



- [A](#)
- [B](#)
- [C](#)
- [D](#)
- [E](#)
- [F](#)
- [G](#)
- [H](#)
- [I](#)
- [J](#)
- [K](#)
- [L](#)
- [M](#)
- [N](#)
- [O](#)
- [P](#)
- [Q](#)
- [R](#)
- [S](#)
- [T](#)
- [U](#)
- [V](#)
- [W](#)
- [X](#)
- [Y](#)
- [Z](#)
- All

["Barry Brady Act" : A Report with Recommendations for Tennessee Municipalities on Public Chapter 490 Report/Study \(Created: 2019-10-05; Reviewed: 2022-05-09 \)](#)

An MTAS report with recommendations regarding the implementation of the 2019 "Barry Brady Act." The Barry Brady Act or Public Chapter 490 amends T.C.A. § 7-51-201 by adding subsection (d) which outlines specific types of cancers that are presumed to have been acquired as the result of employment in the fire service and the eligibility requirements for firefighters seeking to be covered by the presumption. This public chapter outlines specific employment, pre-employment, and annual medical monitoring that a firefighter must undergo in order to be covered by the presumption. The Tennessee State Legislature passed Public Chapter 754 in June 2020 amending the Barry Brady Act removing some of the physical medical exam deadlines previously listed in the legislation.

["Barry Brady Act" Pre-Employment Physical Medical Examination Waivers Form \(Created: 2019-10-03; Reviewed: 2022-03-31 \)](#)

These forms are templates for a city to consider when developing their own waiver forms for potential firefighters to waive the inclusion of cancer screening regarding the employment related firefighter cancer rebuttable presumption established by the Barry Brady Act as part of a pre-employment physical examination, or for current firefighters to elect to have the physical examination. MTAS recommends that cities discuss this with their city attorney before implementing any waiver.

[10 Most Common Audit Findings For Tennessee Municipalities](#)

General (Created: 2019-07-08; Reviewed: 2021-04-30)

A series of articles from MTAS discussing the most common audit findings for Tennessee cities and towns as reported by the Tennessee State Comptroller's Office.

[2014 Goals Planning Retreat: City of Fayetteville, Tennessee](#)

Report/Study (Created: 2014-02-15; Reviewed: 2021-07-23)

MTAS was asked to facilitate a strategic planning retreat for the City of Fayetteville.

[2019 Court Cost Data](#)

General (Created: 2019-12-17; Reviewed: 2021-07-22)

A list of the court costs for selected Tennessee cities.

[2019 Fair Labor Standards Act final rules released](#)

General (Created: 2019-10-18; Reviewed: 2019-10-18)

The U.S. Department of Labor has set a new standard salary level in the Fair Labor Standards Act of \$684 per week/\$1,368 biweekly/\$1,482 semimonthly/\$2,964 month (equivalent of \$35,568 per year). The Department has also set the Highly Compensated Employee (HCE) annual compensation amount at a new level of \$107,432. The new salary rates are effective January 1, 2020. This hot topic from MTAS reviews the history of the new rules and also discusses discretionary bonuses and incentive payments rule changes.

[A Resolution of the Town of Bean Station, Tennessee Amending Their Personnel Policies to Provide Insurance for Certain Long-Term Employees](#)

Resolution (Created: 2019-04-25; Reviewed: 2021-07-12)

Bean Station, wanting to retain and motivate the best employees and provide incentives for them to stay with the city, passed a resolution granting a benefit to those who stay at least 20 years.

[A Resolution of the Town of Bluff City, Tennessee Amending Their Personnel Policies by Adding a Section on the use of Global Positioning System \(GPS\) Devices in Town Vehicles](#)

Resolution (Created: 2019-04-23; Reviewed: 2020-04-22)

This resolution, authored by Pat Hardy, allows the Town of Bluff City, Tennessee to amend their personnel policies in order to add a section about the use of GPS devices in town vehicles.

[A Review of Selected Tennessee Municipal Food Truck Ordinances](#)

Survey (Created: 2021-04-06; Reviewed: 2022-04-22)

In April 2021, the MTAS Research and Information Center compiled a listing of municipal food truck ordinances across the state of Tennessee.

[Abandoned or Suspended Construction](#)

General (Created: 2013-12-20; Reviewed: 2020-04-21)

When construction on a residential structure fails inspection and the contractor chooses to walk away from the job, what action can the City take to have the structure either (1) removed, or (2) brought up to code and is the action against the contractor who pulled the permit and/or the property owner for which the contractor is employed?

[Ability of City Recorder to Serve as City Manager](#)

General (Created: 2002-12-20; Reviewed: 2021-04-15)

MTAS was asked whether the City Recorder may serve concurrently as City Manager.

[Abolishing the City School System](#)

Legal Opinion (Created: 2007-04-25; Reviewed: 2021-07-08)

MTAS was asked how the city school system can be abolished.

[Acceptance of Gifts](#)

Legal Opinion (Created: 2007-02-27; Reviewed: 2021-04-30)

MTAS was asked how cities accept and refuse gifts.

[Accepting Land, Gifts, or Donations from Property Owners to the City for Parks](#)

General (Created: 2014-07-30; Reviewed: 2021-04-30)

MTAS was asked several questions about property owners transferring property to the city for open space and parks.

[Accepting Property to be Used as a Park Exclusively for Senior Citizens](#)

Legal Opinion (Created: 1993-03-04; Reviewed: 2021-05-07)

MTAS was asked whether the City can accept a grant of property to be used as a park with the condition that it be exclusively a park for senior citizens.

[Accepting the Resignation of a Council Member](#)

General (Created: 2005-04-22; Reviewed: 2021-07-20)

MTAS was asked about the procedure for accepting the resignation of a council member and for the appointment of a new council member.

[Accepting the Second Lowest Bid on a Construction Project](#)

Legal Opinion (Created: 2006-07-12; Reviewed: 2020-05-13)

MTAS was asked whether the city can reject the low bid and accept the second lowest bid on a certain construction project.

[Accountant-Financial Reporting and Cash Management](#)

Job Description (Created: 2002-08-19; Reviewed: 2021-05-04)

Job description for the position of Accountant with an emphasis on financial reporting and cash management.

[Accounting Clerk](#)

Job Description (Created: 2002-08-19; Reviewed: 2021-05-04)

Job description for the position of Accounting Clerk.

[Accounting Support Specialist](#)

Job Description (Created: 2022-04-01; Reviewed: 2022-04-01)

The City of Clarksville, Tennessee provided MTAS with the job description for their Accounting Support Specialist role.

[Accredited Fire Department Salary Survey](#)

Survey (Created: 2020-12-01; Reviewed: 2022-02-15)

MTAS Fire Consultant Dennis Wolf conducted a survey of the five fire departments in Tennessee that hold accreditation from the Commission on Fire Accreditation International (CFAI).

[Achieving a Quorum at a City Council Meeting at Which the Resignations of Aldermen are Accepted](#)

Legal Opinion (Created: 1997-08-14; Reviewed: 2021-07-20)

MTAS was asked several questions about achieving a quorum at the meeting at which the resignations of aldermen are accepted.

[Acquiring a Utility District](#)

Legal Opinion (Created: 2001-10-22; Reviewed: 2021-04-23)

MTAS was asked how a municipality can acquire a utility district.

[Actuarial Services Resource List](#)

General (Created: 2021-08-06; Reviewed: 2021-09-15)

A list of contact information for companies that provide actuarial services in Tennessee. This list is provided for the user's convenience but does not indicate an endorsement of any listed firm.

[ADA Reasonable Accommodation](#)

General (Created: 2012-08-29; Reviewed: 2021-07-12)

MTAS was asked about reasonable accommodation for an employee who has typing duties and develops carpal tunnel syndrome.

[Addition of Documents to the Minutes of the Commission](#)

Legal Opinion (Created: 1996-03-13; Reviewed: 2021-07-20)

MTAS was asked whether a commissioner, without the approval of the city commission, can add printed or written material to the minutes of the commission.

[Addressing Dilapidated Structures and Saving Historic Buildings](#)

Ordinance (Created: 2014-05-14; Reviewed: 2021-07-27)

When demolition is not a desired outcome, adoption of a slum clearance ordinance or adoption of a demolition by neglect ordinance may allow the city to address dilapidated structures in the downtown and save historic buildings.

[Addressing Tall Weeds and Grass](#)

General (Created: 2014-08-21; Reviewed: 2021-05-04)

MTAS provided several documents to assist the city in enhancing its code enforcement program for tall weeds and grass.

[Administrative Assistant \(1\)](#)

Job Description (Created: 2002-08-19; Reviewed: 2021-04-15)

Job description for the position of Administrative Assistant under supervision of Utilities Superintendent.

[Administrative Assistant \(3\)](#)

Job Description (Created: 2002-08-19; Reviewed: 2021-04-15)

Job description for the position of Administrative Assistant to the City Manager.

[Administrative Assistant to the City Manager](#)

Job Description (Created: 2002-12-06; Reviewed: 2021-04-09)

Job description for the position of Administrative Assistant to the City Manager.

[Administrative Powers of the Mayor](#)

Legal Opinion (Created: 2009-11-13; Reviewed: 2021-06-14)

MTAS was asked whether the mayor can temporarily move personnel from the parks and recreation department to the public works department without the prior approval of the board of mayor and aldermen.

[Administrative Secretary](#)

Job Description (Created: 2002-08-19; Reviewed: 2021-04-09)

Job description for the position of Administrative Secretary.

[Administrative Secretary for Public Safety](#)

Job Description (Created: 2002-08-19; Reviewed: 2021-04-09)

Job description for the position of Administrative Secretary for Public Safety in the Police Dept.

[Administrative Secretary I for the Department of Development Services](#)

Job Description (Created: 2002-08-19; Reviewed: 2021-04-09)

Job description for the position of Administrative Secretary I for Development Services.

[Adopting a Plan of Services before Annexation](#)

General (Created: 2014-10-02; Reviewed: 2021-04-13)

MTAS provided several examples of plans of services for a city.

[Adult Business Ordinance](#)

Ordinance (Created: 2006-09-08; Reviewed: 2021-06-14)

A sample ordinance providing for the licensing and regulation of adult-oriented businesses.

[Adult Oriented Establishment License and Permit](#)

Form (Created: 2008-12-04; Reviewed: 2021-06-14)

MTAS was asked to provide an example of a license and permit for adult oriented establishments.

[Adult Use Ordinance](#)

Legal Opinion (Created: 2002-03-05; Reviewed: 2021-06-14)

Review of an adult use ordinance.

[Adventures in Annexation: Adventure Guide to Annexation for a Municipality](#)

General (Created: 2018-12-01; Reviewed: 2021-04-13)

This MTAS online "Adventure Guide" provides instruction on each step of the annexation process for Tennessee municipalities. (MTAS Adventure Guide series)

[Advertising on Police Cars](#)

Legal Opinion (Created: 2002-11-12; Reviewed: 2021-05-12)

MTAS was asked whether the city can sell advertising on city police cars.

[Advisory Committees and the Open Meetings Law](#)

Legal Opinion (Created: 2009-07-21; Reviewed: 2021-07-20)

MTAS was asked whether persons or committees appointed by the city manager to advise him fall under the Open Meetings Law.

[Affidavit of Code Official](#)

Form (Created: 2003-08-14; Reviewed: 2021-05-07)

MTAS was asked to create a form for an affidavit of a code official.

[After Incident Citizen Satisfaction Survey Program](#)

Survey (Created: 2016-12-14; Reviewed: 2021-05-20)

A template for a program to measure customer satisfaction with the emergency service provided by the fire department. The program package includes a sample survey form, an Excel spreadsheet to compile the results, directions on entering the survey results into the Excel spreadsheet, and a sample memo to announce the program to fire department personnel.

[After-Hours Reconnect Service for Water and Electric Service: MTAS Library Survey](#)

Survey (Created: 2008-07-23; Reviewed: 2021-04-22)

Ten utilities were asked questions about after hours reconnect services on the topics of staffing, dispatcher, trucks, and charges.

[Age Limit on Mobile Homes](#)

Legal Opinion (Created: 2009-08-18; Reviewed: 2021-07-29)

MTAS was asked whether it is legal to restrict the mobile homes that come into the city to a certain age.

[Agreement for Operations, Maintenance and Management Services of Wastewater System](#)

Form (Created: 2010-06-25; Reviewed: 2021-04-07)

MTAS was asked to review and revise contract between town and utility district for wastewater system operations.

[Agreement for Reimbursement for Cost of Training and Equipment in the Event of Employment Termination](#)

General (Created: 2019-08-21; Reviewed: 2021-05-21)

A sample agreement for fire departments to use as part of the on-boarding process. An understanding between the department and the employee in the event of a termination within the first two years, the city will be reimbursed for training and equipment provided during this time.

[Agreement for Reimbursement for Cost of Training, Salary and Transportation in Event of Resignation](#)

Form (Created: 2007-04-09; Reviewed: 2021-05-12)

A sample contract for recovering the cost of training officers when they leave the police department.

[Agreement for Sewer Service Outside Corporate Limits](#)

General (Created: 2007-06-26; Reviewed: 2021-04-28)

MTAS was asked to provide a model sewer service agreement for areas outside the city limits.

[Airport Authority and City Roles](#)

General (Created: 2010-12-22; Reviewed: 2021-06-14)

MTAS was asked about clarifying the roles of the city and the airport authority.

[Airport Manager Position Survey for the City of Lebanon: A Telephone Survey Conducted by the MTAS Library](#)

Survey (Created: 2002-12-01; Reviewed: 2021-06-14)

Ten cities were asked several questions about the position of Airport Manager.

[Alcoholic Beverage Referendum Requirements](#)

General (Created: 2021-08-18; Reviewed: 2022-02-25)

MTAS Attorney Stephanie Allen O'Hara compiled the steps necessary for a Tennessee municipality to authorize liquor by the drink, retail package stores, and wine in grocery stores.

[Alcoholic Beverage Sales on Election Days](#)

Legal Opinion (Created: 2018-06-01; Reviewed: 2021-04-14)

A Tennessee city requested information on whether or not it is legal to sell alcoholic beverages on election day. The author responded to the question letting the city know that neither the General Assembly nor the ABC have restricted sales on election days.

[Alcoholic Beverages Sold Near Residential Property](#)

Legal Opinion (Created: 2001-07-06; Reviewed: 2021-08-19)

MTAS was asked if an unoccupied house qualifies as residential property related to the sale of beer within 300 feet of the building.

[Alderman Declines Salary](#)

General (Created: 2015-02-09; Reviewed: 2021-04-09)

MTAS was asked whether an alderman may decline a salary.

[Aldermen Decline to Accept Salary and Then Demand Payment of Salary](#)

Legal Opinion (Created: 2010-11-15; Reviewed: 2021-07-20)

MTAS was asked whether the aldermen of the city can decline to accept the salary prescribed for them by the municipal code and then subsequently demand the payment of that salary.

