge Square, a multi-use development that is bringing intentionally bicycle- and pedestrian-friendly design to a more suburban area of Chattanooga, helping GreenTrips continue to grow beyond Chattanooga's urban core.



Municipal Management Academy Online Test Option

HAVE YOU PARTICIPATED in a Municipal Management Academy Level I (MMA) and missed a class or two? Do you want to be able to complete the program while sitting in your office? Now you can!

MTAS has launched a new option for those who participated in an MMA Level I, but missed one or two classes. There is now an online test option for participants who want to test-out of up to two of the MMA Level I classes. The passing grade is 70 percent and you can use the test out option on up to two of the missed classes. The exception is the class MMA02 – Understanding Workstyles. Because that class includes completing the DiSC instrument you must attend that class in person. The other seven classes have an online test that will allow you to get credit for a class you missed and complete the MMA program.



To sign up for an online test, please contact Doug Brown at 865.974.9140 or doug.brown@tennessee.edu.

If you have questions about this new option please contact either Dr. P.J. Snodgrass at 865.974.9858 or pj@utk.edu or Kurt Frederick at 615.253.6385 or kurt.frederick@tennessee.edu.

City of Gallatin Receives Local Government Award

THE CITY OF GALLATIN received a Local Government Award at the Annual Business meeting of the Greater Nashville Regional Council (GNRC) that was held in September in Clarksville.

The city received an award for Economic Development in Employment and Communications, recognizing the human resources department for its outstanding initiatives to enhance a healthy workplace for city employees and supervisors alike. The city conducted health and wellness fairs to help employees discover the benefits of a healthy lifestyle. The city was the first in the state to offer the MTAS web-based employee and supervisor training for an increasingly diverse workplace, understanding the importance of promoting a culture of respect, showcasing the benefits of the city's wellness program, and other related efforts for the city's employees and future employees.



"The city of Gallatin continues to prove its strong leadership with implementing cost-effective programs in health and wellness for the city's workforce, which serves as a great example to other communities in the Greater Nashville region," said Sam Edwards, executive director of the Greater Nashville Regional Council.

The GNRC is made up of the 13 counties and 52 cities in the Nashville area. The council provides planning and other assistance to member governments in economic development, transportation, solid waste, loans and grants for water and sewer systems, housing, small business loans, tourism promotion, air quality and services for senior citizens.

Contact:

Bryan Collins
Greater Nashville Regional Council
615-891-5865

Reflective Practices Class Offered

FOR THE FIRST TIME, MTAS offered a class on Reflective Practices in the Workplace as part of its Municipal Administration Program (MAP). Participants in Jackson, Franklin and Knoxville learned the importance of considering one's actions while thoughtfully reflecting on the reasons and assumptions that drive our behavior in the interest of improving our professional effectiveness.

MTAS Technical Services Librarian and candidate for a PhD in Adult Learning at the University of Tennessee Becky Smeltzer, led the four-hour class and helped the participants understand that sometimes we are not aware of our behavior and its consequences. Individual biases in how we get our information can lead to errors in our perception of reality. She stressed the importance of listening and being self-aware of verbal and nonverbal messages that can send the wrong signals and messages to co-workers and others we deal with in our daily lives.



Smeltzer

"This class was very informative with a great deal of interaction," said LaFollette City Clerk Joy Ellison "I feel like I have a better understanding of my own reflective practices and this workshop will help me make improvements where needed."

Certified Municipal Finance Officer Program Enjoys Continued Success

THE CERTIFIED MUNICIPAL FINANCE OFFICER (CMFO) program was created by state law by the Municipal Finance Officer Certification and Education Act of 2007. This act required most municipalities to employ a chief financial officer who is either a Certified Municipal Finance Officer (CMFO) or an individual who is exempt from the educational requirements. MTAS was given responsibility for developing a comprehensive training program to educate city finance personnel across the state.

Since that time over 450 participants have successfully completed all 11 courses, which included passing 11 exams. This year there are approximately 90 participants in classes across the state. During the life of the CMFO program MTAS has received numerous accolades and compliments about the quality of the study guides and the instructors. In the last two years particularly, several cities are sending additional staff through the program.

