



City Spotlight: Rutledge

Rutledge was the seventh city incorporated in Tennessee and is the county seat of Grainger County.

Date of Incorporation:
1797

Population:
1,187

County:
Grainger

Grand Division:
East

MTAS Municipal Management Consultant:
Margaret Norris
margaret.norris@tennessee.edu

University of Tennessee
Municipal Technical Advisory Service
600 Henley Street, Suite 120
Knoxville, Tennessee 37996-4105
Phone 865-974-0411
Fax 865-974-0423
<http://www.mtas.tennessee.edu>

New Residential and Energy Conservation Codes are Coming Soon! Local Government Input is Needed

Gary West, MTAS Fire Management Consultant

The Tennessee Department of Commerce and Insurance is gearing up to comply with the new law requiring the state to adopt the International Residential Code (IRC) and the International Energy Conservation Code (IECC). The State Fire Marshal's Office currently is drafting a proposed set of rules and regulations that will apply codes to newly constructed one- and two-family residential property and provide for statewide enforcement. The State Fire Marshal's Office is holding public hearings to discuss recommendations for code adoption. These hearings are part of the formal rulemaking process and will occur in October; however the law does not take effect until July 1, 2010. This gives local governments and other interested parties the opportunity to participate in the decision of which code is adopted prior to any determination of what, if any, action local governments need to take.

The Department of Economic and Community Development (ECD) is administering a \$500,000 appropriation from the General Assembly that was budgeted for start-up costs associated with this new legislation. The \$500,000 will be used to aid state and local governments in training, purchasing code books, and supporting cities that do not exercise the opt-out provision of the new law. Also, Governor Bredesen announced a \$9.3 million energy initiative incentive that will be available for small- and mid-sized cities in grants of up to \$100,000, with a preference for local governments planning to enforce or have the state enforce one- and two-family residential codes.

Again, with financial assistance available and since the state codes have yet to be adopted, it is prudent for cities to participate in the code hearings, learn about how this affects cities, and wait to consider any opt-out resolutions until all information is available.

Please attend one of the following public hearings in your area.

(Continued on page 2)

(New Codes continued from page 1)

Public Hearing Dates and Locations

October 8 Knoxville 1 p.m.

UT Conference Center, 600 Henley Street,
4th Floor Dining Room, Knoxville

October 9 Chattanooga 9 a.m.

Chattanooga Marriott at the Convention Center,
Two Carter Plaza, Ballroom HIJ, Chattanooga

October 13 Jackson 1 p.m.

UT West Tennessee Agricultural Center,
605 Airways Blvd., Room 150, Jackson, Tennessee

October 15 Nashville 1 p.m.

Davy Crockett Building, 500 James Robertson Parkway,
Room 160, Nashville, Tennessee

Click here to see the [Notice of Public Hearing](#)

For more information contact MTAS Fire Management
Consultants Gary West at gary.west@tennessee.edu or
Ray Crouch at ray.crouch@tennessee.edu.

Celebrate MTAS' 60th Anniversary!

We want to invite you, our valued
customer, to an MTAS 60th
Anniversary Open House to thank you
for your continued support and
encouragement.



Knoxville MTAS Office

October 2 2-4 p.m. (EDT)
120 Conference Center Building

TML Nashville Office

October 9 2-4 p.m. (CDT)
226 Capitol Blvd., First Floor Conference Room

Jackson MTAS Office

October 14 1-3 p.m. (CDT)
UT West Tennessee Research and Education Center,
605 Airways Blvd.

Please contact MTAS Assistant Director Melanie Purcell
at melanie.purcell@tennessee.edu or 865-974-9829 for
more information.

MTAS Staff Highlight

**Meet Margaret Norris,
MTAS Municipal
Management Consultant**



Margaret Norris is an MTAS Municipal Management
Consultant for cities in southeast Tennessee. She has been
with MTAS for eight years, having spent the first five
years working from the Nashville MTAS office before
transferring to the Knoxville office.

