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Municipal Technical Advisory Service (MTAS)

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Municipal E-News: Issue 49: July 2013

MTAS

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MTAS Municipal E-News

JULY 2013 • ISSUE 49

CITY SPOTLIGHT:

CAMDEN

Benton County

West Tennessee

Incorporated in 1838

2012 Population: 3,582

Municipal Management Consultant

Ronnie Neill

ronnie.neill@tennessee.edu

CLASS LISTINGS AND INTERACTIVE TRAINING CALENDAR

Mark your calendar! MTAS training events and conferences are listed here along with information and how to register for upcoming training events on your Solution Point account. [READ](#)

RESEARCH/INFORMATION CENTER NEW MATERIALS

MTAS' 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

[READ](#)

MTAS HAS LOST A BRIGHT LIGHT: TESS DAVIS

MTAS has lost a bright light in the organization in the loss of Teresa Ann Davis, administrative support specialist. Tess, as we all knew her, lost a short battle with cancer on May 31, 2013.

[READ](#)

MTAS WELCOMES TWO NEW MUNICIPAL MANAGEMENT CONSULTANTS

Honna Rogers recently started with MTAS and will be responsible for 35 cities in the southeast Tennessee and Chattanooga area. Jeff Broughton is the second new general management consultant and will be serving 39 cities in Middle Tennessee, including Nashville. [READ](#)

FALL 2013 TAMCAR CONFERENCE TO BE HELD SEPTEMBER 25-27 IN MURFREESBORO

Municipal governments are under constant pressure to deliver services more efficiently. As a municipal government professional, you must continually evaluate your performance in terms of productivity and effectiveness to keep pace with today's demands as well as to prepare for tomorrow's challenges. [READ](#)

CITY OF GERMANTOWN EMPLOYEES COMPLETE MMA LEVEL III

Twenty-one representatives from 12 different departments in Germantown completed Level III of the Municipal Management Academy (MMA) on June 5. [READ](#)

TREEDC HOLDS FIRST FORUM AT BETHEL UNIVERSITY IN MCKENZIE

McKenzie Mayor Jill Holland, Carroll County Mayor Kenny McBride and Huntingdon Mayor Dale Kelley recently organized a forum held at Bethel University. [READ](#)

TREEDC RETURNS TO FRANKLIN

The Tennessee Renewable Energy and Economic Development Council (TREEDC) held a forum at the Franklin Police Conference Center on June 12. [READ](#)

OSHA TRAINING ON HCS REQUIRED FOR ALL EMPLOYEES BY DECEMBER 1, 2013

Recent revisions by the Occupational Safety and Health Administration (OSHA) to the Hazard Communication Standard (HCS) aligns OSHA requirements with the United Nations' Globally Harmonized System (GHS) of Classification and Labeling of Chemicals. [READ](#)

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MTAS Has Lost a Bright Light: Tess Davis



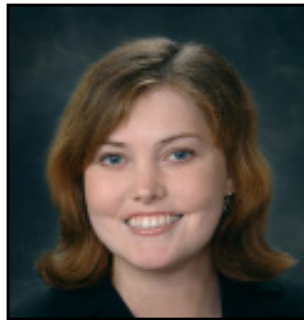
Tess Davis

MTAS has lost a bright light in the organization in the loss of Teresa Ann Davis, administrative support specialist. Tess, as we all knew her, lost a short battle with cancer on May 31, 2013. Tess will be sorely missed by all of us at MTAS that have had the pleasure of working with her over the last nine years.

Tess began her tenure at the University of Tennessee at the Department of Nutrition in 2002 and then moved to MTAS in 2004 where she worked on the business team doing just about everything and anything that needed to be done. She was the center of the business universe at MTAS keeping us all in line with our travel requests, human resource needs, paying our bills and putting money in the bank.

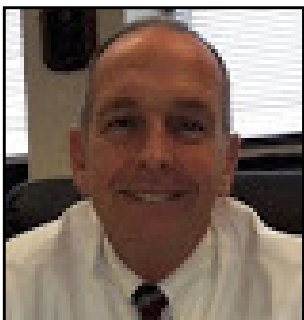
Our thoughts and prayers are with Tess' husband, Shelby, daughter Andrea and the rest of her family during this difficult time.

MTAS is pleased and excited to welcome two new municipal management consultants to our ranks.



