THE UNIVERSITY of TENNESSEE
MUNICIPAL TECHNICAL ADVISORY SERVICE

Municipal E–News

June 2010 | Issue 15

City Spotlight: Lebanon

One of Lebanon's most prominent historic sites is the City of Lebanon Administration Building. The City purchased the deteriorating building in 1996, and beautifully restored it. It is one of several historic buildings on the Castle Heights campus; it is listed in the National Register of Historic Places.[1]

Date of Incorporation:
1801

Population:
24,812

County:
Wilson

Grand Division:
Middle

MTAS Municipal Management Consultant:
Dana Deem
dana.deem@tennessee.edu

1. http://www.lebanontn.org/visitor/default.aspx

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Tennessee Public Works Departments Help with Flood Cleanup

On May 6, 2010, Steve Sims, Assistant Recorder and City Court Clerk, Franklin contacted Chuck Shoopman, UT Institute for Public Service Assistant Vice President, for assistance from MTAS in locating a wheeled knuckleboom loaders to assist in their post-flood trash/debris cleanup in Franklin and Millington. What follows is a great example of how Tennessee public works departments put the "V" in "Volunteer" state!

TCAPWA sends the following alert to all members...

Sharon Rollins, MTAS Consulting Program Manager contacted Tennessee chapter of American Public Works Association and relayed the message that Franklin was looking for wheeled knuckleboom loaders to help with trash and debris cleanup after the flood. John Calvert, TCAPWA, got the word out to members right away. At the time of our newsletter publication, there were responses from four cities to assist Franklin and Millington; Knoxville, Sevierville, Bartlett and Germantown.

Tennessee public works departments respond...

Knoxville sent two knuckleboom loaders for Franklin to use for five days and was willing to send more. Sevierville sent a loader with an operator and stated that they were willing to help other cities after Franklin got back on its feet.

In west Tennessee, Bartlett sent two knuckleboom loaders, brush truck, equipment operators, and grounds employees to Millington. Additionally, Bartlett also sent an animal control truck and officer to assist in that department. Shelby County Roads & Bridges Department, Germantown and Memphis provided assistance to Millington with their debris clean-up.

It is certain that there will be more "volunteering" between public works department to help each other as cities in middle and west Tennessee deal with the effects of this devastating flood. And to that MTAS says, "go Volunteers!"

Alliance for Innovation Launches New "Knowledge Network"

Free Webinar Training

June 8	1:00–2:00 p.m. EDT
June 24	1:00–2:00 p.m. EDT
July 7	1:00–2:00 p.m. EDT
July 23	1:00–2:00 p.m. EDT

The Alliance for Innovation, has redesigned their website to provide enhanced services to members. An important component of the website redesign is the "Knowledge Network." The "Knowledge Network" is the result of a collaboration between the Alliance, ICMA and the School of Public Affairs at the University of Arizona. The new network uses Web 2.0 tools to provide access to resources and the ability for members to request and share information with each other.

The Alliance is providing free webinars to make sure that members can take advantage of all the tools available through the "Knowledge Network."

Click here for more information.

Tennessee Renewable Energy and Economic Development Council

Middle Tennessee Meeting
June 8, 2010

The June 8 workshop of the TREEDC will be held at The Factory in Franklin, Tennessee. Topics will include solar and renewable energy best practices of local governments in Tennessee, alternative energy production and the 2011 legislative platform of TREEDC.

Please RSVP to warren.nevad@tennessee.edu and mail the registration fee of $25 (includes refreshments and lunch) to the City of Pikeville, P.O. Box 225, Pikeville, Tenn., 37367 by June 1, 2010. Seating is limited.

Please check the MTAS Web site for meeting agenda.

Mark Your Calendar!

Eagle's Landing, Sevierville, TN
Wednesday, June 9, 2010

IPS' annual golf tournament benefits the Muscatello/ Rodgers Local Government Internship Endowment at the University of Tennessee. The endowment supports scholarships for students who are studying public administration, finance, communications, engineering or other related fields, and are interested in pursuing a career in local government. Scholarship recipients work in summer internships with the Municipal Technical Advisory Service (MTAS) and the County Technical Assistance Service (CTAS), agencies of the Institute for Public Service.

