Legal Opinion

**Abolishing the City School System**
Legal Opinion (Created: 2007-04-25; Reviewed: 2021-07-08)
Original Author: Hemsley, Sid

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

**Acceptance of Gifts**
Legal Opinion (Created: 2007-02-27; Reviewed: 2021-04-30)
Original Author: Hemsley, Sid

MTAS was asked how cities accept and refuse gifts.

**Accepting Property to be Used as a Park Exclusively for Senior Citizens**
Legal Opinion (Created: 1993-03-04; Reviewed: 2021-05-07)
Original Author: Shechter, Leslie

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 Second Lowest Bid on a Construction Project**
Legal Opinion (Created: 2006-07-12; Reviewed: 2020-05-13)
Original Author: Hemsley, Sid

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

**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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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

Addition of Documents to the Minutes of the Commission
Legal Opinion (Created: 1996-03-13; Reviewed: 2021-07-20)
Original Author: Hemsley, Sid

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.

Administrative Powers of the Mayor
Legal Opinion (Created: 2009-11-13; Reviewed: 2021-06-14)
Original Author: Hemsley, Sid

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.

Adult Use Ordinance
Legal Opinion (Created: 2002-03-05; Reviewed: 2021-06-14)
Original Author: Huffer, Dennis

Review of an adult use ordinance.

Advertising on Police Cars
Legal Opinion (Created: 2002-11-12; Reviewed: 2021-05-12)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

MTAS was asked whether persons or committees appointed by the city manager to advise him fall under the Open Meetings Law.
MTAS was asked whether it is legal to restrict the mobile homes that come into the city to a certain age.

**Alcoholic Beverage Sales on Election Days**
Legal Opinion (Created: 2018-06-01; Reviewed: 2021-04-14)
Original Author: O'Hara, Stephanie Allen

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)
Original Author: Hemsley, Sid

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

**Aldermen Decline to Accept Salary and Then Demand Payment of Salary**
Legal Opinion (Created: 2010-11-15; Reviewed: 2021-07-20)
Original Author: Hemsley, Sid

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.

**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)
Original Author: Bingham, Pamela

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.
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)
Original Author: Shechter, Leslie

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.

Alteration of Election Dates
Legal Opinion (Created: 2001-12-13; Reviewed: 2021-07-20)
Original Author: Ashburn, Melissa

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)
Original Author: Huffer, Dennis

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.

Ambulance Bill for Injured Prisoner
Legal Opinion (Created: 2007-03-21; Reviewed: 2021-06-29)
Original Author: Ashburn, Melissa

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.

Analysis of the Lien Provisions of TCA
Legal Opinion (Created: 2007-03-01; Reviewed: 2021-07-27)
Original Author: Hemsley, Sid

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.
Annexation and Amending an Urban Growth Boundary
Legal Opinion (Created: 2015-12-10; Reviewed: 2022-02-11)
Original Author: O'Hara, Stephanie Allen

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)
Original Author: Hemsley, Sid

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.

Anonymous Complaints of Code Violations
Legal Opinion (Created: 2003-08-27; Reviewed: 2021-04-19)
Original Author: Huffer, Dennis

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)
Original Author: Leydorf, Donna

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)
Original Author: Hemsley, Sid

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.
Application of Jackson Law to Private Landfill
Legal Opinion (Created: 2007-02-02; Reviewed: 2021-05-27)
Original Author: Huffer, Dennis

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)
Original Author: Huffer, Dennis

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)
Original Author: Huffer, Dennis

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)
Original Author: Hemsley, Sid

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)
Original Author: Hodge, Elisha

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.
Appointment of City Judge
Legal Opinion (Created: 2000-12-05; Reviewed: 2021-07-26)
Original Author: Leydorf, Donna

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)
Original Author: Hemsley, Sid

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

At Will Employees
Legal Opinion (Created: 2009-08-20; Reviewed: 2021-07-20)
Original Author: Hemsley, Sid

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

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)
Original Author: Hemsley, Sid

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)
Original Author: Jones, Josh

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.
Authority of Aldermen to Manage Employees
Legal Opinion (Created: 2011-09-09; Reviewed: 2021-07-20)
Original Author: Ashburn, Melissa

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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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 the City Court to Impose Fines
Legal Opinion (Created: 2012-03-27; Reviewed: 2021-07-26)
Original Author: Hemsley, Sid

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)
Original Author: Bingham, Pamela

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

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)
Original Author: Moore, Todd

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.

Beer Board Authority to Suspend or Revoke Beer Permit
Legal Opinion (Created: 2006-03-23; Reviewed: 2021-05-14)
Original Author: Ashburn, Melissa

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)
Original Author: Ashburn, Melissa

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

Beer License and Proximity to Day Care Center
Legal Opinion (Created: 2001-02-23; Reviewed: 2021-06-18)
Original Author: Leydorf, Donna

MTAS was asked if a beer license would be granted to an establishment that is in close proximity to a day care center.
Beer Permit Age Limitation
Legal Opinion (Created: 2022-03-28; Reviewed: 2022-04-01)
Original Author: Hodge, Elisha

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 Permits for Contiguous Serving Areas and Use of One Permit for Two Businesses
Legal Opinion (Created: 2011-05-04; Reviewed: 2021-06-25)
Original Author: Ashburn, Melissa

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, Workers Compensation, and Street Damage Caused by Trucks
Legal Opinion (Created: 1994-03-07; Reviewed: 2020-04-21)
Original Author: Hemsley, Sid

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)
Original Author: Ashburn, Melissa

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.

Bidding Requirements
Legal Opinion (Created: 2002-03-12; Reviewed: 2020-05-27)
Original Author: Huffer, Dennis

MTAS was asked to review a law on bid acceptance.
Board of Mayor and Aldermen Has the Power to Correct the Minutes
Legal Opinion (Created: 2002-07-23; Reviewed: 2021-07-20)
Original Author: Hemsley, Sid

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)
Original Author: Huffer, Dennis

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)
Original Author: Hemsley, Sid

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.

Bond Resolution Repeal
Legal Opinion (Created: 2001-10-24; Reviewed: 2021-04-22)
Original Author: Hemsley, Sid

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.

Breaking a Tie in the Election of an Alderman
Legal Opinion (Created: 2014-11-20; Reviewed: 2021-07-07)
Original Author: Hodge, Elisha

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

Broad Emergency Powers Given to Any Fire Chiefs
Legal Opinion (Created: 1992-02-26; Reviewed: 2021-06-28)
Original Author: Pullen, Mark

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)
Original Author: Hemsley, Sid

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

Building Permit Issued by Mistake
Legal Opinion (Created: 2001-03-19; Reviewed: 2021-04-28)
Original Author: Hemsley, Sid

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

Burying Bodies in the Backyard
Legal Opinion (Created: 2009-09-25; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

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.

Can Cities Surrender Their Zoning Powers by Interlocal Agreement?
Legal Opinion (Created: 2006-09-18; Reviewed: 2021-05-05)
Original Author: Hemsley, Sid

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

Can the City Attorney Also Serve as the City Judge?
Legal Opinion (Created: 1993-05-06; Reviewed: 2021-07-30)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Pullen, Mark

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)
Original Author: Hemsley, Sid

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)
Original Author: Ashburn, Melissa

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)
Original Author: Ashburn, Melissa

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

Certificate of Compliance and Issuing Alcoholic Beverage Licenses
Legal Opinion (Created: 2022-02-11; Reviewed: 2022-02-11)
Original Author: Hodge, Elisha

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?"
Certifying Election Results Before Swearing In Newly Elected Officials
Legal Opinion (Created: 2012-11-09; Reviewed: 2021-07-23)
Original Author: Ashburn, Melissa

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

Chancery Court Judge
Legal Opinion (Created: 2002-05-20; Reviewed: 2021-07-25)
Original Author: Hemsley, Sid

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

Changing an Employee's Employment Status
Legal Opinion (Created: 2009-05-22; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Hodge, Elisha

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)
Original Author: Hemsley, Sid

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.

Charter Provision Requires Mayor to Sign Warrants But Is Silent as to Checks
Legal Opinion (Created: 2000-01-11; Reviewed: 2021-07-19)
Original Author: Hemsley, Sid

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 Questions
Legal Opinion (Created: 2003-05-07; Reviewed: 2021-07-16)
Original Author: Ashburn, Melissa

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.

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)
Original Author: Hemsley, Sid

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.
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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author:

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)
Original Author: Ashburn, Melissa

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.
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.

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

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.

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.

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)
Original Author: Hemsley, Sid

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)
Original Author: Ashburn, Melissa

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)
Original Author: Ashburn, Melissa

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

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)
Original Author: Moore, Todd

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 Issues a Building Permit for a Project Which Causes a Drainage Problem
Legal Opinion (Created: 1996-12-17; Reviewed: 2020-04-21)
Original Author: Hemsley, Sid

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 Issuing State Warrant and Admissibility of Video Tape in DUI case
Legal Opinion (Created: 1993-02-18; Reviewed: 2021-07-20)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Huffer, Dennis

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)
Original Author: Hemsley, Sid

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)
Original Author: Shechter, Leslie

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 Appointing Commissioner to Chief of Police Position**
Legal Opinion (Created: 2007-11-06; Reviewed: 2021-06-28)
Original Author: Hemsley, Sid

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.

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**City Manager Employment Agreements and Severance Pay**
Legal Opinion (Created: 1997-04-10; Reviewed: 2021-06-25)
Original Author: Hemsley, Sid

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

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**City Manager's Authority Over Personnel Administration**
Legal Opinion (Created: 1996-10-04; Reviewed: 2021-04-26)
Original Author: Hemsley, Sid

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.

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**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)
Original Author: Bingham, Pamela

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.

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**City Recorder Serving as Vice-Mayor in the Absence of the Mayor**
Legal Opinion (Created: 2001-09-14; Reviewed: 2021-07-09)
Original Author: Hemsley, Sid

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 Recorders Serving as Court Clerks
Legal Opinion (Created: 2004-10-08; Reviewed: 2021-07-09)
Original Author: Hemsley, Sid

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

City School District Admits Children Who Live Outside the City and Charges Tuition
Legal Opinion (Created: 1996-04-08; Reviewed: 2021-04-26)
Original Author: Moore, Todd

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

City Treasurer Duties and Compensation
Legal Opinion (Created: 2000-10-04; Reviewed: 2021-06-17)
Original Author: Hemsley, Sid

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 Wishes to Prohibit Double Wide Mobile Homes
Legal Opinion (Created: 1993-06-21; Reviewed: 2021-07-25)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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.

Classifying Employees in Labor and Management Categories
Legal Opinion (Created: 1991-05-27; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

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

Closed Meetings with City Attorney
Legal Opinion (Created: 2007-03-30; Reviewed: 2021-04-15)
Original Author: Hemsley, Sid

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 Officers
Legal Opinion (Created: 2005-03-04; Reviewed: 2021-04-20)
Original Author: Hemsley, Sid

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)  
Original Author: Hemsley, Sid

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?

**Collection of Costs Related to Solid Waste**  
Legal Opinion (Created: 2009-03-19; Reviewed: 2021-05-28)  
Original Author: Hemsley, Sid

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)  
Original Author: Hemsley, Sid

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)  
Original Author: Hemsley, Sid

MTAS was asked how a municipal court can collect fines.

**College Student Voter Registration**  
Legal Opinion (Created: 2002-02-21; Reviewed: 2021-07-07)  
Original Author: Hemsley, Sid

Analyzes law governing the conditions under which students in colleges in Tennessee can register to vote in cities in the locations of their colleges.
Combining Two Utility Boards
Legal Opinion (Created: 2001-04-02; Reviewed: 2021-04-22)
Original Author: Leydorf, Donna

MTAS was asked whether or not the City may merge the two utility boards currently in existence.

Compensation and Health Insurance for City Boards and Commissions
Legal Opinion (Created: 2009-11-10; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

MTAS was asked whether the city recorder is entitled under Tennessee Law to compensation based on the collection of property taxes.

Composition and Authority of the City Beer Board
Legal Opinion (Created: 1992-03-11; Reviewed: 2021-07-15)
Original Author: Shechter, Leslie

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.
**Condemnation of Property with Deed Restrictions or Covenants**
Legal Opinion (Created: 2017-03-01; Reviewed: 2021-04-15)
Original Author: Ashburn, Melissa

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 the Deed Abandoning the Street**
Legal Opinion (Created: 1993-10-29; Reviewed: 2020-04-22)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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.

**Confidentiality of Certain Internal Investigative Notes/Reports**
Legal Opinion (Created: 1997-08-20; Reviewed: 2021-04-22)
Original Author: Bingham, Pamela

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)
Original Author: Hemsley, Sid

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)
Original Author: Jones, Josh

MTAS was asked whether the provisions of T.C.A. apply to the execution of conservation easements on city-owned property.

Constitutionality of Changes to Home Rule City Charters
Legal Opinion (Created: 2001-01-04; Reviewed: 2021-06-18)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Bingham, Pamela

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 Without a Building Permit
Legal Opinion (Created: 2008-02-11; Reviewed: 2021-04-20)
Original Author: Hemsley, Sid

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.
**Contract Between City and Alderman**
Legal Opinion (Created: 2009-02-06; Reviewed: 2021-06-21)
Original Author: Hemsley, Sid

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 the County to Maintain the City's Streets in Exchange for Payment**
Legal Opinion (Created: 1990-10-12; Reviewed: 2020-04-22)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

MTAS was asked whether the city was liable on a contract to contribute to the national guard armory.
MTAS was asked about a proposed contract between the City (and other county municipalities) and the County Municipal Water District.

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.

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.

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.

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?
Councilmember Acting as City Judge, in Absence of Judge
Legal Opinion (Created: 2005-04-05; Reviewed: 2021-07-27)
Original Author: Ashburn, Melissa

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.

Counting Meal Time for Firefighters Towards Overtime Pay
Legal Opinion (Created: 2007-06-01; Reviewed: 2021-06-15)
Original Author: Hemsley, Sid

MTAS was asked about meal periods for firefighters who work shifts of less than 24 hours.

County Disadvantaged Business Enterprise Utilization Guidelines
Legal Opinion (Created: 2001-06-21; Reviewed: 2021-06-18)
Original Author: Hemsley, Sid

MTAS was asked to evaluate the County Disadvantaged Business Enterprise Utilization Guidelines.

County Mayor Serving on the Industrial Development Board
Legal Opinion (Created: 2010-11-11; Reviewed: 2021-06-18)
Original Author: Ashburn, Melissa

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)
Original Author: Pullen, Mark

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)
Original Author: Hemsley, Sid

MTAS was asked whether the county can tax rental property owned by the utility district.

County Zoning Ordinances and Expansion of Pre-existing Non-conforming Uses to Adjacent Land
Legal Opinion (Created: 2001-08-16; Reviewed: 2021-04-28)
Original Author: Hemsley, Sid

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)
Original Author: Ashburn, Melissa

MTAS was asked if a general sessions court judge can tax costs against the city when officers fail to properly execute warrants.

Creation of An Additional Municipal Court Judge
Legal Opinion (Created: 2006-02-27; Reviewed: 2021-07-27)
Original Author: Hemsley, Sid

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 Special Relationships between a Citizen and Police Officers
Legal Opinion (Created: 2012-07-05; Reviewed: 2021-05-12)
Original Author: Hemsley, Sid

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."
Dedication and Acceptance of Sidewalks
Legal Opinion (Created: 2002-10-31; Reviewed: 2020-07-06)
Original Author: Hemsley, Sid

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)
Original Author: Bingham, Pamela

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.

Deferring Property Taxes
Legal Opinion (Created: 2000-07-21; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

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.

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)
Original Author: Moore, Todd

"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)
Original Author: Hemsley, Sid

Analyzes law governing right of city to waive penalty and interest on property taxes.
Demolishing an Old Building That Shares a Party Wall with an Adjoining Building
Legal Opinion (Created: 2002-11-21; Reviewed: 2021-04-28)
Original Author: Ashburn, Melissa

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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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.

Depositories for City Funds
Legal Opinion (Created: 1997-11-17; Reviewed: 2021-07-01)
Original Author: Bingham, Pamela

MTAS was asked why a city is not permitted to deposit city funds in credit unions.
Design-Build Contracts
Legal Opinion (Created: 2002-01-25; Reviewed: 2021-08-19)
Original Author: Hemsley, Sid

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)
Original Author: Hodge, Elisha

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.

Differential Tax Rates and Questions from the Charter Commission
Legal Opinion (Created: 1996-01-17; Reviewed: 2021-07-08)
Original Author: Hemsley, Sid

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.

Discretion of Town to Refuse to Allow New Taps
Legal Opinion (Created: 1994-02-03; Reviewed: 2021-04-22)
Original Author: Shechter, Leslie

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.

Dismissing an Employee for Refusing to Take a Polygraph
Legal Opinion (Created: 2011-01-04; Reviewed: 2021-04-28)
Original Author: Ashburn, Melissa

MTAS was asked whether an employee can be dismissed for refusal to take a polygraph test.
Disposition of Unclaimed, Lost, or Abandoned Personal Property in Possession of Police Department
Legal Opinion (Created: 1996-12-17; Reviewed: 2021-07-03)
Original Author: Hemsley, Sid

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 of Airport Authority
Legal Opinion (Created: 2005-06-16; Reviewed: 2021-06-18)
Original Author: Hemsley, Sid

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)
Original Author: Hemsley, Sid

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)
Original Author: Bingham, Pamela

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.
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)
Original Author: Shechter, Leslie

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)
Original Author: Hemsley, Sid

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)
Original Author: Pullen, Mark

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)
Original Author: Hemsley, Sid

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.
Drainage Problems of Private Property Owners
Legal Opinion (Created: 2003-06-03; Reviewed: 2020-07-08)
Original Author: Hemsley, Sid
MTAS was asked to analyze the law relative to drainage problems with respect to private property owners.

Drug and Alcohol Testing of City Employees
Legal Opinion (Created: 2014-10-30; Reviewed: 2021-06-15)
Original Author: Ashburn, Melissa
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)
Original Author: Ashburn, Melissa
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.

E-mail and Open Records Law
Legal Opinion (Created: 2001-09-05; Reviewed: 2021-07-20)
Original Author: Hemsley, Sid
MTAS was asked whether the Tennessee Public Records Law applies to e-mail sent by a city official.

Education Revenues
Legal Opinion (Created: 2004-11-23; Reviewed: 2021-06-21)
Original Author: Huffer, Dennis
MTAS was asked to research the sharing by county of certain education funds.

Effect of the Mayor's Veto
Legal Opinion (Created: 2002-08-27; Reviewed: 2021-07-07)
Original Author: Hemsley, Sid
MTAS was asked to analyze the law governing the mayor's veto power.
Effective Date of the Incorporation of a City
Legal Opinion (Created: 1999-03-03; Reviewed: 2021-05-14)
Original Author: Bingham, Pamela

MTAS was asked when the incorporation of a city is considered effective.

Election of Municipal Court Clerk
Legal Opinion (Created: 1992-12-28; Reviewed: 2021-07-27)
Original Author: Hemsley, Sid

MTAS was asked whether Barrett requires the clerk of a municipal court exercising concurrent jurisdiction to be elected.

Election of Municipal Judges with Concurrent General Sessions Jurisdiction
Legal Opinion (Created: 1998-11-18; Reviewed: 2021-07-27)
Original Author: Hemsley, Sid

MTAS was asked whether the City can provide for the election of the city judge in the April city election.

Eligibility of Chamber of Commerce Employees for City-Provided Benefits
Legal Opinion (Created: 2019-09-01; Reviewed: 2021-04-21)
Original Author: Hodge, Elisha

A legal opinion was requested of MTAS addressing whether individuals who work for the local Chamber of Commerce are legally eligible for benefits provided to employees of the city.

Employee Safety Measures
Legal Opinion (Created: 2002-10-01; Reviewed: 2021-06-15)
Original Author: Huffer, Dennis

MTAS was asked to address several personnel safety issues.

Employees Subject to Summary Dismissal by the Mayor
Legal Opinion (Created: 2005-02-15; Reviewed: 2021-04-28)
Original Author: Hemsley, Sid

MTAS was asked which among certain personnel in the city occupy at will positions of employment subject to summary termination by the mayor.
Employing Minors in Establishments That Sell Beer
Legal Opinion (Created: 1992-08-31; Reviewed: 2021-07-15)
Original Author: Shechter, Leslie

MTAS was asked whether minors may be employed in establishments that sell beer.

Employment Contracts between City Manager and Department Heads
Legal Opinion (Created: 1993-05-20; Reviewed: 2021-07-08)
Original Author: Shechter, Leslie

MTAS was asked whether the Commissioners of the City may enter into an "employment agreement" with the Chief of Police.

Enforcing Municipal Ordinances Outside the City Limits
Legal Opinion (Created: 1996-08-19; Reviewed: 2021-04-29)
Original Author: Moore, Todd

MTAS was asked whether it may enforce its ordinances dealing with tall grass, junk cars, and dangerous buildings within one mile of the city limits.

Entitlement of the City to In Lieu of Taxes from an Electric System
Legal Opinion (Created: 1995-06-06; Reviewed: 2021-07-01)
Original Author: Hemsley, Sid

MTAS was asked whether the city is entitled to in lieu of taxes from an electric system with respect to the system's property in the city.

Establishment of a City Environmental Court
Legal Opinion (Created: 2009-06-24; Reviewed: 2021-07-27)
Original Author: Hemsley, Sid

MTAS was asked about the establishment of an environmental court in the city and the organizational implications such a court would have on the existing city court.
Exclusive Franchises for Sewer Treatment Services
Legal Opinion (Created: 2001-02-16; Reviewed: 2021-04-22)
Original Author: Bingham, Pamela

There is sufficient authority for this town to grant an exclusive franchise for sewer service to one entity.

Exotic Animals Law in Tennessee
Legal Opinion (Created: 2001-10-08; Reviewed: 2021-07-16)
Original Author: Hemsley, Sid

MTAS was asked if Tennessee has an exotic animals law and if private property owners are prohibited from keeping pythons.

Expending Municipal Funds to Relocate Sewer, Water, and Gas Mechanical Equipment at the Request of a Property Owner
Legal Opinion (Created: 1995-01-11; Reviewed: 2021-05-27)
Original Author: Shechter, Leslie

MTAS was asked about the legality of expending municipal funds to relocate sewer, water and gas mechanical equipment at the request of a property owner who wishes to backfill his property.

Extraterritorial Arrests
Legal Opinion (Created: 2011-06-14; Reviewed: 2021-05-12)
Original Author: Hemsley, Sid

MTAS was asked under what authority police officers have the right to arrest and pursue defendants outside the territorial limits of the city.

Facebook Posting Sufficiency for Notice of Public Meeting
Legal Opinion (Created: 2022-04-25; Reviewed: 2022-05-10)
Original Author: Ashburn, Melissa

MTAS Legal Consultant Melissa Ashburn replied to a request for information regarding pending legislation on public meeting notices. Ashburn goes on to explain that a Facebook posting is not sufficient alone to satisfy open meeting requirements.
Failure of the Local Government to Substantially Comply with the Public Hearing Notice
Legal Opinion (Created: 1998-09-28; Reviewed: 2021-05-05)
Original Author: Hemsley, Sid

MTAS was asked whether the failure of the local government to substantially comply with the public hearing notice and other procedural requirements prescribed by the state law is jurisdictional rather than directory.

Fees Sent to State by City Courts
Legal Opinion (Created: 2006-12-14; Reviewed: 2021-07-27)
Original Author: Ashburn, Melissa

MTAS was asked several questions about fees/costs sent to the State for violations tried in city court.

Filing Suit for Collection of Delinquent Real Property Taxes
Legal Opinion (Created: 2003-11-21; Reviewed: 2021-07-16)
Original Author: Ashburn, Melissa

MTAS was asked about the procedure for collecting delinquent property taxes when the county taxes have been paid.

Filling Vacancies in the City's School Board
Legal Opinion (Created: 2006-07-25; Reviewed: 2021-07-16)
Original Author: Hemsley, Sid

MTAS was asked whether the school board chairman's appointment to fill the vacancy on the school board was legal.

Fire Chaplains Program Challenged Establishment Cause Grounds
Legal Opinion (Created: 2002-03-22; Reviewed: 2021-05-20)
Original Author: Huffer, Dennis

MTAS was asked whether there has been a case where a fire chaplain program has been challenged on establishment clause grounds.
Firing the City Attorney
Legal Opinion (Created: 2000-11-29; Reviewed: 2021-07-25)
Original Author: Leydorf, Donna

MTAS was asked for whom the City Attorney works and if the City Attorney may be fired.

Forcing the City to Accept and Maintain Private Streets Located in Privately Owned Residential Developments
Legal Opinion (Created: 1991-08-15; Reviewed: 2020-10-07)
Original Author: Shechter, Leslie

MTAS was asked whether the City can be forced to accept the dedication and ongoing maintenance responsibility for private streets, street lights and storm sewers located within condominium and planned unit developments.

Form of Petition for Liquor Sales
Legal Opinion (Created: 2006-09-12; Reviewed: 2021-07-16)
Original Author: Hemsley, Sid

MTAS was asked for a form of petition for package liquor sales and liquor-by-the-drink sales.

Free Water and Sewer Service Provided to School
Legal Opinion (Created: 2010-06-30; Reviewed: 2021-04-22)
Original Author: Ashburn, Melissa

MTAS was asked whether it is legal to provide water for free to a public school, and posed further questions about the enforcement of the agreement with the county and school district.