[Alexandria Water/Wastewater Board Ordinance](#)

Ordinance (Created: 2016-11-28; Reviewed: 2021-07-01)

An ordinance establishing a regional water/wastewater advisory board for the Town of Alexandria and surrounding counties.

[All Consumers of Publicly-Provided Utilities Must Pay for What They Receive at the Same Rate Charged to Others for a Like Service](#)

Legal Opinion (Created: 1999-01-13; Reviewed: 2021-04-22)

MTAS was asked whether the utility is precluded from collecting back charges, even though the failure to collect is due to the utility's inadvertence.

[All-Terrain Vehicle Park Advisory Committee](#)

Resolution (Created: 2019-12-12; Reviewed: 2021-04-27)

This is a sample resolution to help cities create a citizens' advisory committee to serve in an advisory capacity to the town commission and as a research and discovery entity devoted to the proposed all-terrain vehicle park in an effort to benefit the community.

[Allocation of the First One-Half of the Local Option Sales Tax by the County to the City](#)

Legal Opinion (Created: 1992-12-17; Reviewed: 2021-06-21)

MTAS was asked whether the first half of the sales tax must be apportioned among the school system and whether the county could allocate these funds to school debt retirement.

[Allowing Non-Resident Property Owners to Vote by Absentee Ballot](#)

General (Created: 2014-02-06; Reviewed: 2021-06-14)

MTAS was asked whether there are Tennessee cities that prevent property rights voters from voting on election day.

[Alteration of Election Dates](#)

Legal Opinion (Created: 2001-12-13; Reviewed: 2021-07-20)

May the election cycle be changed, so that City and County elections are held on the same days?

[Altering Mayor's Salary Before End of Term](#)

Legal Opinion (Created: 2002-03-06; Reviewed: 2021-06-22)

The Tennessee Constitution has a provision prohibiting the General Assembly from adopting a local or private act that would alter a local officer's salary before the end of the term.

[Alternative Hostile Work Environment Policy Language](#)

General (Created: 2021-01-05; Reviewed: 2021-01-06)

Sample policy language for use when a complaint of hostile work environment, workplace harassment, or sexual harassment is lodged against a city manager by a city employee. Language provides an alternative process for handling the complaint.

[Ambulance Bill for Injured Prisoner](#)

Legal Opinion (Created: 2007-03-21; Reviewed: 2021-06-29)

City asks who must pay ambulance bill for prisoner who was injured when getting out of city's patrol car when being transported to county jail for booking.

[An Ordinance Adding Language Regarding Animal Control for Cats](#)

Ordinance (Created: 2020-12-10; Reviewed: 2021-04-15)

The Town of Baileyton, Tennessee required an update to the Municipal Code in order to change the animal control language to include provisions for cats.

[An Ordinance Adopting an Unclaimed Property Policy](#)

Ordinance (Created: 2020-08-21; Reviewed: 2021-12-06)

A sample ordinance that can be used by any city or town in Tennessee that explains how officials can dispose of unclaimed property.

[An Ordinance Establishing Qualifications for the Position of City Judge for the Town of New Market, Tennessee](#)

Ordinance (Created: 2018-08-01; Reviewed: 2021-07-26)

The Town of New Market, Tennessee required an ordinance establishing qualifications for the position of city judge.

[Analysis of the Lien Provisions of TCA](#)

Legal Opinion (Created: 2007-03-01; Reviewed: 2021-07-27)

MTAS was asked whether the city or county can refuse to accept tax payments or payments on delinquent property taxes, if liens it has against the property are not paid at the same time.

[Analysis of the Need For a City Administrator for the City of Centerville, Tennessee](#)

Report/Study (Created: 2001-01-30; Reviewed: 2021-07-16)

The City of Centerville should hire a city administrator to manage the everyday operation of city government.

[Analysis of the Need for a City Manager](#)

Report/Study (Created: 2003-06-16; Reviewed: 2021-04-15)

MTAS was asked to demonstrate the need for a City Manager for the City of Harriman.

[Animal Control Attendant](#)

Job Description (Created: 2002-09-26; Reviewed: 2021-04-26)

Job description for the position of Animal Control Attendant.

[Animal Control in Selected Tennessee Cities](#)

Survey (Created: 2018-05-15; Reviewed: 2021-07-16)

Seven Tennessee cities were surveyed to find out how animal control is managed.

[Animal Control Officer](#)

Job Description (Created: 2002-09-26; Reviewed: 2021-03-29)

Job description for the position of Animal Control Officer.

[Animal Regulations](#)

General (Created: 2013-08-21; Reviewed: 2021-04-26)

MTAS was asked about the number of dogs that may be lawfully maintained and the corresponding sections of city codes, as well as examples of dog licensing regulations.

[Animal Shelter Operations Update](#)

Survey (Created: 2018-08-15; Reviewed: 2021-04-26)

The Research and Information Center team surveyed three selected cities to update a survey requested by the city of Cleveland, Tennessee.

[Annexation and Amending an Urban Growth Boundary](#)

Legal Opinion (Created: 2015-12-10; Reviewed: 2022-02-11)

MTAS was asked several questions about annexation and amending a UGB.

[Annexation Questions Pertaining to Notice Provisions Related to School Systems and Recording Minutes](#)

Legal Opinion (Created: 2006-11-06; Reviewed: 2021-04-15)

TCA requires 30 days notice to the county school system in advance of the public hearing on the plan of services; the Open Meetings Law requires a record of the persons present.

[Annual Contract for Mowing Privately-Owned Developed and Vacant Property \(Re-Bid\)](#)

RFP (Created: 2011-07-13; Reviewed: 2021-04-16)

An example of an annual mowing contract.

[Anonymous Complaints of Code Violations](#)

Legal Opinion (Created: 2003-08-27; Reviewed: 2021-04-19)

A better policy than simply not investigating anonymous complaints would be to respond to them on a case by case basis depending on the indicia of reliability in the complaint.

[Appeals of Building Code Violations](#)

Legal Opinion (Created: 2000-11-22; Reviewed: 2016-12-19)

MTAS was asked whether a person appealing a fine for a building code violation needs to pay the fine during the pendency of the appeal.

[Applicant for Beer Permit at Site in Proximity to Church](#)

Legal Opinion (Created: 1996-04-03; Reviewed: 2021-04-23)

MTAS was asked this question: Where a church located itself within 300 feet of an establishment selling beer and that establishment subsequently went out of business, is an applicant for a beer permit at the same establishment entitled to the permit.

[Applicant tracking system survey](#)

Survey (Created: 2019-05-09; Reviewed: 2021-04-09)

A survey of selected cities to determine the use of applicant tracking systems, software/platform in place, and the method used to procure the system in use.

[Application of FLSA to Police Academy Training](#)

General (Created: 2003-02-24; Reviewed: 2021-06-29)

The Wage and Hour office of the Department of Labor has determined that all time spent in training at the police academy is compensable time.

[Application of Jackson Law to Private Landfill](#)

Legal Opinion (Created: 2007-02-02; Reviewed: 2021-05-27)

MTAS was asked whether the Jackson Law applies to a landfill developed by private companies and used for the disposal only of solid waste generated by the companies.

[Application of Municipal Budget Law of 1982](#)

Legal Opinion (Created: 2002-06-24; Reviewed: 2021-04-30)

MTAS was asked whether the Municipal Budget Law of 1982 applies to a city.

[Application of Sunshine Law to Certain Personnel Processes](#)

Legal Opinion (Created: 2002-02-06; Reviewed: 2021-07-16)

MTAS was asked if certain procedures in the process of hiring a police chief are subject to the state's Open Meetings Law or Sunshine Law.

[Applying City Zoning and Building Code Regulations to County Buildings](#)

Legal Opinion (Created: 1994-06-24; Reviewed: 2021-05-07)

MTAS was asked whether the City can apply its zoning and building code regulations, including that requirement that the county obtain a building permit and pay building permit fees, to county buildings.

[Appointed Board Members Voting for Mayor and Vice-Mayor Where These Positions are Elected Among the Board Members](#)

Legal Opinion (Created: 2018-09-05; Reviewed: 2021-07-20)

MTAS addresses a request for information concerning whether or not appointed aldermen can vote to elect the mayor and vice mayor when these positions are elected from among the board members.

[Appointing a New Mayor](#)

General (Created: 2011-05-24; Reviewed: 2021-07-16)

MTAS was asked who will be Mayor if the current Mayor resigns his seat.

[Appointment of City Judge](#)

Legal Opinion (Created: 2000-12-05; Reviewed: 2021-07-26)

MTAS was asked whether it would be proper for a City to appoint a new City Judge who is not a resident of the County in which the City is located.

[Appointment of the Mayor by Board of Commissioners by Secret Ballot](#)

Legal Opinion (Created: 1993-04-05; Reviewed: 2021-07-20)

MTAS was asked whether the appointment of the mayor by board of commissioners can be made by secret ballot.

[Apprentice Lineworker](#)

Job Description (Created: 2002-09-26; Reviewed: 2021-04-28)

Job description for the position of Apprentice Lineworker.

[Appropriating Funds for the Use of a Recreation Committee](#)

General (Created: 2012-07-30; Reviewed: 2021-04-16)

MTAS was asked for clarification on appropriating funds for the use of a recreation committee.

[Appropriation Agreement and Resolution Providing Funding for a Non-Profit Charitable Organization](#)

General (Created: 2014-09-08; Reviewed: 2021-05-04)

MTAS provided an agreement based on T.C.A. ' 6-54-111 that authorizes the city to appropriate funds for the financial aid of nonprofit charitable or civic organizations, as well as a resolution providing funding for a non-profit charitable organization.

[ARPA and Other Federal Grants, What's the Catch?](#)

General (Created: 2022-02-22; Reviewed: 2022-02-22)

In this MTAS Hot Topic sent out to cities in February 2022, how to comply with federal grant requirements is discussed and resources are provided.

Free money is great but there are conditions. The acceptance of federal grants obligates the recipient to comply with the federal grant regulations. The information included here is meant to assist Tennessee municipalities in complying with these federal grant requirements related specifically to Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) which is the program resulting from the passage of the American Rescue Plan Act (ARPA).

[Asking an Employee to Cover Up Tattoos and Piercings](#)

General (Created: 2014-03-31; Reviewed: 2021-05-07)

MTAS was asked whether a city can ask an employee to cover up tattoos and piercings.

[Assistant Chief of Police \(3\)](#)

Job Description (Created: 2002-09-26; Reviewed: 2021-05-12)

Job description for the position of Assistant Chief of Police.

[Assistant City Administrator](#)

Job Description (Created: 2008-08-25; Reviewed: 2021-04-15)

Job description for the position of Assistant City Administrator for the Town of Dandridge.

[Assistant City Manager](#)

Job Description (Created: 2002-08-19; Reviewed: 2021-06-14)

Job description for the position of Assistant City Manager.

[Assistant City Manager for Development Services](#)

Job Description (Created: 2008-03-03; Reviewed: 2021-04-26)

Job description for the position of Assistant City Manager for Development Services.

[Assistant City Manager: Development Services](#)

Job Description (Created: 2002-08-19; Reviewed: 2021-06-14)

Job description for the position of Assistant City Manager in Development Services.

[Assistant Civil Engineer](#)

Job Description (Created: 2002-07-31; Reviewed: 2021-04-15)

Job description for the position of Assistant Civil Engineer.

[Assistant Fire Chief & Training Officer Sample Job Description](#)

Job Description (Created: 2018-06-04; Reviewed: 2021-05-21)

Protects life and property by performing firefighting, emergency medical, hazardous materials response, and other duties as assigned. Serves as department training officer and department safety officer. Responsible for the overall direction of fire department operations and administration in the absence of the fire chief.

[Assistant Fire Chief and Training Officer Job Sample](#)

(Created: 2018-06-04; Reviewed: 2021-05-21)

Sample job description for Assistant fire chief and training officer, prepared by Dennis Wolf.

[Assistant Golf Pro](#)

Job Description (Created: 2002-09-25; Reviewed: 2021-06-01)

Job description for the position of Assistant Golf Pro.

[Assistant Purchasing Manager](#)

Job Description (Created: 2002-08-19; Reviewed: 2021-06-14)

Job description for the position of Assistant Purchasing Manager.

[Assistant Superintendent of Building Construction and Maintenance](#)

Job Description (Created: 2007-04-01; Reviewed: 2021-06-15)

Job description for the position of Assistant Superintendent of Building Construction and Maintenance for the Town of Greenwich, Connecticut.

[Assistant Superintendent of Water and Sewer](#)

Job Description (Created: 2001-08-16; Reviewed: 2021-04-09)

Job description for the position of assistant superintendent of water and sewer.

[At Will Employees](#)

Legal Opinion (Created: 2009-08-20; Reviewed: 2021-07-20)

MTAS was asked whether city employees were at will employees or had a property right in their employment under the city's personnel policy.

[Athens Rain Garden Program and Grant](#)

General (Created: 2010-04-08; Reviewed: 2020-04-21)

A brochure on building a rain garden and how public works can help with excavation and bedding materials.

[Attempting to Block the School System from Building Ball Fields on the Theory That They Would Be a Nuisance](#)

Legal Opinion (Created: 2011-12-09; Reviewed: 2021-05-05)

MTAS was asked whether the County School Board is subject to the city's zoning ordinance with respect to the baseball/softball field it wishes to build on school property.

[Attorney General Opines Local Regulation of Ephedrine and Pseudoephedrine Unlawful](#)

Legal Opinion (Created: 2013-12-18; Reviewed: 2021-05-12)

Amid a surge of interest in recently-passed local government legislation to require a prescription for the purchase of ephedrine and pseudoephedrine products, the Tennessee Attorney General has opined that such local regulation is in violation of Tennessee law.

[Auction Services Request for Proposals](#)

RFP (Created: 2014-04-04; Reviewed: 2021-07-28)

MTAS was asked to prepare an auction services RFP for the City of Jefferson City.

[Authority of Aldermen to Manage Employees](#)

Legal Opinion (Created: 2011-09-09; Reviewed: 2021-07-20)

MTAS was asked whether aldermen have a legal authority to manage town departments and employees in those departments.

[Authority of City to Levy Whatever Tax Rate It Considers Necessary to Fund Municipal Purposes](#)

Legal Opinion (Created: 1999-01-12; Reviewed: 2021-04-30)

MTAS was asked whether the city can levy a property tax above \$1.75 when the city's charter limits the levy to that amount.

[Authority of City to Prohibit Ticket Sales Along City Streets Leading to Speedway](#)

Legal Opinion (Created: 1998-01-14; Reviewed: 2020-04-21)

MTAS was asked whether the city can prohibit the 'scalping' of tickets on city streets.

[Authority of City to Prohibit Volunteer Firement From Running Red Lights and Using Sirens](#)

Legal Opinion (Created: 1995-07-31; Reviewed: 2021-06-28)

MTAS was asked whether the city has the authority to prohibit volunteer firemen from using sirens on their automobiles and from running red lights and violating other traffic laws during the course of responding to fire calls.