Honna Rogers

Honna Rogers recently started with MTAS and will be responsible for 35 cities in the southeast Tennessee and Chattanooga area. She will serve the area from a new MTAS office located in Chattanooga. Honna comes to MTAS from her position as town manager in the town of Signal Mountain, where she served for five years. Prior to her time in Signal Mountain, Honna held the two-year Public Management Fellowship appointment, serving in four cities as well as the Athens Utilities Board and the Southeast Tennessee Development District. Honna also served as the assistant to the city administrator in Sevierville. Regarding her experience, Honna states, "I have had the opportunity to work with municipalities of various sizes and charter setups. I have enjoyed working with the city managers and mayors from these municipalities and adapting recommendations and projects to fit their needs. More than anything, I enjoy providing service to the municipalities." This broad experience will be a valuable asset to MTAS and the southeast Tennessee cities she will be serving.



Jeff Broughton

Jeff Broughton is the second new general management consultant and will be serving 39 cities in Middle Tennessee, including Nashville. Tennessee officials may know Jeff from his tenure in the cities of Oak Ridge, where Jeff was city manager from 1986 to 1995, and most recently Bristol, where he has served as city manager since 2004. In addition Jeff served as city manager of Henderson, Ky., and as assistant city manager in the cities of Decatur and Centralia, Ill. Jeff has said, "I hope my experience provides a solid foundation from which to build and enhance the programs and projects of MTAS and client municipalities." It's also worth noting that Jeff was selected by the Tennessee City Management Association as the City Manager of the Year in 2012. His background and extensive familiarity with Tennessee local government will be well put to use in Jeff's new position with MTAS.

Please help us welcome both Jeff and Honna when they knock on the door at your city hall!

Municipal governments are under constant pressure to deliver services more efficiently. As a municipal government professional, you must continually evaluate your performance in terms of productivity and effectiveness to keep pace with today's demands as well as to prepare for tomorrow's challenges. You must keep up with new trends, sharpen old techniques and acquire new skills. Your participation in this training program will help prepare you for the challenges of public service. By participating in this course, you are joining an outstanding group of municipal professionals who realize that education is a life-long process.

The credit hours that you earn by completing the institute or academy will be posted to your University of Tennessee/MTAS transcript. These hours will apply toward your state

(continued on page 3)

MTAS Welcomes Two New MTAS Municipal Management Consultants

Fall 2013 TAMCAR Conference to Be Held September 25-27 in Murfreesboro

Fall 2013 TAMCAR Conference to Be Held September 25-27 in Murfreesboro



(continued from page 2)
certification and your International Institute of Municipal Clerks certification if you are a member of IIMC. These hours will also apply as elective hours toward Municipal Administrative Program Certificates. Many of these hours may also satisfy the continuing education requirements that are mandatory to maintain your certifications including the Certified Municipal Finance Officer (CFMO).

The fall conference will be held September 25–27 in Murfreesboro at the Embassy Suites Conference Center. Save these dates for this important conference. Make sure that you make your hotel reservations by August 23 to get the conference rate for the hotel. Additional details will be available soon.

City of Germantown Employees Complete MMA Level III

Twenty-one representatives from 12 different departments in Germantown completed Level III of the Municipal Management Academy (MMA) on June 5.

The course, offered by UT’s Municipal Technical Advisory Service began in January 2011 and concluded in June 2013. The MMA program is an intensive educational experience that focuses on practical management skills.



Detective Eric Burrage of the Germantown Police Department gives his MMA level III practicum presentation to city of Germantown employees.

Level I participants must complete all eight of the required sessions for a total of 32 hours to

be awarded a Municipal Management Academy Level I Certificate.

Level II participants must complete 32 hours of Level II sessions that must include the four required sessions and four elective sessions to be awarded a Municipal Management Academy Level II Certificate.

Level III participants must complete a 20-hour practicum, plus three four-hour sessions to be awarded a Municipal Management Academy Level III Certificate.

The three practicum presentations in Germantown resulted in management improvements that can be used on a city-wide basis and included an on-boarding program, a municipal intern policy for the police department and an in-house leadership development program. One participant commented that now he sees himself not just as a fire department employee, but as a city of Germantown employee.