Function and Duties of a Home Rule Charter Commission
Legal Opinion (Created: 2008-10-07; Reviewed: 2021-06-18)
Original Author: Hemsley, Sid

Basic introduction of charter commission candidates to the functions and duties of the charter commission.
General Sessions Judge Serving as the City Judge for Additional Compensation
Legal Opinion (Created: 1993-10-25; Reviewed: 2021-07-27)
Original Author: Hemsley, Sid

MTAS was asked whether the general sessions judge can serve as the city judge for a salary in addition to his general sessions judge salary.

Gift of City Property to an Employee
Legal Opinion (Created: 2000-09-26; Reviewed: 2021-07-20)
Original Author: Leydorf, Donna

MTAS was asked whether the City may give a retiring city official the vehicle he was using for department purposes, as a retirement present.

Giving Adequate Public Notice of a Open Meeting
Legal Opinion (Created: 1999-12-17; Reviewed: 2021-05-12)
Original Author: Bingham, Pamela

MTAS was asked about giving adequate public notice of a open meeting.

Giving or Selling City Property to a Private Cemetery Association
Legal Opinion (Created: 2007-04-25; Reviewed: 2021-07-27)
Original Author: Hemsley, Sid

MTAS was asked whether the city can give to a private nonprofit cemetery organization, property to be used as a cemetery.

Grandfathering Fireworks Stands Annexed into the City
Legal Opinion (Created: 1994-11-14; Reviewed: 2021-07-16)
Original Author: Hemsley, Sid

MTAS was asked whether a city can "grandfather" fireworks stands annexed into the city?
**Gratuitous Payment for Increased Price of Gasoline Under Garbage Collection Contract**

Legal Opinion (Created: 2006-03-20; Reviewed: 2021-05-27)
Original Author: Hemsley, Sid

MTAS was asked whether a city can compensate a contractor for the increased price of gasoline it has taken for the contractor to perform a contract for the city.

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**Grievance Hearings and Rights of At Will Employees**

Legal Opinion (Created: 2011-11-21; Reviewed: 2021-05-18)
Original Author: Hemsley, Sid

MTAS was asked what rights at will employees have to a grievance hearing on adverse employment actions, and what right such employees have to be represented by counsel.

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**Guidelines Governing Municipal Truck Regulations**

Legal Opinion (Created: 1998-01-21; Reviewed: 2020-10-07)
Original Author: Hemsley, Sid

MTAS was asked whether the city can amend its truck weight ordinance to prohibit through truck traffic from using Road A to Road B inside the city, and exempt from the ordinance trucks leaving the landfill, delivery and pick-ups at a certain business.

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**Handicapped Access, In-Lieu-Of Tax Payments, Liquor by the Drink**

Legal Opinion (Created: 2001-02-21; Reviewed: 2021-07-16)
Original Author: Leydorf, Donna

MTAS was asked whether the city is required to provide handicap access to the second floor walking track in its new recreation building, if the Electric Company can change its monthly in-lieu of tax payments to a single annual payment, and whether the City can put 'liquor by the drink' back on the ballot during the next election since the measure was approved in the last election.
Handicapped Parking at City Parking Meters
Legal Opinion (Created: 2007-12-07; Reviewed: 2020-05-01)
Original Author: Hemsley, Sid

MTAS was asked whether TCA permits disabled and handicapped persons who display the appropriate license plate and/or placard to park in handicapped parking spaces beyond the time limits prescribed by a city ordinance for the parking space.

Helicopter Regulation Examples
Legal Opinion (Created: 2000-09-14; Reviewed: 2021-06-18)
Original Author: Leydorf, Donna

MTAS was asked to provide examples of helicopter regulation.

Hiring a City Manager When There is No Provision for Such a Position in the Charter
Legal Opinion (Created: 2003-08-19; Reviewed: 2021-05-12)
Original Author: Hemsley, Sid

MTAS was asked whether a city can hire a city manager when there is no provision in the charter for such an officer or employee.

Historic Business Licenses Are Public Records
Legal Opinion (Created: 2012-01-11; Reviewed: 2021-06-18)
Original Author: Jones, Josh

MTAS was asked whether business licenses are public record if they are more than seventy years old.

Holding a Referendum for the City to Create a Municipal School District
Legal Opinion (Created: 2011-08-18; Reviewed: 2021-05-10)
Original Author: Ashburn, Melissa

MTAS was asked several questions regarding a referendum to create a municipal school district.
**Hours for Beer Sales When Private Club Also Holds Liquor License**
Legal Opinion (Created: 2009-01-09; Reviewed: 2021-07-16)
Original Author: Ashburn, Melissa

MTAS was asked whether or not the hours for liquor sales set by the ABC apply to the hours for beer sales when the City has not approved liquor sales.

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**Hours of Service Under FMLA**
Legal Opinion (Created: 2002-12-31; Reviewed: 2021-07-09)
Original Author: Huffer, Dennis

MTAS was asked several questions about the application of the federal Family and Medical Leave Act.

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**Implied Dedication of an Alley**
Legal Opinion (Created: 1994-01-27; Reviewed: 2020-10-07)
Original Author: Hemsley, Sid

MTAS was asked whether a certain alley is a city street.

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**Imposing New Regulations on the Sale of Beer on Existing Businesses**
Legal Opinion (Created: 1995-08-01; Reviewed: 2021-07-16)
Original Author: Moore, Todd

MTAS was asked whether the city could impose new regulations on the sale of beer on existing businesses, specifically, prohibiting the sale of beer at drive-in windows.

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**Imposing Property Maintenance Regulations Through a Zoning Ordinance**
Legal Opinion (Created: 2004-04-13; Reviewed: 2021-04-28)
Original Author: Hemsley, Sid

MTAS was asked whether a municipality can impose property maintenance regulations through its zoning ordinance.
**Incompetency as a Ground forDismissal Without the Support of a Job Description**
Legal Opinion (Created: 1994-10-19; Reviewed: 2021-07-29)
Original Author: Hemsley, Sid

MTAS was asked whether incompetency will stand as a ground for dismissal without the support of a job description.

**Increasing the Salary of the City Judge**
Legal Opinion (Created: 1998-05-06; Reviewed: 2021-07-27)
Original Author: Hemsley, Sid

MTAS was asked several questions about increasing the salary of the city judge.

**Informal Assemblage ViolatesTennessee Open Meetings Law**
Legal Opinion (Created: 2002-04-10; Reviewed: 2021-06-21)
Original Author: Huffer, Dennis

MTAS was asked whether meetings between the Mayor and a member of Council to discuss the preparation of the City's budget would violate the Sunshine Law or Open Meetings Law.

**Inoperable Bus as Violation of Town Ordinance**
Legal Opinion (Created: 2002-10-24; Reviewed: 2021-07-09)
Original Author: Huffer, Dennis

MTAS was asked whether an inoperable bus that is maintained by a business owner on the lot on which the business is located would be considered a 'building' since it is used for storage.

**Interest Earned on Utility Deposit**
Legal Opinion (Created: 2006-01-17; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked whether the interest earned on the utility deposit charged by the city for certain utility services belongs to the utility or to the customer.
Internet Service Provider Contract
Legal Opinion (Created: 2002-01-04; Reviewed: 2021-05-07)
Original Author: Ashburn, Melissa

Must a city take bids for an internet service provider, or does an ISP qualify as a professional service or single source?

Is a 'No U-Turn' Sign a Prerequisite to a 'No U-Turn' Prohibition or Ordinance?
Legal Opinion (Created: 2010-11-03; Reviewed: 2020-10-07)
Original Author: Hemsley, Sid

MTAS was asked whether a 'No U-Turn' sign is a prerequisite to a 'No U-Turn' prohibition or ordinance.

Is a Certain Contract City Administrator an Employee or an Independent Contractor?
Legal Opinion (Created: 2006-03-22; Reviewed: 2021-06-09)
Original Author: Hemsley, Sid

MTAS was asked whether the board of mayor and aldermen's delegation of certain administrative functions to the 'Administrative Consultant' 'Town Operations Supervisor' is legal and if the person holding the position is an employee or an independent contractor.

Is a Meeting of a Committee Appointed by the Mayor Subject to the Requirements of the Tennessee Open Meeting Act?
Legal Opinion (Created: 1999-03-31; Reviewed: 2021-07-19)
Original Author: Bingham, Pamela

MTAS was asked whether a meeting of a committee appointed by the Mayor is subject to the requirements of the Tennessee Open Meeting Act.

Is Taking the Oath of Office Mandatory?
Legal Opinion (Created: 2006-06-26; Reviewed: 2021-06-09)
Original Author: Hemsley, Sid

Analyzed the question of whether the oath of office is mandatory and the legal effect the failure of a public officer to take the oath has on his votes and decisions.
**Issuance of a Beer Permit When One of the Partners Has -- a Felony Conviction for Burglary**

Legal Opinion (Created: 1993-06-18; Reviewed: 2021-07-21)
Original Author: Pullen, Mark

MTAS was asked about the issuance of a beer permit where a partnership has applied for a beer permit and one of the partners has a felony conviction for burglary.

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**Issuance of Beer Permits Under Beer Ordinance**

Legal Opinion (Created: 1994-04-13; Reviewed: 2021-07-21)
Original Author: Pullen, Mark

MTAS was asked if the beer board was correct in denying a beer permit for two brothers, after the board learned that a third brother, who has been convicted of a crime of moral turpitude, was also going to be a partner in the business.

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**Judges' and Mayors' Authority to Perform Marriages**

Legal Opinion (Created: 1999-12-02; Reviewed: 2021-07-27)
Original Author: Bingham, Pamela

MTAS was asked who has the authority to solemnize/perform marriages.

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**Jurisdiction of Juvenile Court Judge and Skateboarding as a Traffic Violation**

Legal Opinion (Created: 2006-03-10; Reviewed: 2021-07-27)
Original Author: Hemsley, Sid

MTAS was asked what options the juvenile court judge has relative to disposing juvenile traffic cases and whether skateboarding in public ways other than highways and streets is a traffic violation.

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**Jury Trials**

Legal Opinion (Created: 2003-11-26; Reviewed: 2021-07-28)
Original Author: Hemsley, Sid

MTAS was asked whether jury trials may be held by the Muncipal Court.
Keeping Honey Bees in a Residential Area
Legal Opinion (Created: 2012-05-31; Reviewed: 2021-07-08)
Original Author: Ashburn, Melissa

MTAS was asked about regulating the keeping of honey bees inside the corporate limits of the town.

Keeping the Proceeds of Utility Overbillings
Legal Opinion (Created: 1997-12-18; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked whether the city can refund $20,000 in sewer and water capacity fees paid by a certain developer, who decided not to develop the property for which he paid the fees.

Land Swap between the City and Owner of Private Property
Legal Opinion (Created: 2008-12-15; Reviewed: 2021-07-19)
Original Author: Hemsley, Sid

MTAS was asked whether the city can enter into a land swap agreement with private parties, and what rules govern such transactions.

Landowner's Liability under Tennessee's Natural Flow Rule
Legal Opinion (Created: 2009-09-24; Reviewed: 2021-05-07)
Original Author: Hemsley, Sid

MTAS was asked whether under Tennessee's natural flow rule, a landowner is liable for flooding caused by vegetative growth in a watercourse that crosses his land.

Law Enforcement Off-Duty Employment, or Moonlighting
Legal Opinion (Created: 2011-10-26; Reviewed: 2021-05-12)
Original Author: Ashburn, Melissa

MTAS was asked whether FLSA applies regarding overtime, what the city's liability is regarding worker's comp, and about general city liability. Includes opinions from TML, DOL, and TAG.
Laws Applying to Municipal-Sponsored Festivals and Fairs
Legal Opinion (Created: 2008-04-18; Reviewed: 2021-07-20)
Original Author: Hemsley, Sid

MTAS was asked about prohibiting fund-raising activities at the festival, prohibiting the sale of merchandise that does not qualify as arts and crafts, and restricting the kinds of merchandise that property owners abutting the festival sites can sell that compete with the arts and crafts sold at the festival.

Laying a Motion on the Table While a Vote Is Being Taken
Legal Opinion (Created: 2008-07-25; Reviewed: 2021-06-09)
Original Author: Hemsley, Sid

MTAS was asked several questions pertaining to the effect of the motion adopted by the board of mayor and aldermen to lay a measure on the table.

Leasing of Municipal Cemeteries
Legal Opinion (Created: 2006-08-17; Reviewed: 2021-07-27)
Original Author: Hemsley, Sid

MTAS was asked to analyze the question of whether a city could lease a cemetery to a private business.

Legal Effect of Warning Signs
Legal Opinion (Created: 2009-05-13; Reviewed: 2020-10-07)
Original Author: Hemsley, Sid

MTAS was asked about the legal effect of "Slow Children Playing" and similar warning signs.

Legal Effect on the City for an Illegally Issued Building or Zoning Permit
Legal Opinion (Created: 2002-09-09; Reviewed: 2021-05-07)
Original Author: Hemsley, Sid

MTAS was asked whether the city is liable for the cost of moving a mobile home illegally placed in an R-2 zone, but placed there pursuant to a building permit erroneously issued by the building inspector to the owner of the mobile home.
Legal Fees and Court Costs of a City Employee
Legal Opinion (Created: 2003-03-21; Reviewed: 2021-05-24)
Original Author: Hemsley, Sid

MTAS was asked whether the city can pay the legal fees and court costs of an employee who was placed on pretrial diversion for misuse of city funds.

Legal Requirement for an Architect to Design Public Buildings
Legal Opinion (Created: 1994-07-26; Reviewed: 2021-05-27)
Original Author: Hemsley, Sid

MTAS was asked whether it is necessary for a licensed architect or engineer to draft the plans for a new fire hall.

Legality of a Business Owner to Put Iron Rods on the Edge of a Highway
Legal Opinion (Created: 2011-07-18; Reviewed: 2020-10-07)
Original Author: Hemsley, Sid

MTAS was asked whether it is legal for the owner of a certain business to have put several iron rods into the pavement on the edge of a highway, which, presumably, the owner of the business thinks is the eastern limit of that highway, when the right of way is undoubtedly wider than the pavement.

Legality of a Christian Cross Located on Top of a Town Water Tower
Legal Opinion (Created: 2011-11-11; Reviewed: 2021-06-25)
Original Author: Ashburn, Melissa

MTAS was asked whether an arrangement, where a local bank leased with the Town for water tower space and placed a Christian cross on top of the tower, is a violation of the Establishment Clause of the U.S. Constitution.

Legality of a Contract
Legal Opinion (Created: 2011-04-27; Reviewed: 2021-07-29)
Original Author: Hemsley, Sid

MTAS was asked whether there is an enforceable contract between the city and a certain company under facts related in an opinion to city.
MTAS was asked about the legality of a garbage contract by city with one company.

MTAS was asked whether it is legal for the board of mayor and aldermen to approve the payment of a "separation allowance" to a police officer.

MTAS was asked whether the city and the utility district can contract for the utility district to cut off the water of the city's delinquent sewer customers without the contract also providing for the utility district to handle the city's sewer service billing.

MTAS was asked whether the city acted legally in accepting a certain street.

MTAS was asked to determine whether there is any way for the city to get out of the contract under which the city waived its share of the sales tax to the county for a term ending upon the payment of a 2.4 million bond issue.
Legality of Creating Minority Set-Asides Between Developer and City
Legal Opinion (Created: 2002-03-05; Reviewed: 2021-07-29)
Original Author: Ashburn, Melissa

MTAS was asked whether an agreement between a city and a developer of a large construction project may specify a percentage of subcontracts on the project to be awarded, or set aside, for minority contractors.

Legality of Fire Department Fees
Legal Opinion (Created: 2004-03-22; Reviewed: 2021-07-22)
Original Author: Huffer, Dennis

MTAS was asked to research the legality of inspection fees and certain services.

Legality of Open-Ended Sales Tax Sharing Agreement with -- County
Legal Opinion (Created: 1995-06-16; Reviewed: 2021-07-29)
Original Author: Hemsley, Sid

MTAS was asked the term of the contract between the City and County for the distribution of the city's share of the sales tax.

Legality of Ordinance Changing Staggered Four-Year Term of Office to Non-Staggered Two-Year Term of Office
Legal Opinion (Created: 2020-10-15; Reviewed: 2021-07-20)
Original Author: Hodge, Elisha

MTAS was asked to give an opinion on the legality of an ordinance which changed the board of mayor and alderman from a staggered four-year term of office to a non-staggered two-year term of office.

Legality of the County Charging a Tipping Fee
Legal Opinion (Created: 1994-09-20; Reviewed: 2021-05-28)
Original Author: Hemsley, Sid

MTAS was asked whether it is illegal "double taxation" for the county to charge a tipping fee.
MTAS was asked whether the contract between the Tennessee Department of Corrections and the City under which the latter provides the former's prison with water, sewer, and gas services is invalid because the state turned over the operation of the prison to a private company.

MTAS was asked to research the legality of a wrecker ordinance.

MTAS was asked whether the city council can replace a member of the utility board who was a member of the city council but was not re-elected to office.

MTAS was asked whether the Town can levy an amusement tax.

MTAS was asked whether a city may assess personal property taxes against property at an airport outside city limits.
Levying Taxes to Fund the Operation of City Schools and the Methods of School Consolidation
Legal Opinion (Created: 1991-05-24; Reviewed: 2021-07-20)
Original Author: Hemsley, Sid

MTAS was asked whether the City Council can give the school board the authority to levy taxes to fund the operation of city schools and what the methods of school consolidation are in Tennessee.

Liability and Ownership of Sidewalks
Legal Opinion (Created: 1998-09-03; Reviewed: 2020-10-07)
Original Author: Hemsley, Sid

MTAS was asked if the city owns the sidewalks and is liable for damages and injuries caused from their disrepair.

Liability for Codes Inspections
Legal Opinion (Created: 1996-08-23; Reviewed: 2021-06-18)
Original Author: Moore, Todd

MTAS received questions regarding the adoption of plumbing codes in a city.

Liability for Private Sprinkler Systems
Legal Opinion (Created: 2003-01-07; Reviewed: 2021-05-20)
Original Author: Huffer, Dennis

MTAS was asked about potential liability that could be imposed on the Town for certain deficiencies in private sprinkler systems that the Town is thinking of mandating by ordinance.

Liability for Sewer Back-Ups
Legal Opinion (Created: 2011-03-25; Reviewed: 2021-04-14)
Original Author: Hemsley, Sid

MTAS was asked whether a municipality is liable for sewer back-ups that cause damage to private property.
Liability of City Council for Mispaid Salaries
Legal Opinion (Created: 2004-04-12; Reviewed: 2021-05-04)
Original Author: Hemsley, Sid

MTAS was asked to analyze the question of the liability of the members of the city council for mispaid salaries.

Liability of City for Damages under the Tennessee Governmental Tort Liability Act
Legal Opinion (Created: 2012-08-29; Reviewed: 2021-04-15)
Original Author: Hemsley, Sid

MTAS was asked what the limits of liability of a municipality under the Tennessee Governmental Tort Liability Act (TGTLA) are, where the city has insurance in excess of the limits of that Act.

Liability Questions
Legal Opinion (Created: 2003-06-06; Reviewed: 2021-07-27)
Original Author: Huffer, Dennis

MTAS was asked whether the city should maintain a drainage easement on private property, whether the issuance of a building permit somehow obligates the city to the applicant relative to liability, and about the statute of limitations under the TGTLA.

Liens for Demolition and Clean Up
Legal Opinion (Created: 1991-07-18; Reviewed: 2021-06-21)
Original Author: Hemsley, Sid

A clean-up lien that followed behind the first lien would also put the former ahead of mortgagees and any other lien holder.

Liquor sales on Sunday and sales of beer at retail liquor stores
Legal Opinion (Created: 2018-08-08; Reviewed: 2021-07-21)
Original Author: Hodge, Elisha

MTAS responds to the following questions: At what time can restaurants sell liquor by the drink on Sundays; the time for a retail store to sell off-premises liquor on Sundays; and can a retail liquor store sell beer?
Local Approval of General Laws of Local Application
Legal Opinion (Created: 2007-08-30; Reviewed: 2021-06-25)
Original Author: Huffer, Dennis

A letter urging compliance with the State Constitution.

Maintaining Health Insurance Coverage on a City Employee’s Dependents While the Employee is on FMLA Leave
Legal Opinion (Created: 1995-11-01; Reviewed: 2021-07-09)
Original Author: Moore, Todd

MTAS was asked whether the city must maintain health insurance coverage on a city employee's dependents while the employee is on FMLA leave.

Maintenance and Operation of Street Lighting on Interstate Highways
Legal Opinion (Created: 1999-02-01; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked whether the city can pay the county for the operation of certain street lights on the interstate highway system outside the city.

Making the Mayor Follow the Agenda
Legal Opinion (Created: 1996-11-18; Reviewed: 2021-07-20)
Original Author: Hemsley, Sid

MTAS was asked how the city council can make the mayor follow the agenda and otherwise conduct meetings as prescribed by Roberts Rules of Order.

Management of City Parks
Legal Opinion (Created: 2001-11-07; Reviewed: 2021-06-21)
Original Author: Hemsley, Sid

MTAS was asked what powers the city has to pass regulations governing the use of the city park if there is a contract between the city and a non-profit management organization.

Maximum Fee For Bad Checks
Legal Opinion (Created: 2017-04-24; Reviewed: 2021-07-13)
Original Author: O'Hara, Stephanie Allen

A legal opinion on the maximum that a city can charge for a bad check.
Mayor Can Vote to Break a Tie or Be a Member of the Quorum
Legal Opinion (Created: 1993-06-29; Reviewed: 2021-07-21)
Original Author: Pullen, Mark

MTAS was asked, if four alderman are required to make a quorum and several resign, leaving only three, whether the mayor may act as an alderman.

Mayor Pro Tem to Hire Consulting Attorney
Legal Opinion (Created: 2003-06-30; Reviewed: 2021-07-15)
Original Author: Ashburn, Melissa

MTAS was asked to review ordinance permitting mayor pro tem to hire consulting attorney.

Mayor Refuses to Take an Oath of Office
Legal Opinion (Created: 1991-03-01; Reviewed: 2021-06-09)
Original Author: Shechter, Leslie

MTAS was asked whether, if the mayor refuses to take an oath of office, his seat is considered vacant.

Mayor Wishes to Appoint One of the Aldermen to the Planning Commission When the Mayor and One of the Aldermen Are Already Members of the Planning Commission
Legal Opinion (Created: 2003-01-24; Reviewed: 2021-07-26)
Original Author: Hemsley, Sid

MTAS was asked whether the mayor can appoint members of the city's governing body to the planning commission as "citizen" members of that commission.

Mayor's Compensation and COLA
Legal Opinion (Created: 2010-05-11; Reviewed: 2021-07-15)
Original Author: Hemsley, Sid

MTAS was asked whether the language in the city charter either entitles or authorizes the mayor to cost of living increases.
Mayor's Employment and Potential Conflict of Interest
Legal Opinion (Created: 2022-05-18; Reviewed: 2022-05-31)
Original Author: Hodge, Elisha

MTAS was asked whether the mayor is precluded from doing landscaping work for private property owners on private property located within the town as part of the mayor's outside employment.

Mayor's Obligation to Carry Out the Will of the Board
Legal Opinion (Created: 1993-02-11; Reviewed: 2021-07-21)
Original Author: Shechter, Leslie

MTAS was asked whether the Mayor can refuse to sign a contract that the Board of Aldermen have voted to approve.

Mayor's Replacement of Planning Commission
Legal Opinion (Created: 2011-09-28; Reviewed: 2021-07-26)
Original Author: Hemsley, Sid

MTAS was asked about the tenure of the planning commission members and other issues.

Mayor's Right to Make Motions and Speak on Matters Before the City Council
Legal Opinion (Created: 2010-07-06; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

MTAS was asked whether the mayor may make motions and speak on matters on issues on which he has the right to vote.

Mayor's Right to Vote or Make Motions
Legal Opinion (Created: 2008-04-01; Reviewed: 2021-07-15)
Original Author: Hemsley, Sid

MTAS was asked whether the mayor had the right to vote or make motions.
Mayor’s Salary and COLA
Legal Opinion (Created: 2008-03-18; Reviewed: 2021-07-15)
Original Author: Hemsley, Sid

MTAS was asked whether the mayor is entitled to COLA under Article XI, Section 9 of the Tennessee Constitution, and if he is now, whether he must pay back COLA’s paid to him.

Mayor’s Salary and Compensation Are Not the Same Thing
Legal Opinion (Created: 2002-08-14; Reviewed: 2021-07-15)
Original Author: Hemsley, Sid

MTAS was asked to analyze the law governing the salary and compensation of the mayor.

Mayor’s Voting in Planning Commission Meetings
Legal Opinion (Created: 2005-01-20; Reviewed: 2021-07-26)
Original Author: Hemsley, Sid

MTAS was asked whether the mayor has a voice on the planning commission when he has appointed a substitute under TCA 13-4-101 or 6-54-112.

McCain-Feingold Campaign Reform Act
Legal Opinion (Created: 2001-06-26; Reviewed: 2021-06-10)
Original Author: Hemsley, Sid

A city cannot pass a model of the McCain-Feingold Campaign Reform Act for local application.

Meaning of Majority Vote for Planning Commission
Legal Opinion (Created: 2003-07-24; Reviewed: 2021-07-26)
Original Author: Ashburn, Melissa

MTAS was asked whether a majority of the body is required to vote in the affirmative for approval of a matter, or if a majority of the quorum is sufficient.
Measuring Methods Used in Beer Distance Regulations
Legal Opinion (Created: 2008-09-10; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

MTAS was asked what measuring methods are used in beer distance regulations when a city's ordinance does not provide for those methods.

Merger of Municipal Utilities
Legal Opinion (Created: 2001-05-14; Reviewed: 2021-05-20)
Original Author: Hemsley, Sid

MTAS was asked to explain the legal process for merging the water systems of two cities.