[Authority of City to Use a Local Referendum in Specific Instances](#)

General (Created: 2011-04-25; Reviewed: 2021-05-20)

A city's use of a referendum is limited to thirteen specific instances in the State of Tennessee.

[Authority of Mayor to Hire Municipal Employees](#)

General (Created: 2014-07-14; Reviewed: 2021-04-26)

MTAS was asked about the authority of the mayor to hire a part-time police officer without the approval of the city council.

[Authority of the City Court to Impose Fines](#)

Legal Opinion (Created: 2012-03-27; Reviewed: 2021-07-26)

MTAS was asked to analyze several questions related to the authority of the municipal court to impose fines.

[Authority to Issue Arrest and Search Warrants](#)

Legal Opinion (Created: 1999-10-26; Reviewed: 2021-07-26)

MTAS was asked who may legally issue a search or arrest warrant.

[Authority to Set and Collect a City Litigation Tax After the Enactment of the Municipal Court Reform Act](#)

General (Created: 2014-08-22; Reviewed: 2021-07-26)

MTAS was asked whether or not a city still has the authority to set and to collect a city litigation tax after the enactment of the Municipal Court Reform Act.

[Authorization of a Sealed Bid for the Purchase of Property to be Done at Public Meetings](#)

Legal Opinion (Created: 1995-04-18; Reviewed: 2021-04-26)

MTAS was asked whether the authorization of a sealed bid for the purchase of property would have to be done by ordinance of the board of mayor and aldermen at public meetings.

[Backing Up Heavy Equipment: MTAS Research and Information Center Survey](#)

Survey (Created: 2011-08-31; Reviewed: 2020-04-21)

Fifteen cities were asked about the safety methods they employ to reduce risks associated with backing up heavy equipment.

[Baileyton Sewer Connection Increase Ordinance](#)

Ordinance (Created: 2020-11-20; Reviewed: 2021-04-28)

Management Consultant Pat Hardy authored this ordinance for the Town of Baileyton, Tennessee regarding adjusting sewer connection charges.

[Baneberry Purchasing Limits Ordinance](#)

Ordinance (Created: 2015-12-18; Reviewed: 2021-07-29)

This ordinance sets purchasing limits for a city with a general law manager-commission charter.

[Basic Benefits for Police Officers in Selected West Tennessee Cities](#)

Survey (Created: 2014-01-10; Reviewed: 2021-07-02)

Four cities and counties were asked several questions about their compensation and benefits for their police officers.

[Bay County Launches Website about Half-Cent Sales Tax Projects](#)

General (Created: 2016-09-26; Reviewed: 2021-05-05)

This website provides a good example of what happens when a county or city wants to have a referendum that raises the limit; plus, the local government wants to know how to publicize the referendum without paying to support one side or the other.

[Bed and Breakfast Regulation: MTAS Survey](#)

Survey (Created: 2011-08-31; Reviewed: 2021-06-14)

MTAS asked five cities how they regulate bed and breakfast establishments through zoning ordinances, parking and signage regulations, and fire safety.

[Beer and Tobacco Store Wants to Sell Alcohol](#)

General (Created: 2014-09-29; Reviewed: 2021-04-23)

MTAS was asked how the new wine in grocery stores law relates to the ability of a beer and tobacco store to commence the sale of alcohol and what items may be offered for sale in a liquor store.

[Beer Board Authority to Suspend or Revoke Beer Permit](#)

Legal Opinion (Created: 2006-03-23; Reviewed: 2021-05-14)

MTAS was asked whether the beer board has the authority to suspend or revoke a beer permit when an officer's actions are in question.

[Beer Board Questions](#)

Legal Opinion (Created: 2002-08-23; Reviewed: 2021-06-18)

MTAS responded to questions posed by beer board concerning decision to be made after permit holder charged with offense.

[Beer Definition Ordinance](#)

Ordinance (Created: 2017-01-05; Reviewed: 2021-06-18)

An ordinance changing the city's definition of beer to coincide with state definitions and altering distance regulations for beer sales.

[Beer License and Proximity to Day Care Center](#)

Legal Opinion (Created: 2001-02-23; Reviewed: 2021-06-18)

MTAS was asked if a beer license would be granted to an establishment that is in close proximity to a day care center.

[Beer License Renewal](#)

General (Created: 2002-01-28; Reviewed: 2021-06-18)

MTAS was asked if the City Recorder has the authority to renew an annual beer license.

[Beer Permit Age Limitation](#)

Legal Opinion (Created: 2022-03-28; Reviewed: 2022-04-01)

MTAS Legal Consultant Elisha Hodge responded to a question about whether or not a person under the age of 21 can apply for and hold a beer permit in the State of Tennessee.

[Beer Permit Regulations in Selected Tennessee Cities](#)

Survey (Created: 2018-01-25; Reviewed: 2021-06-25)

Tennessee cities with a population of 10,000 or more were surveyed to find out what distance regulations they have for approving a permit to sell beer.

[Beer Permits and Fees in All Tennessee Cities](#)

Survey (Created: 2017-02-17; Reviewed: 2021-06-25)

MTAS researched the beer permit fees and privilege tax for beer that may be charged to municipalities in Tennessee.

[Beer Permits for a City Festival](#)

General (Created: 2015-05-19; Reviewed: 2021-06-25)

MTAS was asked to provide sample temporary beer permits for a city festival in the downtown area.

[Beer Permits for Contiguous Serving Areas and Use of One Permit for Two Businesses](#)

Legal Opinion (Created: 2011-05-04; Reviewed: 2021-06-25)

MTAS was asked about beer permits for contiguous serving areas and the use of one permit for two businesses located in the same building.

[Beer Permits for Golf Courses](#)

General (Created: 2002-10-22; Reviewed: 2021-07-14)

MTAS was asked to identify several options for allowing beer sales on golf courses.

[Beer Permits, Workers Compensation, and Street Damage Caused by Trucks](#)

Legal Opinion (Created: 1994-03-07; Reviewed: 2020-04-21)

MTAS was asked a distance regulation question for a beer permit, whether it is the city's responsibility to insure that a contractor has workers' compensation prior to issuing a building permit, and whether cities can recover damages to streets from truck owners and operators.

[Beer Sale Hours in Tennessee Cities](#)

Legal Opinion (Created: 2022-03-29; Reviewed: 2022-03-30)

MTAS Legal Consultant Melissa Ashburn responds to a Tennessee city's request for information regarding beer sale hours and the effect it might have on liquor by the drink sales.

[Benchmarking Projects](#)

Report/Study (Created: 2009-01-31; Reviewed: 2017-06-07)

Includes 13 municipal benchmarking studies, plus links to 10 additional studies.

[Benefits Coordinator](#)

Job Description (Created: 2005-07-25; Reviewed: 2021-04-09)

A job description for the position of Benefits Coordinator.

[Bereavement Policies: an MTAS Survey](#)

Survey (Created: 2010-06-29; Reviewed: 2021-06-15)

Six cities were asked their bereavement policies for municipal employees.

[Bicycle Patrol Policy and Training Topics](#)

General (Created: 2007-05-17; Reviewed: 2021-05-12)

A policy for establishing a police bicycle patrol and lesson plans for ten training topics.

[Bid Specifications for Residential Garbage Collection](#)

RFP (Created: 2003-06-16; Reviewed: 2021-04-09)

MTAS was asked to compile a list of qualifications for a contractor to manage residential garbage collection.

[Bidding Requirements](#)

Legal Opinion (Created: 2002-03-12; Reviewed: 2020-05-27)

MTAS was asked to review a law on bid acceptance.

[Blending or Infusing Beer with Other Non-Alcoholic Beverages](#)

General (Created: 2014-06-05; Reviewed: 2021-07-14)

MTAS was asked if the state regulates the blending or infusing of beer with other non-alcoholic beverages.

[Bloodborne Pathogens Exposure Control Plan](#)

General (Created: 2018-08-06; Reviewed: 2021-05-21)

The following Exposure Control Plan (ECP) has been developed to eliminate or minimize occupational exposure to bloodborne pathogens according to OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." This exposure control plan is an element of our safety and health program and complies with TOSHA's Bloodborne Pathogens, 1910.1030, requirements. The information contained in this publication is not considered a substitute for the OSH Act or any provisions of OSHA standards. It provides general guidance on a particular standard-related topic but should not be considered a definitive interpretation for compliance with OSHA requirements. The reader should consult the OSHA standard in its entirety for specific compliance requirements.

[Board and Committee Term Limits in Selected Tennessee Cities](#)

Survey (Created: 2019-06-01; Reviewed: 2021-06-28)

Tennessee cities were surveyed to find out whether or not boards and committees have term limits and what are the limits for those committees.

[Board Appointments or Dismissal Confirmations for Certain Staff Positions](#)

General (Created: 2013-12-13; Reviewed: 2021-07-20)

MTAS was asked whether the Board of Mayor and Aldermen should play an increased role (hiring or dismissal) in one or more staff positions in order to provide employee protection for 'whistleblower' actions.

[Board Member Responsibilities and Job Description](#)

General (Created: 2008-02-06; Reviewed: 2021-07-20)

MTAS was asked questions relating to an alderman's responsibilities and job description.

[Board of Mayor and Aldermen Has the Power to Correct the Minutes](#)

Legal Opinion (Created: 2002-07-23; Reviewed: 2021-07-20)

MTAS was asked whether it is within the authority of the board of mayor and aldermen to delete from the recorder's minutes certain language before the board adopts the minutes.

[Board of Mayor and Aldermen Serving as the Beer Board](#)

Legal Opinion (Created: 2004-05-12; Reviewed: 2021-07-14)

MTAS was asked whether the board of mayor and aldermen may also serve as the beer board.

[Board of Zoning Appeals Grants Variances for Mobile Homes That It Does Not Have Authority to Grant](#)

Legal Opinion (Created: 1995-05-29; Reviewed: 2021-04-28)

MTAS was asked what recourse the city has when the board of zoning appeals grants variances for mobile homes that it does not have authority to grant.

[Body Armor Policy](#)

General (Created: 2002-03-25; Reviewed: 2021-05-12)

The city will provide personal body armor (bulletproof vest) to each full-time police officer and provide guidance in the use of the equipment.

[Bond Resolution Repeal](#)

Legal Opinion (Created: 2001-10-24; Reviewed: 2021-04-22)

Right of the city to repeal bond resolution following the filing of petition for an election on the bonds but before the election is held.

[Bonding of Mayor and Town Recorder](#)

General (Created: 2018-02-09; Reviewed: 2021-06-15)

MTAS responds to an inquiry regarding whether the mayor and town recorder must be bonded.

[Borrowing Funds for School Construction](#)

General (Created: 2002-04-09; Reviewed: 2021-04-22)

MTAS was asked whether a municipality could borrow money to help finance the construction of a new county elementary school.

[Breaking a Tie in the Election of an Alderman](#)

Legal Opinion (Created: 2014-11-20; Reviewed: 2021-07-07)

MTAS was asked how a tie vote in the election of an alderman is broken.

[Bristol Library Director Job Description](#)

Job Description (Created: 2015-05-11; Reviewed: 2021-07-15)

An information profile for the position of library director; includes a description of the library and its services, plus the position advertisement.

[Broad Emergency Powers Given to Any Fire Chiefs](#)

Legal Opinion (Created: 1992-02-26; Reviewed: 2021-06-28)

MTAS was asked if broad emergency powers are given to county as well as city fire chiefs.

[Brown-Bagging Regulations](#)

Legal Opinion (Created: 2002-04-15; Reviewed: 2021-07-15)

MTAS was asked where the city has no brown bagging regulations can a restaurant that does not hold a beer license allow brown bagging.

[Budget and Charitable Contributions in Selected Tennessee Cities](#)

Survey (Created: 2019-03-20; Reviewed: 2021-07-26)

Eleven Tennessee cities were contacted to find out what their general fund operating budget and planned charitable contributions were in fiscal year 2019.

[Building Access/Security and Employee Time & Attendance Policies, Procedures and Products Survey](#)

Survey (Created: 2017-01-17; Reviewed: 2021-04-09)

Fourteen cities were asked questions about safety policies and procedures relating to office doors and access points; the use of flex-time; and, methods, products, and vendors for capturing employee time and attendance.

[Building and Property Maintenance Codes Review \(Columbia, TN\)](#)

Report/Study (Created: 2007-09-24; Reviewed: 2021-04-20)

This study reviews the organization and operation of the City of Columbia's building and property maintenance division.

[Building Codes Inspector](#)

Job Description (Created: 2002-09-25; Reviewed: 2021-04-29)

Job description for the position of Building/Codes Inspector.

[Building Inspectors in Selected Tennessee Cities](#)

Survey (Created: 2020-06-01; Reviewed: 2021-04-20)

A survey of selected cities regarding whether they have a building inspector on staff, and if not, do they contract for those services.

[Building Permit Issued by Mistake](#)

Legal Opinion (Created: 2001-03-19; Reviewed: 2021-04-28)

MTAS was asked if a building permit, issued because of a mistake in a zoning map, may be revoked.

[Bulky Items and Brush Pickup Guidelines and Penalties](#)

Survey (Created: 2021-06-14; Reviewed: 2021-09-01)

Six Tennessee cities responded to an MTAS request for information regarding brush and debris pick up.

[Burning Permit Sample Ordinance](#)

Ordinance (Created: 2004-02-04; Reviewed: 2022-05-02)

MTAS was asked for assistance in revising an open burning permit program.

[Burying Bodies in the Backyard](#)

Legal Opinion (Created: 2009-09-25; Reviewed: 2021-07-21)

MTAS was asked whether a person who has died and wanted to be buried in his backyard (in the city) can actually be buried there.

[Business Office Supervisor](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-04-09)

Job description for the position of Business Office Supervisor.

[Calculating Overtime Pay for Firefighters and Police](#)

General (Created: 2012-05-08; Reviewed: 2021-04-09)

MTAS was asked to clarify how to calculate pay for non-exempt law enforcement and fire protection personnel.

[Call-out and overtime compensation for utility workers survey](#)

Survey (Created: 2017-06-09; Reviewed: 2021-05-26)

A survey of selected cities on compensation of utility employees for call-out and overtime work.

[Can Cities Surrender Their Zoning Powers by Interlocal Agreement?](#)

Legal Opinion (Created: 2006-09-18; Reviewed: 2021-05-05)

MTAS was asked whether cities can surrender their zoning powers by interlocal agreement under Public Chapter 1101.

[Can Facebook Images Be Used As Evidence For Municipal Violation And Citation?](#)

General (Created: 2017-10-31; Reviewed: 2021-04-26)

MTAS responds to a question regarding whether images on Facebook be used as evidence for municipal violation and citation.

[Can the City Attorney Also Serve as the City Judge?](#)

Legal Opinion (Created: 1993-05-06; Reviewed: 2021-07-30)

MTAS was asked whether the city attorney can also serve as the city judge.

[Can the City Enact Term Limits on Aldermen by Ordinance?](#)

Legal Opinion (Created: 1994-09-13; Reviewed: 2021-06-25)

MTAS was asked whether the City can enact term limits on aldermen by ordinance.

