

CITY SPOTLIGHT:

TRENTON

Gibson County

Incorporated 1846

2013 Population: 4,264

Municipal Management Consultant

Dana Deem

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<http://www.trentontn.net/city/trenton-home>

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](#)

PAST ISSUES OF THE MUNICIPAL E-NEWSLETTER

[READ](#)

MTAS OFFERINGS AT THE UPCOMING TENNESSEE MUNICIPAL LEAGUE CONFERENCE

The annual TML conference will be in Chattanooga this year, June 21-24, at the Marriott near the Chattanooga Conference Center, and MTAS will offer some exciting professional development opportunities for attendees. [READ](#)

HR CORNER MAY 2014

The Tennessee Personnel Management Association (TPMA) completed a strategic planning session after a wonderful conference in Murfreesboro this past month. If you have responsibility for HR duties in your city, please consider joining TPMA. [READ](#)

NEW 2014 TACIR PUBLICATIONS

The Tennessee Advisory Commission on Intergovernmental Relations (TACIR) has released its publication, Ensuring Fair and Equitable Water and Wastewater Rates for Non-resident Customers of City Utilities, which you can download for free. [READ](#)

CITY OF COLLEGEDALE HOSTS MUNICIPAL MANAGEMENT ACADEMY LEVEL I

The city of Collegedale hosted a Municipal Management Academy Level I that included employees from Collegedale as well as staff from Red Bank, Lookout Mountain, Chattanooga, and Signal Mountain. [READ](#)

RESULTS OF CAREERS IN ENERGY WEEK STATEWIDE ESSAY CONTEST "ENERGY WORKERS MAKE A WORLD OF DIFFERENCE"

In an effort to address the impending workforce needs in the energy sectors, Tennessee Energy, Industry and Construction Consortium (TEICC), Tennessee Renewable Energy and Economic Development Council (TREEDC) and several key partners - Tennessee Department of Labor and Workforce Development, Tennessee Department of Education, Tennessee Valley Authority (TVA), and Gibson County Utility District recently launched a "Careers in Energy Week" essay contest among seventh and eighth grade students in targeted counties in West, Middle and East Tennessee. [READ](#)

MTAS OFFERS THREE NEW ONLINE CERTIFICATE PROGRAMS

MTAS now offers more than 100 new online classes, from communication to customer service to workplace environment. [READ](#)

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MTAS Offerings at the Upcoming Tennessee Municipal League Conference

THE ANNUAL TML CONFERENCE WILL BE IN CHATTANOOGA THIS YEAR, June 21–24, at the Marriott near the Chattanooga Conference Center, and MTAS will offer some exciting professional development opportunities for attendees.

As a pre-conference event, MTAS will be offering the Elected Officials Academy Level II program on Friday and Saturday June 20–21. For details on session topics and how to register for this pre-conference event, click [here](#).

In an additional pre-conference event on Saturday, June 21, Kay Stegall, MTAS finance and accounting consultant, and Dr. P.J. Snodgrass, MTAS training consultant, will present a couple of two-hour sessions on the ins and outs of the Certified Municipal Finance Officer (CMFO) program and CPE requirements that are eligible for CPEs. Our consultants will answer your questions about how to get started in the CMFO program, what the State Comptroller's office requires when you begin the program, and how to report those CPE credits you work so hard to get!

To register for the Saturday CMFO session, please visit the **MTAS Solution Point** training registration system or call Doug Brown at 865.974.9140.

MTAS finance consultants will provide four workshop sessions during the TML conference that are eligible for CPE credits for CMFOs.

- Al Major will present a session on the Water Quality Reporting – AWWA Format. This information-packed session will include a demonstration of how to use the AWWA spreadsheet required for water quality reporting. More importantly, attendees will learn about the possible financial impacts of trying to gain that extra point in a validity rating.
- Kay Stegall will present a session on ethics for CMFOs and talk about ethical standards that provide an excellent framework for CMFOs to adopt in their every day job duties.
- Brad Harris will present two sessions. His first session will be on how to best communicate financial information to your elected officials. He will share tips for communicating financial results to boards, councils, committees, and other non-financial stakeholders. Brad also will provide examples of communicating complex information in an easy-to-understand way. Brad's second session will be on internal controls for cash and will focus on basic cash controls that must be in place to protect public dollars.

Be sure to carefully review the TML conference agenda to determine the time and location of these classes so you do not miss a great opportunity to gain critical financial knowledge and CPEs at the same time.

HR CORNER May 2014

What's happening?

- The Tennessee Personnel Management Association (TPMA) completed a strategic planning session after a wonderful conference in Murfreesboro this past month. If you have responsibility for HR duties in your city, please consider joining TPMA. For membership information, contact Richard Stokes, MTAS HR consultant at richard.stokes@tennessee.edu. TPMA welcomes members from any public sector, including education, state, local, and federal government.