Method the City Uses in Paying Worker's Compensation
Legal Opinion (Created: 1997-08-18; Reviewed: 2021-07-15)
Original Author: Pullen, Mark

MTAS was asked whether it was legal for the city to pay an injured employee their regular paychecks for up to fourteen calendar days after the day of injury and require the employee to return to the city any worker's compensation benefits they may have received.

Minority Set-Aside Program Legality in Tennessee Municipalities
Legal Opinion (Created: 2002-06-27; Reviewed: 2021-06-22)
Original Author: Hemsley, Sid

MTAS was asked whether minority set-aside quotas or set-aside goals are legal on the part of Tennessee municipalities.

Misuse of City Equipment in Political Campaigns
Legal Opinion (Created: 2006-06-26; Reviewed: 2021-05-07)
Original Author: Hemsley, Sid

MTAS was asked whether the fire chief may take the city's fire engine to a political rally for the city attorney.
Mobile Homes as Preexisting Nonconforming Uses
Legal Opinion (Created: 2012-08-04; Reviewed: 2021-04-28)
Original Author: Hemsley, Sid

MTAS was asked whether the city can adopt regulations that allow mobile home owners to rebuild on the original footprint of a structure destroyed by fire, or other reasons.

Moral Turpitude
Legal Opinion (Created: 2001-05-10; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

MTAS was asked if DUI and passing a bad check are offenses involving moral turpitude.

Moving a Building to Another Piece of Property
Legal Opinion (Created: 2011-03-22; Reviewed: 2021-04-29)
Original Author: Hemsley, Sid

MTAS was asked whether a certain city resident could move a building to another piece of property without a building permit and includes surrounding issues that arose from that question.

Municipal Authority to Charge Sewer Tap Fees
Legal Opinion (Created: 1994-10-14; Reviewed: 2021-04-26)
Original Author: Hemsley, Sid

MTAS was asked under what authority municipalities charge sewer tap fees.

Municipal Judge, Without Concurrent Jurisdiction, Hearing State Misdemeanor Charges
Legal Opinion (Created: 2002-07-17; Reviewed: 2021-07-28)
Original Author: Ashburn, Melissa

MTAS researched the ability of a municipal judge, without concurrent jurisdiction, to hear state misdemeanor charges.
Municipal Officers, Municipal Employees, Ministerial Officers, and General Supervision
Legal Opinion (Created: 2009-09-03; Reviewed: 2021-06-22)
Original Author: Hemsley, Sid

MTAS was asked the difference between an officer and an employee, what is a ministerial officer, and what does the term "general supervision" mean with respect to a mayor's right to exercise general supervision over certain city officers or employees.

Municipal Regulations Governing Blasting
Legal Opinion (Created: 1993-09-03; Reviewed: 2021-06-25)
Original Author: Hemsley, Sid

MTAS was asked whether Tennessee Code Annotated, ‘ 68-44-110 et seq. preempts any municipal regulations governing blasting.

Municipal Work on Private Property
Legal Opinion (Created: 2018-08-07; Reviewed: 2021-05-26)
Original Author: Hemsley, Sid

Analyzes the law governing right of a city to spend money to make improvements on private property.

Municipality Liability for Damages Caused by Failing Drainage Systems
Legal Opinion (Created: 2022-05-25; Reviewed: 2022-06-03)
Original Author: Ashburn, Melissa

MTAS Legal Consultant Melissa Ashburn responded to a Tennessee city's request for information regarding a municipality's responsibility to homeowners in the event of failed drainage system damage.

Municipality May Have to Return Money Paid By a User Who Was Billed for Sewer Service When No Sewer Service Was Provided or Available
Legal Opinion (Created: 1993-07-02; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked whether a municipality has to return money paid by an outside water user who was also billed for sewer service when no sewer service was provided or available.
MUTCD and Engineering Study for Traffic Light
Legal Opinion (Created: 2007-09-04; Reviewed: 2020-05-04)
Original Author: Hemsley, Sid

Citizen ran a red light and alleges that he cannot be convicted of running the light because the installation of the light was not supported by an engineering study as required by the Manual on Uniform Traffic Control Devices (MUTCD).

Negotiating Price with the Low Bidder When There Is Only One Bid on a Municipal Purchase
Legal Opinion (Created: 1997-02-04; Reviewed: 2021-07-29)
Original Author: Hemsley, Sid

MTAS was asked whether the city can negotiate price with the low bidder when there is only one bid on a municipal purchase.

Non-Resident of a Town Holding the Office of Alderman
Legal Opinion (Created: 1994-06-15; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

MTAS was asked whether a non-resident of the town can hold the office of alderman.

Notice of a Special Meeting
Legal Opinion (Created: 2006-09-29; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

How long in advance is the notice of a special meeting required to be given to the public?

Notice Requirements for Special Meetings
Legal Opinion (Created: 2022-04-01; Reviewed: 2022-05-10)
Original Author: Hodge, Elisha

MTAS Legal Consultant Elisha Hodge answers questions from a Tennessee city regarding the notice requirements for special meetings. Case law on this topic was cited as well as a list of locations that public notices can be posted for special meetings.
Oath of Office for Municipal Planning Commission Members
Legal Opinion (Created: 2007-05-11; Reviewed: 2021-07-26)
Original Author: Huffer, Dennis

MTAS was asked whether members of a municipal planning commission must take an oath of office.

Obligation of Town to Honor Renewal Provision in a Lease
Legal Opinion (Created: 2007-11-02; Reviewed: 2021-06-25)
Original Author: Huffer, Dennis

MTAS was asked whether the Town is obligated to honor a renewal provision in a lease.

One-Way Street in Front of School
Legal Opinion (Created: 1997-05-01; Reviewed: 2020-05-04)
Original Author: Hemsley, Sid

MTAS was asked whether the one-way street in front of the school can be made a 'not through street,' so that the business owner and the two or three other property owners whose access to their property is inconvenienced when school starts and when it ends each day can drive against the one way traffic to reach their property.

Open Meetings Act Question
Legal Opinion (Created: 2003-05-09; Reviewed: 2021-07-21)
Original Author: Ashburn, Melissa

MTAS was asked whether an "intervention" meeting of board of mayor and aldermen, in which focus is team building and better relations among board members, is subject to the Open Meetings Act.

Open-Air Fires and Unattended Fires
Legal Opinion (Created: 1999-02-12; Reviewed: 2021-05-20)
Original Author: Bingham, Pamela

MTAS was asked for an opinion on brush burning operations.
Opening Mail by Municipal Offices and Officers
legal Opinion (Created: 2011-02-02; Reviewed: 2021-05-18)
Original Author: Hemsley, Sid

MTAS was asked whether the city can adopt a policy of having one person or office open all mail that comes to the city or city offices before it is routed to the addressee.

Ordinance in Conflict with Charter and General Law
Legal Opinion (Created: 2003-04-16; Reviewed: 2021-07-21)
Original Author: Ashburn, Melissa

An ordinance limiting the power of taxation conflicts with the charter and general law.

Ordinance Publication Requirement
Legal Opinion (Created: 1996-08-08; Reviewed: 2021-06-22)
Original Author: Hemsley, Sid

MTAS was asked whether an ordinance must be published if the city's charter contains no ordinance publication requirement.

Ordinance Violation and Appeal as a Civil Rather Than Criminal Proceeding
Legal Opinion (Created: 2005-02-15; Reviewed: 2021-07-28)
Original Author: Huffer, Dennis

MTAS was asked whether an appeal of an ordinance violation to circuit court by the defendant would be considered a civil or criminal matter.

Ouster of Commissioner
Legal Opinion (Created: 2003-09-11; Reviewed: 2021-07-16)
Original Author: Huffer, Dennis

MTAS was asked whether the City would have to use the procedure in Tennessee Code Annotated, ' 6-20-220, to oust a commissioner or whether the City could use the general ouster law (T.C.A. ' 8-47-101, et seq.).
Outside Utility Rate Discrimination
Legal Opinion (Created: 2009-05-19; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked several questions related to charging outside utility customers higher rates than inside utility customers.

Overriding the Decision of the Beer Board to Grant a Beer -- Permit
Legal Opinion (Created: 1998-12-11; Reviewed: 2021-07-22)
Original Author: Hemsley, Sid

MTAS was asked whether the city's governing body can override the decision of the beer board to grant a beer permit.

Overtime Compensation for E-911 Dispatchers
Legal Opinion (Created: 1998-03-26; Reviewed: 2021-07-23)
Original Author: Hemsley, Sid

MTAS was asked whether E-911 dispatchers qualify for the 207(k) exemption for the purpose of working them 43 hours a week before they are eligible for overtime compensation.

Overtime Compensation for Training Time for Police Officers
Legal Opinion (Created: 2002-10-21; Reviewed: 2021-07-12)
Original Author: Hemsley, Sid

MTAS was asked whether cities must pay overtime with respect to police officers attending law enforcement training academy.

Overturning the Decision of the City Manager in Demoting the Police Chief
Legal Opinion (Created: 1993-12-08; Reviewed: 2021-08-19)
Original Author: Hemsley, Sid

MTAS was asked whether the city commission can overturn the decision of the city manager in demoting the police chief.
Participation of the Volunteer Fire Department in a Fund Raising Project
Legal Opinion (Created: 1992-07-31; Reviewed: 2021-07-29)
Original Author: Hemsley, Sid

MTAS was asked whether the Volunteer Fire Department can legally participate in a fund raising project.

Passing a Resolution Authorizing Volunteers to Provide Fire Protection Within the City Limits
Legal Opinion (Created: 1993-03-12; Reviewed: 2021-07-29)
Original Author: Shechter, Leslie

MTAS was asked about the advisability of some residents of the City forming a volunteer fire department and contracting with the City to provide services.

Passing Regulations on Structures and Excavations in Street Rights-of-Way
Legal Opinion (Created: 1998-07-01; Reviewed: 2020-05-05)
Original Author: Hemsley, Sid

MTAS was asked whether cities in Tennessee can pass regulations on structures and excavations in their street rights-of-way and on private property that abuts their street rights-of-way.

Passing Weight Limits on City Streets
Legal Opinion (Created: 1994-11-07; Reviewed: 2020-05-05)
Original Author: Hemsley, Sid

MTAS was asked whether the town can pass weight limits upon its streets.

Paving Eight Streets under a Bid for the Reconstruction of Another Street
Legal Opinion (Created: 1994-04-05; Reviewed: 2020-05-05)
Original Author: Hemsley, Sid

MTAS was asked whether the city can pave eight streets under a bid that was never accepted for the reconstruction of another street, but which had a separate paving price component.
Pay for Seasonal Employees
Legal Opinion (Created: 1993-03-19; Reviewed: 2021-05-07)
Original Author: Shechter, Leslie

MTAS was asked whether the City could pay umpires, scorekeepers, and others working just the summer months by the game rather than hourly wages or a specific salary.

Paying City Commission Members for Serving on Beer Board
Legal Opinion (Created: 2003-08-13; Reviewed: 2021-07-23)
Original Author: Hemsley, Sid

MTAS was asked whether city council members can be paid extra compensation for service on the beer board.

Paying for New Court Software
Legal Opinion (Created: 2007-12-13; Reviewed: 2021-07-28)
Original Author: Ashburn, Melissa

MTAS was asked how the City may pay for new court software and whether a $10.00 charge may be levied per ticket for these purposes.

Paying Interest on Contractor's Performance Bonds Deposited in Cash and Taking up Business Not Contained in the City Council Agenda
Legal Opinion (Created: 1996-09-16; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

MTAS was asked whether a city is required to pay interest on contractor's performance bonds deposited in cash and, at regular meetings, can the city council take up business not contained in the agenda.

Payment of In Lieu of Taxes by a Municipal Water System
Legal Opinion (Created: 2003-01-15; Reviewed: 2021-07-29)
Original Author: Hemsley, Sid

MTAS was asked whether a municipal water system can pay in lieu of taxes.
Personnel Powers of City Manager v. Council
Legal Opinion (Created: 1998-04-22; Reviewed: 2021-07-15)
Original Author: Hemsley, Sid

MTAS was asked whether any individual member of the city council, or the city council as a body, has the authority to require the city manager to dismiss or to take any other personnel action against a city employee, or to give orders or instructions to city employees.

Placing Flashing Lights in School Zones
Legal Opinion (Created: 1996-05-23; Reviewed: 2021-06-09)
Original Author: Moore, Todd

MTAS was asked whether the city was responsible for placing flashing lights in the school zones located within the city on state controlled access highways.

Planning and Zoning under Chapter 1101
Legal Opinion (Created: 2001-10-12; Reviewed: 2021-05-14)
Original Author: Hemsley, Sid

MTAS was asked the impact of Chapter 1101 on the planning and subdivision authority of cities.

Planning Committee Issues
Legal Opinion (Created: 2003-04-21; Reviewed: 2021-07-27)
Original Author: Ashburn, Melissa

MTAS was asked to research the potential liabilities of a city with regard to subdivision development located outside the city boundaries that had initial approval of, and oversight from, planning commission.

Police Department Conducting a Forfeiture Sale
Legal Opinion (Created: 2011-07-01; Reviewed: 2021-07-02)
Original Author: Ashburn, Melissa

MTAS was asked whether a police department can conduct a forfeiture sale under T.C.A. 40-33-107.
Police Liability for Damages to Buildings in the Process of Searches in Exigent Circumstances
Legal Opinion (Created: 2010-11-17; Reviewed: 2021-06-29)
Original Author: Hemsley, Sid

MTAS was asked whether the police are liable for damages done to private property that occur when they obtain entry to a building and seize a person's property under a search warrant or under exigent circumstances.

Police Opening Locked Car Doors for Motorists
Legal Opinion (Created: 2007-06-18; Reviewed: 2021-07-02)
Original Author: Hemsley, Sid

MTAS was asked whether unlocking car doors for motorists is in the official line of duty of police officers.

Pool Room Regulations
Legal Opinion (Created: 2001-12-18; Reviewed: 2021-06-22)
Original Author: Hemsley, Sid

While a number of cities still have pool and billiard parlor regulations, many provisions in them, and perhaps the entire regulations themselves, would not withstand legal scrutiny today.

Potential Removal of Officer Under Charter
Legal Opinion (Created: 2004-04-05; Reviewed: 2021-07-21)
Original Author: Ashburn, Melissa

A city inquired about the removal of a commissioner under the charter provision permitting the removal of an officer.

Potential Tort Liability Due to a Street Design
Legal Opinion (Created: 1996-08-30; Reviewed: 2021-05-10)
Original Author: Pullen, Mark

MTAS was asked whether the town has potential tort liability due to a street design.
Power of Municipal Judge to Order Traffic Offender to Attend Specific Driver Safety Classes
Legal Opinion (Created: 2004-09-23; Reviewed: 2021-07-28)
Original Author: Ashburn, Melissa

MTAS was asked if a municipal judge may order traffic offenders to attend a city operated course for traffic offenders.

Power of Subpoena
Legal Opinion (Created: 1996-04-03; Reviewed: 2021-07-23)
Original Author: Hemsley, Sid

MTAS was asked whether the board of mayor and aldermen, sitting as the beer board, have the power of subpoena with respect to hearing beer ordinance violation cases.

Powers of a Mayor Who Has the Power of General Supervision
Legal Opinion (Created: 2012-06-14; Reviewed: 2021-07-16)
Original Author: Hemsley, Sid

MTAS was asked several questions related to the power of the mayor and the difference between an officer and an employee.

Powers of the Mayor
Legal Opinion (Created: 2011-02-14; Reviewed: 2021-07-16)
Original Author: Hemsley, Sid

MTAS was asked several questions about what powers the mayor has with respect to officers and employees of the city.

Pre-Existing Nonconforming Use Law Applied to Residential Mobile Homes
Legal Opinion (Created: 2006-02-14; Reviewed: 2021-07-29)
Original Author: Hemsley, Sid

MTAS was asked whether a mobile home used as rental property comes within the protection of Tennessee's pre-existing non-conforming use law.
Preventing Encroachment on the City Right of Way
Legal Opinion (Created: 1996-06-19; Reviewed: 2020-05-05)
Original Author: Hemsley, Sid

MTAS was asked how the city enforces its ordinance preventing encroachment on the city right of way "with signs, for sale cars, and some large, brick driveway entrance structures."

Probationary Employee Entitled to Pay for Military Leave
Legal Opinion (Created: 2011-06-03; Reviewed: 2021-05-14)
Original Author: Ashburn, Melissa

MTAS was asked whether a probationary police officer, who had guard training on the weekend, is entitled to military leave and payment for work he missed during training.

Procedure for a Larger Municipality to Annex a Smaller Municipality
Legal Opinion (Created: 2003-07-28; Reviewed: 2021-07-23)
Original Author: Ashburn, Melissa

MTAS was asked to research the procedure for a smaller city to be taken over, or annexed, into a larger city.

Procedures for Considering and Adopting a Budget
Legal Opinion (Created: 2005-08-08; Reviewed: 2021-07-26)
Original Author: Huffer, Dennis

MTAS was asked what procedures the Town should use in considering and adopting a budget.

Prohibiting Development of Private Property
Legal Opinion (Created: 2004-04-01; Reviewed: 2021-05-07)
Original Author: Ashburn, Melissa

MTAS was asked whether the city may restrict development of private property until a new school site is chosen.
Prohibiting Three Axle Vehicles on a Certain City Street
Legal Opinion (Created: 1997-10-09; Reviewed: 2020-05-05)
Original Author: Hemsley, Sid

MTAS was asked whether the city can prohibit three (and more) axle vehicles on a certain city street that is the exclusive service road for a mobile home dealer in Georgia.

Prohibition Against Collective Bargaining
Legal Opinion (Created: 2000-04-20; Reviewed: 2021-06-22)
Original Author: Bingham, Pamela

MTAS was asked for a brief opinion with respect to the authority of local governments to enter into collective bargaining agreements with various employees.

Property Annexed Before and During Construction
Legal Opinion (Created: 2002-06-24; Reviewed: 2021-05-04)
Original Author: Hemsley, Sid

MTAS was asked to analyze the law governing the application of a city's building and utility codes to annexed property before and during construction.

Property Rights in Employment
Legal Opinion (Created: 2005-05-05; Reviewed: 2021-05-14)
Original Author: Hemsley, Sid

MTAS was asked whether the city can provide employees greater property rights in employment than is provided in the charter.

Proposed Gift of Real Property from County School Board to City
Legal Opinion (Created: 2005-05-27; Reviewed: 2021-05-28)
Original Author: Ashburn, Melissa

MTAS was asked whether the City may receive a gift of real property from the County School Board.
Proposed Moratorium on Rezoning City-Owned Property
Legal Opinion (Created: 2002-02-11; Reviewed: 2021-07-29)
Original Author: Ashburn, Melissa

MTAS was asked if a city could enter into an agreement with a developer to refrain from rezoning city-owned property for commercial use for a period of five years.

Proposed Planned Unit Development (PUD) for a Mobile Home Park
Legal Opinion (Created: 1996-03-27; Reviewed: 2021-04-28)
Original Author: Hemsley, Sid

MTAS was asked several questions with a respect to a proposed planned unit development (PUD) for a mobile home park.

Protection of Single-Wide Mobile Homes as a Pre-Existing Nonconforming Use
Legal Opinion (Created: 2007-05-11; Reviewed: 2021-07-29)
Original Author: Hemsley, Sid

MTAS was asked whether, and under what conditions, single-wide mobile homes have protection as a preexisting nonconforming use.

Providing City Water Service Inside a Utility District’s Service Area
Legal Opinion (Created: 2003-06-10; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked whether the city utility system can provide utility service to property inside the utility district, under both federal and state law.

Provision of Insurance to Municipal Officers and Employees
Legal Opinion (Created: 2001-08-31; Reviewed: 2021-05-12)
Original Author: Hemsley, Sid

MTAS was asked whether a city can provide health insurance to the department heads and/or their families, to the exclusion of all other city employees.
**Provision of Utility Services**
Legal Opinion (Created: 2022-03-29; Reviewed: 2022-04-01)
Original Author: Ashburn, Melissa

MTAS Legal Consultant Melissa Ashburn responded to a city’s question regarding utility services being provided to customers in a part of the area that was annexed into the city.

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**Proxy Voting by the Board of Mayor and Aldermen**
Legal Opinion (Created: 1992-01-13; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

MTAS was asked whether proxy voting by the board of mayor and aldermen is allowed.

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**Public Purpose Doctrine**
Legal Opinion (Created: 2009-08-10; Reviewed: 2021-06-22)
Original Author: Jones, Josh

MTAS was asked about the legality of a city and church sharing in the costs of constructing a fence on an easement.

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**Purchase by Councilmember Through City**
Legal Opinion (Created: 2003-06-13; Reviewed: 2021-07-29)
Original Author: Huffer, Dennis

MTAS was asked to research laws implicated when councilmember makes personal purchase through city, receiving discounted price and avoiding sales tax.

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**Purchasing Law and Sales Tax Liability**
Legal Opinion (Created: 2002-04-25; Reviewed: 2021-06-21)
Original Author: Hemsley, Sid

MTAS was asked whether a city can 'split' purchases for goods or services to bring purchases under dollar limits contained in the city's purchasing law and whether a contractor who installs material purchased by the city for city projects is required to pay the sales tax on such material.
Questions About Amending a Proposed Ordinance Between Readings and the Secretary of the Planning Commission
Legal Opinion (Created: 1998-05-13; Reviewed: 2021-07-19)
Original Author: Hemsley, Sid

MTAS was asked whether a proposed ordinance can be amended between readings and whether the secretary of the planning commission is a public officer.

Questions Arising When No City Manager Is Currently Serving
Legal Opinion (Created: 2004-12-20; Reviewed: 2021-07-16)
Original Author: Hemsley, Sid

MTAS was asked about the relationship between the city manager and the city under the general law manager-commission charter and the question of whether the city can appoint a temporary city manager who does not have the 12 month protection under the charter.

Questions on Capital Outlay Notes
Legal Opinion (Created: 1994-04-15; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked two questions on capital outlay notes.

Questions on City Streets
Legal Opinion (Created: 1999-12-15; Reviewed: 2020-05-05)
Original Author: Bingham, Pamela

MTAS was asked several questions about municipal streets.
Questions Related to Overtime Compensation
Legal Opinion (Created: 1997-05-20; Reviewed: 2021-05-20)
Original Author: Hemsley, Sid

MTAS was asked whether a full-time city employee who is also a volunteer firefighter is entitled to overtime compensation when his combined hours as a city employee and as a volunteer firefighter exceed 40 hours, whether a full-time firefighter who works in the water department on Saturdays is entitled to overtime for hours worked in excess of the hours he is permitted to work during his work period, and where a city employee does dissimilar work, how his overtime compensation is calculated.

Quorum with Mayor
Legal Opinion (Created: 2001-10-04; Reviewed: 2021-07-16)
Original Author: Hemsley, Sid

MTAS was asked whether the mayor counts toward a quorum and may the mayor vote.

Quorum, Tie Votes, and Roberts Rules
Legal Opinion (Created: 1992-10-30; Reviewed: 2021-07-23)
Original Author: Hemsley, Sid

MTAS was asked whether a certain proposed measure before the city council passed, or was there a tie vote on the proposed measure which the mayor could break.

Reappointing the City Recorder
Legal Opinion (Created: 1997-08-22; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

MTAS was asked how to rehire the city recorder after she resigned and then changed her mind.

Reapportionment
Legal Opinion (Created: 2002-01-31; Reviewed: 2021-07-07)
Original Author: Hemsley, Sid

MTAS was asked whether all municipalities that elect city council members from districts are required to reapportion the districts after each federal census.
Reasonable Accommodations for Summer Camp Attendees
Legal Opinion (Created: 2017-04-24; Reviewed: 2021-07-26)
Original Author: O'Hara, Stephanie Allen

A legal opinion concerning reasonable accommodations for summer camp attendees.

Reasonable Court Costs
Legal Opinion (Created: 2003-05-12; Reviewed: 2021-07-28)
Original Author: Hemsley, Sid

MTAS was asked to analyze the question of what are court costs and the conditions under which court costs can be levied in Tennessee.

Recording Abstentions in the Minutes of Meetings
Legal Opinion (Created: 1997-09-30; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

MTAS was asked whether the recorder should record abstentions in the minutes of meetings.

Recovering the Cost of Emergency Fire Calls
Legal Opinion (Created: 1994-10-12; Reviewed: 2021-07-23)
Original Author: Hemsley, Sid

MTAS was asked whether the city can recover the cost of emergency fire calls at automobile wrecks where occupants have to be cut out of the vehicle or there is a danger of fire from spilled gasoline.

Recovery of Illegally Disposed of City Real Property
Legal Opinion (Created: 1996-02-28; Reviewed: 2021-07-12)
Original Author: Pullen, Mark

MTAS was asked whether the mayor had the authority to dispose of the property for the city.
Recovery of Utility Extension Costs
Front-Ended by Developers
Legal Opinion (Created: 2005-02-16; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked several questions related to city policies governing the recovery of utility extension costs front-ended by developers.

Referenda on Bond Issues
Legal Opinion (Created: 2002-05-29; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked to analyze the law governing referenda on bond issues.

Referendum on Annexation for One Voter
Legal Opinion (Created: 2004-10-05; Reviewed: 2021-07-23)
Original Author: Hemsley, Sid

MTAS was asked whether a referendum on annexation can be held when only one voter lives on the land.

Refunding Fees and Taxes Collected in the Case of Annexation Being Declared Void
Legal Opinion (Created: 2017-04-24; Reviewed: 2021-07-26)
Original Author: O'Hara, Stephanie Allen

A legal opinion regarding whether a city is responsible for refunding (1) beer license fees, (2) beer sales tax, and (3) city property tax in the case of an annexation being declared void.

