



University of Tennessee, Knoxville

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Municipal E-News

Municipal Technical Advisory Service (MTAS)

1-2015

Municipal E-News: Issue 67: January 2015

MTAS

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Recommended Citation

MTAS, "Municipal E-News: Issue 67: January 2015" (2015). *Municipal E-News*.
https://trace.tennessee.edu/utk_mtasnews/69

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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](#)

- So You Want to Build a Dog Park? (Book; [Click to Request](#))
- Dog Park Creation and Regulation (MTAS Survey; [Click to Read](#))

PAST ISSUES OF THE MUNICIPAL E-NEWSLETTER

[READ](#)

CITY SPOTLIGHT:

WAYNESBORO

Wayne County

Incorporated 1850

2014 Population: 2,449

Municipal Management Consultant

David Angerer

david.angerer@tennessee.edu

FROM THE EXECUTIVE DIRECTOR... While our specific roles and responsibilities differ, MTAS enjoys a strong relationship with the Tennessee Municipal League (TML) as we both work for the welfare and benefit of town and city governments in Tennessee. [READ](#)

TREEDC UPDATE MTAS, TREEDC and Tennessee Tech University Partner with Philippine University Extension Providers at the December 2014 PAEPI Convention. [READ](#)

FIRE CHIEF ORIENTATION SCHEDULE 2015 The 16-hour fire chief orientation class is required to meet the Assistant to the Commissioner training law passed in 2006 (TCA 68-102-108). [READ](#)

WANT TO BECOME A CMFO OR INTERESTED IN CMFO CLASSES IN 2015? [READ](#)

UNICOI EOA In late December an Elected Officials Academy was held at the Farmhouse Gallery and Gardens in Unicoi. [READ](#)

FINANCE LEADERS LEARNING FROM EACH OTHER MTAS Finance and Accounting Consultant Brad Harris and Municipal Management Consultant Jeff Broughton recently led a roundtable meeting in Winchester for cities in the lower middle Tennessee region. [READ](#)

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MTAS Online

3 new certificate programs

Administrative Professional Online Certificate
Human Resources Essentials Online Certificate
Managerial Essentials Online Certificate



From the Executive Director...

Jim Thomas, Executive Director
jim.thomas@tennessee.edu

WHILE OUR SPECIFIC ROLES AND RESPONSIBILITIES DIFFER, MTAS enjoys a strong relationship with the Tennessee Municipal League (TML) as we both work for the welfare and benefit of town and city governments in Tennessee. It is in that regard that I want to remind you of an upcoming series of meetings hosted by TML.



Jim Thomas

Each year at the outset of the Tennessee legislative session, TML conducts meetings in each of its eight districts across the state. At those meetings, TML staff update participants concerning ongoing and anticipated issues the state legislature will consider in the upcoming session that may impact town and city governments in the future. The meetings also provide attendees the opportunity to express thoughts and ideas about issues they currently deal with to the TML staff and other municipal government attendees. Here is the meeting schedule for your use in making plans to attend. If you can't make the one for your district, you're welcome to attend any of the others.

2015 TML District Meeting Schedule					
Date	Time	District No.	District Director	Location	Confirm Attendance to:
Tuesday, January 20, 2015	9:00 A.M. - 11:30 A.M.	1	Chris McCartt, Assistant City Mgr., Kingsport	Memorial Park Community Center, 510 Bert St., Johnson City, TN 37604	Denise Paige at dpaige@TML1.org by Friday, January 16, 2015.
Wednesday, January 21, 2015	10:00 A.M. - 12:30 P.M.	2	Roger Campbell, Assistant City Mgr., Maryville	Maryville City Hall, 416 W. Broadway Ave., Maryville, TN 37801	Denise Paige at dpaige@TML1.org by Friday, January 16, 2015.
Thursday, January 22, 2015	9:30 A.M. - Noon	3	Bo Perkinson, Vice Mayor, Athens	Cleveland Chamber of Commerce, 225 Keith St. SW, Cleveland, TN 37311	Denise Paige at dpaige@TML1.org by Friday, January 16, 2015.
Monday, January 26, 2015	10:00 A.M. - 12:30 P.M.	5 & 6	Richard Driver, Mayor, Lafayette and John Hickman, City Mgr., Waynesboro	Murfreesboro City Hall, 111 W. Vine St., Murfreesboro, TN 37130	Carole Graves at cgraves@TML1.org by January 16, 2015.
Tuesday, January 27, 2015	10:00 A.M. - 12:30 P.M.	4	Hoyte Jones, Alderman, Sparta	Oldham Theater, West Liberty Square, Sparta, TN 38583	Carole Graves at cgraves@TML1.org by January 16, 2015.
Friday, January 30, 2015	10:00 A.M. - Noon (lunch)	7 & 8	Vance Coleman, Mayor, Medina and Paula Sedgwick, Alderman, Bartlett	Medina City Hall, 201 Hwy 45E North, Medina, TN 38355	John Holloway at jholloway@TML1.org by January 16, 2014.

