



University of Tennessee, Knoxville
**Trace: Tennessee Research and Creative
Exchange**

Municipal E-News

Municipal Technical Advisory Service (MTAS)

8-2013

Issue 50: August 2013

MTAS

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MTAS Municipal E-News

AUGUST 2013 • ISSUE 50

CITY SPOTLIGHT:

DECATUR

Meigs County

East Tennessee

Incorporated in 1838

2012 Population: 1,598

Municipal Management Consultant

Warren Nevad

warren.nevad@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](#)

SERVICE IS PART OF OUR NAME

It's part of MTAS's name – service. And you are the ones we deliver it to – our customers. So, it's important to everybody in MTAS that we give only our best customer service to you. [READ](#)

MTAS IS NOW ON TWITTER

In addition to our Facebook and LinkedIn accounts, MTAS now has a Twitter feed where we will be posting updates and notifications about what's going on within the agency. [READ](#)

TRAINING VIDEOS ARE NOW ONLINE

Training videos are now online for your use from the "Disaster Resistant Communities Group." [READ](#)

WORK FOR MTAS

MTAS currently has two job opportunities for anyone looking to join the team that offers technical consulting and training to Tennessee's cities and towns. [READ](#)

TAMCAR FALL CONFERENCE SCHEDULED

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](#)

CHATTANOOGA OFFICIALS ATTEND TRAINING

Chattanooga city council members and staff, along with other municipal government officials participated in Level I of the Elected Officials Academy in June. [READ](#)

TREEDC RETURNS TO CLARKSVILLE

The Tennessee Renewable Energy and Economic Development Council (TREEDC) returned to Clarksville on July 9 for a renewable energy forum. [READ](#)

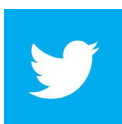
TREEDC VISITS PHILLIPPINES

The Tennessee Renewable Energy & Economic Development Council (TREEDC) delegation returned to the Philippines from June 26 to July 7 to provide an update to its International Exchange program with its Philippine members and to schedule four community educational forums at various colleges. [READ](#)

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Service Is Part Of Our Name

It's part of MTAS's name – service. And you are the ones we deliver it to – our customers. So, it's important to everybody in MTAS that we give only our best customer service to you.

We take customer service very seriously. It's something we constantly look at and evaluate...and we do that in a few different ways. We ask you to evaluate us when you attend an MTAS training, and we ask you to evaluate us when we conclude an important project that you have requested. As part of the UT Institute for Public Service, we ask you to evaluate us every other year when we conduct the biannual Customer Satisfaction Survey, as we did a couple months ago. And frequently, we get an unsolicited call or email letting us know that we did well or that we could do better. However you choose to let us know about our service, we take your comments seriously.



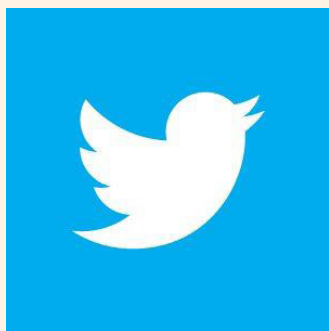
Jim Thomas

Looking back over the past several years, I'm happy to report that you, our customers, continue to give us high marks for the work we do. You rate us on timeliness, effort, knowledge, quality of the service that is delivered and its usefulness to you. But we also ask you to tell us how likely and when recommendations we've made to you will be implemented. I'm really glad to report that the likelihood has increased over the past three years and the time to implement has decreased.

But we don't rest on positive survey results or "at-a-boys" when they come. You expect us to be just a little bit better each time we work with you and we expect to be. We're looking for those little things that, when put in place, make our relationship with each of you stronger.

You may have some suggestions. If you do I hope you will let me know what they are by sending an email to me at: jim.thomas@tennessee.edu.

Follow Us On Twitter!



Join the MTAS Team in Serving Tennessee Cities!

In addition to our Facebook and LinkedIn accounts, MTAS now has a Twitter feed where we will be posting updates and notifications about what's going on within the agency, as well as news of general interest to Tennessee local governments. You can follow us at https://twitter.com/UT_MTAS.