The endowment memorializes Paula Muscatello's commitments to education, and to loving and supporting her family. The scholarship also honors the memory of Bill Rodgers, a long-time employee of CTAS whose dedication to improving local government was an inspiration to many.

For information on registering a team or sponsoring the tournament, please contact Paul Bowman, Development Director, Institute for Public Service, at paul.bowman@tennessee.edu or 865-974-6587.

Additions to the MTAS Library

Public Libraries: At the Core of Our Communities
Tennessee Town & City, April 26, 2010, page 8.
By Victoria South, Tennessee Municipal League

Social Media: Local Governments Embrace Potent Communications Tool (various articles)
Virginia Town & City, March 2010, pages 8–19.

Click here to read the complete list of new additions.

Retail Economic Development: MTAS Pre-Conference Session at TML Annual Conference

June 12, 2010 | 1–5 p.m. | Gatlinburg Convention Center

This is an MTAS Elected Officials Academy event open to all interested conference attendees.

In today's competitive world to attract retail development, it is important that each city knows how to compete. This course focuses on the "basics" of how to attract retail business to your city. It will provide numerous tips on how to maneuver in the world of retail development and to be competitive. To assist cities in preparing themselves for economic development, it also introduces a detailed economic assessment tool and provides assistance in its completion and use. This class will provide the participants information that will have immediate and long term benefits.

There is a $50 registration fee for materials and refreshments.

Registration form available on the MTAS Web site at: http://www.mtas.tennessee.edu/Training/EOA/tml_preconf_2010.pdf

"Growing Prosperous Hometowns During Tough Economic Times"

Tennessee Municipal League 71st Annual Conference

June 13–15, 2010 | Gatlinburg Convention Center

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Conference topics include economic development, leadership and communications, finance and government, human resources, and personnel.

Registration, housing, and conference workshop schedule information can be found at the TML Web site.

TML has produced two videos about the conference. View the videos here.

City of Crossville Second Annual Sustainability Fair for Fifth Graders

Warren Nevad, MTAS Municipal Management Consultant

Emily DeVillers with East Tennessee Clean Fuels Coalition demonstrates the various alternative fuels available to citizens.

In a follow-up to last year's successful event, Crossville and Mayor J.H. Graham III held its second annual Sustainability Fair for Cumberland County students on April 29. The event was established in 2007 by Graham as part of the city's energy efficiency initiative. The fair is designed to educate fifth graders on the development of sustainable, green energy sources. Over 400 Cumberland County students attended the fair this year.

Presenting Crossville Mayor and TREEDC Secretary Graham with a commemorative screen shot of TREEDC Facebook page.

An annual sponsor of the fair, the Tennessee Renewable Energy and Economic Development Council (TREEDC) presented a framed copy of their new Facebook page to Graham who also serves as secretary of TREEDC.

The fair featured exhibits and demonstrations on the latest green technologies, designed to make households and businesses more energy efficient, produce a smaller carbon footprint, and save money. Topics featured at the fair included:

- Home: geothermal energy, photovoltaic solar energy, energy star appliances, efficient wood stoves, rain barrel technology, water efficiency, recycling, daylighting, LED lighting and energy efficient buildings.
- Environment: wind turbines, carbon footprints, composting, ozone natural areas, benefits of trees, tree products, wildlife, water conservation, erosion, and sediment control.
- Transportation: biodiesel, bicycles, UCarts, hybrid

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MTAS Web Site Provides Critical Resources on Flood Assistance and Health Care

One of the ways MTAS provides cities with current information on critical issues is by posting relevant resources on the MTAS Web site. In May 2010, we posted two new pages of information for cities:

Health Care Corner

http://www.mtas.tennessee.edu/public/web.nsf/Web/Health_care?Opendocument#

Tennessee Flood Recovery Resources
http://www.mtas.tennessee.edu/public/web.nsf/Web/Tennessee_Flood?Opendocument#

(Continued from page 3)

vehicles, and scooters.