Refuse Fees Based on Considerations Other Than the Cost of Providing the Service
Legal Opinion (Created: 2009-12-07; Reviewed: 2021-05-28)
Original Author: Hemsley, Sid

MTAS was asked whether a city could give low income property owners reduced solid waste collection fees.
Regulating Day Trucks on City Streets
Legal Opinion (Created: 2001-07-03; Reviewed: 2020-05-06)
Original Author: Hemsley, Sid

MTAS was asked several questions related to regulating day trucks on city streets.

Regulating Hunting in the City by Private Act
Legal Opinion (Created: 1998-11-17; Reviewed: 2021-08-19)
Original Author: Hemsley, Sid

MTAS was asked whether the city can by private act regulate hunting in the city.

Regulating Mailboxes in Rights-of-Way
Legal Opinion (Created: 2003-07-18; Reviewed: 2021-04-28)
Original Author: Hemsley, Sid

MTAS was asked whether a municipality can, through subdivision regulations, regulate construction of masonry-type mailboxes outside city but within municipality's regional planning area.

Regulating Parking Through a Zoning Ordinance
Legal Opinion (Created: 2001-10-11; Reviewed: 2020-05-06)
Original Author: Hemsley, Sid

MTAS was asked whether there is a way to regulate parking through limitations on the definition of 'family' in a zoning ordinance.

Regulating the Exterior Appearance of Mobile Homes
Legal Opinion (Created: 2007-01-29; Reviewed: 2021-07-29)
Original Author: Hemsley, Sid

MTAS was asked whether a city can require that double-wide mobile homes placed in the city have roof overhangs and gutters.
Regulating the Weight and Route of Trucks Travelling on City Streets
Legal Opinion (Created: 2002-07-15; Reviewed: 2020-05-06)
Original Author: Ashburn, Melissa

MTAS was asked about the ability of a city to regulate the weight and route of trucks traveling on city streets.

Regulating Transient Vendors
Legal Opinion (Created: 2000-06-09; Reviewed: 2021-06-25)
Original Author: Hemsley, Sid

MTAS was asked to review an ordinance dealing with transient vendors.

Regulation of Cemeteries
Legal Opinion (Created: 2008-03-14; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

MTAS analyzed the question of whether cemeteries are subject to zoning regulations or regulation by the city council.

Reimbursing a Property Owner Who Has Piped and Covered the Natural Drainage Easement
Legal Opinion (Created: 1996-07-03; Reviewed: 2020-05-06)
Original Author: Hemsley, Sid

MTAS was asked whether the city is required to reimburse a property owner who has "piped" and covered the natural drainage easement that runs through his property.

Relative Personnel Powers of the Electric Power Board and the Water, Sewer, and Gas Board
Legal Opinion (Created: 2009-08-11; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked to analyze a wide range of questions related to the city's public utility operations.
Relative Powers of the Utilities Board
Legal Opinion (Created: 2008-09-22; Reviewed: 2021-07-23)
Original Author: Hemsley, Sid

MTAS was asked about a number of questions related to distribution of authority between utility board and utility superintendent.

Releasing the Mayor's Personal Information as an Open Record
Legal Opinion (Created: 2010-07-20; Reviewed: 2021-07-20)
Original Author: Hodge, Elisha

Should the Mayor be considered a "public employee" for the purposes of determining whether or not his personal information (home phone number, address, etc.) should be released as an open record?

Removal by City of Abandoned, Junked, or Wrecked Vehicles
Legal Opinion (Created: 2006-03-17; Reviewed: 2021-05-07)
Original Author: Ashburn, Melissa

MTAS was asked to review the city junk and abandoned vehicle ordinance and explain the conflict with Tennessee law, the need for a court order before entering private property to remove cars, and the due process issue.

Removing Police and Fire Chiefs from the Classified Service
Legal Opinion (Created: 2007-06-20; Reviewed: 2021-05-14)
Original Author: Hemsley, Sid

MTAS was asked to analyze questions about the right of the city to remove police and fire chiefs from the classified service.

Renting City Equipment and Raising the Salaries of City Commissioners
Legal Opinion (Created: 2000-01-12; Reviewed: 2021-06-09)
Original Author: Bingham, Pamela

MTAS was asked about the renting of city equipment by the city and the legality of raising the salaries of city commissioners during current terms of office.
**Requirement That Vendors Pay Higher Fees and Post Bonds**
Legal Opinion (Created: 2006-04-19; Reviewed: 2021-06-25)
Original Author: Ashburn, Melissa

MTAS was asked whether a city may pass an ordinance levying higher fees on vendors and requiring that vendors post bonds.

**Requirements for a Civil Warrant**
Legal Opinion (Created: 2003-11-24; Reviewed: 2021-07-28)
Original Author: Ashburn, Melissa

MTAS was asked to research the requirements for warrants executed by a municipal court.

**Requiring a Certain Salvage Yard to Conform to the City's Zoning Ordinance**
Legal Opinion (Created: 1994-05-12; Reviewed: 2021-04-19)
Original Author: Hemsley, Sid

MTAS was asked whether the city can require a certain salvage yard to conform to the city's zoning ordinance.

**Requiring a Preexisting Nonconforming Use to Build a Fence Around City Property**
Legal Opinion (Created: 2011-08-18; Reviewed: 2021-05-04)
Original Author: Hemsley, Sid

MTAS was asked whether the city can require a preexisting nonconforming use to build a fence around its property, basing the fence on the police powers of the city.

**Requiring a State Park to Hook Onto the Town's Sewer Line If the Park Territory Was Annexed Into the Town**
Legal Opinion (Created: 1996-03-28; Reviewed: 2021-04-23)
Original Author: Moore, Todd

MTAS was asked whether a town could require a nearby state park to hook onto the town's sewer line if the park territory was annexed into the town.
Requiring an Employee to Sign an Agreement Releasing the City from Liability
Legal Opinion (Created: 1995-04-03; Reviewed: 2021-05-10)
Original Author: Moore, Todd

MTAS was asked whether the city could require auxiliary police officers to sign waivers releasing the city from any liability for their negligent conduct or omissions.

Requiring Developers to Construct Sidewalks in Developments in the County
Legal Opinion (Created: 2008-12-10; Reviewed: 2020-05-06)
Original Author: Hemsley, Sid

MTAS was asked whether the regional planning commission could require developers to construct sidewalks in developments in the county.

Requiring Property Owners to Build or Repair Sidewalks
Legal Opinion (Created: 2006-05-02; Reviewed: 2020-05-06)
Original Author: Hemsley, Sid

MTAS was asked whether property owners can be compelled to construct sidewalks abutting their property.

Requiring Social Security Numbers for Utility Service
Legal Opinion (Created: 2006-01-11; Reviewed: 2021-04-23)
Original Author: Ashburn, Melissa

MTAS was asked about requiring social security numbers for utility service, collection fee for delinquent bills and code enforcement against current utility customers.

Requiring the User of Streets to Obtain a Bond to Cover Damages to the Streets
Legal Opinion (Created: 1996-10-24; Reviewed: 2020-05-06)
Original Author: Hemsley, Sid

MTAS was asked whether a city can require the user of streets to obtain a bond to cover damages to the streets.
Rescinding an Appointment to the Utility Board
Legal Opinion (Created: 2007-05-07; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked whether the city's governing body could rescind an appointment to the utility board.

Residency of City Attorney
Legal Opinion (Created: 1996-02-12; Reviewed: 2021-07-30)
Original Author: Moore, Todd

MTAS was asked whether the position of city attorney is an elected official and, therefore, has to be a resident of the town.

Residency Requirement
Legal Opinion (Created: 2014-02-11; Reviewed: 2021-07-21)
Original Author: Jones, Josh

MTAS was asked what time period is covered by the one-year residency requirement of T. C. A. ' 6-3-103 for candidates for the Board of Mayor and Aldermen.

Residency Requirement for Mayor and Aldermen
Legal Opinion (Created: 2002-01-11; Reviewed: 2021-07-07)
Original Author: Hemsley, Sid

MTAS was asked whether the one year durational residency requirement for mayor (and aldermen) contained in the general law mayor-aldermanic charter is legal?

Residency Requirements for Aldermen
Legal Opinion (Created: 1994-01-24; Reviewed: 2021-07-19)
Original Author: Hemsley, Sid

MTAS was asked if an Alderman, who married a person from another town and bought a house there, still meets residency requirements by renting a residence in the town in which he holds office.
Residency Requirements for City Officers and Employees
Legal Opinion (Created: 2010-12-06; Reviewed: 2021-05-18)
Original Author: Hemsley, Sid

MTAS was asked whether residency requirements for city officers and employees are legal.

Residency Requirements for Utility Board Members
Legal Opinion (Created: 2006-04-03; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked whether members of the city's utility board are required to be residents of the city.

Responsibility for Correcting the Sinking Pavement along a Sewer Line
Legal Opinion (Created: 2011-08-30; Reviewed: 2020-05-06)
Original Author: Hemsley, Sid

MTAS was asked which city is responsible for correcting the sinking pavement problem along a sewer line.

Restricting Bid Specifications to Name Brand Items
Legal Opinion (Created: 2011-11-28; Reviewed: 2021-07-28)
Original Author: Hemsley, Sid

MTAS was asked whether bid specifications can be restricted only to name brand items.

Restricting Parking on City Streets to Customers of Businesses
Legal Opinion (Created: 1993-06-07; Reviewed: 2020-05-06)
Original Author: Hemsley, Sid

MTAS was asked whether a municipality can restrict parking on city streets in certain areas to customers of businesses in those areas.

Retailer Giving Away Beer without a Permit
Legal Opinion (Created: 2018-02-28; Reviewed: 2021-07-27)
Original Author: O'Hara, Stephanie Allen

MTAS was asked whether a retailer may give beer away without a permit.
Revoking Beer Permit for Gambling Offenses
Legal Opinion (Created: 1996-02-21; Reviewed: 2021-07-26)
Original Author: Moore, Todd

MTAS was asked whether the beer board may suspend or revoke the permit of someone who has been convicted of gambling offenses where the gambling took place at the beer establishment.

Rezoning and Spot Zoning Question
Legal Opinion (Created: 2003-03-04; Reviewed: 2021-04-28)
Original Author: Ashburn, Melissa

MTAS was asked whether rezoning a parcel currently zoned residential, to allow commercial use, would constitute spot-zoning.

Right of a City to Demote or Dismiss a Police Chief
Legal Opinion (Created: 2007-01-12; Reviewed: 2021-06-02)
Original Author: Hemsley, Sid

MTAS was asked whether the present chief of police can be dismissed or demoted only for cause.

Right of a City to Sue a Carrier for Damages to City Streets
Legal Opinion (Created: 1994-04-08; Reviewed: 2020-05-07)
Original Author: Hemsley, Sid

MTAS was asked whether the city has the right to sue a carrier for damages to city streets.

Right of Cities to Monopolize Garbage Services
Legal Opinion (Created: 2008-05-20; Reviewed: 2021-05-28)
Original Author: Hemsley, Sid

MTAS was asked whether most cities allow independent contractors to contract privately for commercial solid waste services and whether the city can exclude private solid waste collection vendors from operating inside the city limits.
Right of City Attorney to be Sessions Judge
Legal Opinion (Created: 1998-01-13; Reviewed: 2021-07-30)
Original Author: Hemsley, Sid

MTAS was asked whether the city attorney can hold the position of sessions judge, which, in this case, is a part-time position.

Right of City Council to Appoint and Terminate the City Judge
Legal Opinion (Created: 2001-08-20; Reviewed: 2021-07-28)
Original Author: Hemsley, Sid

MTAS was asked whether the City Judge serves at the will of the City Council and may be the City Judge of more than one city.

Right of City to Excavate Ditch Adjacent to City Street
Legal Opinion (Created: 2001-12-10; Reviewed: 2020-05-07)
Original Author: Hemsley, Sid

Analysis of right of city v. abutting property owner to control ditches beside city streets.

Right of Municipalities to Require Hook-Ups to the City Sewer System and/or Be Charged a Sewer Availability Fee
Legal Opinion (Created: 1994-02-01; Reviewed: 2021-04-23)
Original Author: Hemsley, Sid

MTAS was asked about the law governing the right of municipalities to require hook-ups to the city sewer system and/or be charged a sewer availability fee.

Rights of Municipal Department Heads, Their Appointment and Removal
Legal Opinion (Created: 2007-05-09; Reviewed: 2021-06-02)
Original Author: Hemsley, Sid

MTAS was asked who has the power to appoint and to remove certain municipal employees and whether municipal employees who have a property right in their employment under a charter lose that property right if the charter is changed to revoke that right.
Sale of Beer by Municipalities
Legal Opinion (Created: 2005-10-14; Reviewed: 2021-07-23)
Original Author: Hemsley, Sid

MTAS was asked whether the city can itself hold a beer permit.

Sale of Food at Special Events
Legal Opinion (Created: 2001-10-19; Reviewed: 2021-06-28)
Original Author: Hemsley, Sid

MTAS was asked if a city has the right to restrict street vendors to particular businesses during festival days.

Sales Tax and Transient Vendors Permit Relative to Special Events
Legal Opinion (Created: 2001-07-03; Reviewed: 2021-06-28)
Original Author: Hemsley, Sid

MTAS was asked whether a community college can collect sales tax on the sales made by temporary vendors during special events sponsored by the college on college property and whether the City is entitled to collect from such individual vendors the transient vendors permit fee.

Sales Tax Distribution Contract
Legal Opinion (Created: 2007-12-18; Reviewed: 2021-07-19)
Original Author: Hemsley, Sid

MTAS was asked whether the city has any legal way to terminate the contract between the city and the county for the distribution of the city's share of the sales tax that presently goes to the county.

Sales Tax on Merchandise Sold by City at an Annual Festival
Legal Opinion (Created: 2016-05-27; Reviewed: 2021-07-19)
Original Author: Marshall, Grant

If a city sells t-shirts at a festival for a temporary period on an annual basis, these sales do not constitute 'engaging in business' in Tennessee, and would not be subject to the sales and use tax.
School Consolidation Teacher Salary Parity
Legal Opinion (Created: 2002-04-17; Reviewed: 2021-05-14)
Original Author: Ashburn, Melissa

MTAS was asked whether, in the event of a merger between city and county schools, county teachers who earn less than city teachers would be entitled to raises and additional benefits, so their earnings would be the same as the city teachers.

Search of City Employee's Office by Mayor
Legal Opinion (Created: 2003-08-04; Reviewed: 2021-06-02)
Original Author: Huffer, Dennis

MTAS was asked whether the Mayor may search employees' offices for possible disciplinary action.

Securing the Closing of a Street
Legal Opinion (Created: 1993-11-04; Reviewed: 2020-05-11)
Original Author: Hemsley, Sid

MTAS was asked whether the owners of abutting properties can secure the closing of a certain road between another boulevard and the railroad right of way over the objections of the city.

Selecting a Police Officer in a Closed Meeting Held Without Public Notice
Legal Opinion (Created: 1992-08-19; Reviewed: 2021-05-12)
Original Author: Hemsley, Sid

MTAS was asked whether a committee consisting of the mayor and some members of the city council can select a police officer in a closed meeting held without public notice.

Selling the Right of Way to a Street
Legal Opinion (Created: 2001-09-20; Reviewed: 2020-05-11)
Original Author: Hemsley, Sid

MTAS was asked whether the city has the right to sell the right of way to a street that it plans to close?
Setback Requirements for Residential Property in Subdivision
Legal Opinion (Created: 2007-07-17; Reviewed: 2021-04-28)
Original Author: Hemsley, Sid

MTAS was asked whether set-backs in approved and recorded platt, or present subdivision regulations and zoning ordinance applied to a certain piece of residential property upon which the owner and builder had completed the footers.

Several Questions about City Council Procedures
Legal Opinion (Created: 1999-05-20; Reviewed: 2021-07-30)
Original Author: Hemsley, Sid

MTAS was asked several questions about city council procedures.

Severance Package Contract with a City Manager
Legal Opinion (Created: 2003-07-28; Reviewed: 2021-06-02)
Original Author: Hemsley, Sid

MTAS was asked to analyze the law governing the right of a city to enter into a severance package contract with a city manager.

Severance Taxes
Legal Opinion (Created: 1999-01-04; Reviewed: 2021-07-19)
Original Author: Hemsley, Sid

MTAS was asked whether municipalities are entitled to levy severance taxes.

Sewer System for Subdivision
Legal Opinion (Created: 2003-12-08; Reviewed: 2021-07-16)
Original Author: Huffer, Dennis

MTAS was asked how a sewer system for a subdivision can be provided through a franchise or contract with a private operator.
Sheriff's Legal Obligation to Accept Prisoners
Legal Opinion (Created: 2002-06-28; Reviewed: 2021-07-01)
Original Author: Ashburn, Melissa

MTAS was asked about the obligation of a sheriff to accept and house prisoners arrested by municipal officers.

Sign Regulation of Banners and Balloons
Legal Opinion (Created: 2008-08-22; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

MTAS was asked to analyze questions related to sign control of banners and balloons.

Sleep Time Deduction for Firefighters
Legal Opinion (Created: 1992-01-08; Reviewed: 2021-05-21)
Original Author: Hemsley, Sid

MTAS was asked whether the sleep time deduction for firemen requires five consecutive hours of uninterrupted sleep.

Slum Clearance and Garbage Rates
Legal Opinion (Created: 2000-10-03; Reviewed: 2021-06-18)
Original Author: Hemsley, Sid

MTAS was asked whether the city can clean up pieces of private property in the city with the permission of the property owner and whether the city can classify waste, administratively treat classes of waste differently, and charge different rates for the collection and disposal of the different classes of waste.

Solemnization of Marriages in Tennessee
Legal Opinion (Created: 1998-04-21; Reviewed: 2021-07-19)
Original Author: Bingham, Pamela

MTAS was asked whether there is a state licensing requirement for designated persons to perform/solemnize a marriage in Tennessee.
Solid Waste Collection Contract
Legal Opinion (Created: 2004-03-03; Reviewed: 2021-05-28)
Original Author: Hemsley, Sid

MTAS was asked to analyze the question of the conditions under which a city can waive or correct mistakes in a bid.

Solid Waste Transfer Station
Legal Opinion (Created: 2002-03-27; Reviewed: 2021-06-25)
Original Author: Huffer, Dennis

MTAS was asked whether a contract provision between a town and a waste services provider, requiring all garbage collected in the town and county to be deposited at the county transfer station is valid and enforceable.

Special Meetings Requirements for the Ratification of Private Acts
Legal Opinion (Created: 2006-05-22; Reviewed: 2021-07-19)
Original Author: Hemsley, Sid

MTAS was asked whether there are special public notice and hearing requirements for the adoption of private acts by the city's governing body.

Speed Bumps
Legal Opinion (Created: 2001-05-30; Reviewed: 2020-05-11)
Original Author: Hemsley, Sid

MTAS was asked for information on speed bumps.

Speed Limits in and Around Schools
Legal Opinion (Created: 1994-03-03; Reviewed: 2020-05-11)
Original Author: Shechter, Leslie

MTAS was asked about speed limits in and around schools located within the City.

Splitting Work into Components to Circumvent Competitive Bid Requirements
Legal Opinion (Created: 1994-01-04; Reviewed: 2021-05-26)
Original Author: Hemsley, Sid

MTAS was asked about splitting work into components to circumvent competitive bid requirements.
Stalling of an Application for Rezoning
Legal Opinion (Created: 2006-08-04; Reviewed: 2021-04-28)
Original Author: Hemsley, Sid

MTAS was asked to analyze the legal effect of, and the solution to, the stalling of an application for a rezoning.

Starting a Municipal School System in Tennessee
Legal Opinion (Created: 2016-12-08; Reviewed: 2021-05-10)
Original Author: Ashburn, Melissa

MTAS was asked for an explanation of the process for starting a municipal school system in Tennessee.

State Law Regulating Location of a Cemetery in Relation to City Limits
Legal Opinion (Created: 1997-01-02; Reviewed: 2021-06-17)
Original Author: Hemsley, Sid

MTAS was asked whether there is any state law that prohibits the location of a cemetery within two miles (or any other distance) of a city.

Statutory Construction: Conflicting Statutes/ More Specific Statute Given Effect
Legal Opinion (Created: 2000-04-14; Reviewed: 2021-07-20)
Original Author: Bingham, Pamela

Specific statutory provisions generally will be given effect over conflicting general provisions.

Stormwater Management Program
Legal Opinion (Created: 1994-05-17; Reviewed: 2020-05-11)
Original Author: Hemsley, Sid

MTAS was asked whether the city is liable for the drainage of stormwater from someone’s property onto property belonging to someone else and whether the city has any legal obligation to develop a stormwater management program.
MTAS was asked several questions about the structure and powers of the City's utility board.

MTAS was asked whether or not a town may subdivide a 27-acre parcel into one-acre lots and then sell the lots at public auction.

MTAS was asked whether a particular road configuration created a subdivision and whether the city could obtain a street right of way that would create a subdivision without creating that subdivision.

MTAS was asked to research jurisdictional issues concerning subdivision regulation.

An old tax map shows the property is located in the city but the map was changed sometime within the past 10 years to show the property is outside the city line, in the county.

MTAS was asked to evaluate a proposed TDOT contract.
**Temporarily Closing Certain Streets**
Legal Opinion (Created: 1996-03-13; Reviewed: 2020-05-11)
Original Author: Hemsley, Sid

MTAS was asked whether the city can temporarily close certain streets, one or more of which are state highways, in the downtown area of the city for the purpose of permitting local private groups to hold a festival.

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**Temporary Appointment of a City Attorney by the Mayor**
Legal Opinion (Created: 1996-08-21; Reviewed: 2021-07-30)
Original Author: Hemsley, Sid

MTAS was asked whether the mayor can temporarily appoint a city attorney.

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**Temporary Traffic Control Devices under MUTCD**
Legal Opinion (Created: 2011-05-16; Reviewed: 2020-05-11)
Original Author: Hemsley, Sid

MTAS was asked whether traffic control devices in a construction work zone can be enforced by the city police.

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**Tennessee Open Meetings Act Violation**
Legal Opinion (Created: 2020-08-24; Reviewed: 2021-04-21)
Original Author: Hodge, Elisha

MTAS was asked how a governing body can cure a violation or alleged violation of the Tennessee Open Meetings Act (TOMA).

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**Terminating and Rehiring a City Manager during a Board of Commissioners Meeting**
Legal Opinion (Created: 2014-12-09; Reviewed: 2021-07-23)
Original Author: Hodge, Elisha

MTAS was asked about firing and rehiring a city manager at the board of commissioners meeting and whether the city manager now has a three-month or 12-month contract.
**Terminating Employees and Rehiring Them at a Lower Wage**

Legal Opinion (Created: 2010-06-16; Reviewed: 2021-07-15)
Original Author: Hemsley, Sid

MTAS was asked whether the city can terminate its dispatchers (who do not handle E-911 calls, but 'local calls') and rehire dispatchers at a lower wage rate.

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**Terminating the Utility Board Superintendent**

Legal Opinion (Created: 2011-10-02; Reviewed: 2021-04-26)
Original Author: Hemsley, Sid

MTAS was asked whether the utility board superintendent can be terminated by the city's governing body without financial penalty to the city.

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**Ticket Splitting**

Legal Opinion (Created: 2014-12-17; Reviewed: 2020-05-11)
Original Author: Blake, Karen

MTAS consultants advise cities to avoid ticket splitting and instead instruct officers to issue a single citation with multiple charges relating to one event.

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**Tort Liability at Railroad Crossing Improvements**

Legal Opinion (Created: 2009-04-24; Reviewed: 2021-04-15)
Original Author: Hemsley, Sid

MTAS was asked about relief from tort liability at railroad crossing improvements made with federal funds.

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**Towing Regulations**

Legal Opinion (Created: 2001-11-20; Reviewed: 2021-07-07)
Original Author: Huffer, Dennis

Municipalities may still regulate the price for non-consensual tows, but all other business regulation of towing businesses is not allowed.
Transient Merchants
Legal Opinion (Created: 1992-12-01; Reviewed: 2021-06-28)
Original Author: Hemsley, Sid

MTAS was asked whether the city can charge transient merchants higher taxes than the statute governing transient merchants provides, or impose upon them a stiff permit fee.

TVA Power Contracts
Legal Opinion (Created: 1991-06-07; Reviewed: 2021-04-27)
Original Author: Shechter, Leslie

MTAS was asked to address several issues related to power contracts with TVA.

Unauthorized Raises
Legal Opinion (Created: 2002-12-20; Reviewed: 2021-05-18)
Original Author: Ashburn, Melissa

MTAS was asked whether the Board has to honor unauthorized raises.

Uncompensated Public Officials' Personal Information Not Protected Per Tennessee State Law
Legal Opinion (Created: 2019-05-17; Reviewed: 2021-04-21)
Original Author: Hodge, Elisha

If council members are uncompensated, they cannot be considered "public employees" whose information is protected pursuant to Tenn. Code Ann. Section 10-7-504(f). Hodge, the Tennessee Open Records Counsel at the time of this letter, also offers suggestions for improved processes in filling the request in question.

Unconstitutional Since 1953 to Incorporate Municipalities by Private Act
Legal Opinion (Created: 1996-01-10; Reviewed: 2021-05-14)
Original Author: Hemsley, Sid

The General Assembly is required by general law to provide the exclusive methods by which municipalities may be created, merged, consolidated, dissolved, and their boundaries altered.
Updating Personnel Safety and Health Issues in the Municipal Code
Legal Opinion (Created: 2008-11-17; Reviewed: 2021-07-20)
Original Author: Hemsley, Sid

MTAS was asked whether certain ordinances contained in municipal code that address personnel safety and health issues are required to be in the municipal code.