TREEDC Holds First Forum at Bethel University in McKenzie

McKenzie Mayor Jill Holland, Carroll County Mayor Kenny McBride and Huntingdon Mayor Dale Kelley recently organized a forum held at Bethel University. A total of 51 interested attendees heard presentations from the Tennessee Technology of McKenzie, Tennessee Gas Association, Mid South Compressed Natural Gas Vehicles (CNGV), Maynard Select, ARiES Energy and PHG Energy.

The Tennessee Department of Environment and Conservation’s (TDEC) Energy Education Initiative also sponsored an afternoon workshop consisting of energy efficiency and grant writing tips for the attendees.

The TREEDC-Bethel University forum was the second of five forums organized under the Tennessee Energy Education Initiative. This initiative will be delivered in connection with TREEDC Diamond Member Pathway Lending and other statewide energy resource providers and will provide in-depth training and educational tools. Lori Munkeboe, director of TDEC Office of Sustainable Practices stated in her keynote presentation that great customer service makes it possible to fulfill TDEC’S mission and is a priority for Governor Haslam and will make TDEC more effective.



Left to right: McKenzie Mayor Jill Holland; Carroll County Mayor Kenny McBride; Bethel University President Dr. Robert Prosser; Warren Nevad, UT MTAS/TREEDC; and TREEDC Huntingdon Mayor Dale Kelly

TREEDC Returns to Franklin

The Tennessee Renewable Energy and Economic Development Council (TREEDC) held a forum at the Franklin Police Conference Center on June 12. A total of 53 attendees gathered to hear presentations from leading Middle Tennessee businesses including Energy Source Partners, Nissan North Americas, PHG Energy, Rhoades Car International, Whole Foods, and Wilmont Inc., Franklin Mayor and TREEDC Middle Tennessee Coordinator Ken Moore, Franklin Sustainability Coordinator Andrew Orr, (MTAS) Management Consultant/TREEDC Director Warren Nevad and L.K. Browning of the Tennessee Valley Authority crafted the agenda.

The Tennessee Department of Environment and Conservation's (TDEC) Energy Education Initiative also sponsored presentations regarding qualified conservation bonds and energy awareness.



Andrew Orr, Franklin Sustainability and Sally Sawyer, Wilmont, Inc.

OSHA Training on HCS Required for All Employees by December 1

Recent revisions by the Occupational Safety and Health Administration (OSHA) to the Hazard Communication Standard (HCS) aligns OSHA requirements with the United Nations' Globally Harmonized System (GHS) of Classification and Labeling of Chemicals.

The revisions were published in the Federal Register in March 2012 (77 FR 17574). The intent is to improve the quality and consistency of hazard information in the workplace, making it safer for workers by providing easily understandable information on appropriate handling and safe use of hazardous chemicals. Two significant changes contained in the revised standard require the use of new labeling elements and a standardized format for Safety Data Sheets (SDSs), formerly known as, Material Safety Data Sheets (MSDSs). The new label elements and SDS requirements will improve worker understanding of the hazards associated with the chemicals in their workplace. OSHA is phasing in the specific requirements over several years (December 1, 2013 to June 1, 2016) to help employers comply with the revised standard. The first compliance date of the revised HCS is December 1, 2013.

By December 1, 2013, employers must have trained their workers on the new label elements and the SDS format. This training is necessary as workers are already seeing the new labels and SDSs on the chemicals in their workplace. To ensure employees have the information they need to protect themselves from chemical hazards in the workplace during the transition period, it is critical that employees understand the new label and SDS formats.

The following list contains the minimum required topics for the training that must be completed by December 1, 2013.

- Training on label elements must include information on the type of information the employee would expect to see on the new labels, including the:
 - Product identifier
 - Signal word
 - Pictogram
 - Hazard statement(s)
 - Precautionary statement(s)
- How an employee might use the labels in the workplace
- General understanding of how the elements work together on a label
- Training on the format of the SDS

(continued on page 5)

OSHA Training on HCS Required for All Employees by December 1

MTAS Training Opportunities July – September



(continued from page 4)

Employers may conduct the training in-house or may contract with someone knowledgeable on the revised OSHA hazard communication standard to conduct the training. The employer must provide training in a manner that is understandable by each employee, which means the employer must consider and accommodate limitations such as language, vocabulary, and literacy.