"I thoroughly enjoyed the CMFO program. It focuses on the legal and financial rules of the road for Tennessee local government," said Peter Colin, a CMFO graduate and Munford city manager. "The program provides an important foundation for municipal finance directors and administrators. The content is well structured and very real world. The instructors brought their extensive experience in finance, audit and regulatory matters and kept the sessions lively and engaging."

"As a recent graduate and a novice financial manager, I found the MTAS CMFO program an outstanding experience," said Annie Hand, financial director/city recorder for Bruceton. "The CMFO trainers, Sharee Brewer and Kay Stegall as well as others, were able to impart a wealth of knowledge and information that I could directly apply to my everyday work with the financial management of the small city of Bruceton."

The program consists of topics as specified in the state statute and MTAS delivers the topics in 11 classes. They are:

1. The Government Environment
2. Municipal Budgeting
3. Internal Controls and Auditing
4. Government Accounting I
5. Government Accounting II
6. Financial Reporting I
7. Financial Reporting II
8. Cash Management
9. Debt Management
10. Payroll Personnel and Pensions and
11. Purchasing Risk Management and Enterprise Resource Planning

In order to retain the CMFO standing, graduates must complete 24 hours of training each year and report those to the Comptroller's Office. As of August this year, MTAS has offered over 100 four-hour courses that provide the CPE credits CMFO's need. MTAS also offers more than 140 online programs that supply CMFO continuing education hours.

If you have questions about the CMFO program, please contact your MTAS finance consultant or Dr. P.J. Snodgrass in Knoxville at 865.974.9858 or pj@utk.edu.



Al Major, MTAS Finance and Accounting Consultant teaching a CMFO class in Collegedale.

Tennessee Environmental council Joins TREEDC

ONE OF TENNESSEE'S OLDEST ENVIRONMENTAL NON-PROFIT ORGANIZATIONS, Tennessee Environmental Council (TEC) (founded in 1970), recently signed a strategic partnership with the Tennessee Renewable Energy & Economic Development Council (TREEDC) and the Mississippi River Network to advance energy efficiency and renewable power opportunities for cities and counties in Tennessee.

"On behalf of the 96 Tennessee Mayors of TREEDC, we are very proud to partner with the Tennessee Environmental Council to promote a more sustainable Tennessee," says Warren Nevad, a management consultant with the University of Tennessee Municipal Technical Advisory Service and TREEDC firector. "TREEDC President/Dunlap Mayor Dwain Land and our board have been impressed with the depth and breadth of the council's grassroots network as well as its corporate partners. Together with TREEDC's network of local government officials, universities and state agencies, we will build a stronger coalition together to meet Tennessee's sustainability and renewable energy goals for years to come. The council's impressive track record of 45 years in bringing environmental awareness and TREEDC's mission of promoting economic development with renewable energy will be a win-win combination for all Tennesseans to enjoy a better quality of life."

Jeff Barrie, director of Sustainable Tennessee (a project of the Tennessee Environmental Council), said his group's method to develop energy has significant consequences on water quality and the overall environment.

"Working together, our organizations can achieve greater outcomes than we can on our own," Barrie said.

TEC and TREEDC are working together on with the 2nd Annual Renewable Energy Conference at Tennessee Tech University on December 14-15. Click here for details - <https://epay.tntech>.

edu/C20205_ustores/web/product_detail.jsp?PRODUCTID=755&SINGLESTORE=true
TREEDC 2ND Annual international Conference Early Bird ends October 30, 2015.

For more info about Tennessee Environmental Council, please visit **tectn.org**.

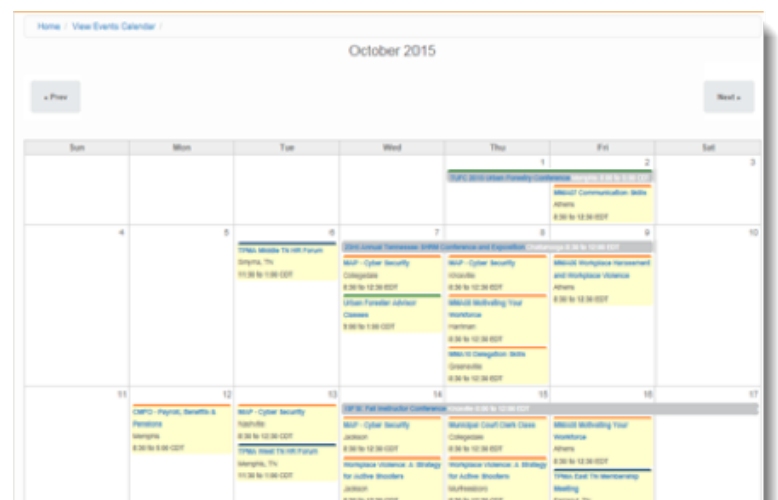
MTAS Calendar of Events

TRYING TO PLAN YOUR CALENDAR
for the year? Wondering when a
municipal related conference or
class is being held?