Use of Adequate Facilities Tax Revenues
Legal Opinion (Created: 2002-03-18; Reviewed: 2020-05-11)
Original Author: Huffer, Dennis

MTAS was asked whether Adequate Facilities Tax Revenues can be used to pay indebtedness for past sewer projects.

Use of Camcorders/Video Cameras in City Council Meetings
Legal Opinion (Created: 2002-07-22; Reviewed: 2021-07-19)
Original Author: Bingham, Pamela

MTAS was asked whether the City Council may ban, by ordinance, the public from bringing video cameras into and videoing city council meetings.

Use of Funds from Increased Garbage Collection Fees
Legal Opinion (Created: 2002-07-17; Reviewed: 2021-05-28)
Original Author: Hemsley, Sid

MTAS was asked whether the city can increase its monthly garbage collection fees and use the increase for purposes other than garbage collection.

Use of the City Drug Fund
Legal Opinion (Created: 1993-01-25; Reviewed: 2021-07-06)
Original Author: Hemsley, Sid

MTAS was asked whether the city can use the drug fund to pay the salary of an officer assigned to the judicial task force, and can it use the drug fund to pay the overtime pay of the police officer who cares for the "drug dog."
Use of the Semi-Colon under the Rules of Statutory Construction
Legal Opinion (Created: 2005-05-16; Reviewed: 2021-07-19)
Original Author: Hemsley, Sid

MTAS was asked to interpret a provision of the charter that turned on the use of semi-colons.

Using a Utility Service Applicant's Credit Report to Determine Amount of Utility Deposit
Legal Opinion (Created: 2006-10-27; Reviewed: 2019-01-03)
Original Author: Hemsley, Sid

MTAS was asked whether the city can use a utility service applicant's credit report as a basis for determining the size of the applicant's utility deposit.

Using City Hall to Solicit Charitable Contributions
Legal Opinion (Created: 2009-10-26; Reviewed: 2021-07-21)
Original Author: Hemsley, Sid

MTAS was asked whether the city could allow the city hall to be used as collection point for solicitations by various private groups.

Using Special Assessments for Sidewalk Construction
Legal Opinion (Created: 1996-07-10; Reviewed: 2021-07-22)
Original Author: Pullen, Mark

MTAS was asked whether special assessments can be used for sidewalk construction.

Utilities Must Charge Reasonable Rates
Legal Opinion (Created: 1999-01-04; Reviewed: 2021-07-12)
Original Author: Hemsley, Sid

MTAS was asked for the definition of the term 'reasonable rates' within the meaning of the utility statutes and cases in Tennessee that require utility rates to be reasonable.
Utility Board Authority for Setting Water Rates
Legal Opinion (Created: 2012-09-03; Reviewed: 2021-07-23)
Original Author: Hemsley, Sid

MTAS was asked whether the city's utility board can be given the authority to set water rates.

Utility Board Residency Requirement
Legal Opinion (Created: 2011-03-28; Reviewed: 2021-07-12)
Original Author: Hemsley, Sid

MTAS was asked whether the requirement that a person be a resident of the city as a condition of holding a city office is a continuing requirement.

Utility Operating with Three Member Commission
Legal Opinion (Created: 2003-02-12; Reviewed: 2021-07-20)
Original Author: Ashburn, Melissa

MTAS was asked whether a city may operate a water and sewer utility with a 3 member commission, as opposed to the 5 member commission provided for by Tennessee law.

Utility Rate Breaks for the Elderly
Legal Opinion (Created: 2002-04-01; Reviewed: 2021-07-23)
Original Author: Hemsley, Sid

MTAS was asked whether a city can give utility rate reductions or exemptions to the elderly.

Various Issues Faced by City Court Judges
Legal Opinion (Created: 2011-06-01; Reviewed: 2021-07-28)
Original Author: Ashburn, Melissa

MTAS was asked about various issues faced by city court judges, including levying daily fines, procedure for dealing with property code violations, and collections of unpaid citations.
Vice-Mayor's Elevation to Mayor
Legal Opinion (Created: 2006-08-22; Reviewed: 2021-07-16)
Original Author: Hemsley, Sid

Under general law mayor-aldermanic charter, if the mayor resigns, does the vice-mayor become the mayor?

Viewing Investigative Records in Open Criminal Cases
Legal Opinion (Created: 2003-05-05; Reviewed: 2021-04-22)
Original Author: Hemsley, Sid

MTAS was asked whether municipal officials enjoy any special privilege to view the records in open criminal investigations.

Volunteer Fire Services
Legal Opinion (Created: 2011-05-25; Reviewed: 2021-05-21)
Original Author: Hemsley, Sid

MTAS was asked several questions regarding the city's finance of the volunteer fire department and the city's access to the records of the volunteer fire department.

Volunteer Firemen (and Other Volunteers) Running for Local Office
Legal Opinion (Created: 2006-05-10; Reviewed: 2021-05-21)
Original Author: Hemsley, Sid

MTAS was asked to analyze the question of whether volunteer firefighters are city employees.

Voting in City Elections by Non-Resident Property Owners
Legal Opinion (Created: 2003-03-24; Reviewed: 2021-07-23)
Original Author: Hemsley, Sid

MTAS was asked whether the city by private act can permit non-resident property owners to vote in city elections.

Voting in City Elections by Non-Residents Who Own Property in the City Limits
Legal Opinion (Created: 1996-05-16; Reviewed: 2021-07-21)
Original Author: Moore, Todd

MTAS was asked whether non-residents who own property in the city limits could vote in city elections.
Voting in City Elections by People Who Reside Outside, But Who Own Property Inside the City
Legal Opinion (Created: 1994-10-10; Reviewed: 2021-06-16)
Original Author: Hemsley, Sid

MTAS was asked whether people who reside outside, but who own property inside the City, can vote in a city's elections.

Waiver of Salary of Public Official
Legal Opinion (Created: 2002-05-08; Reviewed: 2021-06-28)
Original Author: Ashburn, Melissa

MTAS was asked whether an alderman can refuse to accept the salary proscribed in the charter.

Wastewater Treatment Facilities Management Agreement
Legal Opinion (Created: 2005-04-12; Reviewed: 2021-07-16)
Original Author: Ashburn, Melissa

MTAS was asked to review wastewater facilities management agreement and state law governing wastewater treatment authorities, and determined that Authority is responsible for maintaining all sewer lines, including lateral lines.

Water Main Extensions on Private Property
Legal Opinion (Created: 2007-06-06; Reviewed: 2021-07-20)
Original Author: Hemsley, Sid

MTAS was asked several questions related to the construction of water mains inside a gated residential complex by city forces.

What Happens to a Motion That Has Not Been Seconded
Legal Opinion (Created: 2003-02-18; Reviewed: 2017-06-21)
Original Author: Hemsley, Sid

When the city's zoning ordinance prohibits amendments to the zoning ordinance from coming up for one year after being defeated, does the failure of a motion to amend the zoning ordinance to receive a second constitute a 'denial' of the amendment of the zoning ordinance?
Who Is Mayor If the Mayor's Resignation Is Not Accepted?
Legal Opinion (Created: 2010-03-12; Reviewed: 2021-07-16)
Original Author: Hemsley, Sid

MTAS was asked whether the mayor had resigned and, if he had, whether the vice-mayor became the mayor.

Who Performs Duties of the Mayor When the Office of the Mayor Is Vacant?
Legal Opinion (Created: 2011-07-27; Reviewed: 2021-07-16)
Original Author: Hemsley, Sid

MTAS was asked several questions related to the duties of the mayor and vice mayor.

Wine in Grocery Stores Law
Legal Opinion (Created: 2014-04-15; Reviewed: 2021-07-27)
Original Author: Ashburn, Melissa

This law does much more than permit grocery stores to sell wine, as it vastly expands the merchandise package stores may sell and services they may offer beginning July 1, 2014.

Work on Private Property
Legal Opinion (Created: 2001-11-21; Reviewed: 2020-04-21)
Original Author: Huffer, Dennis

MTAS was asked about a city doing drainage work on private property.

Workers' Compensation Benefits for Volunteer Workers
Legal Opinion (Created: 2004-09-22; Reviewed: 2021-07-15)
Original Author: Ashburn, Melissa

The city housing authority asked if community service workers would be eligible for workers' compensation benefits.

Zoning Amendment Vote
Legal Opinion (Created: 2002-06-04; Reviewed: 2021-07-16)
Original Author: Ashburn, Melissa

MTAS was asked to interpret a vote when a majority vote of the membership of the board is required as opposed to a quorum of the present members.
Zoning and Restricting Locations of Homeless Shelters
Legal Opinion (Created: 2012-04-09; Reviewed: 2021-06-25)
Original Author: Ashburn, Melissa

MTAS was asked about the exercise of emergency powers and where emergency shelters for the homeless can operate.

Zoning and Subdivision Regulations Are in Conflict
Legal Opinion (Created: 2002-09-17; Reviewed: 2019-01-03)
Original Author: Hemsley, Sid

MTAS was asked which of the zoning regulations and of the subdivision regulations prevail when the two are in conflict.

Zoning for Group Home
Legal Opinion (Created: 2005-07-25; Reviewed: 2019-01-03)
Original Author: Hemsley, Sid

MTAS was asked whether certain group homes for mentally handicapped people could locate in an R-1 zone in the city.

Zoning of Tattoo Parlors
Legal Opinion (Created: 2009-12-11; Reviewed: 2019-01-03)
Original Author: Hemsley, Sid

MTAS was asked the status of tattoo studios under the zoning ordinance of the city.

Zoning Ordinance and Stormwater Ordinance Regulating Land Use in Floodplains
Legal Opinion (Created: 2008-02-26; Reviewed: 2017-06-21)
Original Author: Hemsley, Sid

MTAS was asked three questions related to a "lot of record" that was annexed by the city.
Zoning Restrictions Applied to Tattoo Parlors
Legal Opinion (Created: 2011-08-09; Reviewed: 2019-01-03)
Original Author: Hemsley, Sid

MTAS was asked whether the city can apply the same zoning restrictions it can apply to tattoo parlors to other businesses such as body piercing, massage parlors, and pawnshops.

“Wastewater Treatment Facilities Management Agreement” and Responsibility of the County Water and Wastewater Treatment Authority to Maintain Lateral Sewer Lines
Legal Opinion (Created: 2017-08-03; Reviewed: 2021-04-15)
Original Author: Ashburn, Melissa

The City entered into a Wastewater Treatment Facilities Management Agreement with the County Water and Wastewater Treatment Authority for the operation of the City’s wastewater facilities on October 31, 2003. The City actually transferred its facilities to the Authority pursuant to the Agreement. The Authority now claims that it is only responsible for the operation and maintenance of the “main” lines, not the lateral lines, although the City understood that all assets and liabilities of the wastewater facility were transferred to the Authority. MTAS was asked to review the Agreement and statutes and determine if lateral lines are included in the property transferred to the Authority.

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.

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)
Original Author: Stokes, Richard

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.

Abandoned or Suspended Construction
General (Created: 2013-12-20; Reviewed: 2020-04-21)
Original Author: Broughton, Jeff

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)
Original Author: Norris, Margaret

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

Accepting Land, Gifts, or Donations from Property Owners to the City for Parks
General (Created: 2014-07-30; Reviewed: 2021-04-30)
Original Author: Broughton, Jeff

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

Accepting the Resignation of a Council Member
General (Created: 2005-04-22; Reviewed: 2021-07-20)
Original Author: Darden, Ron

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

Actuarial Services Resource List
General (Created: 2021-08-06; Reviewed: 2021-09-15)
Original Author: Adams-O’Brien, Frances

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)
Original Author: Jones, Bonnie

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

Addressing Tall Weeds and Grass
General (Created: 2014-08-21; Reviewed: 2021-05-04)
Original Author: Broughton, Jeff

MTAS provided several documents to assist the city in enhancing its code enforcement program for tall weeds and grass.
Adopting a Plan of Services before Annexation
General (Created: 2014-10-02; Reviewed: 2021-04-13)
Original Author: Broughton, Jeff

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

Adventures in Annexation: Adventure Guide to Annexation for a Municipality
General (Created: 2018-12-01; Reviewed: 2021-04-13)
Original Author: Hodge, Elisha

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

Agreement for Reimbursement for Cost of Training and Equipment in the Event of Employment Termination
General (Created: 2019-08-21; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

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 Sewer Service Outside Corporate Limits
General (Created: 2007-06-26; Reviewed: 2021-04-28)
Original Author: Rollins, Sharon

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)
Original Author: Darden, Ron

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

Alcoholic Beverage Referendum Requirements
General (Created: 2021-08-18; Reviewed: 2022-02-25)
Original Author: O'Hara, Stephanie Allen

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.

Alderman Declines Salary
General (Created: 2015-02-09; Reviewed: 2021-04-09)
Original Author: Hardy, Pat

MTAS was asked whether an alderman may decline a salary.

Allowing Non-Resident Property Owners to Vote by Absentee Ballot
General (Created: 2014-02-06; Reviewed: 2021-06-14)
Original Author: Broughton, Jeff

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

Alternative Hostile Work Environment Policy Language
General (Created: 2021-01-05; Reviewed: 2021-01-06)
Original Author: Hardy, Pat

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 compliant.
Animal Regulations
General (Created: 2013-08-21; Reviewed: 2021-04-26)
Original Author: Broughton, Jeff

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.

Application of FLSA to Police Academy Training
General (Created: 2003-02-24; Reviewed: 2021-06-29)
Original Author: Barton, Rex

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.

Appointing a New Mayor
General (Created: 2011-05-24; Reviewed: 2021-07-16)
Original Author: Hardy, Pat

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

Appropriating Funds for the Use of a Recreation Committee
General (Created: 2012-07-30; Reviewed: 2021-04-16)
Original Author: Darden, Ron

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)
Original Author: Broughton, Jeff

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)
Original Author: Stegall, Kay

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)
Original Author: Jones, Bonnie

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

Athens Rain Garden Program and Grant
General (Created: 2010-04-08; Reviewed: 2020-04-21)
Original Author: Athens

A brochure on building a rain garden and how public works can help with excavation and bedding materials.
Authority of City to Use a Local Referendum in Specific Instances
General (Created: 2011-04-25; Reviewed: 2021-05-20)
Original Author: Jaeckel, Gary

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)
Original Author: Broughton, Jeff

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

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)
Original Author: Blake, Karen

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.

Bay County Launches Website about Half-Cent Sales Tax Projects
General (Created: 2016-09-26; Reviewed: 2021-05-05)
Original Author: Bay County, Fla.

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.

Beer and Tobacco Store Wants to Sell Alcohol
General (Created: 2014-09-29; Reviewed: 2021-04-23)
Original Author: Broughton, Jeff

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 License Renewal
General (Created: 2002-01-28; Reviewed: 2021-06-18)
Original Author: Darden, Ron

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

Beer Permits for a City Festival
General (Created: 2015-05-19; Reviewed: 2021-06-25)
Original Author: Broughton, Jeff

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

Beer Permits for Golf Courses
General (Created: 2002-10-22; Reviewed: 2021-07-14)
Original Author: Tallent, Mike

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

Bicycle Patrol Policy and Training Topics
General (Created: 2007-05-17; Reviewed: 2021-05-12)
Original Author: Collierville

A policy for establishing a police bicycle patrol and lesson plans for ten training topics.
Blending or Infusing Beer with Other Non-Alcoholic Beverages
General (Created: 2014-06-05; Reviewed: 2021-07-14)
Original Author: Broughton, Jeff

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)
Original Author: Wolf, Dennis

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 Appointments or Dismissal Confirmations for Certain Staff Positions
General (Created: 2013-12-13; Reviewed: 2021-07-20)
Original Author: Hardy, Pat

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)
Original Author: Darden, Ron

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

Body Armor Policy
General (Created: 2002-03-25; Reviewed: 2021-05-12)
Original Author: Barton, Rex

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

Bonding of Mayor and Town Recorder
General (Created: 2018-02-09; Reviewed: 2021-06-15)
Original Author: Carrier, Angie

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)
Original Author: Hardy, Pat

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

Calculating Overtime Pay for Firefighters and Police
General (Created: 2012-05-08; Reviewed: 2021-04-09)
Original Author: Stokes, Richard

MTAS was asked to clarify how to calculate pay for non-exempt law enforcement and fire protection personnel.
MTAS responds to a question regarding whether images on Facebook be used as evidence for municipal violation and citation.

**Canine Team Policy**
General (Created: 2002-01-10; Reviewed: 2021-05-18)
Original Author: Barton, Rex

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)
Original Author: Jones, Bonnie

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

**Caught in the Middle of Leadership**
General (Created: 2003-07-31; Reviewed: 2021-06-28)
Original Author: Crouch, Ray

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

**Certification of Radar Operators**
General (Created: 2003-08-26; Reviewed: 2021-05-12)
Original Author: Barton, Rex

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

**Certified Population of Tennessee Incorporated Municipalities**
General (Created: 2005-07-01; Reviewed: 2021-10-25)
Original Author: Tennessee Dept. of Economic and Community Development

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

**Chalking Tires for Parking Enforcement Is Unreasonable Search**
General (Created: 2019-04-30; Reviewed: 2021-04-21)
Original Author: Hodge, Elisha

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.

**Changes to Pay Schedule**
General (Created: 2012-08-23; Reviewed: 2021-04-23)
Original Author: Jones, Bonnie

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

**Charging Time for Employee Court Appearance**
General (Created: 2012-07-03; Reviewed: 2021-04-23)
Original Author: Jones, Bonnie

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)
Original Author: Broughton, Jeff

MTAS provided several examples of charitable donation policies.

### Charter and Conflict of Interest Questions
General (Created: 2006-01-26; Reviewed: 2021-06-15)
Original Author: Darden, Don

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

### Charter Provisions Favoring Local Bidders
General (Created: 2009-02-24; Reviewed: 2021-06-15)
Original Author: Darden, Ron

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)
Original Author: Norris, Margaret

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.

### Citations in Lieu of Arrest and Ordinance Summonses
General (Created: 1999-10-28; Reviewed: 2021-05-20)
Original Author: Finane, Jim

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)
Original Author: Darden, Ron

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)
Original Author: Wolf, Dennis

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)
Original Author: Darden, Ron

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

### City Council Agenda Formats
General (Created: 2011-09-19; Reviewed: 2021-06-25)
Original Author: Darden, Ron

Four sample city council agendas and one study session agenda are included.
MTAS was asked about the legality of a city employee 'volunteering' his/her time as a reserve police officer.

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

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

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

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.

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

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

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

MTAS was asked about a situation related to a property-line 'pin' that was covered in a recent street paving.
City Versus State Regulation of the Sale of Beer and Liquor
General (Created: 2018-02-22; Reviewed: 2021-07-15)
Original Author: Carrier, Angie

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.

Civil Service: Some Pros, Cons and Suggestions for Reform
General (Created: 2006-10-05; Reviewed: 2021-05-07)
Original Author: Hardy, Pat

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)
Original Author: Barton, Rex

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)
Original Author: Wolf, Dennis

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

Commission Form of Government
General (Created: 2006-06-22; Reviewed: 2021-06-17)
Original Author: Angerer, David

MTAS was asked to address the advantages and disadvantages associated with changing the City to a commission form of government.

Commissioning Fire Investigators
General (Created: 2013-04-16; Reviewed: 2022-05-21)
Original Author: Wolf, Dennis

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.

Comparison of Licenses and Permits for Transient Vendors and Others
General (Created: 2002-04-25; Reviewed: 2021-06-22)
Original Author: Darden, Don

A comparison of the business licenses and permits required for transient vendors, peddlers, solicitors, charitable solicitors, and street barkers.

Compensation Policy Required by Law
General (Created: 2012-04-02; Reviewed: 2021-04-23)
Original Author: Stokes, Richard

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)
Original Author: MTAS

A list of consulting companies who can do compensation studies.
Conditions of Abandoning a Street
General (Created: 2011-02-15; Reviewed: 2020-04-22)
Original Author: Jaeckel, Gary

MTAS was asked whether a city can abandon a street and what happens when a street is abandoned by a city.

Conducted Energy Weapon (M26 Taser) Policy
General (Created: 2003-06-26; Reviewed: 2021-06-29)
Original Author: Barton, Rex

MTAS was asked to supply policies and procedures for police use of tasers.

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)
Original Author: Hardy, Pat

This research is available in the two attached documents on the history of consolidation and the pros and cons of consolidation.

Continuation of a Nonconforming Commercial Use in a Residential Zoning District
General (Created: 2014-11-14; Reviewed: 2021-04-28)
Original Author: Broughton, Jeff

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 for Consolidated Law Enforcement
General (Created: 2004-11-02; Reviewed: 2021-06-29)
Original Author: Norris, Margaret

MTAS was asked to review a police services contract with the county sheriff's office and created a new one.

Contraction/Deannexation of Property by Ordinance
General (Created: 2014-02-26; Reviewed: 2021-05-05)
Original Author: Broughton, Jeff

MTAS was asked whether there can be spot deannexation of a parcel of land while leaving the other surrounding parcels inside the Town limits.

Contradictory Provisions of City Charter Related to Sidewalks
General (Created: 2005-05-20; Reviewed: 2020-04-22)
Original Author: Darden, Don

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)
Original Author: Darden, Ron

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 Q. Hammons Hotels, Inc.
General (Created: 2001-08-17; Reviewed: 2021-07-25)
Original Author: MTAS

Contract regarding convention center management.

Converting Two Way Streets to One Way Streets
General (Created: 2007-03-19; Reviewed: 2020-04-22)
Original Author: Rollins, Sharon

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)
Original Author: Broughton, Jeff

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)
Original Author: Wolf, Dennis

MTAS was asked about the annual cost of maintaining fire hydrants.

Cost Recovery of Hazardous Materials Clean-Up and Response
General (Created: 2002-02-05; Reviewed: 2021-07-12)
Original Author: Wolf, Dennis

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)
Original Author: Neill, Ronnie

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 Running for Mayor
General (Created: 2003-02-12; Reviewed: 2021-06-25)
Original Author: Hardy, Pat

MTAS was asked whether a sitting councilmember can run for the office of Mayor without resigning his current council seat.

Counting of Board Votes
General (Created: 2004-08-10; Reviewed: 2021-06-25)
Original Author: Darden, Ron

MTAS was asked how a board vote of two for, one abstention, and one passing is to be recorded.
County Funding of Roads
General (Created: 2016-06-29; Reviewed: 2021-06-21)
Original Author: Broughton, Jeff

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)
Original Author: Darden, Ron

MTAS was asked whether the county could give a parcel of land to the city.

Court Liaison Programs
General (Created: 2002-01-10; Reviewed: 2021-06-29)
Original Author: Barton, Rex

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)
Original Author: Adams-O'Brien, Frances

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)
Original Author: Dennis Wolf

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)

Creation of Metropolitan Government
General (Created: 2004-08-18; Reviewed: 2021-07-16)
Original Author: Darden, Don

MTAS was asked if the Town of Woodbury could stop a proposed effort to implement metropolitan government in Cannon County, Tennessee.

Critical Need for Volunteer Incentive Programs
General (Created: 2005-08-23; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

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)
Original Author: Cross, Ralph

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.

Daily Cash Report
General (Created: 2010-09-09; Reviewed: 2021-06-17)
Original Author: Cook, Gail

An example of a simple daily cash report for the City of Plainview.

Deannexation and the Payment of Property Taxes
General (Created: 2005-02-23; Reviewed: 2021-06-09)
Original Author: Hardy, Pat

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.

Deducting Union Dues for Firefighters
General (Created: 2002-03-13; Reviewed: 2021-05-20)
Original Author: Wolf, Dennis

MTAS was asked to research cities' requirements to deduct union dues from firefighters.

Defined Benefit Retirement Plans and Benefits
General (Created: 2014-10-20; Reviewed: 2021-05-07)
Original Author: Broughton, Jeff

MTAS provided examples of retirement plans from several cities and information from TCRS.

Differences Between Modified Manager-Commission vs Manager-Commission Form of Government
General (Created: 2009-08-31; Reviewed: 2021-07-08)
Original Author: Darden, Ron

MTAS was asked to discuss the differences between the manager-commission form of government and the modified manager-commission form of government.

Disaster Response Documents
General (Created: 2011-04-18; Reviewed: 2021-07-12)
Original Author: Chlarson, John

A collection of documents that includes disaster cleanup bid documents, FEMA 322 Disaster Response, and USACE Scope of Work Example.

Disease Management Program RFP or RFQ
General (Created: 2006-02-08; Reviewed: 2021-07-20)
Original Author: Hardy, Pat

MTAS was asked about the use of an RFP for a 'Disease Management Program.'

Disposing of an Abandoned Vehicle
General (Created: 2016-02-03; Reviewed: 2021-07-26)
Original Author: Broughton, Jeff

MTAS provided information on the process to dispose of a private vehicle that was abandoned.
MTAS was asked to provide a summary of distribution of court costs, fines, and litigation taxes.

MTAS was asked about the proper procedures for storing cash seized by the police department.

MTAS was asked whether an IDB is automatically dissolved if they do not meet and how an IDB might be reinstated.

Guidelines for ordinance and statute drafting.

A PowerPoint presentation for the Tennessee section of ASCE.

MTAS was asked to provide technical assistance on issue of public works department doing work on private property.

MTAS responds to questions regarding emails distributed by the city to residents and the legal risks of installing wireless internet connections in a downtown area of the city.

The county may direct that wheel tax revenues be used to support the county school system, thereby allowing the county to reduce the property tax levy dedicated for school purposes. MTAS was asked about the impact of such a change on county revenues received by the school system and school maintenance of effort issues.