Social Media & Employment Law

- Tennessee law (HB1852/SB1808) referred to as "Employee Online Privacy

Act of 2014" will now prohibit employers from asking applicants and employees for user names and passwords to social media sites and Internet accounts (unless it is a work-related site and job applicable). Please note that section five of the legislation was revised in a late amendment, so ignore that section. For more information refer to MTAS' article, "Employers Asking for Social Media Passwords." The bottom line is that unless an employee is managing your town's social media account, you may not ask for user information or passwords.

- If you have questions about social media and employment law please contact Bonnie Jones, MTAS HR consultant

at bonnie.jones@tennessee.edu.

Additionally, Bonnie was quoted in an article in the PA Times by Joe Jarret, Esq., that explains the complex issues involved with social media and public HR managers. It's an excellent resource.

OSHA- GHS

- All cities should have completed OSHA's - Globally Harmonized System (GHS) training, which explains the new international labeling requirements, as well as criteria for classification for health, physical, and environmental hazards. If you need assistance, please contact Bonnie Jones at bonnie.jones@tennessee.edu. Click [here](#) for the OSHA fact sheet.

New 2014 TACIR Publications

By Lyndy Wibking
MTAS Senior Library Associate

THE TENNESSEE ADVISORY COMMISSION ON INTERGOVERNMENTAL RELATIONS (TACIR)

has released its publication, *Ensuring Fair and Equitable Water and Wastewater Rates for Non-resident Customers of City Utilities*, which you can download for free [here](#). This publication includes tables showing the cost of 5,000 gallons of water by county and water system and cost of 5,000 gallons of sewer by county and sewer system.

TACIR also published two other reports in January of this year: *Insurance as an Alternative to Surety Bonds for Public Officials* and *Tennessee Valley Authority's Payments in Lieu of Taxes—Annual Report to the General Assembly*.

In addition to these TACIR publications, there are many new resources available through the MTAS website, including multiple surveys and projections for the 2014-2015 state-shared taxes and appropriations.

City of Collegedale Hosts Municipal Management Academy Level I

THE CITY OF COLLEGEDALE hosted a Municipal Management Academy Level I that included employees from Collegedale as well as staff from Red Bank, Lookout Mountain, Chattanooga, and Signal Mountain. Having several cities represented provided a great opportunity for networking and learning. Those who completed all eight sessions were: from Collegedale - David Burgess, Kelly Martin, and Jeff Young; from Red Bank - Tim Thorbury, Brent Sylar, Randall Smith, Jay Lamance, Tim Christol, and John Alexander; from Chattanooga - Sandra Freeman; and from Signal Mountain - Eric Mitchell.

The eight-session program started in January with a session held every other week and concluded on April 16. Topics included management, work styles, planning and organizing, motivation, performance management, human resources, workplace harassment, and communication. Each session was four hours. The program is designed for employees who want to learn how to be more effective managers or supervisors, as well as for those who are new to these roles.

Those completing all eight sessions will receive a certificate of completion and will be able to enroll in the Municipal Management Academy Level II.

If you are interested in holding an MMA program, please contact Dr. P.J. Snodgrass, MTAS training consultant, at pj.snodgrass@tennessee.edu for East Tennessee locations, or Kurt Frederick, MTAS training consultant at kurt.frederick@tennessee.edu for locations in Middle and West Tennessee.

Results of Careers in Energy Week Statewide Essay Contest "Energy Workers Make a World of Difference"

IN AN EFFORT TO ADDRESS THE IMPENDING WORKFORCE NEEDS IN THE ENERGY SECTORS, Tennessee Energy, Industry and Construction Consortium (TEICC), Tennessee Renewable Energy and Economic Development Council (TREEDC) and several key partners - Tennessee Department of Labor and Workforce Development, Tennessee Department of Education, Tennessee Valley Authority (TVA), and Gibson County Utility District recently launched a "Careers in Energy Week" essay contest among seventh and eighth grade students in targeted counties in West, Middle and East Tennessee.

As one of more than 25 state consortia nationwide, TEICC's mission is to build awareness of energy careers through strategic, statewide partnerships. The collaborative efforts emphasize STEM educational pathways, which lead to high-demand career opportunities. These are careers that require post-secondary training offered through apprenticeships that can result in diplomas, certifications, associate degrees, or advanced degrees.

TREEDC Members Roane County Executive Ron Woody, Milan Mayor Chris Crider, Trenton Mayor Tony Burriss, Algood Mayor Terry Fouch, and Cookeville Mayor Matt Swallows each declared a Proclamation announcing February 10-14, 2014, as "Careers in Energy Week." TEICC, TREEDC,

Results of Careers (cont.)

and the statewide partners challenged middle school seventh and eighth grade students across the state to write an essay describing how “Energy Workers Make a World of Difference.”

Participating students described the energy sectors that hire those positions and which career(s), if any, she/he might be interested in and why. The students were provided a video overview at the Get into Energy website. Students then viewed the Energy Careers section and reviewed the various energy careers such as Line Worker, Technician, Power Plant Operator, Pipefitter, and Engineer.