Additional vendors at the Sustainability Fair included: Volunteer Energy Cooperative, Middle Tennessee Natural Gas, Home Builder Association, Lightwave Solar Electric, Roane State Community College, Biodiesel Logic, Inc., Master Gardeners, Farmers Market, UT Extension, TWRA, Tennessee Forestry Dision, Crossville Tree Board, UT Experiment Station, and Veolia Wastewater Services.

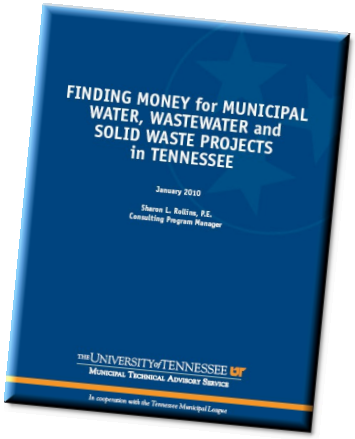
Mayor Graham and his little "Green Army" in Crossville.

Finding Money for Municipal Water, Wastewater, and Solid Waste Projects in Tennessee (2010)

Sharon Rollins, MTAS Consulting Program Manager

Find out about the financing programs available for your city's capital improvement projects.

Do you know the contact agencies, the advantages and disadvantages of the various programs, the terms? Do you know how to apply for funding? If not, this publication is for you. It is an overview of various financing programs available to Tennessee's local governments for water, wastewater, solid waste, and other project needs.



This publication provides information on programs offered by:

- USDA Rural Development
- Tennessee Department of Economic and Community Development
- Tennessee Department of Environment and Conservation
- Tennessee Comptroller of the Treasury
- Tennessee Municipal Bond Fund
- Economic Development Administration
- Federal Emergency Management Agency, and
- Tennessee Valley Authority

To download or read this publication, click here.

Other MTAS publications may be found on the MTAS Web site at http:///www.mtas.tennessee.edu.

Look for the "Read MTAS publications" link on the left side of your screen for a complete listing of all current publications.

Innovation Corner

East Ridge Kicks Off Biodiesel Program for City

Warren Nevad, MTAS Municipal Management Consultant

East Ridge recently launched their new biodiesel program on May 4, 2010. East Ridge is among the first cities in Tennessee to utilize a self-produced biodiesel blend to fuel their city operations fleet. MTAS and TREEDC provided technical assistance for this green project. Citizens of East Ridge, residents of neighboring communities, and area businesses participate in the free program by recycling their used cooking oil. Participants may use any closed, sealed container or one of East Ridge's designated collection containers to collect their used cooking oil.

Biodiesel is made by recycling used cooking oil. It is a clean-burning, renewable fuel additive that is used as a substitute for conventional diesel fuel. Acceptable oil for East Ridge's biodiesel program includes plant-based cooking oil such as: canola, vegetable, olive, peanut, soybean, sunflower, or corn oil. Additionally the city will also accept palm oil, pumpkin seed oil, safflower oil, grape seed oil, sesame oil, and rice bran oil. As a general rule, if the oil remains mostly liquid when cooled it can be recycled into biodiesel. By switching to a biodiesel blend, East Ridge will reduce its operating costs for essential services such as garbage collection, mowing, roadway maintenance, fire/rescue, and street sweeping.

For more information about East Ridge's biodiesel program, please visit http://www.eastridgetn.org or contact Kevin Verro, East Ridge biodiesel coordinator, at kverro@eastridgetn.org or 423-899-4552.

biodiesel
CITY OF EAST RIDGE

Law Enforcement Management and Administration Course

June 14–18, 2010
UT West Tennessee Research and Education Center

This course is presented the Tennessee Law Enforcement Academy (TLETA) and MTAS. The Law Enforcement Management and Administration class will provide police managers with the tools to effectively manage the various legal and administrative mandates of the state and federal governments. The course is designed to provide chiefs and command officers with the knowledge and ability to deal with administrative duties in an effective and proactive manner. This class should be considered a must for newly appointed chiefs and command staff officers.