Prior to joining MTAS in 2001, Norris once worked for
the agency as a graduate intern. Her other experience
includes work in Chattanooga, Tennessee; Kansas City,
Missouri; South Pittsburg, Tennessee; and Lumberton,
North Carolina. Titles she has held include records
manager, post graduate intern, finance director and
city manager.

Norris graduated magna cum laude from the University of
Tennessee, Knoxville, with dual degrees in psychology
and Spanish and earned a master of public administration
from University of Tennessee at Chattanooga. She served
as the Executive Director of the Tennessee City
Management Association from 2004 to 2008 and is a
member of Phi Beta Kappa.

Norris may be contacted at
margaret.norris@tennessee.edu or 865-974-9063.



Try it Out! Live Chat on MTAS Web site

We are now testing a live chat feature on our
Web site to give you one more way to contact
us. Please come to our Web site and give it
a try!

Click here to go to the chat page:

[http://www.mtas.tennessee.edu/public/
web.nsf/Web/Ask+Librarian](http://www.mtas.tennessee.edu/public/web.nsf/Web/Ask+Librarian)

Human Resources Tips

Creating a multidimensional talent strategy to avert brain drain and other future disasters

Frank Benest. ICMA IQ Report. 2009, 41(5).

According to Frank Benest, most local governments create 10-year capital plans for the physical needs of their communities, yet they often neglect to create a comprehensive long-term human capital plan. With the retirement of baby boomers and their replacement by Gen Xers, the shrinking talent pool becomes more evident. Benest proposes that crafting a talent strategy is necessary to ensure knowledge transfer.

Benest identifies five key steps in developing the talent pool (p. 9):

- ◆ Identify key talent. Management must identify specific high-potential employees who have the skills and aptitudes need to advance over time.
- ◆ Assess readiness. Management evaluates emerging leaders who are ready to take on new roles now, in one to three years, or in three to five years.
- ◆ Offer an array of development opportunities. Management offers special assignments, interim management, and project leadership, in addition to training workshops, certificate programs, and professional development opportunities.
- ◆ Create development plans. Management creates plans for individuals focusing on their targeted areas of development, such as leadership or people skills, community engagement skills, budgeting, or public speaking skills.
- ◆ Measure progress. Management meets three or four times a year to identify additional high-potential employees, assess readiness, and measure progress toward their development goals.

Benest also differentiates between “A, B, and C players” (p. 9) and offers a strategy for challenging each level of players in the organization.

Contact Becky Smeltzer, Technical Services Librarian at becky.smeltzer@tennessee.edu or 865-974-9841 to read more of Benest’s article.

New Minimum Wage in Effect July 24, 2009: Employees Must be Notified

Effective July 24, 2009, the minimum wage in Tennessee is \$7.25 per hour. Tennessee employers are required to update their federal minimum wage and hour notice postings. These minimum wage postings must be placarded in a conspicuous place to notify Tennessee employees about the FLSA minimum wage and overtime rules.

For more information on the Minimum Wage Act of 2007 visit www.dol.gov.

Free HealthCare Guides Available!

Help your employees stay engaged in the quality of their health care with the new 2009 HealthCare consumer guides. These guides are produced and provided through the HealthCare 21 Business Coalition.

- ◆ “Do You Gamble with Your Health? Learn More About Your Health Risks” (2009, available in print and electronic versions) [Click here](#).
- ◆ “Good Healthcare is in Your Hands: Tennessee Consumer Guide on Hospital Care” (2006-07, available only electronically) [Click here](#).

If you would like to provide these guides to your workforce contact Bonnie Curran, MTAS Human Resources Consultant, at bonnie.curran@tennessee.edu.

Thank you to HealthCare 21 and the Leapfrog Group for these materials.