First, second, and third place prizes were awarded in each of the three regions of the state.

The winners from Roane County (East TN) were:

1st Place	Casey Gaines	Cherokee Middle School
2nd Place	Sarah Davenport	Oliver Springs Middle School
3rd Place	Dawson Seiber	Oliver Springs Middle School

There were two winners from Putnam and White County (Middle TN) :

1st Place	Zach Smith	White County Middle School
2nd Place	Sarah Davenport	White County Middle School

The winners from Gibson County were:

1st Place	Trevor Boals	Medina Middle School
1st Place	Alex Jones	Dyer Middle School
2nd Place	Aubrie Croom	Dyer Middle School
3rd Place	Haley Belew	Bradford Middle School

The regional “Careers in Energy Week” initiative for 2014 is the initial phase of an on-going project. TEICC, TREEDC, and statewide partners plan to launch another round in other counties all across Tennessee. Eventually, these events are intended to culminate in a statewide proclamation by the Governor for “Careers in Energy Week.”

TREEDC and TEICC appreciate the excellent coordination by Dr. Dennis Tennant, Gibson County Utilities Director Pat Riley, Julie Allen Burke with Milan Chamber of Commerce, and Danice Turpin of Roane County with their respective communities.



Milan Middle School students competed in a statewide essay writing contest. Pictured from left, TREEDC Board Member Pat Riley, Milan Chamber Director Julie Allen Burke, Kate Allen Johnson, Ms. Jana Coleman, Laci Bartholomew, Jaquelyn Zarate, Steven Ballard, Michael Schaeffer, Jackson Nelson, Sam Young, Brian Torres, and MMS Principal Sam Rhodes

MTAS Offers Three New Online Certificate Programs

MTAS now offers more than 100 new online classes, from communication to customer service to workplace environment. An online course allows employees of city government scheduling flexibility and affordability. Participants can work at their own pace, in their best time frame. These courses address all skill levels from introductory to advanced.

MTAS has three new online certificate programs now available:

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

Customers can sign up for the certificate programs or can take any course, from any level, at any time.

Please read more about MTAS online certificate programs [here](#).

To register and start right away, visit **Solution Point**.

MTAS Training Opportunities May/June 2014

CONFERENCES

MUNICIPAL COURT CLERK CONFERENCE

5/14/2014
Murfreesboro

TENNESSEE MUNICIPAL LEAGUE CONFERENCE

6/20/2014 - 6/24/2014
Chattanooga

MARK YOUR CALENDAR for the Tennessee Renewable Energy & Economic Development Council International Conference Oct. 12-14, 2014.

For more information contact Warren Nevad at warren.nevad@tennessee.edu

For a listing of all 2014 MTAS Training Opportunities, click [here](#) for the 2014 Training Catalog.

Certified Municipal Finance Officer Program

CMFO-Governmental Accounting II

5/13/2014	8:30 AM	Jackson	UT - West Tenn Research & Education Center
5/13/2014	8:30 AM	Knoxville	UT Conference Center
5/28/2014	8:30 AM	Nashville	UT - CIS Training Room
5/28/2014	8:30 AM	East Ridge	East Ridge City Hall
5/28/2014	8:30 AM	Kingsport	Kingsport Center for Higher Education

CMFO-Financial Reporting 1

6/25/2014	8:30 AM	Jackson	UT - West Tenn Research & Education Center
6/25/2014	8:30 AM	Knoxville	UT Conference Center

Elected Officials Academy Level II

EOA13 Police Review

6/20/2014	4:00 PM	Chattanooga	Marriott - Chattanooga
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EOA08 Water and Wastewater

6/20/2014	6:30 PM	Chattanooga	Marriott - Chattanooga
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EOA06 Human Resources

6/21/2014	8:00 AM	Chattanooga	Marriott - Chattanooga
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EOA15 Risk Management

6/21/2014	10:15 AM	Chattanooga	Marriott - Chattanooga
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EOA07 Public Works

6/21/2014	1:00 PM	Chattanooga	Marriott - Chattanooga
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Municipal Management Academy

MMA19 Managing a Culturally Diverse Workforce

5/14/2014	8:30 AM	Franklin	Williamson County Ag Expo Park
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MMA11 Making Effective Decisions

5/21/2014	8:30 AM	Cleveland	Cleveland City Hall
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Succeeding Under Stress

6/4/2014	8:30 AM	Johnson City	Johnson City Memorial Park Community Center
6/5/2014	8:30 AM	Knoxville	Knoxville Police Academy
6/10/2014	8:30 AM	Jackson	UT - West Tenn Research & Education Center
6/11/2014	8:30 AM	Bartlett	Bartlett Station Municipal Center
6/17/2014	8:30 AM	Collegedale	Collegedale City Hall
6/19/2014	8:30 AM	Nashville	TBI Headquarters

Workplace Safety

5/27/2014	8:30 AM	Franklin	Embassy Suites - Cool Springs
5/28/2014	8:30 AM	Jackson	UT - West Tenn Research & Education Center