(You do not need a Twitter account to read the feed but if you want to Tweet (post) or Retweet (share) something you see on our Twitter feed, you will need to set up an account.)

Also check out our Facebook site at:
<https://www.facebook.com/pages/Municipal-Technical-Advisory-Service/150226108390892>

MTAS currently has the following opportunities:

Administrative Coordinator II -- https://ut.taleo.net/careersection/ut_knoxville/jobdetail.ftl?lang=en&job=13000000RK

IPS Specialist II (Online Training Specialist) -- https://ut.taleo.net/careersection/ut_knoxville/jobdetail.ftl?lang=en&job=13000000S0

Just In Time Disaster Training - Online Library

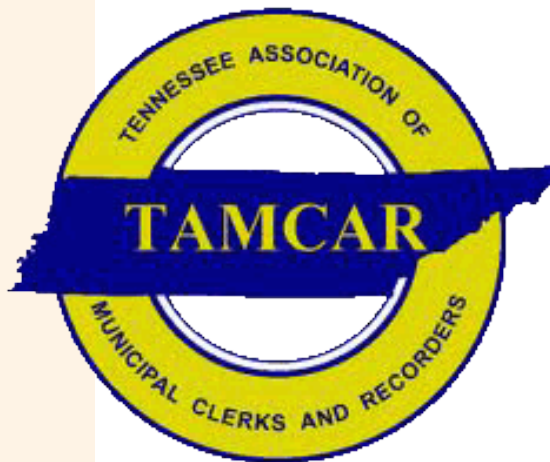
Training videos are now online for your use from the "Disaster Resistant Communities Group." Dennis Wolf, MTAS fire management consultant, recommends these videos as solid training for individuals or for a classroom setting.

<http://www.drc-group.com/project/jitt.html>



Fall 2013 TAMCAR Conference

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 UT MTAS transcript. These hours will apply toward your state 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 Sept. 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 Aug. 23 to get the conference rate for the hotel. Additional details will be available soon.

TREEDC Visits the Philippines

The Tennessee Renewable Energy & Economic Development Council (TREEDC) delegation returned to the Philippines from June 26 to July 7 to provide an update to its International Exchange program with its Philippine members and to schedule four community educational forums at various colleges in the Metro Manila, Central Luzon, and Bicol Regions from September 25 to October 4. The purpose of the forums is to promote awareness of Tennessee best practices in renewable energy and to connect renewable energy educational opportunities and jobs for both Philippines and Tennessee entities through outreach, business networking, student career development and collaborative projects.

TREEDC President/Ducktown Mayor James Talley and TREEDC Director Warren Nevad also participated in the sister city signing celebration on July 6 between Mabalacat City and Ducktown. Mayor Talley said it was an honor and unique experience to observe and participate in the Filipino traditions and culture with Mayor Marino "Boking" Morales, Vice Mayor Christian Halili and more than 30 citizens of the Mabalacat community. Nevad said TREEDC was very excited to open a TREEDC office at the Mabalacat City Hall.

"We are extremely grateful to Mayor Morales for his generous offer to allow TREEDC to be headquartered in Clark Enterprise Zone Pampanga to promote its mission. TREEDC International Consultant Douglas Jackson and Renewable Energy Association of the Philippines (REAP) President Oly Serafica will provide a frequent presence there. TREEDC has committed to partner with REAP to address rural community energy needs and educational awareness throughout the Philippines.

Local Government Officials Attend Level I of MTAS Leadership Program

Chattanooga city council members and staff, along with other municipal government officials participated in Level I of the Elected Officials Academy in June.

The Elected Officials Academy is a program designed for the elected official. The curriculum designed for the academy was developed to give municipal officials an overview of the varied aspects of their role as a municipal leader.

The academy is a component of the comprehensive municipal training program provided by the University of Tennessee Municipal Technical Advisory Service (MTAS).

The academy provides municipal officials a comprehensive outline of municipal leadership responsibilities, and offers networking opportunities with other local officials to share ideas and gain new insight from other city officials. Topics covered in Level I of the academy include: foundations and structures of municipal government; an overview of charters, codes and open records; municipal finance; ethics and open meetings; and how to be an effective council member. Participants completed 10 hours of training over two days.