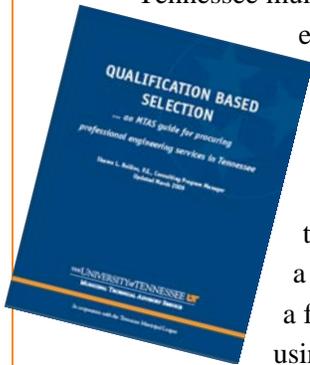
Does Your Health Plan Have 50 or More Employees?

If so, you could consider self-funding your dental benefit plan. Dental benefits are predictable and most participants average only 1.5 claims per year per. With annual maximums of \$1,000 to \$1,500 per person per year there is relatively little risk associated with self-funding your plan. For more information contact Bonnie Curran at bonnie.curran@tennessee.edu.

Qualification Based Selection: An MTAS Guide to Procuring Professional Engineering Services in Tennessee (2009)

Sharon Rollins, MTAS Consulting Program Manager

The MTAS Qualification Based Selection (QBS) guide



is presents a simple, step-by-step procedure to help Tennessee municipal officials procure engineering, architectural, land surveying and other professional services. QBS is an equitable, rational, objective process that enables the city to obtain the services of a highly qualified professional at a fair and reasonable cost. By using the QBS process, a city chooses to base consultant selection on qualifications.

When initiating a project, all owners—whether municipalities, private companies, or institutions—and the design professionals with whom they contract seek the same results: a completed project that meets the owner’s short-term and long-term needs, is completed on schedule and stays within budget.

The QBS publication discusses nine essential steps and provides sample documents and forms for procuring professional services.

- Step 1: Define the Project
- Step 2: Form the Selection Committee and Define Tasks
- Step 3: Solicit Statements of Qualification
- Step 4: Evaluate Statements of Qualification
- Step 5: Notify Firms of Results and Conduct Site Visits
- Step 6: Interview Short-listed Firms
- Step 7: Rank the Firms
- Step 8: Negotiate the Contract
- Step 9: Manage the Contract

For more information on this process, please contact Sharon Rollins at sharon.rollins@tennessee.edu or 865-974-0416.

New MTAS Publications

Qualification Based Selection: An MTAS Guide to Procuring Professional Engineering Services in Tennessee (2009)

Sharon Rollins, MTAS Consulting Program Manager

For more information on this publication, see the article at the left. [Click here to read or download.](#)

Interviewing and the Law

Richard Stokes, MTAS Human Resources Consultant

Consult this publication for discussions of pre-employment selection practices and how to avoid inappropriate and unlawful inquiries during pre-employment interviews. [Click here to read or download.](#)

Latest Additions to the MTAS Library September 2009

[Click here](#) to read or download the list of materials added to the MTAS Library in September 2009.

If you would like to obtain any of the print or audiovisual materials on this list, please contact Becky Smeltzer, MTAS Technical Services Librarian, at becky.smeltzer@tennessee.edu or 865-974-9841.

MTAS Salary Survey

Time in Tennessee



It’s time again to enter current salary data into the MTAS Online Salary Survey database. This information is used by local government officials across the state to compare their employee salaries with other cities in their employment market.

Positions responsible for human resources in your city will be provided a password to the survey. The survey opened on September 28, 2009 and will close on November 13, 2009. Help us build the most comprehensive salary database of local government officials in the country.

For technical questions, please contact Justin O’Hara, IT Consultant at justin.ohara@tennessee.edu.

Compressed Workweeks Gaining Popularity in the Public Sector

Bonnie Curran, MTAS Human Resources Consultant

TGIT ...“Thank Goodness It’s Thursday” is a new phrase that is garnering attention for being a sensible solution for many public entities looking for energy savings, increased employee productivity, and a reduction in traffic while providing a budget boost.

Five years ago, you would have been hard pressed to find public sector employers veering into the realm of compressed workweeks. Today, however, it is a novel strategy considered by many public agencies as a way to attract and retain employees, save resources, reduce absenteeism, increase morale, and better control operating expenses. At a time when cities are looking for ways to innovate, the four-day workweek seems to be catching on as more and more employees welcome the phrase “TGIT.”