[Can the City Make Appropriations to Nonprofit Organizations?](#)

Legal Opinion (Created: 1994-03-08; Reviewed: 2021-07-27)

MTAS was asked whether the city can make appropriations to nonprofit organizations and, if so, what is the proper procedure.

[Can the County Sheriff Increase the Cost of Housing Prisoners Arrested by the City?](#)

Legal Opinion (Created: 1996-04-01; Reviewed: 2021-07-01)

MTAS was asked whether the county sheriff can, on his own initiative, increase the cost of housing prisoners arrested by the city for the violation of state law or municipal ordinances.

[Candidate Running for Two Municipal Offices](#)

Legal Opinion (Created: 2010-06-02; Reviewed: 2021-06-25)

MTAS was asked whether a single individual can be a candidate for two municipal offices on the same ballot.

[Candidates for School Board Seats Must Be Residents of the District They Represent](#)

Legal Opinion (Created: 2012-11-12; Reviewed: 2021-07-15)

Members of county and city school boards of education must be residents of and elected from the districts they represent.

[Canine Team Policy](#)

General (Created: 2002-01-10; Reviewed: 2021-05-18)

The purpose of this policy is to establish the mission of the canine team, establish procedures for the use of the canine team, and outline the responsibilities of the canine handler.

[Caps on Compensatory Time](#)

General (Created: 2012-07-16; Reviewed: 2021-04-09)

MTAS was asked about the amount of compensatory time that an employee may accumulate.

[Car Allowance Survey](#)

Survey (Created: 2012-01-30; Reviewed: 2021-06-15)

Twenty-one cities responded to a survey about whether they have car allowances, who is eligible for car allowances, and the amount of the car allowance.

[Caught in the Middle of Leadership](#)

General (Created: 2003-07-31; Reviewed: 2021-06-28)

Middle management in the fire service can be quite a balancing act.

[Certificate of Compliance and Issuing Alcoholic Beverage Licenses](#)

Legal Opinion (Created: 2022-02-11; Reviewed: 2022-02-11)

MTAS was asked for a legal opinion regarding the following question: "If the City receives a certificate of compliance application that is otherwise satisfactory in all regards, must the City grant a liquor license up to 10 such licenses?"

[Certificate of Compliance for Wine in Grocery Stores](#)
Form (Created: 2016-01-11; Reviewed: 2021-07-15)

MTAS was asked to supply a certificate of compliance for selling wine in grocery stores.

[Certificate of Compliance: Retail Package Store](#)
Form (Created: 2011-04-20; Reviewed: 2021-07-15)

A sample of the Certificate of Compliance form that most cities/towns use for their Certificate of Compliance.

[Certification of Radar Operators](#)
General (Created: 2003-08-26; Reviewed: 2021-05-12)

MTAS was asked if there is any state law or regulation requiring police officers to be certified in radar operation.

[Certified Municipal Finance Officer Program: An Impact Analysis](#)
Report/Study (Created: 2016-01-29; Reviewed: 2021-07-29)

This study examines whether the CMFO program improved municipal financial practices. The results indicate that the CMFO program has improved municipal financial practices by reducing the number of municipal financial errors in Tennessee cities.

[Certified Population of Tennessee Incorporated Municipalities](#)
General (Created: 2005-07-01; Reviewed: 2021-10-25)

For use in the distribution of state shared taxes to incorporated municipalities.

[Certifying Election Results Before Swearing In Newly Elected Officials](#)
Legal Opinion (Created: 2012-11-09; Reviewed: 2021-07-23)

MTAS was asked when elected officials may be sworn in after a recent election.

[Chainsaw Use Standard Operating Procedure Template](#)
Form (Created: 2020-05-15; Reviewed: 2022-05-21)

Dennis Wolf created this template for Tennessee fire departments to use for training firefighters to use a chainsaw in the course of their work.

[Chalking Tires for Parking Enforcement Is Unreasonable Search](#)
General (Created: 2019-04-30; Reviewed: 2021-04-21)

MTAS Legal Consultant Elisha Hodge notifies Tennessee municipalities that the US Court of Appeals for the Sixth Circuit opined that the practice of marking tires with chalk, in order to monitor how long a vehicle is parked in a parking space for the purpose of enforcing parking restrictions, is an unreasonable search in violation of the Fourth Amendment of the United States Constitution.

[Chancery Court Judge](#)
Legal Opinion (Created: 2002-05-20; Reviewed: 2021-07-25)

MTAS was asked whether the city attorney can hold the position of chancery court judge.

[Changes to Pay Schedule](#)
General (Created: 2012-08-23; Reviewed: 2021-04-23)

MTAS was asked about transitioning to a new payday date; the work week currently ends on Saturday, but Friday is payday.

[Changing an Employee's Employment Status](#)

Legal Opinion (Created: 2009-05-22; Reviewed: 2021-04-23)

MTAS analyzed several questions related to legal implications associated with changing a certain employee's employment status.

[Changing the Agenda of a Special Meeting During the Meeting](#)

Legal Opinion (Created: 2006-11-09; Reviewed: 2021-07-07)

MTAS was asked whether the city council can change the agenda of a special meeting during the meeting.

[Charges for Copies of Accident Reports and Incident Reports](#)

Legal Opinion (Created: 2012-03-23; Reviewed: 2021-04-21)

This opinion from Tennessee Open Records Counsel addresses the amounts that a local government law enforcement agency is permitted to charge for a copy of accident reports and incident reports.

[Charging Non-Users a Garbage Collection Fee and Requiring Garbage Collection Recipients to Use Only the City Garbage Collection Service](#)

Legal Opinion (Created: 1993-09-16; Reviewed: 2021-04-09)

MTAS was asked whether the city can charge garbage collection service recipients a garbage collection fee even if they do not use the service and whether the city can require garbage collection recipients to use only city garbage collection service.

[Charging Time for Employee Court Appearance](#)

General (Created: 2012-07-03; Reviewed: 2021-04-23)

MTAS was asked how to pay a new employee for a personal court appearance when the employee has not yet earned vacation time.

[Charitable Donation Policy](#)

General (Created: 2014-10-17; Reviewed: 2021-07-26)

MTAS provided several examples of charitable donation policies.

[Charitable Roadblocks Ordinance](#)

Ordinance (Created: 2021-12-21; Reviewed: 2022-03-04)

An ordinance written for the Town of Baileyton, Tennessee allowing the volunteer fire department and other charitable organizations to raise money at additional roadblocks.

[Charter and Conflict of Interest Questions](#)

General (Created: 2006-01-26; Reviewed: 2021-06-15)

MTAS was asked about Private Law Charters, whether city employees may run for elected office, and about conflict of interest.

[Charter Provision Requires Mayor to Sign Warrants But Is Silent as to Checks](#)

Legal Opinion (Created: 2000-01-11; Reviewed: 2021-07-19)

MTAS was asked whether a 'warrant' is the same as a check for the purposes of a charter provision requiring the mayor to sign warrants, but is silent as to checks.

[Charter Provisions Favoring Local Bidders](#)

General (Created: 2009-02-24; Reviewed: 2021-06-15)

MTAS was asked about retaining charter provisions favoring local bidders.

[Charter Question about Property Taxes and Enforcing Ordinances](#)

General (Created: 2004-06-03; Reviewed: 2021-04-30)

MTAS was asked for a written explanation about the Town's authority to enforce its ordinances in relation to assessing or not assessing a property tax.

[Charter Questions](#)

Legal Opinion (Created: 2003-05-07; Reviewed: 2021-07-16)

MTAS was asked questions concerning limiting the power of the mayor to vote on the board, requiring city officers to resign prior to running for another office, and forbidding family members from holding office at the same time.

[Chicken Manure Ordinance](#)

Ordinance (Created: 2008-04-18; Reviewed: 2021-05-04)

An ordinance regulating the use of chicken manure as a yard or field fertilizer within the city.

[Chief Accountant - Utilities](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-05-04)

Job description for the position of Chief Accountant under the Utilities Department.

[Chief Mechanic](#)

Job Description (Created: 2001-08-16; Reviewed: 2021-04-23)

Job description for the position of chief mechanic of the water and wastewater treatment plants for the City of Smyrna.

[Chief of Police \(1\)](#)

Job Description (Created: 2002-09-26; Reviewed: 2021-05-12)

Job description for the position of Chief of Police.

[Chief of Police Insists He Is Entitled to a Leave of Absence to Run for Office](#)

Legal Opinion (Created: 1998-01-13; Reviewed: 2021-06-17)

MTAS was asked whether the city is legally required to give the chief of police a leave of absence to run for office of sheriff of the county.

[Chief Wastewater Plant Operator](#)

Job Description (Created: 2002-09-27; Reviewed: 2021-07-16)

Job description for the position of Chief Wastewater Plant Operator.

[Chief Wastewater Plant Operator](#)

Job Description (Created: 2001-08-16; Reviewed: 2021-04-23)

Job description for the position of chief wastewater plant operator.

[Church Hill Methadone Treatment Clinic Ordinance](#)

Ordinance (Created: 2009-04-21; Reviewed: 2021-05-20)

An ordinance for the consideration of a methadone treatment clinic or facility and substance abuse treatment facility.

[Citation Form for Offenses That Are Not Traffic Related](#)

Form (Created: 2003-07-01; Reviewed: 2021-05-07)

MTAS was asked to prepare a citation form to be used by the city for offenses that are not traffic related.

[Citations in Lieu of Arrest and Ordinance Summonses](#)

General (Created: 1999-10-28; Reviewed: 2021-05-20)

MTAS was asked to prepare citations in lieu of arrest and ordinance summonses.

[Cities Conducting Games or Contests for Money](#)

General (Created: 2011-08-04; Reviewed: 2021-04-30)

MTAS was asked whether a city can sponsor a contest that charges registration fees, with part of the proceeds being donated to the regional library and part of the proceeds used for prizes.

[Cities Providing Fire Service Outside Their Limits](#)

General (Created: 2011-12-19; Reviewed: 2021-06-28)

MTAS was asked whether a County may contract with a City for fire protection for a specific area outside the town limits.

[Cities with Recall Provisions](#)

General (Created: 2006-01-23; Reviewed: 2021-06-15)

MTAS was asked to determine which Tennessee cities have recall provisions.

[Citizen Advisory Board Handbooks](#)

Survey (Created: 2017-05-01; Reviewed: 2021-06-28)

The MTAS Research and Information Center surveyed five Tennessee cities to find out if they provide a handbook to their citizen advisory boards.

[Citizens Information Manager](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-04-23)

Job description for the position of Citizens Information Manager.

[Citizens Information Services Coordinator](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-04-23)

Job description for the position of Citizens Information Services Coordinator.

[Citizens Information Services Office Assistant](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-04-23)

Job description for the position of Citizens Information Services Office Assistant.

[Citizens Information Television Manager](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-04-23)

Job description for the position of Citizens Information Television Manager.

[Citizens Information Television Voice Mail Coordinator](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-04-23)

Job description for the position of Citizens Information Television Voice Mail Coordinator.

[City Administrator](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-04-26)

Job description for the position of City Administrator.

[City and Developer Enter Agreement to Provide Sewer Extensions and Recover Cost Through Sewer Tap Fees](#)

Legal Opinion (Created: 1999-02-01; Reviewed: 2021-04-26)

MTAS was asked whether the city and a developer may enter into an agreement to provide sewer extensions and recover the cost through sewer tap fees.

[City as a Landlord Pending the Termination of Leases](#)

Legal Opinion (Created: 1996-01-23; Reviewed: 2021-06-17)

MTAS was asked whether the city can be a landlord pending the termination of leases on certain land it is considering buying in the vicinity of the glide path for the airport.

[City Assumes Operation of the Presently Quasi-Independent Utility Board](#)

Legal Opinion (Created: 2010-05-26; Reviewed: 2021-04-22)

MTAS was asked several questions related to how a city assumes operation of the presently quasi-independent utility board.

[City Attorney and Conflict of Interest](#)

Legal Opinion (Created: 2022-03-01; Reviewed: 2022-05-13)

MTAS Legal Consultant Stephanie Allen O'Hara responded to a request for information from a Tennessee city regarding conflict of interest and city officials.

[City Authority over Housing Authority Board](#)

Legal Opinion (Created: 2011-02-03; Reviewed: 2021-04-15)

MTAS was asked questions about city authority over housing authority board, termination of housing authority board members, and any power city may have to enact policy changes in housing authority.

[City Authority to Name State Highway](#)

Legal Opinion (Created: 2003-03-24; Reviewed: 2020-05-28)

MTAS was asked whether a city has the power to name a portion of a state highway located in the municipality, when a bill is introduced in the state legislature designating a name for the highway.

[City Cemetery Policies and Charges Survey](#)

Survey (Created: 2021-07-27; Reviewed: 2021-07-27)

Survey of selected cities regarding cost of plots, policy on cremains, and infant burial.

[City Charter Signatures](#)

Legal Opinion (Created: 2001-09-25; Reviewed: 2021-06-18)

MTAS was asked if signatures on a charter are directory or mandatory.

[City Constructs Its Own Building and Uses Volunteer Labor](#)

Legal Opinion (Created: 1995-09-06; Reviewed: 2021-05-14)

MTAS was asked what the legal implications are of the city building a fire hall, partly with volunteer labor, and partly through subcontracting out particular jobs.

[City Contract with Unlicensed Contractor](#)

Legal Opinion (Created: 2001-08-01; Reviewed: 2021-05-04)

MTAS was asked where a city has let a bid on a certain construction project (resurfacing a tennis court), the project is in progress, the contractor notifies the city that his contractor's license has been suspended and offers to reduce the cost of the project to less than \$25,000, can the city legally accept his offer.

[City Council Agenda Formats](#)

General (Created: 2011-09-19; Reviewed: 2021-06-25)

Four sample city council agendas and one study session agenda are included.

[City Council Serving as School Board](#)

Legal Opinion (Created: 2008-03-05; Reviewed: 2021-07-15)

MTAS was asked about the city council acting as the school board and their noncompliance with Title 49.

[City Court Clerk](#)

Legal Opinion (Created: 2001-02-15; Reviewed: 2021-07-27)

MTAS was asked whether the city has the right to make the city court clerk's position an appointive one.

[City Court Judgments Are Not Stayed During Appeal](#)

Legal Opinion (Created: 2009-01-06; Reviewed: 2021-07-27)

MTAS was asked whether the judgment of a city court is suspended pending appeal.

[City Donation to a Charitable Organization](#)

Legal Opinion (Created: 2003-04-09; Reviewed: 2021-04-21)

MTAS was asked whether a city may make an appropriation to a charitable or civic organization that is religious in nature.

[City Donations to Non-Profit Organizations](#)

Survey (Created: 2015-01-28; Reviewed: 2021-07-26)

Twenty-two cities were asked if they had stopped making donations to non-profit organizations and whether there is a written policy supporting this decision.

[City Employee Volunteering as a Reserve Police Officer](#)

General (Created: 2001-03-16; Reviewed: 2021-05-12)

MTAS was asked about the legality of a city employee 'volunteering' his/her time as a reserve police officer.

