



The Harold F. Holtz
Municipal Training Institute
for Elected Officials

Training Transcripts

Mr. Rufus Stewart
City of McDonough
136 Keys Ferry St
McDonough, GA 30253-3213

As of: 7/17/2025
Student ID: 52862

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Certificate Levels	Required	Credits Completed	Completion Date
Certificate of Recognition	42	477	June 28, 1997
Certificate of Achievement	72	477	September 30, 1998
Certificate of Excellence	120	477	September 15, 2000
Certificate of Distinction	204	477	April 18, 2012
Certificate of Dedication	276	477	September 28, 2017
Continuing education hours needed this year: 6.0000000000000			

Completed Courses

ELECTIVE

Achieving Excellence Through Customer Service	6	6/27/1998
Beyond the Beltway: Influencing Federal Policy through Grassroots Engagement	3	1/26/2024
Building Bridges Between Cities and Colleges	3	6/22/2024
Business Diplomacy and Protocol	6	3/19/2005
Changing Demographics and Best Practices	3	6/23/2018
Changing Demographics(formerly Cultural Diversity)	3	6/26/2017
Circle of Excellence	6	6/25/2004
City - County Cooperation	6	9/30/1998
City - County Cooperation	6	11/10/2003
City - County Cooperation	6	11/6/2009

N/C=No Credit for Class

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Creating a Downtown Renaissance: Advanced DDA Training	6	6/30/2015
Critical Issues	6	11/12/1999
Critical Issues	6	11/17/2004
Critical Issues	6	6/29/2010
Cultural Diversity	6	6/24/2005
Current Issues Class: Understanding, Funding and Fighting the New Face of Homelessness in Georgia	3	1/22/2018
Current Issues Class: Understanding, Funding and Fighting the New Face of Homelessness in Georgia	N/C	1/24/2020
Current Issues Class: Workforce Development	6	9/26/2018
Downtown Development Authority Basic Training	6	6/26/1999
Downtown Development Authority Basic Training	6	3/19/2005
Effective Boards	6	1/23/1999
Entrepreneur Friendly Cities	3	6/25/2022
Environmental Sustainability	6	11/5/2010
Fire and Emergency Medical Services	6	1/26/2008
Fire and Emergency Medical Services	6	6/22/2013
Funding and Programming Transportation Projects In Your Community	3	6/28/2022
Housing Solutions for Cities — Mobile Workshop	6	10/6/1999
Housing Solutions for Cities — Mobile Workshop	6	6/23/2007

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Housing Solutions for Cities — Mobile Workshop	N/C	1/23/2010
Housing Solutions for Cities — Mobile Workshop	N/C	1/26/2013
Human Resources II	6	1/20/2007
Law Enforcement Services: Trends and Best Practices	6	6/23/2012
Let's Get Social	3	6/25/2019
Living Beyond Expectations: The Opportunities and Challenges of the Growing Senior Population	3	1/21/2022
Managing Growth: Economic and Natural Resource Issues	6	1/23/2016
Managing Growth: Economic and Natural Resource Issues	N/C	1/25/2019
Mobile Workshops	6	5/12/2005
Municipal Codes and Courts	6	1/22/2005
Municipal Codes and Courts	N/C	6/24/2006
Municipal Services	6	1/20/1996
New and Emerging Technology for Cities	3	1/21/2022
Problem Solving and Decision Making	6	1/24/1998
Public Presentations and Meet the Media	6	1/20/2018
Public Speaking	6	3/23/2000
Public Speaking	N/C	3/24/2000
Public Speaking II	6	10/4/1995
Recreation and Parks	6	1/21/2012

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Recreation and Parks – Building Communities	3	1/20/2023
Retreats	6	3/27/2009
Retreats	6	1/29/2010
Retreats	N/C	3/16/2012
Retreats	N/C	8/9/2012
Retreats	N/C	2/15/2013
Retreats	N/C	1/30/2015
Retreats	N/C	1/28/2016
Retreats	N/C	1/27/2017
Retreats	N/C	1/13/2018
Retreats	N/C	4/9/2025
Revitalizing Neighborhoods – Tools for Local Officials	6	5/12/2005
Revitalizing Neighborhoods – Tools for Local Officials	N/C	6/20/2009
Revitalizing Neighborhoods – Tools for Local Officials	6	6/22/2019
Service Delivery Strategy – Efficiency & Tax Equity for Local Governments	6	6/26/2018
Strengthening the Well-being of Children & Youth	6	6/23/2000
Strengthening the Well-being of Children & Youth	6	6/21/2008
Strengthening the Well-being of Children & Youth	3	6/25/2024
Strengthening the Well-being of Children & Youth	N/C	1/24/2025
Technology Solutions for Cities	6	6/24/2014

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LEADERSHIP

Governing the Commons: Collective Decision Making in Complex Systems	6	9/27/2017
How Shall We Live? Practical Ethics for Public Life	6	9/28/2017
How Shall We Live? Practical Ethics for Public Life	N/C	9/27/2018
How Shall We Live? Practical Ethics for Public Life	N/C	1/26/2019
Leadership Institute Alumni Seminar	6	1/22/2000
Leadership Institute Alumni Seminar	6	1/21/2006
Public Problems, Democratic Decisions - The Governing Role of Mayors and Councilmembers	6	1/21/2017
Robert E. Knox, Jr. Municipal Leadership Institute	6	8/13/1997
Robert E. Knox, Jr. Municipal Leadership Institute	6	4/1/2016

NEW ELECTED

Newly Elected Officials Institute	6	1/25/1997
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REQUIRED

Conflict Resolution	6	8/11/2017
Council/Staff Relationships	6	4/18/2012
Council/Staff Relationships	N/C	6/21/2014
Economic Development	6	10/9/2000
Economic Development	6	6/27/2017

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Emergency Management	6	5/22/1998
Ethics	6	2/21/1997
Excellence in Utilities	6	6/28/2011
Human Resources I	6	10/19/1994
Making Citizen Engagement Work in our Communities	6	1/25/2014
Managing Meetings & Parliamentary Procedures	6	6/28/1997
Managing Meetings & Parliamentary Procedures	6	1/24/2009
Municipal Courts Post-Ferguson I: Promoting Justice, Protecting City Assets	3	6/21/2019
Municipal Finance I	6	9/15/2000
Municipal Law	6	1/20/1996
Open Meetings/Open Records	6	9/21/2011
Planning and Zoning	6	1/22/2011
Planning and Zoning	6	6/28/2016
Practices for Successful Meetings	3	6/27/2015
Public Policy Development and Implementation	3	6/25/2016
Steering Through The Storm: Guiding Your Community Through a Disaster	6	6/23/2023
Taxation	6	6/25/2011

Total Hours:
435

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