Where does our five-day workweek come from? The Fair Labor Standards Act, passed in 1938, standardized what we now know as a routine workweek: five days, eight hours per day. For most Americans this was largely a relief, after all it was not uncommon for many Americans to work six days a week and more than 10 hours a day. Now, more and more public entities are re-evaluating the standard workweek and redefining it to better fit the needs of employees, residents, and the budget.

Perhaps the largest public employer to adopt a condensed work schedule is the state of Utah. In 2008, Utah instituted a mandatory four-day workweek for most of its 17,000 state employees. The state made this change with the goals of increasing energy efficiency, saving money, improving customer service, and offering state employees more work- life balance. While most compressed workweek programs are voluntary for departments, Utah was the first state to mandate the four-day work schedule. The new schedule places employees on 10 hour days Monday

through Thursday, except for police officers, prison guards, court staff and public university employees.

One of Utah’s specific goals was to reduce energy use by 20 percent by 2015, and this change is expected to save the state millions in energy costs. As of May 2009, the state had saved \$1.8 million. The Utah state government

released a report in February projecting a drop of at least 6,000 metric tons of carbon dioxide emissions from Friday building shut downs.

How have the taxpayers adjusted to this concept? One thing that has helped is the introduction of Web- and phone-based user services. The prevalence of new technology allows citizens better access to information and services without the need for live employee contact. It now is possible for customers to renew their licenses, pay taxes, and get other information with the click of a mouse or by dialing a phone number.

Rex Facer, a professor at Brigham Young University, has studied the four-day work week extensively relative to public sectors. Facer’s study, which began in 2004, showed that 60 percent of employees reported higher productivity with a four-day workweek. The same percentage of residents reported improved access to services. Facer says that employee morale seems to be a strong benefit as employees on the alternative work schedule were happier with their job, compensation and benefits

and were less likely to seek work elsewhere. The full study can be found in the Institute of Public Management’s June 2009 issue of *Review of Public Personnel Administration*.

If this is something you are considering, we would like to hear from you. Contact Bonnie Curran, MTAS Human Resources Consultant, at bonnie.curran@tennessee.edu for more information.

Local Governments That are Part Of This Trend

Wayne County, NC

Marion County, FL

Oconee County, SC

Walworth County, WI

Will County, IL

Oakland County, MI

Miami-Dade County, FL

Suffolk County, NY

Coconut Creek, FL

Birmingham, AL

Avondale, AZ

Melbourne Beach, Florida, and El Paso, Texas, also are experimenting with the concept.

In August 2009, the same day oil hit a record high of \$147 per barrel, the state of Mississippi announced the consideration of a four-day work week.

From the Attorney General ...

Josh Jones, MTAS Legal Consultant

Solemnizing Marriages in Tennessee

A former municipal mayor is not authorized to solemnize marriages in Tennessee.

(Opinion No. 09-123)

Only ABC Can Limit Number of Wholesale Liquor Licenses

Neither counties nor municipalities may limit by ordinance the number of liquor wholesaler licenses issued within their jurisdiction. This authority rests solely with the Alcoholic Beverage Commission.

(Opinion No. 09-130)

Scanning License Plates by Law Enforcement

Law enforcement agencies have no authority to electronically scan motor vehicle license plates to determine compliance with the state's financial responsibility law. *(Opinion No. 09-135)*

Validity of Zoning Ordinance and Amendments

No specific statute of limitations applies to declaratory judgment actions challenging the validity of zoning ordinances and amendments. *(Opinion No. 09-136)*

Periodicals that Do Not Qualify as "Newspapers" Under Tennessee Law

The Rutherford County Reader does not qualify as a "newspaper" or "newspaper of general circulation" under Tennessee law. *(Opinion No. 09-137)*

The Monroe County Buzz does qualify as a "newspaper" and a "newspaper of general circulation" under Tennessee law. *(Opinion No. 09-138)*

The Millington Star does not qualify as a "newspaper" or "newspaper of general circulation" under Tennessee law. *(Opinion No. 09-145)*

Tennessee Attorney General opinions can be found on the Web at <http://www.tn.gov/attorneygeneral/opyear.htm>.