Course manual for City University Course.
Electric & Hybrid Vehicle Fire Resource Information
General (Created: 2022-05-18; Reviewed: 2022-05-18)
Original Author: Wolf, Dennis

The author of this document explains the number of all electric and hybrid vehicles are on the road with the number of them expected to increase. The listed resources are provided to assist fire departments and other first responders with their local training program on electric and hybrid vehicle fires.

Eliminating the Carbon Monoxide Detector Requirements in the 2012 International Building Code and International Residential Code
General (Created: 2016-08-23; Reviewed: 2021-05-28)
Original Author: Broughton, Jeff

MTAS was asked whether it is permissible to eliminate the carbon monoxide detector requirements in the 2012 IBC and IRC and if that complies with standards adopted by the State Fire Marshal.

Emergency Management for Municipalities in Tennessee
General (Created: 2009-02-12; Reviewed: 2021-07-12)
Original Author: Wolf, Dennis

MTAS was asked whether a city should have an emergency management director.

Employee Handbook Information
General (Created: 2013-09-09; Reviewed: 2021-05-18)
Original Author: Broughton, Jeff

MTAS was asked about the benefits of having an employee handbook; includes two examples of handbooks.

Employee Seeking Promotion Treated Like Other Candidates
General (Created: 2012-07-19; Reviewed: 2021-04-28)
Original Author: Jones, Bonnie

MTAS was asked whether there is any protection of the candidacy information of an employee who is seeking a promotion.

Employment Agreement between the Town of Baileyton, Tennessee, and a Wastewater Treatment Operator
General (Created: 2012-06-14; Reviewed: 2021-05-12)
Original Author: Hardy, Pat

The town wishes to employ an individual for a period of one year in order to determine if they are capable of operating the Town's wastewater treatment plant, a highly regulated facility which must be operated to exact regulations as required by state, local, and federal agencies.

Employment Agreement for City Manager
General (Created: 2005-12-14; Reviewed: 2021-06-28)
Original Author: Hardy, Pat

An employment agreement between the city and the city manager.

Encryption of Radio Signals
General (Created: 2001-03-29; Reviewed: 2021-07-12)
Original Author: Barton, Rex

Encryption will keep eavesdroppers from being able to listen to radio transmissions as they happen, but official recordings of the transmissions are public records.
**Englewood Debt Management Policy**  
General (Created: 2011-09-20; Reviewed: 2021-04-22)  
Original Author: Denton, Sondra

MTAS was asked to customize the model debt policy based on a percentage of expenditures.

**Enhancing the Economic Vitality of the Central Business District**  
General (Created: 2015-12-11; Reviewed: 2021-06-18)  
Original Author: Broughton, Jeff

MTAS provided several approaches that have been successfully employed in other Tennessee cities to accomplish this objective.

**Establishing an Economic Development Program**  
General (Created: 2003-03-24; Reviewed: 2021-06-18)  
Original Author: Darden, Don

The City of Medina requested MTAS to assist in establishing an economic development program.

**Establishing Municipal Boundaries When Annexation Records Are Not Available**  
General (Created: 2011-05-16; Reviewed: 2021-07-21)  
Original Author: Darden, Ron

MTAS was asked to assist in determining municipal boundaries for Altamont, Tennessee with missing annexation records.

**Eviction Notices**  
General (Created: 2006-12-18; Reviewed: 2021-06-28)  
Original Author: Norris, Margaret

MTAS assisted in writing an eviction notice and a request to vacate to the tenants in a city-owned building.

**Excess Funds in Public Improvement Bond**  
General (Created: 2014-01-08; Reviewed: 2021-04-22)  
Original Author: Broughton, Jeff

MTAS was asked whether excess funds that remained from a public improvement bond called to complete required subdivision work should be returned to the surety company.

**Exempt and Non-Exempt Cities Under the State Fire Marshal's Building and Fire Code**  
General (Created: 2003-10-31; Reviewed: 2021-07-22)  
Original Author: Wolf, Dennis

MTAS was asked the difference between an exempt and nonexempt city under the State Fire Marshal's Building and Fire Code.

**Exemption from Application of the State Fire Marshal's Minimum Statewide Standards under T.C.A. 68-120-101**  
General (Created: 2014-03-27; Reviewed: 2021-05-14)  
Original Author: Broughton, Jeff

MTAS was asked whether the town is authorized to issue building permits and conduct inspections on the new county elementary school.

**Families First Coronavirus Response Act: A Summary for Tennessee Municipalities**  
General (Created: 2020-03-24; Reviewed: 2021-04-15)  
Original Author: Ashburn, Melissa

A summary of the federal Families First Coronavirus Response Act (signed into law March 18, 2020) to assist employers and employees during the pandemic.
MTAS was asked for information on what a city needs to know to host a farmers' market inside the city limits, including rules, regulations, and vendor applications.

**Final Regulations: Volunteers and the Affordable Care Act**
General (Created: 2014-02-17; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

In summary, hours worked by a volunteer who does not receive (and is not entitled to receive) compensation in exchange for the performance of services are not treated as hours of service for purposes of the Patient Protection and Affordable Care Act (PPACA).

**Fines for Violation of Town Ordinances**
General (Created: 2007-04-02; Reviewed: 2021-07-27)
Original Author: Hardy, Pat

MTAS was asked how much the fine can be and if a separate fine can be assessed for each day of a violation.

**Fire Chief Is In The Driver's Seat**
General (Created: 2001-09-13; Reviewed: 2021-05-20)
Original Author: Wolf, Dennis

An article answering the question regarding the responsibility and scheduling of the Fire Chief's position in a fire department.

**Fire Department Recognition Bill**
General (Created: 2003-02-26; Reviewed: 2021-07-12)
Original Author: Tennessee Fire Chiefs Association

This information from a TFCA flyer answers questions about the Fire Department Recognition Bill.

**Fire Department Standard Operating Procedure: Fire Department Vehicle Safety, Emergency and Non-Emergency Response, Safe Emergency Operations on Roadways**
General (Created: 2010-06-30; Reviewed: 2021-07-22)
Original Author: West, Gary

This procedure identifies requirements for the implementation of a safe Fire Department vehicle operations program.

**Fire Department Training Records**
General (Created: 2003-08-25; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

Fire Department records for training and personnel are open for inspection upon demand during any reasonable hours.

**Fire Hydrant Flow Test Results Calculator**
General (Created: 2015-02-26; Reviewed: 2021-07-12)
Original Author: Wolf, Dennis

This spreadsheet may be downloaded to calculate the results of fire hydrant flow tests.
Fire Investigator Mentor Program
General (Created: 2008-11-14; Reviewed: 2021-05-20)
Original Author: Bristol

This Fire Investigator Mentor Program has been endorsed by the Tennessee Chapter of the International Association of Arson Investigators (IAAI) and recognized by the IAAI as an excellent program in training and qualifying new fire investigators.

Fire Stations and Coronavirus Precautions: A Hot Topic for Tennessee Municipalities
General (Created: 2020-03-27; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

Firefighters understand the concept of hot, warm, and cold zones in fire stations when it comes to keeping turnouts and fire contaminated gear out of the living areas of the station. But what about viruses and other pathogens? The practices used for fire contaminated gear do not work with pathogens. Therefore, firefighters need to practice more extensive contamination control to reduce the chance of spreading the coronavirus while at the fire station.

Firefighter Training and Certification in Tennessee
General (Created: 2021-04-29; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

MTAS Fire Consultant Dennis Wolf created this document in order to compile information from frequently asked questions regarding what training firefighters are required to have.

Firefighter Training in Tennessee
General (Created: 2021-02-11; Reviewed: 2021-02-11)
Original Author: Wolf, Dennis

MTAS is often asked about what training firefighters are required to have. The answer is that, from a standpoint of required training, the training requirements for firefighters vary from none-at-all to minimal. The key word in this question is “required,” being defined as mandatory by a state law or regulation.

Firefighters Driving on a License from Another State
General (Created: 2014-04-03; Reviewed: 2021-05-20)
Original Author: Jones, Bonnie

MTAS was asked whether, in Tennessee, firefighters are required to have a valid Tennessee driver's license to operate vehicles and work in the full capacity of a fire fighter.

Firefighters Must Have Key to Fire Station
General (Created: 2006-09-19; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

If a fire station is locked when not occupied, then all firefighters must have a key.

Fiscal Recovery Fund (FRF) Overview
General (Created: 2021-09-21; Reviewed: 2021-09-21)
Original Author: Spencer, Eric

As a result of the COVID-19 pandemic and its effects on economies, the federal government passed the American Rescue Plan Act (ARPA) on March 11, 2021. It provides for a substantial infusion of fiscal recovery funds into state and local governments throughout the United States. Tennessee was allocated $3.725 billion for use at the state level, and $2.28 billion to be distributed to local governments. This is a guide provides an overview of the funding process.
Registering dealers at a multi-vendor open-area flea market that routinely occurs along the Tennessee border and probably has multi-state vendor participation.

MTAS was asked to provide documentation allowing city to send employees home when they have worked 40 hours in workweek.

Questions on recognizing bereavement leave as hours worked and hours worked over 8 in a day.

MTAS was asked several questions about the benefits of forming a new police department versus contracting with the county for police services.

MTAS guidance on freedom of speech, freedom to assemble and how to handle demonstrations. This is a video resource. (Created June 25, 2020; 7:07 minutes in length)

Information was requested on the frequency of elections for liquor by the drink.

MTAS responds to questions regarding how the city will receive the new "gax tax" fund.

The Fund Balance Policy is intended to provide guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. The sample policy contains percentages and dollar thresholds for illustrative purposes thus each city should determine the levels of fund balance which best suit their government operations.
**General Questions Regarding ADA Compliance**
General (Created: 2018-07-16; Reviewed: 2021-04-15)
Original Author: Rollins, Sharon

MTAS was asked the following questions: "How the city’s utilities – gas, electric, water/wastewater – should handle ADA compliance?" and "What does the city need in regards to procurement procedures, zoning ordinance and municipal codes?"

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**General Sessions Judge Serving as City Attorney**
General (Created: 2014-10-23; Reviewed: 2021-07-27)
Original Author: Broughton, Jeff

MTAS was asked whether a general sessions judge in the county may also serve as an attorney for a town in that jurisdiction.

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**Getting an Issue on the Ballot**
General (Created: 2004-07-07; Reviewed: 2021-06-21)
Original Author: Darden, Don

MTAS was asked how a citizen goes about getting an issue on the ballot.

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**Gift and Gratuities Acceptance Policies**
General (Created: 2015-07-26; Reviewed: 2021-07-20)
Original Author: Broughton, Jeff

MTAS was asked for examples of gift policies or acceptance of gratuities policies.

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**Giving a Fire Truck to a Citizen and the Right of a Citizen to Vote at a Commission Meeting**
General (Created: 2012-04-10; Reviewed: 2021-07-28)
Original Author: Darden, Ron

MTAS was asked about the legality of the city commission giving a fire truck to a citizen and the right of a citizen to vote at a commission meeting.

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**Goals and Objectives Plan for the Town of Bell Buckle**
General (Created: 2014-06-13; Reviewed: 2021-07-23)
Original Author: Broughton, Jeff

MTAS was asked to assist with strategic planning, focusing on four areas: protect health and safety and maintain basic services; enhance community attractiveness and charm; support economic growth and community sustainability; maintain fiscal integrity and administrative efficiency.

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**Gruetli-Laager Police Department**
General (Created: 2002-11-22; Reviewed: 2021-07-01)
Original Author: Darden, Don

MTAS was asked whether the Town of Gruetli-Laager that operates under the general law Mayor-Alderman Charter is required to have a police department.

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**Guide to Alcohol and Beer Laws in Tennessee**
General (Created: 2020-11-04; Reviewed: 2022-01-11)
Original Author: Hodge, Elisha

MTAS frequently receive questions related to alcohol and beer laws in Tennessee. In an effort to assist municipal officials and employees with these questions, MTAS developed this guide that includes many of the relevant statutory provisions related to alcohol and beer in Tennessee. This guide does not include every statutory provision related to alcohol or beer, so the Tennessee Code will still need to be reviewed as questions arise.
Guidelines for Open Burning of Natural Disaster Debris
General (Created: 2021-12-02; Reviewed: 2021-12-02)
Original Author: Tennessee Dept. of Environment and Conservation

The Tennessee Department of Environment and Conservation Division of Air Pollution Control has recently created a new webpage that outlines the process for governmental agencies to follow when proposing a governmental collective site for the open burning of natural disaster debris.

Guidelines for Taking Minutes at Meetings of the Board of Mayor and Aldermen
General (Created: 2011-05-13; Reviewed: 2021-07-20)
Original Author: Jaeckel, Gary

MTAS was asked about who should take meeting minutes and how minutes may be amended.

Handling Employee (fire, EMT, paramedic, police officer) Exposure to COVID-19
General (Created: 2020-03-22; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

MTAS advice on what to do if an employee (firefighter, EMT, paramedic, police officer, etc.) has close contact to a COVID-19 positive patient, to a patient that is suspected of having COVID-19, or to a patient exhibiting respiratory distress symptom.

Hatch Act: Guidance From Federal Government
General (Created: 2017-07-20; Reviewed: 2017-08-18)
Original Author: Ashburn, Melissa

Hatch Act Modernization Guide for State and Local Employees

Health Care Reform and W-2 Reporting Guidance
General (Created: 2012-10-08; Reviewed: 2021-07-09)
Original Author: Stokes, Richard

MTAS was asked for information about Form W-2 for Health Care Reform reporting.

Heavy Truck Traffic Regulation
General (Created: 2002-07-15; Reviewed: 2020-05-01)
Original Author: Darden, Ron

MTAS was asked for information on heavy truck traffic regulation.

Hiring a City Administrator
General (Created: 2003-05-13; Reviewed: 2021-04-26)
Original Author: Angerer, David

MTAS was asked the advantages of hiring a city administrator.

Hiring Full Time Police Officer As Part Time Recreation Director
General (Created: 2003-05-08; Reviewed: 2021-07-06)
Original Author: Neill, Ronnie

An employee works 43 hours a week as a police officer and wants to be hired for an additional 20 hours a week as the recreation director.

Hiring Minors Age 16 and 17
General (Created: 2012-07-09; Reviewed: 2021-04-28)
Original Author: Stokes, Richard

MTAS was asked about a city's responsibilities when hiring minors age 16 or 17 for a fulltime seasonal position.
Hiring New Firefighters and Promoting Firefighters
General (Created: 2007-04-08; Reviewed: 2021-06-20)
Original Author: West, Gary

Includes information on volunteer firefighters.

Hiring Questions about Applicant Pool and an Applicant with Known Disabilities
General (Created: 2012-08-13; Reviewed: 2021-07-09)
Original Author: Stokes, Richard

MTAS was asked for advice when there is a very small applicant pool and one applicant has a known disability that might affect his or her ability to perform the job.

Holding Dual Offices
General (Created: 2014-01-23; Reviewed: 2021-07-16)
Original Author: Broughton, Jeff

MTAS was asked if there is a prohibition either in the city's charter or in state law that prevents a member of the Board of Mayor and Aldermen from also serving as either a county commissioner or a register of deeds.

How to Incorporate a New City in Tennessee
General (Created: 2000-07-01; Reviewed: 2021-04-29)
Original Author: Darden, Don

Procedures and forms required for incorporating a new city in Tennessee.

Implementing GASB 34
General (Created: 2004-07-08; Reviewed: 2021-04-23)
Original Author: Darden, Don

MTAS was asked for help in estimating the life expectancy of buildings and equipment.

In Lieu of Tax Payment Calculator
General (Created: 2006-03-14; Reviewed: 2021-07-29)
Original Author: Phebus, Dick

MTAS has developed a worksheet to assist local governments in calculating in lieu of tax payments.

Incentive/Disincentive Contracts
General (Created: 2006-06-12; Reviewed: 2020-10-07)
Original Author: Rollins, Sharon

MTAS was asked whether other cities use incentive contracts.

Incorporation Process
General (Created: 2016-02-01; Reviewed: 2021-04-19)
Original Author: Broughton, Jeff

MTAS provided some information on the incorporation process in Tennessee.

Indemnification of City Officers, Employees, and Board Members
General (Created: 2014-03-26; Reviewed: 2021-04-15)
Original Author: Broughton, Jeff

MTAS was asked about the importance of adopting language to indemnify city officers, employees, and board members while properly acting in the scope of their official duties.
MTAS was asked whether the modified approach for reporting infrastructure assets could be used in the Water & Sewer Fund or other enterprise fund operations.

An agreement for emergency communications services between Centerville and the E911 Emergency Communications District of Hickman County.

Examples of interlocal agreements for planning services.

An example of a Terms of Use Agreement and a Resolution as submitted by Williamson County for a public Internet forum for use by its County Commissioners.

Council work sessions should be used to provide an opportunity to review complex or involved projects or issues, or to introduce topics requiring special attention and discussion by the board before the matter is placed on a future agenda for formal action.

This article reports that persons or entities determined to be engaged in investment activities with Iran are listed on the state's website and are prohibited from contracting with any political subdivision of this state and any contract entered into shall be void.

MTAS was asked whether an individual is an employee of the city or an independent contractor.

MTAS was asked whether the City has the legal authority to remove an alderman who has been arrested for DUI.

MTAS was asked about an upcoming leave of absence of the town judge on a planned one-year sabbatical.
MTAS was asked to provide guideline a city manager interview process.

MTAS was asked to facilitate a meeting of the Kingston Green Technology Committee.

MTAS was asked for a sample lease agreement for a city-owned building that is currently being operated as a senior center.

This article lists the advantages and disadvantages of leasing a public facility.

MTAS was asked whether the city can lease a garbage truck without permission from the Comptroller's office.

MTAS provided equivalency schedules for employees with different work schedules and total annual hours.

MTAS was asked whether USERRA protects the rights of any American who wishes to serve in the armed forces regardless of voluntary promotions, which may equal more time away from work.

The City of Lebanon requested an ordinance requiring the Mayor's appointments to require Council approval for dismissal.

MTAS was asked about the legality of using a facsimile signature during the absence of one of the authorized signatures on a check.
Legislation Creating MTAS
General (Created: 1949-04-15; Reviewed: 2016-07-06)
Original Author: Tennessee

The Municipal Technical Advisory Service (MTAS) was created in 1949 by Public Act of the General Assembly.

Local Option Sales Tax Revenue Sharing Agreements
General (Created: 2014-04-04; Reviewed: 2021-07-21)
Original Author: Broughton, Jeff

MTAS was asked for some examples of local option sales tax revenue sharing agreements.

Local Preference in Purchasing Policy
General (Created: 2015-01-26; Reviewed: 2021-07-28)
Original Author: Hardy, Pat

MTAS was asked whether a city may include a five percent bonus for local providers/contractors to give a slight advantage to a local provider.

Locating an Interpreter
General (Created: 2012-06-07; Reviewed: 2021-06-22)
Original Author: Stokes, Richard

MTAS was asked how to find a Mandarin Chinese interpreter.

Mail Inserts and ISO Credit
General (Created: 2018-07-15; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

Dennis Wolf responded to a request for information from Murfreesboro regarding ISO credit for a residential fire safety program.

Maintaining the Appropriate Level of Unrestricted Fund Balance in the General Fund
General (Created: 2014-07-02; Reviewed: 2021-07-28)
Original Author: Broughton, Jeff

MTAS was asked about determining the appropriate level of unrestricted fund balance to maintain in the general fund.

Maintenance of a County Road
General (Created: 2015-07-08; Reviewed: 2020-10-07)
Original Author: Broughton, Jeff

MTAS was asked about the advisability of spending city funds to improve a road outside of the city limits.

Making a Motion Concerning an Item That Is Not on the Agenda
General (Created: 2011-08-31; Reviewed: 2021-06-09)
Original Author: Darden, Ron

MTAS was asked whether a board member may make a motion concerning an item that is not on the agenda without being recognized by the chairman.

Master Patrolman Program
General (Created: 2002-03-05; Reviewed: 2021-05-07)
Original Author: Barton, Rex

The Master Patrolman program would compensate an officer for attaining a certain level of achievement.
MTAS was asked whether it is proper for the Mayor to make nominations.

MTAS was asked for clarification on the appointment of the fire chief and assistant fire chief under the city’s charter and municipal ordinances.

A proclamation of the City of Dunlap Mayor and Board of Commissioners Declaring June 9, 2016, as Dakota Hudson Day in the City of Dunlap, Tennessee.

The purpose of this guideline is to establish a consistent procedure in partnership with community resources for the screening, education and referral of youths who have been identified as misusing ignition sources (matches, lighters, or fireworks) or starting a fire, either unintentionally or maliciously.

The purpose of this debt policy is to establish a set of parameters by which debt obligations will be undertaken by the City. (NOTE: Bold language or similar statements are required by the State of TN Comptroller’s Office. Italicized language is recommended along with other components in GFOA’s Model Debt Policy.)

Pursuant to the requirements of Public Chapter 722, Acts of 2016, the Tennessee Office of Open Records Counsel released the Model Public Records Policy with accompanying material.

This document includes: information on EVOC timed evaluations and station skill sheets for the practical, fire apparatus driver/operator; forms to request to qualify and to certify as a driver trainee; a driver trainee checklist and fire apparatus operator practical checklist; certification for out-of-grade pay; and request for upgrade pay.

The Mt. Pleasant Water department created a plan to establish policies, rules and plans to be used during a drought or water shortage.
With the severe shortage of N95 respirators, many municipalities and other organizations are faced with the dilemma of reusing N95 respirators, using a lesser form of protection, such as a surgical mask, trying to make their own mask or respirator, or going without any respiratory protection.

These six guides are part of a series created by MTAS for elected officials in Tennessee municipalities. Each guide is an overview of the tools used and some of the requirements as specified by the State of Tennessee. Topics covered are corrosion, turbidity, microbiological issues, disinfection, disinfection byproducts and cross-connections.

A series of brief, instructive articles explaining the use Robert's Rules of Order for cities and towns in Tennessee. The series starts with the history of the Robert's Rules parliamentary procedures and delves into everything from making a motion to adjourning a meeting.

Materials from an MTAS/CTAS statewide class designed for those city and county staff with ADA compliance responsibilities. Information resources includes the extensive class handout as well as the class slide presentation.

Details the effects of the Tennessee Tort Liability Act regarding municipal and personal liability.

MTAS resources and guidance on Public Chapter 277 of 2019 which requires a contract for banking services be based on the evaluation of proposals, which should be documented for audit purposes. Attached are a Q & A and a sample quote for banking services for use by Tennessee municipalities. Also included here is a link to the MTAS City Byte, an online short course, on the topic.

Local governments generally should consider using bond issues for large, long-term debt of more than $1 million and for longer than 12 years. The various types of municipal bonds include general obligation bonds, special tax bonds and special assessments, revenue bonds, industrial revenue bonds, and double-barrel bonds.
The municipal version of the current chart of accounts for the State of Tennessee.

MTAS was asked to review the auto decal charge implemented by the City of Chattanooga and advise whether it was feasible for this town to implement.

A city administrator contacted MTAS regarding the town doing drainage work on private property. Public Works Consultant John Chlarson responded to the request, explaining that the water issue is causing damage to the town's right of way. It is recommended that the ditch be rechannelized and that channel and bank protection should be installed.

A collection of resources on mutual aid assistance in Tennessee. The collection includes MTAS Hot Topics, a legal opinion from former MTAS Legal Constant Dennis Huffer, a full text document of Public Chapter 743, and two mutual aid assistance agreement templates.

FEMA will reimburse mutual aid costs under certain conditions.

With the shortage of N95 respirators, which is the type of respirator recommended by the Centers for Disease Control (CDC) for respiratory protection against the coronavirus, MTAS has received questions about the reuse of N95 respirators and alternate types of respirators and masks. This hot topic provides information on N95 respirators and other types of respiratory protection. MTAS does not recommend or endorse any products. Cities should use this information as a resource when making decisions for their operations.

The purpose of this letter is to increase awareness of the issues that need to be considered when hiring a city administrator.

MTAS received a question on the construction of a new fire station.
MTAS consultants ranked their top fifteen tips for new officials.

New Youth Sports Concussion and Head Injury Law Effective January 1, 2014
General (Created: 2013-12-11; Reviewed: 2021-06-21)
Original Author: Neill, Ronnie

Public Chapter 148 passed by the Tennessee General Assembly in April 2013 and effective on January 1, 2014, requires all cities that have 'youth athletic activities' to comply with guidelines issued by the Tennessee Department of Health concerning risk and symptoms of concussion and head injuries.

Newly Elected Official’s Guide to Taking Office
General (Created: 2019-11-14; Reviewed: 2021-10-20)
Original Author: O'Hara, Stephanie Allen

You just won an election for your municipal office. Now what? We address some common questions of when and how you take office, who may administer your oath, and what information should be included the oath of office in this document. Sample oath templates for boards, judges and other offices are included for Tennessee municipal use.

Also, we have short online course (City Byte) linked below that will walk you through the following topics: when do you take office, who can swear you in, what should be in the oath and what's next.

Non-Compliance with Governor Lee’s Executive Orders Nos. 17, 21 and 22: Guidance for Tennessee Municipalities
General (Created: 2020-03-25; Reviewed: 2021-06-22)
Original Author: Moore, David

Guidance for municipalities on a course of action for business owners who may refuse the guidelines of Executive Orders Nos. 17, 21, and 22.

Number of Board Members in Selected Cities
General (Created: 2008-02-27; Reviewed: 2021-06-28)
Original Author: Norris, Margaret

A listing of the number of board members in eighty cities with populations between 2,400 and 7,600.

Obese Employee Is Unable to Perform the Major Functions of the Job
General (Created: 2013-08-13; Reviewed: 2021-07-12)
Original Author: Broughton, Jeff

MTAS was asked what to do when an obese employee is unable to perform the major functions of the job.