Tennessee OSHA (TOSHA) has a PowerPoint presentation that an agency can download and use for training on the revisions and the GHS. The person who conducts the training should be familiar with OSHA's Hazard Communication Standard. The PowerPoint is available at:

http://www.state.tn.us/labor-wfd/tosha/tosha_pres.shtml

For more details on all of the MTAS Training Opportunities, go to our training calendar at <http://mtas-notes.ips.utk.edu/public/web.nsf/Web/Training+Calendar>

PRIVACY AND CYBER RISK EXPOSURES

Cyber threat is one of the most serious economic and national security challenges we face as a nation. This course will include a discussion on the computer threats that can occur to municipalities, how they possibly happen and minimum standards to reduce the threat of breaches to a computer network security. This class is designed for municipal managers. This is not a technical IT class.

July 10	8:30 a.m.	TBI Headquarters, Nashville
July 11	8:30 a.m.	Collegedale City Hall, Collegedale
July 15	8:30 a.m.	UT West Tennessee Research and Education Center, Jackson
July 16	8:30 a.m.	Bartlett Station Municipal Center, Bartlett
July 30	8:30 a.m.	UT Conference Center Building, Knoxville
July 31	8:30 a.m.	Tusculum College, Morristown

ELECTED OFFICIALS ACADEMY LEVEL I | JULY 19-20, 2013 | JOHNSON CITY

- Foundations and Structures of Tennessee Municipal Government
- Charter, Codes and Open Records
- Finance for Elected Officials
- Council at Work
- Ethics and Open Meetings

CERTIFIED MUNICIPAL FINANCE OFFICER PROGRAM | FINANCIAL REPORTING II

July 19	8:30 a.m.	Memphis City Hall
July 24	8:30 a.m.	Knoxville
July 24	8:30 a.m.	Jackson
July 31	8:30 a.m.	Columbia

(continued on page 6)

MTAS Training Opportunities July – September

MTAS 2013 MUNICIPAL LEGISLATIVE UPDATE

This course will provide a summary of legislation passed by the Tennessee General Assembly during the 2013 session that will impact municipalities. Public acts touching every aspect of municipal operations will be discussed. Of particular concern to cities this year were bills related to land use, eminent domain, annexation, firearms and many other issues. This course will be conducted by MTAS legal consultants and will offer participants the opportunity to ask questions about any new legislation.

- August 6 8:30 a.m. TBI Headquarters, Nashville
- August 7 8:30 a.m. UT West Tennessee Research and Education Center, Jackson
- August 22 8:30 a.m. UT Conference Center Building, Knoxville
- August 28 8:30 a.m. Kingsport Center for Higher Education, Kingsport

CONSIDERATIONS WHEN LOOKING AT WATER AND SEWER RATES & FEES

Rates and fees should be fair and equitable and they must sustain the financial obligations of the utility. In this class, the legal requirements for the financial viability of a water and/or wastewater system will be explained, along with a discussion of the items that should be included in reviewing water and sewer rates and fees.

- September 11 8:30 a.m. UT West Tennessee Research and Education Center, Jackson
- September 12 8:30 a.m. Bartlett Station Municipal Center, Bartlett
- September 17 8:30 a.m. Collegedale City Hall, Collegedale
- September 18 8:30 a.m. Tusculum College, Morristown
- September 23 8:30 a.m. Williamson County Ag Expo Park, Franklin

Mark Your Calendar!

TENNESSEE FIRE CHIEFS ANNUAL MEETING

July 14-17 • Airport Marriott, Nashville

[CLICK HERE](#) for information.

KENTUCKY-TENNESSEE WATER PROFESSIONALS CONFERENCE

July 14-17 • Louisville, KY

[CLICK HERE](#) for information.

TENNESSEE ASSOCIATION OF CHIEFS OF POLICE ANNUAL CONFERENCE

July 17-20 • Kingsport

[CLICK HERE](#) for information.

TENNESSEE PUBLIC FIRE AND LIFE SAFETY EDUCATOR ASSOCIATION CONFERENCE

July 28-30 • Murfreesboro

[CLICK HERE](#) for information.

AMERICAN PUBLIC WORKS ASSOCIATION INTERNATIONAL PUBLIC WORKS CONGRESS AND EXPOSITION

August 25-28 • Chicago, IL

[CLICK HERE](#) for information.

JULY

AUGUST

July 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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. The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. MTAS1804 • E4-1050-000-001-14