MTAS Training Classes

Municipal Administration Program

October 2009 | Workplace Harassment and Violence

This interactive session will cover the implications of both workplace harassment and violence in the workplace. It will explore the legal implications of harassment and violence in the workplace as well as the consequences of retaliation by employers when employees exercise their rights under the law. Additionally, the session will help cities identify ways to minimizing risk by increasing safety in the workplace. Register

October 7	Lakeland
October 8	Jackson
October 15	Johnson City
October 22	Knoxville
October 23	Collegedale
October 29	Franklin

November 2009 | Business Tax

Administering and collecting of the local business tax can be difficult. There are different classes of businesses, each with different due dates and tax rates, a variety of exceptions and tax credits allowed, state reporting requirements, and various other procedures that can be quite confusing. This class addresses these problems and the updates passed this year. This course is designed for all municipal employees who handle finance and the implementation and collection of business tax. Register

November 4	Collegedale
November 5	Johnson City
November 6	Knoxville
November 12	Franklin
November 18	Lakeland
November 19	Jackson

Certified Municipal Financial Officer

November 2009 | Financial Reporting I

November 3	Spring Hill
November 11	McMinnville
November 18	White House
November 10	Athens
November 18	Morristown
November 10	Jackson 1
November 16	Jackson 2

Calendar of Events



October 2

MTAS Open House
MTAS Office (Knoxville)

October 3-4

Fire Chief Orientation Course
(Cookeville High School. See right column for details.)

October 9

MTAS Open House
TML First Floor Conference Room (Nashville)

October 7-9

Tennessee Government Finance Officers Association Fall Conference (Franklin)

October 14

MTAS Open House
UT West Research and Education Center (Jackson)

October 14-15

East Tennessee Purchasing Association Emergency Preparedness Conference (Knoxville)

October 14-16

Tennessee Fire Chiefs Association Fall Conference (Kingsport)

October 16

Tennessee Personnel Management Association Meeting (Maryville)

October 17-21

International Municipal Lawyers Association Annual Conference (Miami, Florida)

October 22-24

Tennessee Urban Forestry Conference (Nashville)

October 23-27

Tennessee American Public Works Association Annual Conference (Kingsport)

October 28-30

Tennessee City Managers Association Fall Conference (Chattanooga)

Fire Chief Orientation Course Helps Fulfill the 16 Hours of Training Required for All Fire Chiefs Appointed After July 1, 2006

This series provides the training required to meet the Assistant to the Commissioner training law passed in 2006. **All chief officers from recognized Tennessee fire departments hired or elected after July 1, 2006, must complete 16 hours of training.**

The series includes a variety of subjects, including legal issues, budgeting, human resources, safety, state requirements, TFIRS, and water utilities. This series of courses may be offered at the Tennessee Fire Service and Code Enforcement Academy or in local jurisdictions. The October 2009 course is:

October 3-4 Cookeville High School.

For a class schedule or to register online, visit the Tennessee Fire Service and Code Enforcement Academy Web site at <http://tn.gov/commerce/sfm/tfaca/AssistantCommissionerTrainingInfo.shtml>.

MTAS Staff Vacancies

MTAS has the following openings in our Knoxville office:

- IPS Consultant II. MTAS Legal Consultant
- IPS Consultant II. MTAS Training Consultant
- IPS Consultant III. MTAS Management Consultant

For complete descriptions of these positions, please visit the MTAS Web site at "[View job listings](#)" or call the Knoxville office at 865-974-0411.

"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.

... in cooperation with the Tennessee Municipal League