Off-Duty Responsibility of Police Officers
General (Created: 2002-01-11; Reviewed: 2021-05-12)
Original Author: Barton, Rex

A statement of the off-duty responsibility of police officers.

On Premise Liquor and Beer Hours with Privilege Tax Statute
General (Created: 2014-11-10; Reviewed: 2021-07-21)
Original Author: Broughton, Jeff

MTAS was asked how the successful referendum to authorize liquor by the drink will affect the hours when beer may be sold for on-premises consumption in an establishment holding both a city beer permit and Tennessee ABC liquor by the drink license.
MTAS was asked to provide sample oral interview questions for an entry level firefighter.

MTAS was asked to assist Monteagle in determining how the local library board is organized, how the board is appointed, who can serve on the board, and to recommend the best way for Monteagle to make sure that its appropriation for library services is used properly.

MTAS was asked to prepare an orientation workshop for the Town of Huntsville. Full text available in the MTAS library (City of Pikeville Orientation Booklet).

MTAS was asked what the procedure should be whenever a municipal court receives an overpayment of the amount due to a municipal court.

MTAS was asked about the pros and cons of using parking meters in order to control hours of downtown parking.

MTAS was asked about giving a 2% raise to all employees being paid less than $40,000 and a one-time $500 bonus payment to everyone else.

MTAS was asked how to process payroll taxes for a severance payment.

MTAS was asked to provide examples of policies and guidelines for mid-block pedestrian crossings.

MTAS was asked whether a vice-mayor may officiate at a wedding ceremony.
Performing Criminal Background Checks on Potential Employees
General (Created: 2004-07-02; Reviewed: 2017-05-16)
Original Author: Neill, Ronnie

MTAS was asked how to perform criminal background checks on potential employees of the Town.

Permitting Fire Department Pumpers to Connect to Hydrants During a Fire
General (Created: 2014-08-01; Reviewed: 2021-07-23)
Original Author: Broughton, Jeff

MTAS was asked why the fire department pumpers are not permitted to connect to hydrants during a working fire.

Personal Safety for Fire Investigators
General (Created: 2020-06-01; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

A standard operating guideline is recommended for all fire investigators or those involved in the duties of fire and explosion scene investigations.

Planning Commission Meeting Procedures
General (Created: 2006-03-06; Reviewed: 2021-06-09)
Original Author: Hardy, Pat

MTAS was asked whether discussion may take place at any time, irrespective of the making of a motion.

Police Chief Resume Review Process
General (Created: 2003-11-24; Reviewed: 2021-07-01)
Original Author: Hardy, Pat

Criteria and a rating sheet for evaluating resumes of police chief candidates.

Police Department Accreditation Programs
General (Created: 2014-09-04; Reviewed: 2021-07-02)
Original Author: Broughton, Jeff

MTAS provided information on the accreditation programs of the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the Tennessee Law Enforcement Accreditation (TLEA).

Police Employee with Seizure Conditions
General (Created: 2006-03-14; Reviewed: 2021-07-02)
Original Author: Darden, Ron

The city is concerned about the employee being able to satisfactorily perform the essential functions of the job, and in particular, his ability to drive a vehicle.

Police Officer Serving as Codes Enforcement Officer
General (Created: 2010-03-26; Reviewed: 2021-07-06)
Original Author: Darden, Ron

MTAS was asked whether a police officer may be assigned additional duties as a codes enforcement officer.

Policy Against Harassment and Bullying
General (Created: 2011-04-26; Reviewed: 2021-05-14)
Original Author: Sedona, AZ

The purpose of this policy is to reaffirm the City of Sedona's policy against any form of harassment including sexual harassment, harassment based upon race, gender, national origin, religion, age, sexual orientation or disability. It also affirms the City of Sedona's zero tolerance policy towards bullying.
Policy on Use of the City Attorney(s)
General (Created: 2011-02-10; Reviewed: 2021-07-29)
Original Author: Gustavus (Alaska)

The City of Gustavus, Alaska, created a policy and procedure for queries to the City Attorney.

Potentiality That an Insufficient Number of Candidates Will Qualify for the Open Board Seats
General (Created: 2014-04-02; Reviewed: 2021-06-09)
Original Author: Broughton, Jeff

MTAS was asked what to do if, in the upcoming municipal election, an insufficient number of candidates qualify for the four open board seats, and whether the city recorder may also run for alderman.

Pre-Annexation Agreement between the City of Fayetteville, Tennessee, Fayetteville Public Utilities, and Lincoln County, Tennessee, for Sewer Improvements to Enhance Economic Development and Job Growth
General (Created: 2013-11-30; Reviewed: 2021-07-23)
Original Author: Broughton, Jeff

MTAS was asked for a pre-annexation agreement for the extension of a sewer by the public utilities into the county.

Preparation and Distribution Process for Council Meeting Agenda
General (Created: 2014-05-06; Reviewed: 2021-07-21)
Original Author: Broughton, Jeff

MTAS was asked how to formalize and manage the city council meeting agenda preparation and distribution.

Private Wastewater System in Subdivision
General (Created: 2002-03-25; Reviewed: 2021-07-20)
Original Author: Darden, Ron

MTAS was asked whether a developer can provide and operate a private wastewater system in a new subdivision outside the city if the city is currently providing water and electric service to the area.

Process for Swearing-In the Mayor and Board
General (Created: 2014-08-21; Reviewed: 2021-06-18)
Original Author: Broughton, Jeff

MTAS explains how the city charter provision sets forth the process for the swearing-in of members of the city’s governing body.

Procurement of Architect, Engineer, or Construction Services
General (Created: 2013-11-11; Reviewed: 2021-04-12)
Original Author: Broughton, Jeff

MTAS was asked whether the city may seek qualifications and experience data from a single architectural, engineering, or construction services firm, when procuring these professional services.

Professional City Management Letter
General (Created: 2009-06-15; Reviewed: 2021-07-16)
Original Author: Darden, Ron

MTAS prepared a letter to explain why a city should have a professional city manager.

Proposed Debt Policy Review for Chattanooga
General (Created: 2011-11-30; Reviewed: 2021-04-23)
Original Author: Darden, Ron

MTAS reviewed Chattanooga’s dept policy for conformance with the MTAS Model Debt Policy.
A sample procedure from the Helotes, TX Fire Department for the selection care and maintenance of protective clothing for fire services. Material is used with permission of Fire Chief Scott Moreland, Helotes, TX.

Guidelines and procedures for public art adopted by the City of San Luis Obispo; includes ordinance and resolutions.

This document outlines the policy of the Johnson City Board of Commissioners with respect to the naming of public buildings, infrastructure, and facilities owned by the City of Johnson City.

MTAS was asked whether a public employee, such as a firefighter, can own a retail liquor store.

Public notice information and budget for FY2009-2010 for the City of Townsend.

An organizational chart of municipal services, including public works and utilities.

An outline of a model operating procedure (SOP) for a public works department.

An article summarizing the ribbon cutting ceremony at the Collierville Public Services Complex.

MTAS was asked questions regarding TCA '62-2-107 and whether the statute requires an architect or engineer prepare plans and specifications for the open-air pavilion with bathrooms that is proposed to be constructed in a city park by a civic organization using private funds.
Purchasing Card Policy
General (Created: 2014-02-05; Reviewed: 2021-07-28)
Original Author: Rogers, Honna

A purchasing card policy that is appropriate for smaller cities.

Purchasing Card Procedures for the City of Franklin, Tennessee
General (Created: 2005-02-23; Reviewed: 2021-06-28)
Original Author: Franklin

A sample policy governing the use of city-issued credit cards.

Purchasing Used Police Vehicles
General (Created: 2014-08-04; Reviewed: 2021-07-06)
Original Author: Broughton, Jeff

MTAS provided information to the city on purchasing used police vehicles without competitive bidding.

Purchasing without Bidding from the National Joint Powers Alliance (NJPA)
General (Created: 2017-01-20; Reviewed: 2021-07-29)
Original Author: Hardy, Pat

MTAS was asked about purchasing a specialized vehicle, without bidding, from the National Joint Powers Alliance (NJPA).

Purging of the Local Election Rolls
General (Created: 2014-07-15; Reviewed: 2021-07-21)
Original Author: Broughton, Jeff

MTAS was asked how to remove non-residents from the election roll.

Question on Open Burning
General (Created: 2007-08-09; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

MTAS was asked about open burning within the city limits.

Questions about NIMS (National Incident Management System)
General (Created: 2005-09-30; Reviewed: 2021-07-23)
Original Author: Wolf, Dennis

MTAS was asked whether a city has to do the training and pass the resolution and who receives the compliance documentation.

Questions on Businesses Selling Liquor
General (Created: 2003-04-14; Reviewed: 2021-07-23)
Original Author: Darden, Don

MTAS was asked whether the city board could change the hours for selling liquor; if local businesses are required to close at 3:00 AM; and if minors are required to leave places where liquor is sold at 10:00 PM.

Questions on Cable Service
General (Created: 2014-08-26; Reviewed: 2021-05-07)
Original Author: Broughton, Jeff

MTAS was asked about the state franchise process for cable and video services and approaches to address a situation in several subdivisions that effectively limits wired cable and video service choices.
MTAS was asked about the number of on-premise beer permits in Rogersville and if that number can be raised.

MTAS provided guidance in making a determination on what is a reasonable accommodation under the Americans with Disabilities Act (ADA) for a firefighter with diabetes who has a service dog, and wishes to bring the service dog to work with him at the fire station.

MTAS was asked for a records retention schedule for police in-car video equipment, as well as videos recorded from body-worn cameras.

MTAS was asked whether the city can sell advertisements at recreation facilities and if the revenue can be held in a special fund for recreation purposes.

MTAS was asked whether it is lawful to regulate the minimum size of a residential dwelling through zoning or subdivision regulation.

MTAS was asked how to regulate an unlicensed auto dealer offering vehicles for sale in his yard.

MTAS was asked if the Mayor has the authority to rehire an employee who was fired by the previous City Administrator.

MTAS was asked how the volunteer fire department should relate to the Town of Huntland.
Relocation of City Hall
General (Created: 2002-08-09; Reviewed: 2021-07-23)
Original Author: Darden, Ron

MTAS was asked about moving City Hall from one county to another.

Removal of Board and Commission Members for Excessive Absences
General (Created: 2015-11-11; Reviewed: 2021-06-28)
Original Author: Broughton, Jeff

MTAS was asked about removing board members for non-attendance.

Repealing the Prohibition of Manufacturing or Wholesaling Intoxicating Liquors
General (Created: 2014-02-28; Reviewed: 2021-07-27)
Original Author: Broughton, Jeff

MTAS was asked about updating a municipal code that currently prohibits distilleries and wholesaling.

Replacing Fire Hose
General (Created: 2013-06-19; Reviewed: 2021-07-26)
Original Author: Wolf, Dennis

NFPA requires a fire department to have a replacement schedule, but stops short of establishing a maximum number of years of service, leaving that up to the authority having jurisdiction. Even though a section of 15-year old fire hose may still pass an annual test, the fire chief should consider a 10-year maximum service life under normal operating conditions. The 2013 edition of NFPA 1962 has a requirement that calls for hose manufactured before July 1987 to be removed from service. The ISO FSRS also addresses the testing of fire hose. For maximum points, the fire department must test all fire hose annually. The FSRS states: The Hose Service Test Program shall be in accordance with the general criteria of NFPA 1962, which requires that test pressures are a minimum of 300 psi for attack hose, and a minimum of 200 psi for supply hose. As long as the fire hose passes an annual test, ISO will give the fire department credit for the hose.

Report to the City of Bristol on Methods Used by Cities to Make Appointments to Advisory Boards
General (Created: 2016-08-12; Reviewed: 2021-06-28)
Original Author: Hardy, Pat

MTAS was asked to look at the advisory board appointment practices of other cities, in order to improve the process used by Bristol; includes a survey about the appointment practices of fourteen cities.

Requiring Annexation as a Condition for Extending a Utility Outside the City
General (Created: 2012-01-26; Reviewed: 2021-04-23)
Original Author: Darden, Ron

MTAS was asked about the city entering into an agreement with a land owner/developer requiring annexation as a condition for extending a utility outside the city.

Residency Requirement
General (Created: 2014-09-02; Reviewed: 2021-07-21)
Original Author: Broughton, Jeff

MTAS provided information on what constitutes residency as it relates to a member of the governing body.
The consequences of insufficient fire flows are significant, and include increased risk to trapped occupants in rescue operations, a reduced ability to extinguish the fire, an increase in property damage, and increased risk to firefighters. An option for your community is passing an ordinance requiring residential fire sprinklers. The revised Insurance Services Office (ISO) Fire Suppression Rating Schedule (FSRS) takes effect in Tennessee on July 1, 2013. The new ISO Fire Suppression Rating Schedule has increased fire flow requirements for large homes (homes exceeding 4,800 square feet), but recognizes sprinklers and reduces the needed fire flow (NFF) accordingly.

This fact sheet from the Insurance Services Office discusses discounts available to homes protected by a residential sprinkler system and includes discount examples in Tennessee from a 2008 study.

A summary of MTAS resources on sidewalk installation, ownership, and maintenance.

MTAS was asked about the legality of requiring the owner of rental property to sign an agreement making the owner responsible for city utility payments left unpaid by the tenant.

MTAS was asked to advise the city about methods for revitalizing the downtown area.

A response to the revocation of the certification of a number of water and wastewater operators by the Operator Certification Board.

The City's Risk Manager would like to review a variety of employee records, indicating that such a review is needed in order to help manage the City's risk.

MTAS was asked to research, design, and deliver a Robert's Rules of Order workshop for the Council and other advisory board members.
MTAS was asked about the sale hours for beer and alcohol and who notifies beer vendors of the expanded hours for beer sales.

MTAS was asked about the sale of alcoholic beverages, including beer, on election day.

MTAS was asked for clarification of the disposition of revenues from the sale of confiscated property.

MTAS provided information on the sales hours of peddlers in several cities, plus provisions on fees, bond requirements, and permit duration.

A sample agreement for the building inspector from Elizabethton, TN to enforce the NEC 2011 for Johnson City, TN on a temporary basis. Agreement includes terms for the hourly wage and mileage payments.

A sample policy regarding building plaques.

MTAS was asked to compile a list of cities with restrictions on the number of alcoholic beverage and beer permits that can be issued.

Tennessee Code Annotated ' 68-102-308 allows fire departments to conduct criminal background checks on both current and potential employees and volunteers, provided the department has a written policy in place.

This is a sample disciplinary policy that can be adopted by any fire department.
Sample Dress Code (Fire Department Standard Operating Procedure)
General (Created: 2017-07-07; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

A template dress code policy for use in a municipal fire department standard operating procedure.

Sample Fire Department Firearms On-Duty Policy
General (Created: 2018-10-09; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

This is a sample policy to serve as a template for a specific policy based on local needs. In October of 1996, the Department of Safety began issuing handgun carry permits pursuant to T.C.A. § 39-17-1351. While Tennessee allows persons with a valid handgun carry permit to carry handguns in places where they are not otherwise prohibited by law, an employer has the right to set policy for the workplace. There is debate on this issue, but the consensus of most municipal governments is to prohibit guns in the workplace except for commissioned law enforcement officers and similar employees with a need to go armed in the performance of their duties.

Sample Fire Department Physical Ability Test
General (Created: 2016-08-08; Reviewed: 2021-07-27)
Original Author: Wolf, Dennis

The sample physical ability test is a model for cities to use when creating their own test. Cities and fire departments should review and modify this sample policy to meet local needs.

Sample Interview Manuals for Personnel Director, City Manager and City Recorder
General (Created: 2004-06-01; Reviewed: 2021-05-12)
Original Author: Stokes, Richard

The attached sample interview manuals provide guidance on the interview process as well as sample interview questions for personnel director, city manager, and city recorder.

Sample Job Analysis Observation Audit Form
General (Created: 2016-02-17; Reviewed: 2021-05-04)
Original Author: Grubbs, John

MTAS provided information for a job analysis observation audit.

Sample Municipal Airport Minimum Standards
General (Created: 2020-08-24; Reviewed: 2021-06-28)
Original Author: Greeneville

Sample municipal airport minimum standards shared by Rockwood, TN, Elizabethton, TN and Greeneville, TN.

Sample Naloxone Hydrochloride Administration Standard Operation Procedure
General (Created: 2017-07-20; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

This is a sample policy to be used as a template for a fire department to create a specific policy for their fire department. Though Tennessee law allows a properly trained individual to administer naloxone for a suspected opioid overdose, the fire department should check with their medical director BEFORE implementing a naloxone administration SOP and should follow the medical director’s advice.

Sample Policy for the Wearing of the Fire Department Dress Uniform by Retired Members
General (Created: 2012-04-03; Reviewed: 2021-05-20)
Original Author: Wolf, Dennis

This is a sample policy covering the wearing of the dress uniform by retired fire department personnel. The fire department should customize this policy to meet local needs.
Sample Rejection Letters
General (Created: 2008-04-09; Reviewed: 2021-06-02)
Original Author: Norris, Margaret

MTAS was asked to provide sample application rejection letters.

Sample Water Rescue Standard Operating Procedures (SOP)
General (Created: 2017-08-08; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

MTAS has created three sample water rescue standard operating procedures (SOPs) for cities to revise and adopt for their use. SOP 1 establishes a standard structure and guideline for all fire department personnel operating at incidents involving water rescue operations. SOP 2 provides procedures and guidance when responding to emergency calls involving a water rescue incident while ensuring the safety and well-being of both rescuers and victims. SOP 3 addresses procedures detailing operation of agency boats and watercraft.

Samples of City Codes Regulating Noise Decibels
General (Created: 2010-06-07; Reviewed: 2021-07-27)
Original Author: Norris, Margaret

MTAS was asked what other cities were doing as far as permissible decibel levels of noise.

Samples of Zoning Regulations for Accessory Units
General (Created: 2020-09-30; Reviewed: 2021-04-19)
Original Author: Adams-O'Brien, Frances

Management Consultant Pat Hardy compiled zoning regulations for accessory units on residential lots from six Tennessee cities.

Schedule of Capital Assets for Ridgely, Tennessee
General (Created: 2004-06-30; Reviewed: 2021-04-26)
Original Author: Phebus, Dick

MTAS was asked to prepare a report of capital assets for the general fund.

School Zone Issues: the Town of Trezevant
General (Created: 2010-11-29; Reviewed: 2020-05-11)
Original Author: Chlarson, John

In this study, the main issue is the safety of the children who walk to and from school; secondary concerns were those of vehicles needing to turn against the traffic flow.

Second Developer Tapping into Line Extension
General (Created: 2006-06-29; Reviewed: 2021-04-26)
Original Author: Darden, Don

MTAS was asked about an extension where one developer is paying for the extension and another developer is allowed to tap the extended line free of charge.

SECOPA 2011: Waste to Energy Options for Local Governments
General (Created: 2011-09-22; Reviewed: 2021-04-14)
Original Author: Nevad, Warren

A presentation for the annual Southeastern Conference for Public Administration.

Securing Dangerous Weapons Sample Policy for Fire Departments
General (Created: 2013-04-04; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

This sample policy provides guidelines on how a fire department might address a situation where a person carrying a dangerous weapon, such as a firearm, requires medical treatment and/or transport.
Selling Police Dog to Handler
General (Created: 2001-04-26; Reviewed: 2021-07-02)
Original Author: Hardy, Pat

MTAS was asked about the advisability of selling or giving a police dog to its handler.

Setting a Split Tax Rate in Municipalities Located in More Than One County When the Counties Have Different Reappraisal Cycles
General (Created: 2016-09-27; Reviewed: 2021-07-26)
Original Author: Broughton, Jeff

To have a single, uniform property tax rate across the city, one of the counties must alter its reappraisal cycle to coincide with the other county.

Seven Deadly Sins of Fire Departments
General (Created: 2009-05-06; Reviewed: 2021-07-27)
Original Author: Wolf, Dennis

Created as part of a TAMCAR presentation.

Seven Questions Relative to Beer Regulation
General (Created: 2004-06-04; Reviewed: 2021-07-27)
Original Author: Darden, Don

MTAS was asked to answer seven questions relative to the regulation of beer in Smithville.

Sevier County Right of Way Utility Permit Application
General (Created: 2022-06-17; Reviewed: 2022-06-22)
Original Author:

In order to obtain a permit, the application must be picked up at 139 County Garage Road, Sevierville, Tennessee.

Sewer Service Availability
General (Created: 2006-09-15; Reviewed: 2021-07-16)
Original Author: Young, Bill

MTAS was asked several questions about sewer service availability and billing.

Sick Leave Bank
General (Created: 2004-02-24; Reviewed: 2021-07-15)
Original Author: Hardy, Pat

Information on creating a sick leave bank with examples from six cities, including forms to be used.

Significant Statutory Provisions and Case Law Affecting Liability of Governmental Entities, Engineers, and Developers for Drainage
General (Created: 2004-09-27; Reviewed: 2020-05-11)
Original Author: Huffer, Dennis

MTAS was asked to prepare a presentation for professional engineers about drainage liability.
Smoke Alarm Installation Policy During a Pandemic
General (Created: 2021-03-01; Reviewed: 2021-07-27)
Original Author: Wolf, Dennis

This document is a draft procedure for installation of smoke alarms by fire personnel during a pandemic.

Smoke Detector Placement and Installation
General (Created: 2004-05-10; Reviewed: 2021-05-20)
Original Author: Wolf, Dennis

Includes PowerPoint presentation on installation guidelines.

Social Media and Open Records Laws
General (Created: 2012-08-03; Reviewed: 2021-04-23)
Original Author: Jones, Bonnie

MTAS was asked about records retention and the Open Records Act as it applies to social media pages.

Soddy-Daisy Exempt Employee Criteria
General (Created: 2017-08-16; Reviewed: 2021-06-02)
Original Author: Rogers, Honna

MTAS Management Consultant Honna Rogers was asked about making the Director of the Senior Center in Soddy-Daisy, Tennessee an exempt employee who supervises volunteers.

Sprinklers for Nursing Homes
General (Created: 2003-12-09; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

Material that the Fire Service Coalition is giving to legislators on sprinklers for nursing homes.

Staffing Levels for Police Departments
General (Created: 2003-04-08; Reviewed: 2021-07-16)
Original Author: Barton, Rex

MTAS was asked about recommended staffing levels for police departments.

State DOT Authorized to Pay Full Costs of Utility Relocations
General (Created: 2003-05-28; Reviewed: 2021-04-26)
Original Author: Huffer, Dennis

The General Assembly has passed legislation authorizing the Commissioner of Transportation to reimburse public and private utilities the full costs of relocating caused by state road projects, subject to funding.

State Street Aid Fund
General (Created: 2005-08-02; Reviewed: 2021-04-26)
Original Author: Darden, Ron

MTAS was asked whether State Street Aid Funds could be used to take water samples at stormwater system outfalls.

Status of a Beer Permit Issued to a Person Now Deceased
General (Created: 2014-09-23; Reviewed: 2021-07-27)
Original Author: Broughton, Jeff

MTAS was asked how to address the status of a beer permit that was issued to a person who is now deceased.
Steps to Authorize Liquor by the Drink, Retail Package Stores, and Wine in Grocery Stores
General (Created: 2021-08-26; Reviewed: 2021-08-26)
Original Author: O'Hara, Stephanie Allen

This document provides the steps necessary for a municipality to authorize liquor by the drink, retail package stores, and wine in grocery stores.

Storm Cleanup Agreement
General (Created: 2003-07-23; Reviewed: 2021-05-06)
Original Author: Angerer, David

MTAS was asked to draft an Agreement to clean up tornado debris on private property.

Stormwater Fees, Ordinance Enforcement Options, and Other Special Stormwater Issues
General (Created: 2006-02-14; Reviewed: 2020-05-11)
Original Author: Hemsley, Sid

A handout that was part of a presentation for Southeastern Stormwater Management Group on funding options and stormwater regulations enforcement issues.

Strategic Plan for the City of Winchester
General (Created: 2010-08-25; Reviewed: 2021-07-27)
Original Author: Darden, Ron

MTAS was asked to assist the city council and city administrator in identifying and discussing community strengths, weaknesses, opportunities and threats as part of the strategic planning process; outlining specific prioritized goals and objectives; and in developing a mission statement for the city.

Strategic Planning
General (Created: 2011-07-14; Reviewed: 2021-07-27)
Original Author: Darden, Ron

A letter explaining the benefits of strategic planning for the city.

Street Closure
General (Created: 2005-01-07; Reviewed: 2020-05-11)
Original Author: Darden, Ron

MTAS was asked about closing a public street or to relocate a public street for the purpose of the county constructing a jail facility at or near the present street location.

Study Session Agenda
General (Created: 2010-04-22; Reviewed: 2021-06-09)
Original Author: Darden, Ron

A sample study session agenda for the City of Rocky Top, Tennessee.

Subdivision Regulations
General (Created: 2014-07-15; Reviewed: 2021-04-28)
Original Author: Broughton, Jeff

MTAS provided several examples of Tennessee cities' subdivision regulations.

Suggestions for Downtown Parking
General (Created: 2002-03-05; Reviewed: 2020-05-11)
Original Author: Hardy, Pat

MTAS was asked to look at the parking situation in downtown Dandridge and come up with some suggestions.
Summary of 2022 Public Acts
General (Created: 2022-06-16; Reviewed: 2022-06-22)
Original Author: Hodge, Elisha

This document summarizes the year's public acts that have the most impact on municipal operations in Tennessee.

Summary of a Classification/Compensation Plan
General (Created: 2016-02-17; Reviewed: 2021-06-02)
Original Author: Hardy, Pat

MTAS was asked to provide a summary description of a classification/compensation plan.