[City Entering into a Contract with the YMCA to Allow City Residents to Use Their Pool](#)

Legal Opinion (Created: 1995-06-23; Reviewed: 2021-07-25)

MTAS was asked whether the city may enter into a fifteen year contract with the YMCA to allow city residents to use their pool.

[City Establishes a Public Sanitary Sewer System](#)

Ordinance (Created: 2014-09-02; Reviewed: 2021-05-12)

MTAS provided an ordinance to adopt wastewater regulations and an agreement between the city and a utility district.

[City Issues a Building Permit for a Project Which Causes a Drainage Problem](#)

Legal Opinion (Created: 1996-12-17; Reviewed: 2020-04-21)

MTAS was asked whether the city is liable when it issues a building permit when the project to which the building permit pertains causes a drainage problem.

[City Judge Appointment Procedures](#)

General (Created: 2009-04-17; Reviewed: 2021-07-27)

The City of Brentwood developed a procedure for appointing a city judge.

[City Judge Benefits Survey](#)

Survey (Created: 2017-02-10; Reviewed: 2021-07-27)

Seventeen cities responded to an MTAS survey about their city judge, including the number of hours worked, salary, and benefits participation.

[City Judge Compensation and Benefits Survey](#)

Survey (Created: 2007-08-20; Reviewed: 2021-07-27)

Fifteen cities were asked several questions about the compensation and benefits package for their municipal judge.

[City Judge Issuing State Warrant and Admissibility of Video Tape in DUI case](#)

Legal Opinion (Created: 1993-02-18; Reviewed: 2021-07-20)

MTAS was asked whether the city judge (who has concurrent jurisdiction) can issue a state warrant for a person who passes a school bus, upon the affidavit of the school bus driver, who doesn't know who was driving the car and whether a video tape of persons arrested for DUI is admissible at trial of the defendant.

[City Judge Signing a Search Warrant in a State Case](#)

Legal Opinion (Created: 2004-01-07; Reviewed: 2021-07-27)

MTAS was asked whether a city judge can sign a search warrant in a state case, where the judge does not exercise concurrent jurisdiction.

[City Judge, Vacancy, and Appointment of Special Judges](#)

Legal Opinion (Created: 2009-12-24; Reviewed: 2021-07-27)

MTAS was asked whether the city judge can hold two judgeships and use temporary appointments of special judges to fill a vacancy..

[City Judges' Terms of Office](#)

Legal Opinion (Created: 2000-08-17; Reviewed: 2021-07-27)

MTAS was asked whether the city judge could refrain from taking office until eight months after the election.

[City Liability for Liquidated Damages on a Terminated Contract](#)

Legal Opinion (Created: 1991-07-17; Reviewed: 2021-07-25)

MTAS was asked whether the Town is required to pay \$10,000 in liquidated damages when it terminated a contract with a company.

[City Manager Agreements, Severance Provisions, and Salary in Selected Tennessee Cities](#)

Survey (Created: 2020-12-16; Reviewed: 2021-07-16)

A survey of selected cities in Tennessee regarding city manager/administrator agreements and salary. Data includes covers agreement/contract, length of contract/agreement, severance package, insurance, tenure of manager, salary and car allowance.

[City Manager Appointing Commissioner to Chief of Police Position](#)

Legal Opinion (Created: 2007-11-06; Reviewed: 2021-06-28)

MTAS was asked whether the city manager may appoint a member of the board of commissioners to the position of police officer in the city.

[City Manager Employment Agreements and Severance Pay](#)

Legal Opinion (Created: 1997-04-10; Reviewed: 2021-06-25)

MTAS was asked what the former city manager's rights to severance pay are under the contract.

[City Manager Evaluation Cover Letter](#)

General (Created: 2001-07-13; Reviewed: 2021-04-26)

Information to aid in completing an evaluation of a city manager.

[City Manager Evaluation Form](#)

Form (Created: 2000-06-01; Reviewed: 2021-04-26)

MTAS was asked to provide a form for the evaluation of a city manager.

[City Manager Evaluation Form](#)

Form (Created: 2012-01-01; Reviewed: 2021-07-16)

This form allows the city manager to be rated on leadership, fiscal management and budgeting, service delivery and administration, citizen and community relations, personal and professional qualities, and city council relations.

[City Manager Job Description in a Smaller General Law Manager-Commissioned City](#)

Job Description (Created: 2020-09-01; Reviewed: 2021-07-16)

A sample job description for the City Manager of Watauga, Tennessee.

[City Manager of Irving: Classification Specification](#)

Job Description (Created: 2001-08-16; Reviewed: 2021-04-23)

Job description for City Manager for the City of Irving.

[City Manager Orientation](#)

General (Created: 2011-05-20; Reviewed: 2021-07-08)

MTAS services and other information explained to a new city manager.

[City Manager Salary for Selected Tennessee Cities](#)

Survey (Created: 2020-05-27; Reviewed: 2021-07-07)

A survey of thirteen Tennessee cities to gather information on city manager salary, existence of contract or agreement, severance package, and tenure of current manager.

[City Manager Salary, Employment Agreements, Retirement, Leave Benefits and Employee Paid Paternity Leave Survey](#)

Survey (Created: 2021-11-10; Reviewed: 2022-03-03)

The MTAS Research and Information Center requested information from Tennessee municipalities that have a city manager government. The survey included questions on salary, employment agreements, severance packages, retirement benefits and leave provided for the city manager. The survey also gathered information on whether the selected municipalities offer paid parental leave as a benefit to all employees.

[City Manager's Authority Over Personnel Administration](#)

Legal Opinion (Created: 1996-10-04; Reviewed: 2021-04-26)

MTAS was asked whether the city council has the authority to require the city manager to 'hire back' a fireman who resigned, ostensibly on the grounds that the city manager refused to permit him to 'moonlight' as a building inspector for a city when he was already moonlighting as a building inspector for the county.

[City Manager/Administrator Salary and Benefits in Selected Cities](#)

Survey (Created: 2020-10-21; Reviewed: 2021-05-04)

Nine Tennessee cities responded to a request for information regarding salary and compensation for their City Manager/City Administrator roles. Data includes base salary, existence of contract or agreement, bonuses, insurance, leave and take home car/car allowance.

[City Managers with Employment Contracts](#)

Survey (Created: 2007-07-11; Reviewed: 2021-06-25)

Fifty cities were asked whether they have employment contracts with their city managers.

[City Mechanic Certification Incentives](#)

Survey (Created: 2017-12-05; Reviewed: 2020-06-02)

MTAS surveyed ten cities to find out if they offer incentive pay to city mechanics for obtaining certification to inspect, maintain and repair emergency vehicles.

[City Obtains a Certificate of Public Purpose and Necessity Before Borrowing Funds to Buy Land for an Industrial Park](#)

Legal Opinion (Created: 2000-04-11; Reviewed: 2021-04-22)

MTAS was asked whether a city must obtain a certificate of public purpose and necessity before borrowing funds to buy land for an industrial park.

[City of Belle Meade Ordinance Prohibiting Left-Hand Turns from Jackson Boulevard onto Harding Road](#)

Ordinance (Created: 2020-03-31; Reviewed: 2020-05-14)

The City of Belle Meade determined that hazardous conditions exist which required a change to the traffic pattern at the intersection of Jackson Boulevard and Harding Road.

[City of Chattanooga Accountant Job Descriptions](#)

Job Description (Created: 2021-08-03; Reviewed: 2022-04-01)

The City of Chattanooga, Tennessee provided MTAS with job descriptions for their Accountant 1, 2 and 3 roles.

[City of Chattanooga Division of Codes & Inspection](#)

Report/Study (Created: 2002-01-18; Reviewed: 2021-04-29)

MTAS was asked to do an inspection and codes division organizational study.

[City of Chattanooga Fleet Study](#)

Report/Study (Created: 2002-06-01; Reviewed: 2020-06-02)

MTAS was asked to conduct a study of the city's fleet operations.

[City of Chattanooga Procurement Instruction Manual](#)

General (Created: 2014-03-13; Reviewed: 2020-04-22)

This manual establishes the policies and procedures required to be followed by the City of Chattanooga's (City) departments and agencies in fulfilling procurement and related logistical responsibilities within the delegated limits when performing procurement functions. The manual as written, serves as a user's guide for City employees and officials when implementing authorized purchasing procedures.

[City of Cleveland Finance Department Banking Service Proposal](#)

RFP (Created: 2001-02-28; Reviewed: 2021-04-30)

The initiation of the Request for Proposal (RFP) process is intended to result in the selection of a financial institution that can provide the City of Cleveland with the highest quality and most flexible services for the lowest cost to the public.

[City of Elizabethton Municipal Golf Course Study](#)

Report/Study (Created: 2012-12-18; Reviewed: 2021-04-12)

This study includes golf data from all Tennessee municipal golf operations, a literature review, and an examination of the organizational structure, operations, and finance of the Elizabethton golf operation.

[City of Knoxville Division of Building Permit Review and Inspections Operations Assessment](#)

Report/Study (Created: 2004-08-04; Reviewed: 2021-04-29)

This assessment review will focus on organization and staffing; adopted codes and appeal boards; licensing and fees; operating and permitting procedures; plan review and inspection services; comparison with other cities and the survey reviews.

[City of Manchester Board Evaluation](#)

Form (Created: 2001-08-14; Reviewed: 2021-06-28)

This evaluation form is designed to help the Board understand the expectations of the city administrator in his relationship to the Board.

[City of Manchester City Administrator Evaluation 2001](#)

Form (Created: 2001-08-14; Reviewed: 2021-04-26)

This evaluation form is designed to determine the effectiveness of the city administrator.

[City of Niota Wastewater Treatment Plant Operator Agreement](#)

General (Created: 2017-08-15; Reviewed: 2021-05-12)

A contract between city of Niota and the Environmental Management Group to provide personnel to operate and maintain the wastewater plant.

[City of Oak Ridge Citizen Satisfaction Survey](#)

Survey (Created: 2000-10-01; Reviewed: 2021-07-16)

Citizens of Oak Ridge were asked questions about their quality of life and city services.

[City of Smithville, Tennessee: A Resolution](#)

General (Created: 2001-10-17; Reviewed: 2021-06-17)

Requested that MTAS prepare amendments to the current private act charter as it pertains to a city court.

[City of South Pittsburg, Tennessee, FY 2003-2004 Budget Narrative](#)

Report/Study (Created: 2003-06-16; Reviewed: 2021-06-21)

MTAS was asked to prepare a budget narrative for South Pittsburg to facilitate a collaborative decision-making process.

[City of Spring Hill Effective Utility System Operation](#)

Report/Study (Created: 2008-10-25; Reviewed: 2021-04-22)

As utility departments grow and increase the number of customers, operating and capital budgets and service capacities have to be increased in order to provide adequate utility service.

[City of Springfield Request for Proposals Contract Management of the Legacy Golf Course](#)

RFP (Created: 2015-11-13; Reviewed: 2021-06-01)

The City is seeking proposals from all interested firms to provide management services for the daily operations and maintenance of the golf course.

[City of Tracy City Court Cost Computations and an Ordinance Establishing City Court Costs Ordinance](#) (Created: 2012-06-01; Reviewed: 2021-07-27)

This report outlines a method for calculating municipal court costs using audited data, pay records, and reasonable estimates, plus, an ordinance establishing city court costs, including cash bond forfeiture fee and a city litigation tax.

[City of Tusculum Certified Municipal Finance Officer Job Description](#)
Job Description (Created: 2012-05-16; Reviewed: 2021-07-28)

Job description for the position of Certified Municipal Finance Officer for the City of Tusculum.

[City of Winchester Administrative Review](#)
Report/Study (Created: 2010-08-17; Reviewed: 2021-06-09)

The purpose of this report is to review the administrative structure, adequacy of staff and operating efficiency at department levels and to ensure that the city has the best administrative structure and staffing level to provide effective and efficient services at a reasonable cost for the future.

[City Permits for Mass Gathering Events: an MTAS Survey](#)
Survey (Created: 2013-07-31; Reviewed: 2021-06-25)

Six cities were asked several questions about permits for special events and mass gatherings.

[City Planner](#)
Job Description (Created: 2002-09-24; Reviewed: 2021-04-23)

Job description for the position of City Planner.

[City Planner Salary, Contracted Grant Writers, Retirement Plans and Supplemental Bridge Benefits Survey](#)
Survey (Created: 2018-04-27; Reviewed: 2021-04-23)

A survey of selected cities to gather city planner salary information, whether contracted grant writers are in use, and the offerings of retirement plans including supplemental bridge benefits.

[City Planning Assistant Job Description](#)
Job Description (Created: 2020-03-31; Reviewed: 2021-07-26)

The City of Spring Hill, Tennessee provided MTAS with a job description for their City Planning Assistant. An employee to provide support to the Planning Director with planning activities and the development review process. He or she will also be responsible for administrative functions within the department. The planning assistant will also process and track maintenance and performance bonds and application data.

[City Psychologist Usage](#)
Survey (Created: 2016-12-16; Reviewed: 2021-06-15)

Ten cities were asked about their use of a psychologist in their municipality.

[City Recorder](#)
Job Description (Created: 2002-09-24; Reviewed: 2021-06-25)

Job description for the position of City Recorder.

[City Recorder Job Description with CMFO](#)
Job Description (Created: 2017-01-12; Reviewed: 2021-06-25)

Job description for the position of city recorder that includes a requirement for obtaining the State Certification for Municipal Clerks and Recorders and the Certified Municipal Finance Officer Certification within three years employment.

[City Recorder Serving as Vice-Mayor in the Absence of the Mayor](#)

Legal Opinion (Created: 2001-09-14; Reviewed: 2021-07-09)

MTAS was asked about (1) the calculation of a quorum when the recorder is the vice-mayor; (2) functions of the vice-mayor in the absence of the mayor; (3) when is the mayor "absent"?

[City Recorder/CMFO Salary Range in Selected Tennessee Cities](#)

Survey (Created: 2018-08-15; Reviewed: 2021-07-07)

Seven Tennessee cities with a population of less than 2,000 citizens were surveyed to find out what the salary range is for their City Recorder/CMFO employee.

[City Recorder/Finance Director Job Description](#)

Job Description (Created: 2021-04-29; Reviewed: 2021-04-30)

A job description for Jonesborough, Tennessee for the City Recorder/Finance Director who reports directly to the board of mayor and aldermen.

[City Recorder/Finance Director Job Description](#)

Job Description (Created: 2004-11-09; Reviewed: 2021-07-07)

A job description for a position that combines the duties of City Recorder and Finance Director.

[City Recorders Serving as Court Clerks](#)

Legal Opinion (Created: 2004-10-08; Reviewed: 2021-07-09)

MTAS was asked whether the city recorders can also be the court clerks in two cities.

