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MTAS

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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
• A Survey of Hotel-Motel Tax in Tennessee Cities | Download
• 2014 Water and Wastewater Rate Survey (AWWA) | Request this item from RIC
• “The Drones Are Coming” (article) Request this item from RIC
For all listings of new materials: CLICK HERE

PAST ISSUES OF THE MUNICIPAL E-NEWSLETTER READ

CITY SPOTLIGHT:
DYERSBURG
Dyer County
Incorporated 1850
2014 Population: 17,145
http://www.dyersburgtn.gov/
Municipal Management Consultant
Dana Deem
dana.deem@tennessee.edu

MTAS Online
3 new certificate programs
Administrative Professional Online Certificate
Human Resources Essentials Online Certificate
Managerial Essentials Online Certificate
LEADING AND MANAGING EMPLOYEES IN AN INCREASINGLY DIVERSE WORKPLACE CAN BE BOTH REWARDING AND CHALLENGING. What are the expectations of employees? What legislation applies to managing people and their requests? What are the consequences of failing to comply? Local government supervisors must operate with sensitivity in handling accommodations for disabilities, religious practices, and medical leave.

Seeing a need for providing training and resources to local government supervisors, the MTAS training team recently launched a new online training course called, The Supervisor’s Toolbox. This course provides a quick overview, familiarizing supervisors and employees on the laws that affect day-to-day management of employees. The Supervisor’s Toolbox course serves as an introduction to the many general laws that apply to the workplace. Title VI and Title VII, harassment, FMLA, ADA, Military Leave Review, Immigration Reform and Control Act are just a few examples of the list. The course helps identify the purpose of these laws, and who and how they apply to employees in the workplace. It helps identify the situations where these laws come into play so that supervisors can respond appropriately to specific requests.

The course is worth one credit hour. To learn more about this online training course or others, simply visit MTAS Online Training at http://online.mtas.tennessee.edu.

ACCOUNTING SYSTEMS

A new law requires local governments to close accounting records and have them ready for audit within 60 days of year end. This statute was effective July 1, 2015, which means municipal accounting systems should be closed beginning with the June 30, 2016 fiscal year or by August 31, 2016. It is important to have all transactions recorded and make any necessary year-end adjustments. CMFOs can refer to the Government Accounting II CMFO program materials as well as audit adjustments from previous years for guidance on year-end closing and adjusting journal entries.

INTERNAL CONTROLS

Amendment of TCA 9-18-102 required local governments to establish and maintain internal control procedures. Local governments should be in compliance by June 30, 2016. Procedures should ensure that:

(1) Obligations and costs are in compliance with applicable law;

(2) Funds, property, and other assets are safeguarded against waste, loss, unauthorized use, or misappropriation; and

(3) Revenues and expenditures are properly recorded and accounted for to permit the preparation of accurate and reliable financial and statistical reports and to maintain accountability over the assets.

CMFOs can use the CMFO Internal Control materials, the Comptroller’s City Manual (being updated) and GFOA best practices to find ideas on how to document internal processes.
MTAS HAS RELEASED A FINAL SUMMARY OF PUBLIC ACTS 2015 document as a supplement to the 2015 Municipal Legislative Update classes offered by MTAS in July. Users are cautioned against taking action or giving advice based solely upon the information summarized within the document. Each respective Public Act should be reviewed prior to taking action or giving advice and legal counsel when necessary.

Click here to download

PLEASE MARK YOUR CALENDAR for December 14-15 for the TREEDC 2ND Annual conference at Tennessee Tech University. Municipal Best Practices in energy conservation, solar and waste to energy will be explored. Information regarding registration and sponsorship/booth opportunities will be available shortly.

THE GENERATION OF INDIVIDUALS born between 1946 and 1964 are known as “baby boomers,” and this nickname was given to the generation for good reason. During this timeframe, 77 million babies were born, which made them the most populous generation in American history. The baby boom generation has affected American society in every stage of their lives, and the generation will certainly continue to affect society as it ages. In fact, it is likely the baby boomers have already started affecting society as the oldest of this generation turned 65 in 2011.

In 2029, the youngest of the baby boom generation will turn 65; in fact, the U.S. Census Bureau estimates that 20 percent of U.S. population will be 65 years of age or older in 2029.

MTAS is considering development of a seminar about the coming demographic shift and what cities are doing to prepare for this growing population. In that regard we need your help! If your city has developed or implemented a new service or program to improve the lives of your senior population, we want to hear from you. We are looking for real-life examples. If you have such an example please contact intern Joe Collins at collinsja2@goldmail.etsu.edu or Management Consultant Pat Hardy at pat.hardy@tennessee.edu or by phone at (423) 854-9882, which is the Johnson City MTAS office number.
Check out the 2015 MTAS Training Catalog and plan your training calendar now!

MTAS Training Opportunities

**CMFO-Cash Management**
- 8/19/2015  8:30 AM  Collegedale  Collegedale City Hall
- 8/19/2015  8:30 AM  Memphis  Memphis City Hall
- 8/26/2015  8:30 AM  Nashville  CIS Training Room

**CMFO-Debt Management**
- 9/23/2015  8:30 AM  Memphis  Memphis City Hall
- 9/30/2015  8:30 AM  Collegedale  Collegedale City Hall
- 9/30/2015  8:30 AM  Nashville  CIS Training Room

**Improving Communications: “It’s not always their fault”**
- 8/4/2015  8:30 AM  Johnson City Memorial Park Community Center
- 8/5/2015  8:30 AM  Knoxville  UT Conference Center
- 8/6/2015  8:30 AM  Collegedale  Collegedale City Hall
- 8/25/2015  8:30 AM  Franklin  Williamson County Ag Expo Park
- 8/26/2015  8:30 AM  Jackson  Jackson Energy Authority

**Layman’s Approach to the Regulations and Management of Waste Water Systems**
- 8/4/2015  8:30 AM  Knoxville  UT Conference Center
- 8/11/2015  8:30 AM  Nashville  TBI Headquarters
- 8/18/2015  8:30 AM  Jackson  Jackson Energy Authority

**Memphis Team Building**
- 8/14/2015  12:30 PM  Memphis  Memphis Police Academy

**Municipal Court Clerk Class 2015**
- 9/29/2015  8:30 AM  Smyrna  Smyrna Town Centre

**National Flood Insurance Program Administrative and Legislative Training**
*(Free Class Open to Everyone)*
- 8/7/2015  8:30 AM  Knoxville  UT Conference Center
- 8/20/2015  8:30 AM  Collegedale  Collegedale City Hall
- 8/24/2015  8:30 AM  Kingsport  Kingsport Center for Higher Education
- 8/27/2015  8:30 AM  Bartlett  Bartlett Station Municipal Center
- 8/28/2015  8:30 AM  Jackson  Jackson Energy Authority
- 8/31/2015  8:30 AM  Franklin  Franklin Police Department

**Reflective Practices in the Workplace**
- 9/22/2015  8:30 AM  Jackson  Jackson Energy Authority
- 9/23/2015  8:30 AM  Franklin  Williamson County Ag Expo Park
- 9/29/2015  8:30 AM  Knoxville  Univ of Tenn - Conference Center

**Social Media Best Practices for Local Government**
- 8/6/2015  10:00 AM  Mt Pleasant  Mt. Pleasant City Hall