Several MTAS staff members will attend each of the meetings. I'll be attending the meeting for District 2 and I hope to see a bunch of you in that district then.

Lastly, know that MTAS finished 2014 after having worked shoulder to shoulder with many of you. While it's our job to do so, it was also a pleasure, and we look forward to the same opportunities in 2015. I enjoy and look forward to hearing from you about our successes AND our shortfalls. Promoting great local government is what we do every day. Thanks for letting us serve you in doing so.

TREEDC UPDATE

MTAS, TREEDC and Tennessee Tech University Partner with Philippine University Extension Providers at the December 2014 PAEPI Convention

Tennessee Renewable Energy and Economic Development Council (TREEDC) delegates representing local governments, businesses and academia recently participated in the Philippine Association of Extension Program Implementers (PAEPI) 4th National Biennial Convention. PAEPI is a private, non-stock, non-profit, professional organization dedicated to the promotion and enhancement of the role of extension personnel as key players in people empowerment for sustainable community development. A total of 84 Philippine colleges and universities were represented at the convention.

TREEDC International Affairs Director Douglas Jackson, The University of Tennessee MTAS Management Consultant Warren Nevad, and Tennessee Tech University (TTU) Vice President

TREEDC UPDATE (cont.)



of Research and Economic Development Dr. Bharat Soni provided renewable energy-related presentations and served as judges for extension research-related best practices. Outcomes generated from the convention included the following:

- 1) Development of a Master Memorandum of Understanding between PAEPI, Tennessee Tech and TREEDC, which results in a consortium of Philippine sister colleges for TTU;
- 2) Building stronger academic and municipal links as it relates to renewable energy;
- 3) Assistance to PAEPI in recruiting more member colleges to its organization;
- 4) Planning for an International Trade Mission with Tennessee officials and technology providers in Summer 2015 to explore upcoming project proposals from PAEPI member schools;
- 5) Planning for a PAEPI Conference with the Affiliated Renewable Energy Centers that are part of the PAEPI-TTU network.
- 6) Review and discussion of the Extension Services provided by the University of Tennessee; and
- 7) Development of energy efficiency benchmarking practices for Philippine member academic institutions.

TREEDC has developed a comprehensive network of many Philippine colleges, local government units (LGUs) and related businesses to advance renewables in the Philippines through TREEDC technology providers in the United States. TREEDC has replicated its developmental approach in the Philippines that was originally created in Tennessee to achieve significant renewable energy progress in the Volunteer State during the past six years.

And other news from TREEDC... December 2014 was a busy month for TREEDC!

PNU – Visayas Green Technology Summit- left to right: Warren Nevad, University of Tennessee MTAS/TREEDC, TREEDC President James Talley, Bacolod, Philippines Mayor Monico Puentevella, Toboso, Philippines Mayor Richard Jaajoco, TREEDC International Affairs Director Douglas Jackson and PNU-Visayas Executive Director Dr. Marites Geronimo

PHILIPPINE NORMAL UNIVERSITY (PNU)

held a Green Technology Summit on December 10, 2014 in Bacolod City, Negros Occidental. Representatives from the TREEDC helped banner the theme “Green Plans for Environmental Sustainability.” The Conference Policy statement included an objective to establish links/network, and partnership with other institutions, agencies and sectors in the creation and promotion of sustainable programs using innovative energy technologies. PNU Visayas and TREEDC held a Student Forum on Green Technology in Cadiz City with approximately 700 university students in attendance on December 11. The three speakers answered questions from students during the open forum.



▲ *Friendly primary students who were also in attendance at the Student Forum on Green Technology at PNU-Cadiz City*



TUP Partners with TREEDC to Develop Renewable Energy at New Campus Extension

On December 5, 2014, the Technological University of the Philippines (TUP) held a roundtable forum featuring representatives from the TREEDC, Philippine Department of Energy, Base Conversion Development Authority (BCDA) and CHEMREZ in Taguig City, Philippines. Discussions centered on renewable energy opportunities for TUP's four campuses and collaboration with a new planned campus expansion.