This is a 32-hour school. The school will start at 1:00 p.m. on Monday, June 14, 2010 and will conclude Friday, June 18, 2010 at noon with graduation.

For more information contact Linda Spears (TLETA) at linda.spears@tn.gov or 615-741-4448.

MTAS Recognizes Livingston for Elected Officials Academy Accomplishments

Left to right: Nevad, Aldermember Lynn King, Mayor Curtis Hayes

Livingston Aldermember Lynn King was recognized by MTAS Municipal Management Consultant Warren Nevad for his assistance in organizing the first ever Elected Officials Academy (EOA) Level 2 program in the Upper Cumberland region in fall 2009. King was also recognized for his dedication to the EOA program at the May 3, 2010 Livingston mayor and board of aldermen meeting. King is a graduate of MTAS EOA Levels 1, 2 and 3. Also pictured is Mayor Curtis Hayes who is a valuable participant in many of the MTAS training programs.

MTAS Legislative Update

Josh Jones, MTAS Legal Consultant

Partial payment of property taxes authorized.

Counties have long had the statutory authority to accept partial or installment payments of property taxes. Earlier this session, the General Assembly awarded that same authority to municipalities. Public Chapter No. 660 allows cities to pass an ordinance adopting a plan to accept partial or installment payments for property taxes. These adopted plans must also be filed with the state comptroller.

Recognizing that some cities are already engaged in this practice, the new legislation exempts cities who had adopted such a plan by the effective date, March 29, 2010, from filing their plan with the comptroller. If a tax payer opts to make a partial payment but fails to pay the entire tax due amount by the prescribed due date, the entire property is subject to a tax lien despite any partial payment.

As the General Assembly winds to a close this session, MTAS will continue to update cities on legislative activity. Keep an eye out for updates in future newsletters as well as our comprehensive publication, *Summaries of Public Acts*, which will be available after the close of the legislative session.

Government Health Roundtable Free Workshop

June 24, 2010
Steele Creek Park Lodge

The Government Health Roundtable (GHR) is a collaboration of government entities pursuing better management of health and health-related benefits within their organizations. GHR provides a great opportunity to network and learn about ways to improve the health plan performance of your governmental entity. Those in your organization responsible for leading or managing your health or wellness plan should attend.

For more information, visit the MTAS Web site at http://www.mtas.tennessee.edu.

Middle East Tennessee City Recorders Meeting

Margaret Norris, MTAS Municipal Management Consultant

Seated from left to right are: Elizabeth White, City Recorder of Blaine; Patsy McElhaney, Mayor of Blaine; and Joe Taylor, City Recorder of Norris. Seated are John Rice Irwin and Dave Jones.

On April 28, 2010, the city recorders of the middle east Tennessee area met for their quarterly lunch networking and educational session. This quarter the group took a field trip to the Museum of Appalachia near Norris.

While at the museum, they met John Rice Irwin, founder of the museum, and Dave Jones, East Tennessee Regional Manager with the Tennessee Department of Tourist Development. They learned about the impact of tourism on communities and how interrelated each of their communities are to Appalachian culture and the museum. A fun and educational time was had by all.

Jennifer Ward, MTAS Post-graduate MPA Intern Named Columbia Assistant City Manager

Jennifer Ward, MTAS Post-graduate MPA intern, has accepted an assistant city manager position in Columbia. Ward participated in the two-year internship program where she had the opportunity to work in Murfreesboro, Brentwood, White House and Columbia.

Describing her experience Ward says, "I cannot say enough great things about how beneficial this program has been for me personally and professionally."

We wish Jennifer all the best in her new position!

If your city is interested in hosting an intern, please contact MTAS Municipal Management Consultants Ron Darden (Middle Tennessee) at ron.darden@tennessee.edu or 615-532-4942 and Margaret Norris (East Tennessee) at margaret.norris@tennessee.edu or 865-974-9063.