Front row seated left to right: PJ Snodgrass, MTAS training consultant; Larry Grohn, Chattanooga council member; Moses Freeman, Chattanooga council member; Yusuf Hakeem Chattanooga council chairman. **Standing back row left to right:** Sandra Freeman, Chattanooga municipal clerk; Nicole Gwyn, Chattanooga deputy clerk; Chris Acuff, IPS Hensley Intern; Chip Henderson, Chattanooga council member; Ken Smith, Chattanooga council member; and Chris Anderson, Chattanooga council member

TREEDC Holds Energy Forum in Clarksville

The Tennessee Renewable Energy and Economic Development Council (TREEDC) returned to Clarksville on July 9 for a renewable energy forum. TREEDC Mayors Kim McMillan and Carolyn Bowers organized the free community renewable energy forum at Freedom Point Park.

A total of 70 attendees gathered to hear presentations from leading Middle Tennessee businesses including PHG Energy, Rhoades Car International, Smithfield Manufacturing, Ameresco and Global Green Lighting. Montgomery County Sustainability Coordinator Michelle Newell and MTAS Management Consultant/TREEDC Director Warren Nevad crafted the agenda. The keynote presentation was given by Gresham, Ore. Mayor Shane Bemis who is also the Chairman of the U.S Conference of Mayors Energy Committee.



Presenters at the July 9 forum for renewable energy.

The Tennessee Department of Environment and Conservation's (TDEC) Energy Education Initiative also sponsored presentations regarding qualified conservation bonds and energy awareness. The TREEDC-Clarksville forum was the fourth 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.

The Tennessee Energy Education Initiative was created through a public-private partnership led by the TDEC Office of Energy Programs. It provides in-depth training and educational tools to businesses, public officials and communities to support the implementation of energy efficiency, renewable energy and energy management projects.

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

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

MTAS Training August - October



Municipal Administrator Program

2013 Municipal Legislative Update

8/6/2013	8:30 AM	Nashville	TBI Headquarters
8/7/2013	8:30 AM	Jackson	West Tenn Research & Education Center
8/22/2013	8:30 AM	Knoxville	UT Conference Center
8/28/2013	8:30 AM	Kingsport	Kingsport Center for Higher Education

MTAS Training Opportunities August - October

Municipal Administrator Program

Considerations when Looking at Water & Sewer Rates & Fees

9/11/2013	8:30 AM	Jackson	West Tenn Research & Education Center
9/12/2013	8:30 AM	Bartlett	Bartlett Station Municipal Center
9/17/2013	8:30 AM	Collegedale	Collegedale City Hall
9/18/2013	8:30 AM	Morristown	Tusculum College Morristown
9/23/2013	8:30 AM	Franklin	Williamson County Ag Expo Park

Internal Control: Identifying & Minimizing Risks for Governmental Entities

10/9/2013	8:30 AM	Morristown	Tusculum College Morristown
10/10/2013	8:30 AM	Collegedale	Collegedale City Hall
10/15/2013	8:30 AM	Bartlett	Bartlett Station Municipal Center
10/16/2013	8:30 AM	Jackson	West Tenn Research & Education Center
10/21/2013	8:30 AM	Franklin	Williamson County Ag Expo Park

Legal Issues in Human Resources

9/10/2013	8:30 AM	Johnson City	Carnegie Hotel
9/11/2013	8:30 AM	Knoxville	UT Conference Center
9/24/2013	8:30 AM	Jackson	West Tenn Research & Education Center
9/25/2013	8:30 AM	Franklin	Marriott - Franklin/Cool Springs

Planning & Zoning's Impact on Municipal Economic Development

11/6/2013	8:30 AM	Knoxville	UT Conference Center
11/7/2013	8:30 AM	Collegedale	Collegedale City Hall
11/13/2013	8:30 AM	Bartlett	Bartlett Station Municipal Center
11/14/2013	8:30 AM	Jackson	West Tenn Research & Education Center
11/15/2013	8:30 AM	Kingsport	Kingsport Center for Higher Education
11/22/2013	8:30 AM	Nashville	TBI Headquarters