TUP President Dr. Adora Pili announced that TUP and TREEDC will partner for the establishment of clean and efficient renewable energy for the campus expansion. Other

TUP Roundtable Participants



partners with this expansion project hail from India and Taiwan. The objectives for the expansion project include the following:

- 1) Increasing industrial plant production;
- 2) Creating a renewable energy center, solar powered university;
- 3) Supporting nearby industries; and
- 4) Offering courses for the K-12 high school graduates.

Special thanks to Dr. Adora Pili, Dr. Gina Basa, TUP Director of External Linkages, Dr. Selfa Briones and Vice-President Dr. Felipe Argamosa for organizing the roundtable and tour of TUP-Visayas campus.

Fire Chief Orientation Schedule 2015



THE 16-HOUR FIRE CHIEF ORIENTATION CLASS is required to meet the Assistant to the Commissioner training law passed in 2006 (TCA 68-102-108). All fire chiefs from recognized Tennessee fire departments hired, elected, or appointed after July 1, 2006 must complete 16 hours of training within one year of becoming the chief (TCA 68-102-108(c)). The 16-hour course includes a variety of subjects: legal, budgeting, human resources, safety, state requirements, TFIRS, water utilities, administration, strategy and tactics, planning, etc.

Six (6) offerings for this course are planned for 2015. Four offerings will be in Middle Tennessee at the Tennessee Fire and Codes Academy, 2161 Unionville-Deason Road, Bell Buckle; one will be in Knoxville in East Tennessee; and one will be in Jackson in West Tennessee, as shown on the schedule below.

Please note **that registration begins at 7:30 on the first day of class**, and the class starts promptly at 8:00 each day.

LOCATION	DATES	TIMES
TFACA in Bell Buckle	02/05/15 (Thursday) 02/06/15 (Friday)	Registration 7:30-8:00 Class from 8:00-5:00 each day
TFACA in Bell Buckle	02/07/15 (Saturday) 02/08/15 (Sunday)	Registration 7:30-8:00 Class from 8:00-5:00 each day
State office building 7175 Strawberry Plains Pike Knoxville (I-40 Exit 398)	04/11/2015 (Saturday) 04/12/2015 (Sunday)	Registration 7:30-8:00 Class from 8:00-5:00 each day
UT Agricultural Research Center 605 Airways Blvd, Jackson	08/08/2015 (Saturday) 08/09/2015 (Sunday)	Registration 7:30-8:00 Class from 8:00-5:00 each day
TFACA in Bell Buckle	11/05/15 (Thursday) 11/06/15 (Friday)	Registration 7:30-8:00 Class from 8:00-5:00 each day
TFACA in Bell Buckle	11/07/2015 (Saturday) 11/08/2015 (Sunday)	Registration 7:30-8:00 Class from 8:00-5:00 each day

New fire chiefs who need the class to comply with state law have admission priority, but the course is open to all fire officers. Course content changes from year to year, and chiefs find it useful to take the course again if it has been a few years since they took the course the first time. This class qualifies for officer training under Section 580C2 of the ISO Fire Suppression Rating Schedule, which requires a minimum of 12 hours of officer training per year for all fire officers.

Fire Chief Orientation Schedule 2015 (cont.)

There is no course fee for the class itself, but the cost of travel, lodging, meals, etc. is the responsibility of the student. Lodging is available at the TFACA for on-campus classes.

Here is the link to the TFACA on-line course catalog for individual class information:
<https://acadis-portal.tn.gov/AcadisViewer/Registration/PublicTrainingList.aspx>

Here is the link to the TFACA on-line registration form:
<http://tn.gov/commerce/sfm/tfaca/documents/Registration.pdf>

For more information on this class contact the TFACA via email at tfaca.info@tn.gov and provide your name, rank, department, address and phone number.

Want to Become a CMFO or Interested in CMFO Classes in 2015?

THE NEW YEAR IS UPON US and the CMFO program will start its fifth cycle in 2015. The new year will start with nearly 600 Certified Municipal Finance Officers statewide! If you or someone you know is interested in becoming a CMFO or wants to take a few classes for CPE credit, please put your information in the **2015 interest form** on our website.

The course locations include Collierville, Collegedale and Nashville with the possibility of adding another if the number of students in the area allows us to provide another location.