[City Recorders: Elected or Appointed \(updated 2017\)](#)

Survey (Created: 2008-07-08; Reviewed: 2021-07-07)

A spreadsheet of elected and appointed Tennessee city recorders arranged by type of municipal charter. (updated 2017)

[City Regulation of Commercial Poultry Production Houses](#)

General (Created: 2014-11-18; Reviewed: 2021-04-29)

MTAS provided information regarding city regulation of chicken houses and the domestic use of poultry and fowl. A follow-up letter provides an example of a zoning ordinance that bans poultry production houses within the city limits.

[City Required Contractor License: A Survey of Selected Cities in Tennessee](#)

Survey (Created: 2016-09-30; Reviewed: 2021-04-29)

A survey of ten cities regarding whether they require a contractors' license and their cost.

[City Responsibility for Property Line Pin](#)

General (Created: 2004-11-08; Reviewed: 2021-05-14)

MTAS was asked about a situation related to a property-line 'pin' that was covered in a recent street paving.

[City School District Admits Children Who Live Outside the City and Charges Tuition](#)

Legal Opinion (Created: 1996-04-08; Reviewed: 2021-04-26)

MTAS was asked whether the City School District may admit children who live outside the city and charge tuition.

[City Surveyor Position in Selected Cities](#)

Survey (Created: 2017-04-24; Reviewed: 2021-04-23)

Selected cities were surveyed regarding whether they have a city surveyor position and compensation for that position.

[City Treasurer Duties and Compensation](#)

Legal Opinion (Created: 2000-10-04; Reviewed: 2021-06-17)

Questions regarding 1) the city treasurer receiving a pay raise during the term in office and 2) combining the offices of city treasurer and purchasing agent.

[City Versus State Regulation of the Sale of Beer and Liquor](#)

General (Created: 2018-02-22; Reviewed: 2021-07-15)

MTAS was asked "what is the distance requirement (from church, school, public gathering place) for the State of Tennessee regarding sale of liquor and sale of beer (on-premise)?" The following information addresses the authority to regulate distance requirements.

[City Websites, Agendas, Minutes, and Credit Card Payments](#)

Survey (Created: 2022-02-17; Reviewed: 2022-02-17)

A survey of one hundred sixteen cities with websites to determine which post their agendas and minutes and which can accommodate credit card payments.

[City Wishes to Prohibit Double Wide Mobile Homes](#)

Legal Opinion (Created: 1993-06-21; Reviewed: 2021-07-25)

MTAS was asked whether a city could write any ordinance that would permit the city to prohibit double wides.

[City's Gas System Contributing Revenues for the Repair of the City's Streets](#)

Legal Opinion (Created: 1996-08-21; Reviewed: 2021-04-22)

MTAS was asked whether the city's gas system can contribute revenues for the repair of the city's streets.

[City's Purchase of Automotive Repairs](#)

Legal Opinion (Created: 1999-07-13; Reviewed: 2021-07-02)

MTAS was asked whether the city's purchase of automotive repairs is a professional service exempt from competitive bidding required by the Municipal Purchasing Law and the city's competitive bidding policies.

[City's Share of the State Beer Tax](#)

Legal Opinion (Created: 1997-08-15; Reviewed: 2021-07-15)

MTAS was asked whether a city can prohibit the sale of beer and if that decision would jeopardize the city's share of the state beer tax.

[Civil Service: Some Pros, Cons and Suggestions for Reform](#)

General (Created: 2006-10-05; Reviewed: 2021-05-07)

The purpose of this paper is to discuss some of the pros and cons related to civil service and to offer suggestions for improvements.

[Civilian Ride-Along Programs](#)

General (Created: 2002-03-25; Reviewed: 2021-07-02)

A civilian should meet certain eligibility requirements to participate in a municipal police department's ride-along program.

[Classified and Commercial Driver Licenses Chapter 1340-1-13](#)

General (Created: 2002-04-16; Reviewed: 2021-07-09)

Commercial driver licenses are not required for drivers operating emergency vehicles.

[Classifying Employees in Labor and Management Categories](#)

Legal Opinion (Created: 1991-05-27; Reviewed: 2021-04-23)

MTAS was asked for assistance in classifying employees in labor and management categories.

[Clean Cab Concept SOP Template](#)

Form (Created: 2020-06-01; Reviewed: 2021-07-09)

The purpose of this form is to provide guidelines for all fire department members to follow which will assist fire department personnel in protecting themselves from potential toxins and carcinogens by minimizing exposure from cross contamination through maintaining a "clean cab" environment.

[Cleveland Beautification Survey](#)

Survey (Created: 2011-04-28; Reviewed: 2021-06-01)

The Tree Board in Cleveland conducted this survey and had 442 responses.

[Clinton, Tennessee, Fire Station Location Study](#)

Report/Study (Created: 2012-11-30; Reviewed: 2021-07-12)

The purpose of this study is to evaluate the city's distribution of fire stations, determine if the locations are adequate, determine if a fire station or stations should be relocated, and determine the optimal location for an additional fire station. The scope of this study included review of distribution requirements in the ISO Fire Suppression Rating Schedule, NFPA requirements, and fire service best practices regarding deployment of resources.

[Closed Meetings with City Attorney](#)

Legal Opinion (Created: 2007-03-30; Reviewed: 2021-04-15)

MTAS was asked whether the city's governing body can meet with its attorney to discuss pending litigation without first holding a regular or special meeting that complies with the notice requirements of the Open Meetings Law.

[Code Enforcement Notices and Forms](#)

Form (Created: 2008-07-18; Reviewed: 2021-05-28)

Notices for the inspection of property, for slum clearance, and for overgrown lots.

[Code Enforcement Officers](#)

Legal Opinion (Created: 2005-03-04; Reviewed: 2021-04-20)

MTAS was asked whether persons who have the authority to issue ordinance citations and summonses are "police officers" within the meaning of the state law governing the appointment and training of police officers.

[Code Enforcement on Buildings Partially Within City](#)

Legal Opinion (Created: 1996-09-11; Reviewed: 2021-05-04)

Where a building is located partially in the city and partially in the county, does the city's building permit and inspection system apply to the entire building?

[Code of Ethics Ordinance for Cumberland Gap, Tennessee](#)

Ordinance (Created: 2006-12-08; Reviewed: 2021-06-25)

MTAS was asked to put the model ethics policy into ordinance format for the Town of Cumberland Gap, Tennessee.

[Collection of Costs Related to Solid Waste](#)

Legal Opinion (Created: 2009-03-19; Reviewed: 2021-05-28)

MTAS was asked whether a private act city could bill cost of solid waste regulation, collection and disposal under provision in TCA 67-5-103(c) that authorizes such costs collected as special assessment to property owner as provided in general law mayor aldermanic charter. That question lead to several other questions regarding the collection of costs related to solid waste regulation, collection and disposal by taxes, user fees, special assessment to property owner, and other charges, as provided by all three general law charters.

[Collection of Fines and Costs While Decision is on Appeal](#)

Legal Opinion (Created: 1993-08-02; Reviewed: 2021-06-21)

MTAS was asked what action the city can take against a pallet manufacturer who is in violation of the fire code.

[Collection of Municipal Court Costs](#)

Legal Opinion (Created: 2001-09-20; Reviewed: 2021-07-27)

MTAS was asked how a municipal court can collect fines.

[College Student Voter Registration](#)

Legal Opinion (Created: 2002-02-21; Reviewed: 2021-07-07)

Analyzes law governing the conditions under which students in colleges in Tennessee can register to vote in cities in the locations of their colleges.

[Collegedale Building and Property Maintenance Study: A Guide for Building Construction and Property Maintenance Code Enforcement](#)

Report/Study (Created: 2012-06-01; Reviewed: 2021-04-28)

This report summarizes the building inspection program and outlines recommendations for enforcement of property maintenance standards, inspections and enforcement procedures, including recommended implementation provisions. This report includes recommended procedures for using the administrative hearing officer program and miscellaneous building and property maintenance code implementation forms.

[Columbia, Tennessee, Fire Station Location Study](#)

Report/Study (Created: 2012-04-30; Reviewed: 2021-07-12)

The study's purpose is to answer three questions: 1. Station 3 is obsolete: Where should Columbia relocate Station 3?; 2. Where should Columbia place its next fire station(s)?; and 3. What are the EMS drive time zones for each fire station?

[Combined Annual Vacation, Sick, and Personal Leave Study](#)

Report/Study (Created: 2012-04-02; Reviewed: 2021-06-15)

This report reviews the history of the present combined leave policy of the city, outlines the present cost of the program and presents alternatives for the city's consideration.

[Combining Two Utility Boards](#)

Legal Opinion (Created: 2001-04-02; Reviewed: 2021-04-22)

MTAS was asked whether or not the City may merge the two utility boards currently in existence.

[Commission Form of Government](#)

General (Created: 2006-06-22; Reviewed: 2021-06-17)

MTAS was asked to address the advantages and disadvantages associated with changing the City to a commission form of government.

[Commissioner of Public Works](#)

Job Description (Created: 2009-07-01; Reviewed: 2020-06-02)

Job description for the position of Commissioner of Public Works in the Town of Greenwich, Connecticut.

[Commissioning Fire Investigators](#)

General (Created: 2013-04-16; Reviewed: 2022-05-21)

MTAS was asked whether a fire department should grant commissioned peace officer status to the department's fire investigators for conducting fire and arson investigations.

[Committed Fund Balance Ordinance](#)

Ordinance (Created: 2012-06-15; Reviewed: 2021-05-04)

A model ordinance based on GASB 54 requirements that creates a committed fund balance in order to ensure fund availability for the purchase of a specific item.

[Communication Director/Public Information Officer in Selected Tennessee Cities](#)

Survey (Created: 2019-11-01; Reviewed: 2021-12-08)

A survey of selected cities were surveyed to find out whether the city employs a communication director/public information officer and how that position fits into the overall structure of the city.

[Communications Director \(Gallatin, TN\)](#)

Job Description (Created: 2019-08-23; Reviewed: 2021-04-23)

A sample job description provided by the City of Gallatin for the Director for Administration & Communications. The purpose of the position is to captivate and engage current and new audiences with the city.

[Communications Equipment on Publicly Owned Facilities](#)

Survey (Created: 2013-11-30; Reviewed: 2021-04-15)

Fifteen cities were asked about leasing space on public facilities, such as water towers, to for-profit companies.

[Community Center Lease Agreement](#)

Form (Created: 2009-01-14; Reviewed: 2021-07-25)

MTAS was asked to prepare a lease agreement for the rental of the Town Community Center.

[Community Development Director](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-07-08)

Job description for the position of Community Development Director.

[Community Improvements Coordinator](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-07-08)

Job description for the position of Community Improvements Coordinator.

[Community Pilot Resiliency Program](#)

Resolution (Created: 2021-12-01; Reviewed: 2022-01-31)

A resolution of Woodland Mills, Tennessee establishing a Community Resiliency Pilot Program (CPRP) with the University of Tennessee Municipal Technical Advisory Service (MTAS) and the Tennessee Renewable Energy and Economic Development Council (TREEDC).

[Community Planner II](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-07-08)

Job description for the position of Community Planner II.

[Comparison of Licenses and Permits for Transient Vendors and Others](#)

General (Created: 2002-04-25; Reviewed: 2021-06-22)

A comparison of the business licenses and permits required for transient vendors, peddlers, solicitors, charitable solicitors, and street barkers.

[Compensation and Health Insurance for City Boards and Commissions](#)

Legal Opinion (Created: 2009-11-10; Reviewed: 2021-04-23)

MTAS analyzed questions relating to compensation for various officials and for the provision of (and elimination of) health insurance to the city's officers and employees.

[Compensation of Police Officers](#)

Legal Opinion (Created: 1997-10-29; Reviewed: 2021-05-07)

MTAS was asked whether the ten minutes during which police officers attend mandatory roll-call can be calculated for the purposes of overtime compensation and what, if any, is the rate of compensation due non-exempt police officers for work between 160 and 171 hours when their work period is 28 days, and their regular schedule during that work period is 160 hours.

[Compensation of the City Recorder](#)

Legal Opinion (Created: 2005-10-18; Reviewed: 2021-06-25)

MTAS was asked whether the city recorder is entitled under Tennessee Law to compensation based on the collection of property taxes.

[Compensation Policy Required by Law](#)

General (Created: 2012-04-02; Reviewed: 2021-04-23)

MTAS was asked whether cities are required by law to have a compensation policy.

[Compensation/Classification Consulting Service Providers](#)

General (Created: 2021-03-05; Reviewed: 2021-05-07)

A list of consulting companies who can do compensation studies.

[Compensatory Time for FLSA-Exempt Employees](#)

Survey (Created: 2016-12-16; Reviewed: 2021-04-23)

Six cities responded to an MTAS survey on compensatory time for FLSA-exempt employees, including the rate, the circumstances, pay out at separation from employment, cap on number of hours that can be accrued, and time frame in which compensatory time must be used.

[Compliance/Labor Relations Specialist](#)

Job Description (Created: 2006-05-19; Reviewed: 2021-05-07)

Job description for the position of Compliance/Labor Relations Specialist.

[Composition and Authority of the City Beer Board](#)

Legal Opinion (Created: 1992-03-11; Reviewed: 2021-07-15)

MTAS was asked whether the composition of the board can be changed and whether the board has the authority to deny a beer permit to an applicant that meets the requirements set out in the beer ordinance

[Comprehensive Fire Management Study Survey Form](#)
Form (Created: 2011-09-06; Reviewed: 2021-07-12)

A checklist for an MTAS Comprehensive Management Review (CMR) of fire organizations.

[Computer-aided Dispatch Software Survey](#)
Survey (Created: 2020-11-16; Reviewed: 2021-07-12)

A compilation of information from ten counties in Tennessee and the computer-aided dispatch software used in their 911 departments.

[Condemnation of Property with Deed Restrictions or Covenants](#)
Legal Opinion (Created: 2017-03-01; Reviewed: 2021-04-15)

MTAS was asked if the city condemns property that has deed restrictions or covenants requiring that the property only be used for residential development, if such restrictions are lifted or nullified by the condemnation.

[Conditions of Abandoning a Street](#)
General (Created: 2011-02-15; Reviewed: 2020-04-22)

MTAS was asked whether a city can abandon a street and what happens when a street is abandoned by a city.

[Conditions of the Deed Abandoning the Street](#)
Legal Opinion (Created: 1993-10-29; Reviewed: 2020-04-22)

MTAS was asked whether the city can attach conditions to the abandonment of the street.

[Conditions Under Which the City Can Give Local Preference on Bids](#)
Legal Opinion (Created: 2004-05-05; Reviewed: 2021-07-29)

MTAS was asked whether it is lawful for the city to base the award of competitive bids on the preference for local contractors or providers of goods and services.

[Conducted Energy Weapon \(M26 Taser\) Policy](#)
General (Created: 2003-06-26; Reviewed: 2021-06-29)

MTAS was asked to supply policies and procedures for police use of tasers.

[Confidentiality of Certain Internal Investigative Notes/Reports](#)
Legal Opinion (Created: 1997-08-20; Reviewed: 2021-04-22)

MTAS researched the issue of whether the records of an internal investigation (non-criminal at this point) by the police department of one its employees are subject to public disclosure pursuant to the Tennessee Public Records Act ("TPRA"), subject to a statutory exception, or are otherwise privileged.

