You may download these items from the MTAS Knowledgebase:

Camouflaging Telecommunications Towers. Three sample ordinances that provide information on camouflage requirements for towers and antennas. (More)

Gift and Gratuities Acceptance Policies. Jeff Broughton provided several examples of gift policies and acceptance of gratuities policies. (More)

Hotel-Motel Tax in Tennessee Cities. This document includes the responses of cities that responded to Lyndy Wibking’s request for information regarding the collection of a hotel-motel tax. It is not a comprehensive list of all Tennessee cities. Fifty-five cities responded that they do collect a hotel-motel tax, with an average reported tax rate of 4.5%; 112 cities responded that they do not collect this tax. (More)

Nomination for Filling the Vacancy on a City Council. Pat Hardy supplied a nomination form for filling a city council vacancy. (More)

Regulating the Minimum Size of a Residential Dwelling. Jeff Broughton was asked whether it is lawful to regulate the minimum size of a residential dwelling through zoning or subdivision regulation. (More)

Resolution to Enter into an Interlocal Agreement with the City of Lawrenceburg for the Joint and Cooperative Operation and Maintenance of a Public Library (1994). An example of a resolution that formalizes the agreement between a city and a county to operate and maintain a public library. (More)

RFP for Website Design and Maintenance. Jeff Broughton prepared a collection of sample RFPs for website design, development, hosting, and maintenance. (More)

Stormwater Program Funding in Selected Tennessee Cities. Lyndy Wibking surveyed 51 cities and counties about how they fund stormwater programs. (More)

Summary of 2015 Public Acts. Elisha Hodge compiled this training document that summarizes the year’s public acts having the most significant impact on municipal operations. (More)
You may request these items from the MTAS Library:

2014 Water and Wastewater Rate Survey. How does your rate structure compare with other utilities in your geographic region? How do your rates compare with similarly sized utilities? What are trends in utility rates? Find answers to these and other rate-related questions in AWWA’s comprehensive biennial survey of water and wastewater utility rates. (More)

The Associated Press Stylebook and Briefing on Media Law 2015. Fully revised and updated, this new edition contains more than 3,000 entries, including more than 200 new ones, detailing the AP’s rules on grammar, spelling, punctuation, capitalization, abbreviation, and word and numeral usage. (More)

ASTD Handbook: The Definitive Reference for Training & Development (2nd ed., 2014). The ASTD Handbook incorporates the new competencies of the profession, and updates and revises content with more than 15 new chapters covering technology and application changes of the last few years. Like the first edition, supplemental tools are included to support immediate application of the book’s valuable concepts. (More)

Black’s Law Dictionary (10th ed., 2014). The dictionary contains more than 50,000 terms and 16,000 new definitions and expanded bibliographic coverage. (More)

The City: A Dictionary of Quotable Thoughts on Cities and Urban Life (2nd ed., 2014). Three thousand quotations—epigrams, epithets, verses, proverbs, scriptural references, witticisms, lyrics, literary references, and historical observations—on urban life from antiquity until the present. These quotes are drawn from the written and spoken words of more than one thousand writers. (More)

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The Hodges’ Harbrace Handbook (18th ed., 2013). This grammar-first handbook provides comprehensive coverage of grammar, style, punctuation, mechanics, writing, and research—all presented in the context of rhetorical concerns, including the writer, reader, message, context, and purpose. (More)

Human Resource Management in Public Service: Paradoxes, Processes, and Problems (5th ed., 2016). Effective human resource management is a critical function in today’s public workplace, and the authors have written a book that helps readers develop key skills for success, while also reminding them of the complex puzzles and paradoxes of management in the public sector. (More)
Manual for Writers of Research Papers, Theses, and Dissertations (8th ed., 2008). Now in its eighth edition, Turabian’s manual has been fully updated to align with the sixteenth edition of The Chicago Manual of Style and to address the growing role of digital sources on academic research. With an appendix on paper format and submission that has been vetted by dissertation officials from across the country and a bibliography with the most up-to-date listing of critical resources available, this resource remains an essential resource for students and their teachers. (More)