We invite you to take a look at the MTAS event calendar now on our website!

MTAS developed this calendar to share information on municipal-related state and national association events with Tennessee cities and associations.

MTAS, TML, TML Risk Pool, and CTAS classes and events are also posted to the calendar. To date, 14 state associations can post to the website. For details on who is posting on the calendar, visit the site here: <https://mtaseventcalendar.mtas.tennessee.edu/>



UPCOMING CONFERENCES

**Tennessee Public Risk Management
Association (TnPRIMA)**
November 18-20, 2015 | Franklin
[More info](#)

**Renewable Energy Conference
(TREEDC)**
December 14-15 | Cookeville
[More info](#)

Check out the [2015 MTAS Training Catalog](#) and plan your training calendar now!

MTAS Training Opportunities

CMFO-Purchasing, Risk Management & ERP

11/18/2015	8:30 AM	Memphis	Memphis City Hall
11/18/2015	8:30 AM	Collegedale	Collegedale City Hall

IT Security Warrior

11/12/2015	8:30 AM	Jackson	Jackson Energy Authority
11/13/2015	8:30 AM	Nashville	TBI Headquarters

MMA02 Understanding Work Styles

11/3/2015	8:30 AM	Mt Juliet	Mt. Juliet Community Center
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MMA03 Planning & Organizing for Results

11/17/2015	8:30 AM	Mt Juliet	Mt. Juliet Community Center
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MMA04 Performance Management - Positive Discipline

11/12/2015	8:30 AM	Bartlett	Bartlett Station Municipal Center
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MMA06 Workplace Harassment & Workplace Violence

10/2/2015	8:30 AM	Athens	Athens City Hall
10/9/2015	8:30 AM	Athens	Athens City Hall
10/22/2015	8:30 AM	Bartlett	Bartlett Station Municipal Center

MMA08 Motivating Your Workforce

11/5/2015	8:30 AM	Bartlett	Bartlett Station Municipal Center
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MMA11 Making Effective Decisions

11/12/2015	8:30 AM	Morristown	Morristown City Hall
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Municipal Court Clerk Class 2015

11/4/2015	8:30 AM	Bartlett	Bartlett Station Municipal Center
11/5/2015	8:30 AM	Jackson	Jackson Civic Center

Women in Public Service Symposium 2015

11/19/2015	9:00 AM	Murfreesboro	Doubletree Hotel - Murfreesboro
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Workplace Violence: A Strategy for Active Shooters

11/19/2015	8:30 AM	Knoxville	Bridgewater Place
11/20/2015	8:30 AM	Johnson City	Carnegie Hotel

CMFO Financial & Compliance Updates

12/3/2015	8:30 AM	Jackson	Jackson Energy Authority
12/3/2015	8:30 AM	Knoxville	Univ of Tenn - Conference Center
12/10/2015	8:30 AM	Franklin	Franklin Police Department

CMFO-Purchasing, Risk Management & ERP

12/2/2015	8:30 AM	Nashville	CIS Training Room
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MMA04 Performance Management - Positive Discipline

12/1/2015	8:30 AM	Mt. Juliet	Mt. Juliet Community Center
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MMA05 Human Resource Overview

12/15/2015	8:30 AM	Mt. Juliet	Mt. Juliet Community Center
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MMA12 Developing Teamwork

12/10/2015	8:30 AM	Greeneville	Greeneville Central Fire Station
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The Dynamics of Leadership

12/8/2015	8:30 AM	Germantown	Germantown Fire Dept. Training Center
12/9/2015	8:30 AM	Jackson	Jackson Energy Authority
12/10/2015	8:30 AM	Nashville	TBI Headquarters
12/11/2015	8:30 AM	Knoxville	Univ of Tenn - Conference Center



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