[Conflict of Interest Provision in City Charter](#)
Legal Opinion (Created: 2009-11-30; Reviewed: 2021-06-21)

MTAS was asked whether the city charter could have a conflict of interest provision stronger than Tennessee's two conflicts of interest laws.

[Conservation Easements on Recreational Property Owned by the City](#)
Legal Opinion (Created: 2011-05-18; Reviewed: 2021-05-27)

MTAS was asked whether the provisions of T.C.A. apply to the execution of conservation easements on city-owned property.

[Considerations for Any City Thinking About Developing a New Sewer System](#)

(Created: 2008-07-24; Reviewed: 2021-06-23)

Ask lots of questions and get answers you can live with before building a centralized sewer system.

[Consolidation of City and County Governments: A Look at the History and Outcome-Based Research of These Efforts](#)

General (Created: 2019-08-21; Reviewed: 2021-08-20)

This research is available in the two attached documents on the history of consolidation and the pros and cons of consolidation.

[Constitutionality of Changes to Home Rule City Charters](#)

Legal Opinion (Created: 2001-01-04; Reviewed: 2021-06-18)

MTAS was asked whether the changes to a City's home rule city charter, which are the product of a referendum by initiative of the voters, legal.

[Construction and Garage Sales on Sundays](#)

Legal Opinion (Created: 2006-02-01; Reviewed: 2021-07-25)

MTAS was asked whether a city could prohibit or limit the hours of construction and of garage sales on Sunday.

[Construction and Sale/Leaseback of Public Works Project by Municipality](#)

Legal Opinion (Created: 1999-03-10; Reviewed: 2020-04-22)

MTAS was asked whether the proposed school construction is a "public works project" and whether the municipality has ample authority to buy real property for a public works project and then lease such property to another governmental entity.

[Construction Inspector](#)

Job Description (Created: 2007-04-26; Reviewed: 2021-05-26)

Job descriptions for the position of construction inspector.

[Construction Without a Building Permit](#)

Legal Opinion (Created: 2008-02-11; Reviewed: 2021-04-20)

MTAS was asked whether a certain building within the city was legally constructed, and if the answer was no, what legal remedies were available to the city.

[Continuation of a Nonconforming Commercial Use in a Residential Zoning District](#)

General (Created: 2014-11-14; Reviewed: 2021-04-28)

A commercial building was constructed prior to the advent of zoning in the town; the proposed commercial use is a used car lot, but the present zoning is R-1.

[Contract Between City and Alderman](#)

Legal Opinion (Created: 2009-02-06; Reviewed: 2021-06-21)

MTAS was asked about the application of Tennessee's Conflicts of Interest Law and the doctrine of Common Law Conflicts to an Alderman's contract with the City.

[Contract for Consolidated Law Enforcement](#)

General (Created: 2004-11-02; Reviewed: 2021-06-29)

MTAS was asked to review a police services contract with the county sheriff's office and created a new one.

[Contract for the County to Maintain the City's Streets in Exchange for Payment](#)

Legal Opinion (Created: 1990-10-12; Reviewed: 2020-04-22)

MTAS was asked whether the county and the city have the legal right to enter into the contract for the former to maintain the latter's streets in exchange for payment for such maintenance.

[Contract Law](#)

Legal Opinion (Created: 1995-06-14; Reviewed: 2021-07-25)

MTAS was asked whether the board of mayor and aldermen can compel the mayor to sign a certain "contract."

[Contract on the Part of the Utility District to Install Sewer Service](#)

Legal Opinion (Created: 1997-10-30; Reviewed: 2021-04-22)

MTAS was asked whether a letter from a certain engineering firm constitutes a contract on the part of the utility district to install sewer service.

[Contract to Contribute to the National Guard Armory](#)

Legal Opinion (Created: 2004-02-20; Reviewed: 2021-04-22)

MTAS was asked whether the city was liable on a contract to contribute to the national guard armory.

[Contract with Utility District](#)

Legal Opinion (Created: 2004-05-21; Reviewed: 2021-04-22)

MTAS was asked about a proposed contract between the City (and other county municipalities) and the County Municipal Water District.

[Contracted Towing Company Rates in Tennessee Cities](#)

Survey (Created: 2019-11-01; Reviewed: 2021-05-12)

Eight Tennessee cities were surveyed to find out if the police departments contract towing companies to haul away motor vehicles following traffic accidents.

[Contraction/Deannexation of Property by Ordinance](#)

General (Created: 2014-02-26; Reviewed: 2021-05-05)

MTAS was asked whether there can be spot deannexation of a parcel of land while leaving the other surrounding parcels inside the Town limits.

[Contractors Licensing Law and Its Application \(Part 1\)](#)

Legal Opinion (Created: 1992-11-13; Reviewed: 2021-05-28)

MTAS was asked whether the city building inspector should issue a building permit for the construction of a certain restaurant in the city. This opinion is followed up by an additional opinion issued by the author on November 18, 1992 in response to additional questions from the client.

[Contractors Licensing Law and Its Application \(Part 2\)](#)

Legal Opinion (Created: 1992-11-18; Reviewed: 2021-05-28)

MTAS was asked to clarify the contractors licensing law. This opinion was issued as a follow up to the opinion issued on November 13, 1992 in response to additional questions on the topic from the client.

[Contractors Sue the City for Breach of Contract and Quit Work on the Plant](#)

Legal Opinion (Created: 1993-11-16; Reviewed: 2020-04-22)

The city is faced with a lawsuit, a deadline from the State Department of Environment and Conservation as to when it must be in conformity with state environmental laws, and an unfinished sewer treatment plant.

[Contractual Agreement for Wastewater Testing Form](#) (Created: 2006-07-16; Reviewed: 2021-05-12)

MTAS was asked to write a contract to perform wastewater testing.

[Contradictory Provisions of City Charter Related to Sidewalks](#) General (Created: 2005-05-20; Reviewed: 2020-04-22)

MTAS was asked whether the owner or the city is required to construct sidewalks.

[Convenience Petition](#) General (Created: 2005-07-12; Reviewed: 2021-04-22)

A petition that the County Mayor find and declare that the public convenience and necessity require that the exclusive franchise of Claiborne Utility District, Claiborne County, Tennessee to provide wastewater service within the City of Harrogate 'City's' boundaries be modified.

[Convention Center Management Agreement Among the Convention Center Corporation and John O. Hammons Hotels, Inc.](#)

General (Created: 2001-08-17; Reviewed: 2021-07-25)

Contract regarding convention center management.

[Converting Two Way Streets to One Way Streets](#) General (Created: 2007-03-19; Reviewed: 2020-04-22)

MTAS was asked to evaluate city streets for conversion from two way to one way and to provide guidance on traffic flow, signage, and parking.

[Corridor Annexation](#) General (Created: 2016-10-06; Reviewed: 2021-07-15)

MTAS was asked about a possible annexation of a right-of-way connecting the corporate limits to a larger piece of property outside the city, with no other property to be annexed along the right-of-way.

[Cost of Maintaining Fire Hydrants](#) General (Created: 2013-02-26; Reviewed: 2021-07-12)

MTAS was asked about the annual cost of maintaining fire hydrants.

[Cost of Training Contracts](#) Legal Opinion (Created: 2002-01-04; Reviewed: 2021-07-25)

Is the contract entered into by a city and a police officer for the reimbursement of cost of training to city in event officer quits before expiration of two-year term enforceable against the officer?

[Cost Recovery of Hazardous Materials Clean-Up and Response](#) General (Created: 2002-02-05; Reviewed: 2021-07-12)

MTAS was asked to provide information on the cost recovery involving hazardous materials spills.

[Costs of Multiple Charges](#) General (Created: 2003-05-12; Reviewed: 2021-07-27)

MTAS was asked whether an offender charged with two different charges on the same ticket is charged with two court costs or just one.

[Councilmember Acting as City Judge, in Absence of Judge](#)

Legal Opinion (Created: 2005-04-05; Reviewed: 2021-07-27)

City council member who acted as special judge when city judge was unavailable in past, cannot continue to act as special judge after effective date of Municipal Court Reform Act, which has a section prohibiting city officials or employees from holding office as judge.

[Councilmember Running for Mayor](#)

General (Created: 2003-02-12; Reviewed: 2021-06-25)

MTAS was asked whether a sitting councilmember can run for the office of Mayor without resigning his current council seat.

[Counting Meal Time for Firefighters Towards Overtime Pay](#)

Legal Opinion (Created: 2007-06-01; Reviewed: 2021-06-15)

MTAS was asked about meal periods for firefighters who work shifts of less than 24 hours.

[Counting of Board Votes](#)

General (Created: 2004-08-10; Reviewed: 2021-06-25)

MTAS was asked how a board vote of two for, one abstention, and one passing is to be recorded.

[County Assessor Service Fee Survey](#)

Survey (Created: 2016-07-31; Reviewed: 2021-07-21)

Six cities responded to an MTAS survey about agreements with the county regarding the sharing of the costs of reappraisal of property within the city limits.

[County Disadvantaged Business Enterprise Utilization Guidelines](#)

Legal Opinion (Created: 2001-06-21; Reviewed: 2021-06-18)

MTAS was asked to evaluate the County Disadvantaged Business Enterprise Utilization Guidelines.

[County Funding of Roads](#)

General (Created: 2016-06-29; Reviewed: 2021-06-21)

MTAS was asked three questions: (1) Whether a county highway department is restricted in spending its gas tax revenues to only outside municipalities; (2) Whether a county can legally earmark a portion of county property taxes collected within a municipality to roads outside the municipality; and (3) Whether a county is required to have a public hearing before final passage of the budget.

[County Gift of Real Property to a City](#)

General (Created: 2005-07-27; Reviewed: 2021-06-21)

MTAS was asked whether the county could give a parcel of land to the city.

[County Mayor Serving on the Industrial Development Board](#)

Legal Opinion (Created: 2010-11-11; Reviewed: 2021-06-18)

MTAS was asked whether the county mayor may serve on the IDB.

[County Solid Waste Disposal Fees](#)

Legal Opinion (Created: 1993-08-31; Reviewed: 2021-04-26)

MTAS was asked whether the citizens of the city are still subject to a solid waste disposal fee charged by the county, even if a private disposal service is used.

[County Taxing Rental Property Owned by the Utility District](#)

Legal Opinion (Created: 1996-01-26; Reviewed: 2021-07-20)

MTAS was asked whether the county can tax rental property owned by the utility district.

[County to City Dispatch Charges Survey](#)

Survey (Created: 2020-08-07; Reviewed: 2021-07-12)

MTAS surveyed eighteen cities whose E-911 communications are handled by the county they are located in. Representatives of each city were asked about service cost and the formula used to determine the charge for each city.

[County Zoning Ordinances and Expansion of Pre-existing Non-conforming Uses to Adjacent Land](#)

Legal Opinion (Created: 2001-08-16; Reviewed: 2021-04-28)

MTAS was asked whether a county zoning ordinance can permit the expansion of pre-existing non-conforming uses to adjacent land

[Court Costs Taxed](#)

Legal Opinion (Created: 2002-01-25; Reviewed: 2021-07-27)

MTAS was asked if a general sessions court judge can tax costs against the city when officers fail to properly execute warrants.

[Court Liason Programs](#)

General (Created: 2002-01-10; Reviewed: 2021-06-29)

The Court Liaison Program is a cooperative effort of the local police department, the District Attorney General's office and the General Sessions Court Judge to reduce police overtime costs.

[COVID-19 \(Coronavirus\) Resources for Local Government in Tennessee](#)

General (Created: 2020-03-04; Reviewed: 2021-05-14)

A list of resources for local governments in Tennessee related to the COVID-19 Coronavirus. This list will be updated regularly as resources become available. Note: Due to the variety and volume of information on this page, new resources that are more recently added to this page are indicated with RED type.

[COVID-19 and Municipal Governments: A Hot Topic Q & A for Tennessee Municipalities](#)

General (Created: 2020-03-16; Reviewed: 2021-07-12)

The first case in the United States of 2019-nCoV, the 2019 novel coronavirus, now classified as COVID-19, was diagnosed on January 20, 2020, in Snohomish County, Washington. Since then, more people have been diagnosed with COVID-19, and cities are struggling to find information of how to respond to the spread of the virus and how the virus will affect the city's ability to continue to provide municipal services. This MTAS Hot Topic provides guidance for cities on these issues. (Updated 3/23/2020)

[Creating an Industrial Board](#)

Resolution (Created: 2005-01-31; Reviewed: 2021-06-18)

Includes a resolution, charter, and by laws for an industrial board.

[Creation of An Additional Municipal Court Judge](#)

Legal Opinion (Created: 2006-02-27; Reviewed: 2021-07-27)

MTAS was asked whether an amendment to the city's charter will be required if the city wishes to appoint another city judge with the jurisdiction to hear only municipal ordinance violation cases.

[Creation of Metropolitan Government](#)

General (Created: 2004-08-18; Reviewed: 2021-07-16)

MTAS was asked if the Town of Woodbury could stop a proposed effort to implement metropolitan government in Cannon County, Tennessee.

[Creation of Special Relationships between a Citizen and Police Officers](#)

Legal Opinion (Created: 2012-07-05; Reviewed: 2021-05-12)

MTAS was asked to analyze the question of what is required for a "special relationship" to be established between a citizen and police officers, in the context of the question of whether a police department's agreement to do a neighborhood drive-through check of a homeowner's property in a neighborhood in which recent crime has occurred creates a "special relationship."

[Credit Cards Used to Pay Taxes and Other Fees](#)

Survey (Created: 2018-05-15; Reviewed: 2021-04-22)

Several Tennessee cities were contacted to find out if they allow citizens to pay taxes or fees with a credit card.

[Criminal Background Check Authorization](#)

Form (Created: 2003-03-14; Reviewed: 2021-06-15)

MTAS was asked to develop a criminal background check employment application supplement.

[Critical Need for Volunteer Incentive Programs](#)

General (Created: 2005-08-23; Reviewed: 2021-05-21)

Volunteer incentive programs must be developed by each fire department to insure that the drop out rate is reduced to the lowest level possible.

[Current Topics Affecting Municipal Governments: Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004](#)

General (Created: 2004-08-09; Reviewed: 2021-06-25)

A powerpoint presentation; this is not a full overview of the entire registry issue, only about the payments and registration of offenders and limitations on spending the proceeds.

[Customer Service Supervisor](#)

Job Description (Created: 2002-09-26; Reviewed: 2021-07-09)

Job description for the position of Customer Service Supervisor for Utilities and Public Works.

[Customer Service Supervisor](#)

Job Description (Created: 2001-08-16; Reviewed: 2021-04-23)

Job description for the position of customer service supervisor for utilities and public works for the City of Smyrna.

[Customer Service Technician Job Description](#)

Job Description (Created: 2009-10-01; Reviewed: 2021-07-22)

A job description for the position of Customer Service Technician

[Daily Cash Report](#)

General (Created: 2010-09-09; Reviewed: 2021-06-17)

An example of a simple daily cash report for the City of Plainview.