Drought Management Plan to be Required by Tennessee Department of Environment and Conservation

TDEC Division of Water Supply will notify 118 Community Water Systems that they must produce a Drought Management Plan by October 1, 2010. These 118 systems had problems with water supply during the 2007/08 drought. There are 317 additional Community Water Systems which will be required to produce their own Drought Management Plan at a future date. At the time this notice was written, that date has not been set.

TDEC has proved a guidance document on their Web site at http://www.state.tn.us/environment/.

On the MTAS Web site (http://www.mtas.tennessee.edu) click on "Find useful links" then choose "Water." On the "Water" page you will find links to the TDEC materials as well as other drought management resources.

TDEC is in the process of obtaining a statewide license for a hydrologic modeling software package applicable to rivers, streams, reservoirs and lakes. This software will be available to users via Tennessee Technological University's servers. TTU will maintain the software and be able to train and assist in the modeling process.

Water systems are encouraged to contact their local TDEC field office for assistance on completing the plan.

MTAS Masters in Public Administration Intern Successes

We are proud of our students from the MTAS Masters in Public Administration intern program.

Chris Shults and **Tamika Pollard** have completed the requirements for the Masters in Public Administration at the University of Tennessee Knoxville.

Congratulations Chris and Tamika!

For more information on the MTAS Intern program, contact Melanie Purcell, MTAS Assistant Director at melanie.purcell@tennessee.edu or 865-974-9829.

New Stormwater Permit Workshop July 2010

MTAS, in cooperation with TDEC, EPA, and the Tennessee Stormwater Association (TNSA), will be presenting statewide workshops in July 2010 for all cities and counties that have been designated under the NPDES Stormwater Program in Tennessee.

The workshop addresses the re-issue of National Pollutant Discharge Elimination System (NPDES) Phase II Permit for MS4's (Municipal Separate Storm Sewer Systems). The permit will be re-issued in June 2010 and local governments will have 120 days to complete their permit application or NOI (Notice of Intent).

This permit is a **MANDATE** from EPA and TDEC.

PENALTIES for noncompliance with the regulations could be $10,000 per day, per violation in civil penalties. A TDEC Director's Order for noncompliance could also result in spot fines of $1,000 or $2,000 and an order to complete stormwater permit program.

This workshop will provide information on the preliminary program requirements for the new Phase II Municipal NPDES Permit for Stormwater Management and enable you to prepare an action plan for submitting your permit application.

Robert Karesh, TDEC, who will be approving Phase II Permit Applications for the State of Tennessee, will be one of the workshop lecturers and facilitators. Additionally, portions of the workshop will be conducted by EPA Region IV representatives.

Tentative schedule:

July 13	Lakeland
July 14	Nashville
July 21	Knoxville
July 22	Collegedale

Class locations still to be determined. Watch the MTAS Web site and your e-mail inbox for more information!

MTAS Classes in June 2010

Municipal Management Academy Open Enrollment

Municipal Management Overview (MMA01)

Communication Skills and Behavioral Styles (MMA02)

Goodlettsville	June 2
Mt. Juliet	June 3
Lakeland	June 10
Jackson	June 11

Planning and Organizing (MMA03)

Performance Management: Positive Discipline (MMA04)

Collegedale	June 22
Knoxville	June 23
Johnson City	June 24

Certified Municipal Finance Officer Program

Cash Management (Chapter 6 Part 1)

Athens	June 1
Jackson I	June 2
McMinnville	June 2
Morristown	June 8
White House	June 9
Jackson II	June 9

For more information on these and all MTAS classes, visit our Web site at http://www.mtas.tennessee.edu.