Procrastination: Defeating the Thief of Productivity and Time

12/5/2013	8:30 AM	Jackson	West Tenn Research & Education Center
12/6/2013	8:30 AM	Franklin	Embassy Suites - Cool Springs
12/18/2013	8:30 AM	Johnson City	Carnegie Hotel
12/19/2013	8:30 AM	Knoxville	UT Conference Center

Municipal Management Academy

New! Communication Skills and Behavioral Styles MMA02

8/7/2013	8:30 AM	Sevierville	Sevierville Civic Center
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New! Planning and Organizing MMA03

9/18/2013	8:30 AM	Sevierville	Sevierville Civic Center
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New! Performance Management and Positive Discipline MMA04

10/16/2013	8:30 AM	Sevierville	Sevierville Civic Center
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New! Human Resource Overview MMA05

11/13/2013	8:30 AM	Sevierville	Sevierville Civic Center
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New! Workplace Harassment and Workplace Violence MMA06

12/11/2013	8:30 AM	Sevierville	Sevierville Civic Center
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New! Motivating Your Workforce MMA08

8/13/2013	8:30 AM	Spring Hill	Spring Hill Park Building
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Municipal Court Clerk Class 2013

10/9/2013	8:30 AM	Bartlett	Bartlett Station Municipal Center
10/10/2013	8:30 AM	Jackson	West Tenn Research & Education Center
10/16/2013	8:30 AM	Smyrna	Smyrna Town Centre
10/17/2013	8:30 AM	Cookeville	Leslie Town Center
10/29/2013	8:30 AM	Johnson City	Carnegie Hotel
11/13/2013	8:30 AM	Collegedale	Collegedale City Hall
11/14/2013	8:30 AM	Knoxville	UT Conference Center

MTAS Training Opportunities August - October

Certified Municipal Finance Officer Program

Cash Management

8/28/2013	8:30 AM	Jackson	West Tenn Research & Education Center
8/28/2013	8:30 AM	Knoxville	Tusculum College Knoxville
9/4/2013	8:30 AM	Columbia	Local Government Corporation (LGC)

Debt Management

9/18/2013	8:30 AM	Knoxville	Tusculum College Knoxville
9/18/2013	8:30 AM	Jackson	West Tenn Research & Education Center
10/2/2013	8:30 AM	Columbia	Local Government Corporation (LGC)

Payroll

10/30/2013	8:30 AM	Knoxville	Tusculum College Knoxville
10/30/2013	8:30 AM	Jackson	West Tenn Research & Education Center
10/30/2013	8:30 AM	Columbia	Local Government Corporation (LGC)

Purchasing

12/4/2013	8:30 AM	Knoxville	Tusculum College Knoxville
12/4/2013	8:30 AM	Jackson	West Tenn Research & Education Center
12/11/2013	8:30 AM	Columbia	Local Government Corporation (LGC)

Tennessee Funding Options for Small Water Systems Workshop

8/14/2013	Nashville	Tennessee State University
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<http://efcnetwork.org/nashville-tn-funding-options-for-small-water-systems-workshop/>

Conferences

2013 TDOT/Keep Tennessee Beautiful Biennial Conference

8/13-14/2013	Nashville	Airport Marriott
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<http://www.keeptnbeautiful.org/about-us/2013-tdotktnb-biennial-conference/>

American Public Works Association International Public Works Congress and Exposition

8/25-28/2013	Chicago
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<http://www.apwa.net/Congress/2013/attendees/about-congress>

2013 ICMA Annual Conference

9/21-25/2013	Boston
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<http://icma.org/en/icma/events/conference/welcome>

TAMCAR (Tennessee Association of Municipal Clerks and Recorders) Fall Conference

9/25-27/2013	Murfreesboro	Embassy Suites
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http://www.tamcar.org/upcoming_events/index.htm

Tennessee City Management Association Fall Conference

10/23-25/2013	Chattanooga
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http://www.tncma.org/upcoming_events/index.htm

Tennessee Government Finance Officers Association Fall Conference

10/24-25/2013	Murfreesboro
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<http://www.tngfoa.org/>

PRIMA Institute

11/4-8/2013	Milwaukee, Wisc.
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<http://www.primacentral.org/content.cfm?sectionid=23>