Bristol City Attorney/Corporate Counsel Job Description. Pat Hardy and Jeff Broughton created an information profile for the position of city attorney/corporate counsel; includes a description and history of the city, plus the position profile and position advertisement. (More)

Drainage Work Notice. John Chlarson designed this drainage notice letter template, which may be used to notify property owners that maintenance activities will be conducted on a drainage way that crosses their property. (More)

Facility Naming Policies. Jeff Broughton provided some examples of facility naming policies. (More)

FMLA Forms Now Updated by DOL. John Grubbs notified cities about newly issued FMLA sample forms and provided links to the revised forms. (More)

ISO Ratings: Tennessee Fire Departments (June 2015). Lyndy Wibking contacted Tennessee fire departments to compile this list. This list is not a comprehensive list of all fire departments in the state of Tennessee. The information was provided by the cities/fire departments who responded to MTAS’s request for information. If you would like a sortable Excel sheet of this data or have any questions, please contact Frances Adams-O’Brien (frances.adams-obrien@tennessee.edu). (More)

Special Event Regulations and Forms. Jeff Broughton provided information on special events, plus, a few examples of policies, applications, permits, ordinances, and forms. (More)

Drought Management Plan. Tennessee. Dept. of Environment and Conservation. This plan is a 2010 update to a drought management plan released in 1987. Its purpose is to outline TDEC’s role during a drought, to facilitate planning, and to provide a framework for action and cooperation in water resources management among the many local, state, and federal agencies with drought-related responsibilities. (More)

Guidance for Developing Community Water System Drought Management Plans. The Tennessee Department of Environment and Conservation has developed a
guidance document to provide community water systems with the necessary elements of a drought management plan. This guide is designed to promote and increase preparedness so that a drought’s adverse impacts would be mitigated. (More)

**Internal Control and Compliance Manual for Tennessee Municipalities: Procedures.** This 2010 manual by the Comptroller of the Treasury, Division of Municipal Audit, sets forth guidance for establishing internal controls and identifies compliance issues related to state laws and regulations affecting municipalities. (More)

**Tennessee Property Tax Rates 2014.** The Comptroller of the Treasury, Division of Property Assessments, provides assessment information for each Tennessee city and county. (More)

*You may request these items from the MTAS Library:*

**Calculating Your Maximum Recycling Potential (1990).** According to the National League of Cities, calculating the MRP can help a community set priorities and provide a preliminary indication of how difficult and how expensive it will be to meet mandatory or voluntary recycling goals. (More)

**Contract of Landfill Management.** A contract between Union County and Transamerican Waste Industries for the management and operation of a landfill. (More)

**The Costs of the New Landfill Regulations (1992).** This article discusses the increase of landfill disposal costs from information based on a tipping fee survey conducted by Draper Aden Associates. (More)

**Flow Tests Reinforce Reliable Hydrant Service** [*Opflow*, Vol. 41, No. 6 (June 2015), 16-18.] Periodic flow testing will help ensure hydrants work correctly when they are needed. (More)

**Pass It On: What We Know, What We Want You to Know.** Chief Billy Goldfeder, a 40-year fire service veteran, solicited insights and pearls of wisdom from more than 80 firefighters, fire officers, and emergency responders. The stories that make up this collection share many perspectives of the emergency service experience and offer invaluable, often hard-won, lessons learned. (More)

**SmartBrief on Cybersecurity [electronic resource].** Expert editors from ICMA select the day’s top cybersecurity stories and summarize them with a link to the original, full-length article. Each newsletter summarizes 7-8 hand-picked articles to help you protect your business from cybersecurity risks. (More)

**Where Is Rocky Top?** (2004). These two articles, published by Williamson Community News and Leiper’s Fork Life, report a conversation Boudleaux Bryant had with former Kingfield moonshiner, Paul Howell, and suggest that the location of the Rocky Top of the song is in Kingfield, Tennessee. (More)