Calendar of Events

June 8
Tennessee Renewable Energy and Economic Development Council (Franklin)

June 9
Rodgers-Muscatello Golf Tournament (Sevierville)

June 12
MTAS Pre-TML Conference Session: Retail Economic Development (Gatlinburg)

June 12–14
Tennessee Municipal League Annual Conference (Gatlinburg)

June 14–18
Law Enforcement Management and Administration Course (Jackson)

June 24
Government Health Roundtable Workshop (Bristol)

June 24–26
Southeastern Association of Fire Chiefs Annual Conference (Louisville, KY)

New MTAS Publications

Family Medical Leave Act (2010)

Bonnie Jones, MTAS Human Resource Consultant

The FMLA was passed in 1993, amended in 2008 to provide leave entitlements for military families, and updated in 2009 by the Department of Labor.

View publication

"Municipal E-News" is provided by the University of Tennessee Municipal Technical Advisory Service in an effort to meet the challenge of providing timely, valuable information and assistance to Tennessee cities to build better communities.

If you have any questions or comments related to this newsletter please contact Frances Adams-O'Brien at frances.adams-obrien@tennessee.edu.

Don Darden, MTAS Municipal Management Consultant Retires June 30, 2010

Susan Robertson, IPS Information Specialist

After 14 years with the UT Municipal Technical Advisory Service (MTAS) and a total of 41 in the field of public service, Don Darden is retiring at the end of June.

Darden joined MTAS in March of 1996 after a lengthy career in city management and economic development. He has served as a city manager/administrator in Jefferson City and LaFollette, the Coffee County executive, executive director of the South Central Tennessee Development District and as executive director of the Tullahoma Industrial Board. He also serves as a member of the UT Institute for Public Service (IPS) Economic Development Council and has conducted extensive research on economic development issues and problems in Tennessee cities. Darden teaches economic development, structures of city government, charters, codes, open meetings and open records in the MTAS Elected Officials Academy, and he has developed and delivered training on reducing health insurance costs in the MTAS Municipal Management Academy.

Darden began his lengthy career in public service after receiving his bachelor's degree in political science from Middle Tennessee State University (MTSU). He received his master's in public administration from the University of Tennessee. He also is a graduate of the Economic Development Institute at the University of Oklahoma.

During his tenure at MTAS, Darden served as a municipal management consultant advising cities on issues and problems including charter revisions, personnel policies and procedures, police policies and procedures, utilities, safety, budgets and purchasing.

Darden was honored in 2008 with the Robert S. Hutchison Outstanding Public Service Professional Award at the IPS Annual Conference, and he has received a number of other awards and commendations during his career.

During his retirement, Darden said he plans to do more trout fishing, travel and that he's already doubled the size of his garden.

Darden and his wife Dianna reside in Tullahoma and have five grown children. Greg, a graduate of the University of Tennessee, is an Army officer currently stationed at Ft. Bliss, Texas; Jack is a computer programmer in Franklin; Emily is employed by Tennessee Retina Associates; David, a graduate of MTSU, is stationed with the 160th Special Operations Regiment at Ft. Campbell, Ky.; and Steven, a professional singer,

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is a graduate of Belmont University where he majored in vocal commercial music.

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"Don's contributions to MTAS have been immense, especially in the area of economic development. He worked to enhance the skills and knowledge he brought to MTAS and did an excellent job of transferring that knowledge to MTAS's customers. He has been a cornerstone of the IPS Economic Development Council. The cities he served over the years are going to miss him and so will I. It has been my honor to work with Don and call him a colleague. I wish him the best of everything in retirement."

Mike Tallent, IPS Assistant Vice President and Former MTAS Executive Director

"Don has made numerous contributions to IPS and MTAS during his time here. He shared a wealth of knowledge, specifically in the area of economic development, with cities throughout Middle Tennessee. I'd like to thank Don for his years of service at MTAS and wish him nothing but the best in his retirement."

Dr. Mary Jinks, Vice President of Public Service

"Hopefully, when someone hears the term "MTAS consultant", he/she thinks – knowledgeable, experienced, professional, team-player, dependable, goes above the call of duty. Don Darden exemplifies all these traits. He goes about his work with little fanfare, but makes a big impact on his customers and colleagues. When Don retires at the end of June, 2010, MTAS will lose a valuable consultant. We will miss him!"

Sharon Rollins, Consulting Program Manager, MTAS

"The Darden Boys"