[Data Analyst Job Description](#)

Job Description (Created: 2021-07-30; Reviewed: 2021-09-15)

A sample job description for a data analyst from the City of Chattanooga, Tennessee.

[Data Entry Operator A-1](#)

Job Description (Created: 2021-07-20; Reviewed: 2022-02-16)

The City of Memphis provided MTAS with a job description for a data entry operator A-1 in their city.

[Dead Animal Pickup on Private Property: A Telephone Survey Conducted by the MTAS Library Survey](#)

Survey (Created: 2002-09-01; Reviewed: 2021-07-16)

Ten cities were asked about their policies and procedures for picking up dead animals from private property.

[Deannexation and the Payment of Property Taxes](#)

General (Created: 2005-02-23; Reviewed: 2021-06-09)

MTAS was asked about the process of deannexation (also known as 'contraction') and about the payment of property taxes for those who reside in the area to be deannexed.

[Debt Reimbursement Resolution](#)

Resolution (Created: 2010-09-15; Reviewed: 2021-04-22)

A resolution expressing official intent that certain expenditures to be incurred in connection with certain public works projects and related expenditures be reimbursed from proceeds of notes, bonds, or other indebtedness to be issued by the City of Morristown, Tennessee.

[Dedication and Acceptance of Sidewalks](#)

Legal Opinion (Created: 2002-10-31; Reviewed: 2020-07-06)

MTAS was asked to analyze the law governing the dedication and acceptance of sidewalks.

[Dedication of Streets That Are Essentially Private Driveways](#)

Legal Opinion (Created: 1999-01-21; Reviewed: 2020-10-07)

MTAS was asked whether it would be advisable for the Town to take over the maintenance, or accept the dedication as city streets, certain private driveways.

[Deducting Union Dues for Firefighters](#)

General (Created: 2002-03-13; Reviewed: 2021-05-20)

MTAS was asked to research cities' requirements to deduct union dues from firefighters.

[Deferring Property Taxes](#)

Legal Opinion (Created: 2000-07-21; Reviewed: 2021-07-21)

MTAS was asked whether it is legal for the city to defer taxes on property annexed into the city but not yet receiving all city services.

[Defined Benefit Retirement Plans and Benefits](#)

General (Created: 2014-10-20; Reviewed: 2021-05-07)

MTAS provided examples of retirement plans from several cities and information from TCRS.

[Definition of Grandfathering in the Sense of Allowing a Preexisting Use to Continue Despite a Later Regulation](#)

Legal Opinion (Created: 1996-05-23; Reviewed: 2021-06-18)

"Grandfathering" is allowing an existing operation or conduct to continue legally when a new operation or conduct would be illegal.

[Delinquent Property Taxes](#)

Legal Opinion (Created: 2002-01-09; Reviewed: 2021-06-21)

Analyzes law governing right of city to waiver penalty and interest on property taxes.

[Delinquent Utility Bills Survey](#)

Survey (Created: 2014-02-11; Reviewed: 2021-04-26)

Six cities were asked who collects delinquent utility bills and about the payment for these services.

[Demolishing an Old Building That Shares a Party Wall with an Adjoining Building](#)

Legal Opinion (Created: 2002-11-21; Reviewed: 2021-04-28)

MTAS advised city of potential liabilities in demolishing condemned building which shares "party wall" with adjoining property owner.

[Demolition Bond in a Historic District](#)

Legal Opinion (Created: 2001-02-12; Reviewed: 2021-04-29)

MTAS was asked whether it is legal for the city to require a bond to secure the demolition of a building within the historic overlay.

[Demolition of Dilapidated and Unsafe Buildings](#)

Legal Opinion (Created: 1998-01-20; Reviewed: 2021-04-20)

MTAS was asked whether there is any legal way to require the local Farmer's Coop to demolish a large cattle feeding bin on its property.

[Denying a Business License to a Person Whose Business Establishment is in Violation of the City's Zoning Ordinance](#)

Legal Opinion (Created: 1996-02-08; Reviewed: 2021-06-18)

MTAS was asked whether the city can deny a business license to a person whose business establishment is in violation of the city's zoning ordinance.

[Department Assistant Directors in Selected Tennessee Cities](#)

Survey (Created: 2017-12-01; Reviewed: 2021-04-14)

MTAS surveyed 11 cities regarding Assistant or Deputy Directors in a number of departments in their cities.

[Depositories for City Funds](#)

Legal Opinion (Created: 1997-11-17; Reviewed: 2021-07-01)

MTAS was asked why a city is not permitted to deposit city funds in credit unions.

[Design Review Commission Resolution](#)

Resolution (Created: 2009-03-03; Reviewed: 2021-06-29)

A resolution creating a design review commission for the Town of Pittman Center.

[Design-Build Contracts](#)

Legal Opinion (Created: 2002-01-25; Reviewed: 2021-08-19)

MTAS was asked about the legal authority of municipalities to let design-build contracts.

[Determining Quorum Number Required to Pass Motions](#)

Legal Opinion (Created: 2018-06-01; Reviewed: 2021-07-20)

An MTAS attorney response to a question regarding the number of aldermen required to vote and pass items on the agenda not related to the city's present alderman vacancy.

[Development and Impact Fees in Selected Tennessee Cities](#)

Survey (Created: 2019-02-01; Reviewed: 2021-07-01)

A survey of selected cities regarding development or impact fees.

[Development of a Proposed Sewer System for Estill Springs](#)

Report/Study (Created: 2001-08-06; Reviewed: 2021-05-12)

Recommendation that Estill Springs connect with a neighboring town's sewer system.

[Differences Between Modified Manager-Commission vs Manager-Commission Form of Government](#)

General (Created: 2009-08-31; Reviewed: 2021-07-08)

MTAS was asked to discuss the differences between the manager-commission form of government and the modified manager-commission form of government.

[Differential Tax Rates and Questions from the Charter Commission](#)

Legal Opinion (Created: 1996-01-17; Reviewed: 2021-07-08)

MTAS was asked whether differential tax rates within taxing districts and special services districts authorized under the Charter Government Unification Act would violate the Tennessee Constitution and several other questions by the Charter Commission.

[Director of Development Services](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-07-09)

Job description for the position of Director of Development Services.

[Director of Finance](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-07-01)

Job description for the position of Director of Finance.

[Director of Finance](#)

Job Description (Created: 2017-08-17; Reviewed: 2021-07-01)

Job description for the Director of Finance in a Tennessee city.

[Director of Golf/Head Professional](#)

Job Description (Created: 2002-09-25; Reviewed: 2021-06-01)

Job description for the position of Director of Golf/Head Professional.

[Director of Health](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-04-15)

Job description for the position of Director of Health.

[Director of Human Resources](#)

Job Description (Created: 2002-09-24; Reviewed: 2021-04-28)

Job description for the position of Director of Human Resources.

[Director of Library](#)

Job Description (Created: 2005-01-24; Reviewed: 2021-07-15)

A job description for the position of library director

[Director of Utilities and Public Works Job Description](#)

Job Description (Created: 2002-09-27; Reviewed: 2021-07-21)

Job description for the position of Director of Utilities and Public Works.

[Disaster Response Documents](#)

General (Created: 2011-04-18; Reviewed: 2021-07-12)

A collection of documents that includes disaster cleanup bid documents, FEMA 322 Disaster Response, and USACE Scope of Work Example.

[Disciplinary Appeals Processes in Selected Tennessee Cities](#)

Survey (Created: 2015-07-31; Reviewed: 2021-04-28)

MTAS asked twenty-six cities about their disciplinary appeals process and the city manager's role in that process.

[Discretion of Town to Refuse to Allow New Taps](#)

Legal Opinion (Created: 1994-02-03; Reviewed: 2021-04-22)

MTAS was asked whether the Board of Mayor and Aldermen may refuse to allow new taps to the municipal water system outside the corporate limits.

[Disease Management Program RFP or RFQ](#)

General (Created: 2006-02-08; Reviewed: 2021-07-20)

MTAS was asked about the use of an RFP for a 'Disease Management Program.'

[Dismissing an Employee for Refusing to Take a Polygraph](#)

Legal Opinion (Created: 2011-01-04; Reviewed: 2021-04-28)

MTAS was asked whether an employee can be dismissed for refusal to take a polygraph test.

[Dispatcher](#)

Job Description (Created: 2002-09-26; Reviewed: 2021-07-12)

Job description for the position of Dispatcher.

[Dispatcher, Lead](#)

Job Description (Created: 2002-09-26; Reviewed: 2021-07-12)

Job description for the position of Lead Dispatcher.

[Dispatcher/Computer Supervisor](#)

Job Description (Created: 2002-09-26; Reviewed: 2021-07-12)

Job description for the position of Dispatcher/Computer Supervisor.

[Dispatcher/Records Clerk](#)

Job Description (Created: 2002-09-26; Reviewed: 2021-07-12)

Job description for the position of Records Clerk/Dispatcher.

[Disposing of an Abandoned Vehicle](#)

General (Created: 2016-02-03; Reviewed: 2021-07-26)

MTAS provided information on the process to dispose of a private vehicle that was abandoned.

[Disposition of Court Costs, Litigation Tax Revenues, and Fines](#)

General (Created: 2004-12-22; Reviewed: 2021-07-27)

MTAS was asked to provide a summary of distribution of court costs, fines, and litigation taxes.

[Disposition of Seized Cash](#)

General (Created: 2004-06-01; Reviewed: 2021-06-29)

MTAS was asked about the proper procedures for storing cash seized by the police department.

[Disposition of Unclaimed, Lost, or Abandoned Personal Property in Possession of Police Department](#)

Legal Opinion (Created: 1996-12-17; Reviewed: 2021-07-03)

MTAS was asked what disposition a city can make of unclaimed, lost, or abandoned personal property in the possession of the police department, such as, but not limited to, money, bicycles, automobiles, etc.

[Dissolution and Reinstatement of an Industrial Development Board](#)

General (Created: 2014-02-18; Reviewed: 2021-06-18)

MTAS was asked whether an IDB is automatically dissolved if they do not meet and how an IDB might be reinstated.

[Dissolution of Airport Authority](#)

Legal Opinion (Created: 2005-06-16; Reviewed: 2021-06-18)

MTAS was asked whether a city could abolish the airport authority that it created.

[Distribution of Authority Over City School System](#)

Legal Opinion (Created: 2007-02-13; Reviewed: 2021-07-15)

MTAS was asked questions related to the city school system, particularly with respect to the distribution of authority over the system between the city governing body and city school board. Questions related to charging tuition and closing school buildings.

[Divorced Employee Claimed He Was Married and Entitled to City-Sponsored Family Health Insurance Coverage](#)

Legal Opinion (Created: 2000-06-07; Reviewed: 2021-06-15)

MTAS was asked whether it would be appropriate for the city to terminate an employee who falsely claimed that he was still married and therefore, entitled to city-sponsored family health insurance coverage, when, in fact, this employee was divorced.

[Do-It-Yourself City Street Paving: MTAS Library Survey](#)

Survey (Created: 2011-06-14; Reviewed: 2020-10-07)

Twenty-two cities were asked whether their city performs DIY street paving and how they made their decision.

[Documentation Retention of Closed Files](#)

Legal Opinion (Created: 2022-03-28; Reviewed: 2022-04-01)

MTAS Legal Consultant Elisha Hodge responded to a Tennessee municipality's request for information regarding records retention and public records.

[Does an Employee Have a Right to a Salary Increase by Virtue of Provisions Made in the Budget for Salary Increases](#)

Legal Opinion (Created: 1992-07-23; Reviewed: 2021-06-21)

MTAS was asked whether an employee has a right to a salary increase by virtue of provisions made in the budget for salary increases.

[Does the City Have to Operate a City Court?](#)

Legal Opinion (Created: 1994-02-16; Reviewed: 2021-07-27)

MTAS was asked whether the City has to operate a city court.

[Does the City Have to Pay the County to Incarcerate Prisoners Arrested and Prosecuted for State Law Violations by the City?](#)

Legal Opinion (Created: 1996-01-29; Reviewed: 2021-06-30)

MTAS was asked whether the city has to pay the county to incarcerate prisoners arrested and prosecuted for state law violations by the city.

[Does the Tennessee Open Records Law Require a City to Mail Any Record to a Newspaper?](#)

Legal Opinion (Created: 1999-02-10; Reviewed: 2021-07-06)

MTAS was asked whether the city is required under the Tennessee Open Records Law to mail to a newspaper information packets it provides to the Board of Mayor and Aldermen, or any other city records.

[Dog Park Creation and Regulation](#)

Survey (Created: 2014-11-18; Reviewed: 2021-06-01)

Eight cities were asked several questions about off-leash dog parks, including: use of a feasibility study; funding model; design guidelines; and, regulations or ordinances.

[Drafting a Sewer Ordinance](#)

General (Created: 2004-11-05; Reviewed: 2021-07-26)

Guidelines for ordinance and statute drafting.

[Drain Easements in Selected Tennessee Cities](#)

Survey (Created: 2019-02-01; Reviewed: 2020-07-08)

Nine Tennessee cities were surveyed to find out how they handle drainage easements.

[Drainage Law and the Responsibility of the Design Engineer](#)

General (Created: 2005-05-13; Reviewed: 2020-10-07)

A PowerPoint presentation for the Tennessee section of ASCE.

[Drainage Problems of Private Property Owners](#)

Legal Opinion (Created: 2003-06-03; Reviewed: 2020-07-08)

MTAS was asked to analyze the law relative to drainage problems with respect to private property owners.

[Drainage Work Notice](#)

Form (Created: 2015-06-17; Reviewed: 2020-10-07)

This drainage notice letter template may be used to notify property owners that maintenance activities will be conducted on a drainage way that crosses their property.

[Drainage Work on Private Property](#)

General (Created: 2005-03-08; Reviewed: 2021-04-15)

MTAS was asked to provide technical assistance on issue of public works department doing work on private property.

[Drug and Alcohol Testing of City Employees](#)

Legal Opinion (Created: 2014-10-30; Reviewed: 2021-06-15)

MTAS was asked whether all city employees may be tested for drugs and alcohol.

[Drug Forfeiture Funds](#)

Legal Opinion (Created: 2002-02-21; Reviewed: 2021-06-29)

MTAS was asked whether money received from fines and forfeitures in drug cases may be used to make a contribution to a law enforcement association or for police training.

[Drug Task Force Financial Officer](#)

Job Description (Created: 2002-09-26; Reviewed: 2021-05-12)

Job description for the position of Drug Task Force Financial Officer.

[Duties and Responsibilities of a Fire Chief](#)

Report/Study (Created: 2000-11-02; Reviewed: 2021-07-12)

Discusses the duties and responsibilities of the Paris, Tennessee, Fire Chief.

Pagination

- [Current page 1](#)
- [Page 2](#)
- [Page 3](#)
- [Page 4](#)
- [Next page next >](#)
- [Last page last »](#)