Unicoi EOA

IN LATE DECEMBER an Elected Officials Academy was held at the Farmhouse Gallery and Gardens in Unicoi. Eighteen officials attended the academy from seven cities, including Newport, Tusculum, Erwin, Unicoi, Elizabethton, Mount Carmel, and Mosheim. New MTAS Attorney Elisha Hodge also attended.

Topics included municipal finance, charter, codes, open records, ethics and open meetings, foundations and structure of government, and the council at work. Instructors included MTAS consultants Al Major, Melissa Ashburn, Margaret Norris, and Pat Hardy.



Group shot

Al Major



Unicoi EOA (cont.)

Evaluations from the academy were extremely positive, and the group quickly voted to have an EOA Level 2 sometime in late February or early March.

Melissa Ashburn ►



Finance Leaders Learning from Each Other

*Brad Harris, MTAS Finance and Accounting
Consultant*

MTAS FINANCE AND ACCOUNTING Consultant Brad Harris recently led a roundtable meeting in Winchester for cities in the lower middle Tennessee region. Representatives from Winchester, Huntland, Shelbyville, Tracy City, Eagleville, Decherd, Petersburg and Tullahoma attended the roundtable. The purpose of the meeting was to provide finance directors and city recorders the opportunity to discuss a variety of finance-related topics among themselves and with MTAS representatives in an informal and informative setting. Some of the topics discussed included handling of credit cards and online payments, pension reporting, automated cash receipting for airports, the Affordable Care Act and labor law posters.

“When I first started working in the government finance world, I was looking for anyone who could help me understand the many complex issues that I faced daily,” Harris said. “A group of school finance directors had a quarterly meeting in East Tennessee to do just that – run ideas by each other, ask questions to peers, and learn from each other. I soon learned that sitting around the table discussing ideas with my peers was a great way to learn, and it helped me develop a network of colleagues that I could call on with questions. To this day I still utilize that network of peers.”

As an MTAS consultant Harris decided to build on that concept for the cities that are in his territory. Harris has led roundtable meetings in Sevierville, Athens, Chattanooga, Winchester and Graysville. A city will host the event and nearby cities are invited to attend. Harris considers the events a success if participants leave the discussions feeling that their knowledge has been increased and that they have added to their network of peers to can call on when they have a question. Harris plans to host more of these roundtable discussions in the New Year.



MTAS Training Opportunities

UPCOMING IN 2015

CHECK THE MTAS WEBSITE FOR MORE INFORMATION:

FRANKLIN EOA LEVEL 1

January 23-24, 2015

COLLEGEDALE EOA LEVEL 1

January 30-31, 2015

OAK RIDGE EOA LEVEL 1

January 30-31, 2015

ALGOOD EOA LEVEL 1

February 6-7, 2015

GERMANTOWN EOA LEVEL 1

FEBRUARY 13-14, 2015

CENTERVILLE EOA LEVEL 1

FEBRUARY 20-21, 2015

HENDERSON EOA LEVEL 1

FEBRUARY 27-28, 2015

CONFERENCES

TML LEGISLATIVE CONFERENCE

March 2-3, 2015

Nashville Doubletree Hotel

ICMA SOUTHEASTERN REGIONAL SUMMIT

March 12-13, 2015

Grove Park Inn

Asheville, NC

TENNESSEE GFOA SPRING INSTITUTE 2015

March 20, 2015

Chattanooga Marriott

Certified Municipal Finance Officer Program

Governmental Environment

1/21/15	8:00 AM	Collegedale	Collegedale City Hall
1/21/15	8:00 AM	Collierville	Collierville Fire Department Training Facility
1/28/15	8:00 AM	Nashville	UT CIS Training Room

Municipal Administration Program

Managing Your Office Efficiently

1/14/15	8:30 AM	Jackson	West Tenn Research & Education Center
1/15/15	8:30 AM	Franklin	TBA

Insurance Services Office Fire Suppression Rating Schedule

1/21/15	8:30 AM	Knoxville	UT Conference Center Building
1/22/15	8:30 AM	Nashville	UT CIS Training Room
1/28/15	8:30 AM	Jackson	West Tenn Research & Education Center
1/29/15	8:30 AM	Germantown	TBA

Purchasing Updates

2/10/15	8:30 AM	Johnson City	Memorial Park Community Center
2/11/15	8:30 AM	Knoxville	UT Conference Center Building
2/12/15	8:30 AM	Collegedale	Collegedale City Hall
2/17/15	8:30 AM	Bartlett	TBA
2/18/15	8:30 AM	Jackson	West Tenn Research & Education Center
2/19/15	8:30 AM	Franklin	TBA