Summary of the Distribution of State Sales and Use Tax
General (Created: 2016-09-29; Reviewed: 2021-07-26)
Original Author: Stegall, Kay

MTAS was asked three questions: 1. What factors are used to calculate state shared sales tax?; 2. Do the factors change or stay the same?; 3. What population number is used?

Summary of the Incorporation Process
General (Created: 2015-10-08; Reviewed: 2021-05-28)
Original Author: Broughton, Jeff

MTAS was asked to provide information to a territory that wishes to incorporate.

Swimming Pool Regulations
General (Created: 2014-06-11; Reviewed: 2021-07-12)
Original Author: Broughton, Jeff

MTAS was asked for information on the regulation of swimming pools. Includes two sample ordinances.

Tax Treatment of Payments by Cities to Employees on Active Duty as a Reservist or Member of the National Guard
General (Created: 2005-01-03; Reviewed: 2021-06-03)
Original Author: Huffer, Dennis

All pay going to activated municipal employees are wages and subject to all normal taxes.

Tennessee Department of Transportation ADA Compliance Toolkit
General (Created: 2019-03-20; Reviewed: 2021-04-15)
Original Author: Mahler, Margaret Z.

A toolkit of materials for municipalities to complete a ADA transition plan created by the Tennessee Department of Transportation Chief Engineer's Office. The toolkit includes: Presentation titled "ADA Compliance for Municipalities" (TDOT); Presentation titled "How to Develop an ADA Self-evaluation & Transition Plan" (FHWA); Document titled "ADA Transition Plans: A Guide to Best Management Practices (NCHRP Project # 20-7 (232); and the following selection of forms: action plan, checklist, grievance procedure, public notice, transition plan and more.

Tennessee Fire Service Emergency Response Plan
General (Created: 2010-05-31; Reviewed: 2021-07-27)
Original Author: Tennessee Fire Chiefs Association

The purpose of the plan is to provide local fire chiefs access to large quantities of fire service resources that may be needed in a large fire, disaster, or other major emergency.
This is the 17th and final report of the Tennessee Municipal Benchmarking Project. Performance data from participating cities represents fiscal year 2018 (July 1, 2017-June 30, 2018). Cities participating in this data cycle were: Athens, Bartlett, Brentwood, Bristol, Chattanooga, Franklin, Johnson City, Kingsport, Knoxville, Lewisburg, Morristown, and Spring Hill. The report highlights selected benchmarks and compares members on those benchmarks over a three year period.

MTAS has been asked by several city attorneys whether cities have any authority to prohibit mass gatherings and close businesses. This seems to be the question with which all cities are struggling because no statutory or charter authority is directly on point for a pandemic. The options that are being explored by cities are using the charter police powers and/or declarations of emergencies. Cities could potentially use a combination of both authorities.

Alphabetical list of Tennessee counties and cities with their local sales tax rates from the Tennessee Department of Revenue. Document is dated as "revised November 2020."

An MTAS guide to the REAL ID in Tennessee. On March 26, 2020, President Donald Trump delayed implementation of REAL ID from October 1, 2020 to October 1, 2021.

This document has been included in the Elected Officials Academy section on City Council at Work.

Sample of a policy related to threats and violence.

A policy to put city into compliance with Title VI and TEMA requirements, so that it would be eligible for financial assistance, in the event of a disaster.

This policy is established in order to provide direction on fuel expenses incurred by Town employees on Town business.
MTAS was asked to assist with creating bylaws for the recreation commission.

Traffic Calming
MTAS was asked for information on applying traffic calming measures.

Training Requirement for Planning Commissioners and Staff
MTAS provided information on the annual training requirement for planning commission members and staff.

Transfer of Beer License
MTAS was asked about the legality of transferring ownership of a beer license.

Travel Expenses Paid Directly to Provider
Municipalities may pay directly for travel expenses, provided payment is made directly to the provider and not to the official or employee.

Tree on City Street Right of Way
MTAS was asked whether the town should cut a tree on a city street right of way.

Tri-County Water and Wastewater Treatment Authority
MTAS was asked to review Senate Bill 3213/House Bill 3426 creating a Tri-County Regional Utility Authority in Knox, Union, and Grainger Counties.

Tuition Reimbursement Plan
A tuition reimbursement plan for the employees of the Louisville/Jefferson County Metro Government.

Turnout Gear at Vehicle Crashes
Questions regarding OSHA compliance on personal protective equipment for firefighters and ambulance service employees.
There are five types of fire departments, which may be staffed in one of three ways.

**Unemployment Insurance for Volunteer Firefighters**
General (Created: 2012-07-23; Reviewed: 2021-05-21)
Original Author: Stokes, Richard

MTAS was asked if the city must pay unemployment insurance on its volunteer firefighters.

**Unemployment on Temporary Workers**
General (Created: 2012-07-16; Reviewed: 2021-07-15)
Original Author: Stokes, Richard

MTAS was asked about temporary city employees filing and receiving unemployment from a city that is an Unemployment Reimbursing Employer.

**Unified Communications Agreement Addendum**
General (Created: 2008-10-01; Reviewed: 2021-07-27)
Original Author: Hamilton County

An agreement for emergency communications services exists between Hamilton County Emergency Communications District, Hamilton County, Chattanooga, East Ridge, Collegedale, Red Bank, and Signal Mountain. This addendum is to apply a cost adjustment plan.

**Uniforms, Safety, and Public Image Policy**
General (Created: 1999-10-14; Reviewed: 2021-05-26)
Original Author: Clifton, Calvin D.

The City of Athens may provide and require certain uniforms, footwear, and equipment designed to promote safety and to protect employees as well as convey the proper image to the public.

**Urban Forestry Workshop Course Material**
General (Created: 2007-08-21; Reviewed: 2021-07-12)
Original Author: Nevad, Warren

A course manual, lesson plan, and PowerPoint presentation on urban forestry.

**Use of City Funds to Advocate for an Outcome in a Referendum on Metropolitan Government**
General (Created: 2014-08-29; Reviewed: 2021-07-16)
Original Author: Broughton, Jeff

MTAS was asked how city funds can and can't be used for a metro committee and a future metro vote.

**Use of City Vehicles**
General (Created: 2008-05-29; Reviewed: 2021-07-15)
Original Author: Hardy, Pat

An example of an amendment to the personnel policies to include the use of city vehicles.

**Use of County Law Enforcement Services in the Absence of a Municipal Police Force**
General (Created: 2017-01-04; Reviewed: 2021-07-26)
Original Author: Broughton, Jeff

MTAS was asked about using county law enforcement services within the corporate limits of the town in the absence of a municipal police force.
**Use of Hydrogen Peroxide for Coronavirus Disinfection**
General (Created: 2020-04-22; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

MTAS received an inquiry about the use of hydrogen peroxide as a disinfecting agent for the coronavirus as an option to bleach because of bleach’s corrosive potential and irritating odor. MTAS researched this question and provides the following information. MTAS does not recommend or endorse any product, and the products mentioned here are for illustration only. MTAS recommends that municipalities do their own research and select products and procedures that meet local needs.

**Use of Inmate Labor and Responsibility for Medical Expenses**
General (Created: 2014-02-19; Reviewed: 2021-06-29)
Original Author: Broughton, Jeff

MTAS was asked about immunity for the municipality with regard to any injuries sustained by a county inmate while on work detail for the city.

**Use of PPE and Its Effectiveness**
General (Created: 2020-03-22; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

In a conversation with Dr. Joe Holley, medical director for the Tennessee Department of EMS, Dr. Holley advised that if full universal precautions and PPE are used (exam gloves, gown, N95 mask, and face protection from splash or droplets), and the patient is positive for COVID-19, the universal precautions should be sufficient to protect the wearer, and the patient contact in full PPE would not classify as an exposure to COVID-19/coronavirus. Proper disposal of the used PPE and decon of any equipment used, and the ambulance if the patient is transported, is required.

**Use of Vehicles Owned by the Police Department**
General (Created: 2002-01-10; Reviewed: 2021-05-12)
Original Author: Barton, Rex

Establishing policy and procedure for the most efficient use of motor vehicles of the police department.

**Using County's Bid Prices in City**
General (Created: 2005-05-13; Reviewed: 2020-05-11)
Original Author: Chlarson, John

Letter on legality and procedure to use County's bid asphalt unit prices to buy asphalt for small projects in Parsons.

**Using Inmates and Probationers for Public Service Work Projects**
General (Created: 2016-02-17; Reviewed: 2021-05-12)
Original Author: TML Risk Management Pool Loss Control Department

Loss control guidelines provided by the Tennessee Municipal League Risk Management Pool

**Using Sick Leave to Supplement Workers' Compensation Benefits**
General (Created: 2012-07-13; Reviewed: 2021-07-15)
Original Author: Jones, Bonnie

MTAS was asked whether employees may use sick leave to supplement workers' compensation benefits.
Utility Board Manual
General (Created: 2020-11-06; Reviewed: 2021-04-15)
Original Author: Wyatt, Steve

The purpose of this manual is to provide cities with a better understanding of funding water and sewer utility operations. Water and sewer operations are often very costly, but they provide a public health service. Also, water and sewer services are necessary if communities are to grow and attract new investment.

Utility Cuts: City Street Repair Policy for the City of Athens
General (Created: 2001-03-05; Reviewed: 2020-04-21)
Original Author: Clifton, Calvin D.

The purpose of this procedure is to clearly define the process for receiving utility cut repair requests from the Athens Utilities Board (AUB) and making repairs to such utility cuts on city-maintained streets by the City of Athens Public Works Department.

Utility Extension Policies: Who Pays?
General (Created: 2006-07-24; Reviewed: 2021-07-22)
Original Author: Abdelrazek, Reem

The purpose of this article is to present differing municipal practices of utility extension procedure and funding strictly for undeveloped land within city limits.

Vacancies in Office
General (Created: 2004-04-06; Reviewed: 2021-07-16)
Original Author: Darden, Ron

MTAS was asked what election procedures should be followed should the mayor resign prior to the upcoming November election.

Vanleer Volunteer Fire Department Handbook for 2012
General (Created: 2011-12-12; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

MTAS was asked to assist with the creation of a volunteer fire dept. handbook for the Town of Vanleer.

Volunteer Firefighter Educational Incentive Pay Program
General (Created: 2021-08-20; Reviewed: 2021-08-20)
Original Author: Cross, Steven

Tennessee’s 112th General Assembly approved new legislation that provides an annual monetary incentive to volunteer firefighters that complete an approved training program and eventually earn professional credentials at minimum of Firefighter I level certification through the Tennessee Fire Commission. MTAS explains the details here.

Volunteer Firefighter Minimum Performance Standards and Incentives
General (Created: 2003-01-31; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

Financial or other incentives may be given to volunteer firefighters who meet monthly performance standards.
According to the National Volunteer Fire Council, volunteers make up 67% of our nation's fire service. In Tennessee, volunteers account for 69% of all firefighters, but the number of volunteer firefighters in Tennessee is decreasing. There were 17,122 volunteer firefighters in Tennessee in 2013, and that number dropped to 15,833 in 2015. Many communities today face volunteer recruitment and retention issues, as volunteers strive to balance work, home, personal time needs, and the fire department in a depressed economy when many people have more than one job or manage a single-parent household. Many people do not have a lot of free time, and if they spend their free time helping their community, they want to know that their time and effort has value. Here are some examples of volunteer recruitment and retention efforts that have proven successful in communities across Tennessee. Not every idea will work in every community or situation, but these resources may provide ideas for programs that will work in your community.

MTAS was asked about the pros and cons of a volunteer fire department changing to a paid on call fire department.

MTAS was asked about a volunteer recreation director receiving health benefits and about dust from a gravel quarry.

MTAS was asked whether volunteers at a golf course could be compensated with free golf games.

MTAS was asked whether, under the Patient Protection and Affordable Care Act (PPACA), it is legal to offer group health coverage but have a waiting period on health benefits of six months.

MTAS was asked about funding possibilities for assisting with locating the National Walking Horse Museum in Wartrace.

An agreement between the City of Blaine, Tennessee and LBCUD was entered into on September 16, 2007. This agreement allowed the city to construct a wastewater collection system to be connected to the City of Knoxville's wastewater treatment system.
When a Covenant Runs with the Land
General (Created: 2011-02-15; Reviewed: 2021-05-14)
Original Author: Hemsley, Sid

MTAS was asked to analyze when and how covenants run with the land, both generally, and for specific purpose of stormwater regulations.

Wholesale Liquor Inspection Fee
General (Created: 2014-11-26; Reviewed: 2021-07-27)
Original Author: Hardy, Pat

A city asked about the wholesale liquor inspection fee and the amounts levied by cities of similar size.

Wine Tasting in Liquor Stores
General (Created: 2014-01-16; Reviewed: 2021-07-27)
Original Author: Broughton, Jeff

MTAS was asked whether a retail liquor store may conduct wine tastings.

Workplace Harassment Policy
General (Created: 2005-06-09; Reviewed: 2021-06-03)
Original Author: Whitehead, Rick

A generic policy dealing with workplace harassment.

Youth Concussion and Head Injury Law
General (Created: 2014-03-05; Reviewed: 2021-07-12)
Original Author: Broughton, Jeff

MTAS was asked to explain the details of the Tennessee protocol for registered officials during contests.

Zoning Restrictions Applied to Pain Clinics
General (Created: 2012-02-07; Reviewed: 2012-02-23)
Original Author: Hardy, Pat

MTAS was asked whether pain clinics can be excluded from a community.

Survey
A Review of Selected Tennessee Municipal Food Truck Ordinances
Survey (Created: 2021-04-06; Reviewed: 2022-04-22)
Original Author: Adams-O'Brien, Frances

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

Accredited Fire Department Salary Survey
Survey (Created: 2020-12-01; Reviewed: 2022-02-15)
Original Author: Dennis Wolf

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).

ADA Coordinator Position in Selected Tennessee Cities and Towns
Survey (Created: 2022-06-16; Reviewed: 2022-07-22)
Original Author: Adams-O'Brien, Frances

Twelve Tennessee cities and towns responded to a request for information regarding the role of an ADA Coordinator in their municipalities.
After Incident Citizen Satisfaction Survey Program
Survey (Created: 2016-12-14; Reviewed: 2021-05-20)
Original Author: Wolf, Dennis

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)
Original Author: Adams-O'Brien, Frances

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

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)
Original Author: Cox, Leah

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

Animal Control in Selected Tennessee Cities
Survey (Created: 2018-05-15; Reviewed: 2021-07-16)
Original Author: Adams-O'Brien, Frances

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

Animal Shelter Operations Update
Survey (Created: 2018-08-15; Reviewed: 2021-04-26)
Original Author: Adams-O'Brien, Frances

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

Applicant tracking system survey
Survey (Created: 2019-05-09; Reviewed: 2021-04-09)
Original Author: Stokes, Richard

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.

Back Up Heavy Equipment: MTAS Research and Information Center Survey
Survey (Created: 2011-08-31; Reviewed: 2020-04-21)
Original Author: Adams-O'Brien, Frances

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

Basic Benefits for Police Officers in Selected West Tennessee Cities
Survey (Created: 2014-01-10; Reviewed: 2021-07-02)
Original Author: Adams-O'Brien, Frances

Four cities and counties were asked several questions about their compensation and benefits for their police officers.
MTAS asked five cities how they regulate bed and breakfast establishments through zoning ordinances, parking and signage regulations, and fire safety.

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.

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

Six cities were asked their bereavement policies for municipal employees.

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

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

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.

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

Six Tennessee cities responded to an MTAS request for information regarding brush and debris pick up.
A survey of selected cities on compensation of utility employees for call-out and overtime work.

Car Allowance Survey
Survey (Created: 2012-01-30; Reviewed: 2021-06-15)
Original Author: Stokes, Richard

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.

Citizen Advisory Board Handbooks
Survey (Created: 2017-05-01; Reviewed: 2021-06-28)
Original Author: Adams-O’Brien, Frances

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

City Cemetery Policies and Charges Survey
Survey (Created: 2021-07-27; Reviewed: 2021-07-27)
Original Author: Adams-O’Brien, Frances

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

City Donations to Non-Profit Organizations
Survey (Created: 2015-01-28; Reviewed: 2021-07-26)
Original Author: Wibking, Lyndy

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 Judge Benefits Survey
Survey (Created: 2017-02-10; Reviewed: 2021-07-27)
Original Author: Stokes, Richard

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)
Original Author: Stokes, Richard

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

City Manager Agreements, Severance Provisions, and Salary in Selected Tennessee Cities
Survey (Created: 2020-12-16; Reviewed: 2021-07-16)
Original Author: Adams-O’Brien, Frances

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 Salary for Selected Tennessee Cities
Survey (Created: 2020-05-27; Reviewed: 2021-07-07)
Original Author: Adams-O’Brien, Frances

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.
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.

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.

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

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.

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

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

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.

Ten cities were asked about their use of a psychologist in their municipality.
City Recorder/CMFO Salary Range in Selected Tennessee Cities
Survey (Created: 2018-08-15; Reviewed: 2021-07-07)
Original Author: McMillen, Dawn

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 Recorders: Elected or Appointed (updated 2017)
Survey (Created: 2008-07-08; Reviewed: 2021-07-07)
Original Author: Ketelle, Erin

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

City Required Contractor License: A Survey of Selected Cities in Tennessee
Survey (Created: 2016-09-30; Reviewed: 2021-04-29)
Original Author: McMillen, Dawn

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

City Surveyor Position in Selected Cities
Survey (Created: 2017-04-24; Reviewed: 2021-04-23)
Original Author: McMillen, Dawn

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

City Websites, Agendas, Minutes, and Credit Card Payments
Survey (Created: 2022-02-17; Reviewed: 2022-02-17)
Original Author: Adams-O'Brien, Frances

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

Cleveland Beautification Survey
Survey (Created: 2011-04-28; Reviewed: 2021-06-01)
Original Author: Kurbis, Christy

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

Communication Director/Public Information Officer in Selected Tennessee Cities
Survey (Created: 2019-11-01; Reviewed: 2021-12-08)
Original Author: Adams-O'Brien, Frances

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 Equipment on Publicly Owned Facilities
Survey (Created: 2013-11-30; Reviewed: 2021-04-15)
Original Author: Adams-O'Brien, Frances

Fifteen cities were asked about leasing space on public facilities, such as water towers, to for-profit companies.

Compensatory Time for FLSA-Exempt Employees
Survey (Created: 2016-12-16; Reviewed: 2021-04-23)
Original Author: McMillen, Dawn

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.
Computer-aided Dispatch Software Survey
Survey (Created: 2020-11-16; Reviewed: 2021-07-12)
Original Author: Adams-O'Brien, Frances

A compilation of information from ten counties in Tennessee and the computer-aided dispatch software used in their 911 departments.

Contracted Towing Company Rates in Tennessee Cities
Survey (Created: 2019-11-01; Reviewed: 2021-05-12)
Original Author: McMillen, Dawn

Eight Tennessee cities were surveyed to find out if the police departments contract towing companies to haul away motor vehicles following traffic accidents.

County Assessor Service Fee Survey
Survey (Created: 2016-07-31; Reviewed: 2021-07-21)
Original Author: McMillen, Dawn

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 to City Dispatch Charges Survey
Survey (Created: 2020-08-07; Reviewed: 2021-07-12)
Original Author: Adams-O'Brien, Frances

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.

Credit Cards Used to Pay Taxes and Other Fees
Survey (Created: 2018-05-15; Reviewed: 2021-04-22)
Original Author: McMillen, Dawn

Several Tennessee cities were contacted to find out if they allow citizens to pay taxes or fees with a credit card.

Dead Animal Pickup on Private Property: A Telephone Survey Conducted by the MTAS Library
Survey (Created: 2002-09-01; Reviewed: 2021-07-16)
Original Author: Cox, Leah

Ten cities were asked about their policies and procedures for picking up dead animals from private property.

Delinquent Utility Bills Survey
Survey (Created: 2014-02-11; Reviewed: 2021-04-26)
Original Author: Wibking, Lyndy

Six cities were asked who collects delinquent utility bills and about the payment for these services.

Department Assistant Directors in Selected Tennessee Cities
Survey (Created: 2017-12-01; Reviewed: 2021-04-14)
Original Author: Stokes, Richard

MTAS surveyed 11 cities regarding Assistant or Deputy Directors in a number of departments in their cities.

Development and Impact Fees in Selected Tennessee Cities
Survey (Created: 2019-02-01; Reviewed: 2021-07-01)
Original Author: Adams-O’Brien, Frances

A survey of selected cities regarding development or impact fees.
Disciplinary Appeals Processes in Selected Tennessee Cities
Survey (Created: 2015-07-31; Reviewed: 2021-04-28)
Original Author: Wibking, Lyndy

MTAS asked twenty-six cities about their disciplinary appeals process and the city manager's role in that process.

Do-It-Yourself City Street Paving: MTAS Library Survey
Survey (Created: 2011-06-14; Reviewed: 2020-10-07)
Original Author: Adams-O'Brien, Frances

Twenty-two cities were asked whether their city performs DIY street paving and how they made their decision.

Dog Park Creation and Regulation
Survey (Created: 2014-11-18; Reviewed: 2021-06-01)
Original Author: Adams-O'Brien, Frances

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.

Drain Easements in Selected Tennessee Cities
Survey (Created: 2019-02-01; Reviewed: 2020-07-08)
Original Author: Adams-O'Brien, Frances

Nine Tennessee cities were surveyed to find out how they handle drainage easements.

Duties and Time Allocation for Street Department Employees: an MTAS Survey
Survey (Created: 2011-02-28; Reviewed: 2020-07-16)
Original Author: Adams-O'Brien, Frances

Twelve cities were asked several questions about the duties and time allocation for their street department employees.

Educational Assistance in Tennessee Cities and Selected Airports
Survey (Created: 2020-10-06; Reviewed: 2021-06-15)
Original Author: Adams-O'Brien, Frances

An online survey was sent to 111 email addresses for human resources directors and other positions holding these responsibilities. A total of 66 responses were received regarding educational assistance for city and airport employees in the state.

Educational Assistance Survey
Survey (Created: 2017-01-24; Reviewed: 2021-05-07)
Original Author: Stokes, Richard

Thirteen cities were asked several questions about educational assistance opportunities, tuition reimbursement, and requirements for employees to participate in their educational assistance programs.

Emergency Management Director Survey Results
Survey (Created: 2016-03-29; Reviewed: 2021-07-12)
Original Author: Stokes, Richard

Twenty-nine cities and organizations were asked whether they have an emergency management director and salary information for that position.
Employee Benefit Survey
Survey (Created: 2016-08-11; Reviewed: 2021-05-07)
Original Author: Stokes, Richard

Twenty-seven cities were asked questions about pay in lieu of vacation policies, vacation accrual policies, cash payment of unused sick leave at retirement.

Employee Performance Evaluations in Selected Tennessee Cities
Survey (Created: 2021-04-29; Reviewed: 2021-04-30)
Original Author: Adams-O'Brien, Frances

Twenty-two Tennessee cities responded for a request for information regarding their methods for employee performance evaluations.

Employee Service Awards for Retirement and Employee Recognition Programs: MTAS Library Survey
Survey (Created: 2010-06-24; Reviewed: 2021-05-18)
Original Author: Adams-O'Brien, Frances

Sixteen cities were asked about employee recognition programs and service awards for retiring personnel.

Employee Surety Bonds
Survey (Created: 2021-03-07; Reviewed: 2021-06-25)
Original Author: Adams-O'Brien, Frances

Nine Tennessee cities responded to a request for information regarding what positions in city government are required to have a surety bond and what the required amounts are for those bonds.

Employee Testing Survey and Results
Survey (Created: 2014-05-19; Reviewed: 2021-04-28)
Original Author: Stokes, Richard

MTAS was asked to prepare an employment testing survey to determine if Tennessee cities conduct pre-employment testing for police, fire, and public safety dispatch applicants; includes the responses of the fifteen participants.

Facilities Usage Policies and Procedures: an MTAS Survey
Survey (Created: 2005-06-15; Reviewed: 2021-06-21)
Original Author: Adams-O'Brien, Frances

Nine cities were asked about allowing park facilities or community centers to be used by concert venues or large events that are not city sponsored.

Farmer's Market Insurance in Selected Tennessee Cities
Survey (Created: 2018-07-01; Reviewed: 2021-07-15)
Original Author: Stokes, Richard

Ten cities in Tennessee were surveyed regarding farmer's markets and insurance for the vendors.

Fees and Policies for Grinder Pumps in Selected Tennessee Cities
Survey (Created: 2018-05-15; Reviewed: 2021-06-22)
Original Author: McMillen, Dawn

MTAS surveyed a number of Tennessee cities regarding their fees and policies for grinder pumps.

Fire Department Minimum Staffing Survey
Survey (Created: 2020-06-10; Reviewed: 2021-07-12)
Original Author: Adams-O'Brien, Frances

Selected Tennessee cities responded to a request for information regarding the staffing numbers in their fire departments.
Fire Department Sick Leave Policies
Survey (Created: 2007-05-25; Reviewed: 2021-05-20)
Original Author: TPMA

TPMA sent out a survey to determine how municipalities handle sick leave for Fire Department employees and received fourteen responses.

Fire Hydrant Cost, Installation, and Maintenance in Selected Municipalities
Survey (Created: 2021-09-15; Reviewed: 2022-03-11)
Original Author: Adams-O'Brien, Frances

Eight Tennessee cities responded to a request for information regarding the procedures and costs for installation of fire hydrants.

Fire Positions Exempted from Tennessee Consolidated Retirement System Mandatory Retirement at Age 60
Survey (Created: 2017-09-01; Reviewed: 2021-07-22)
Original Author: Adams-O'Brien, Frances

A survey of selected cities to determine if their battalion chief or shift captain positions are exempted from the Tennessee Consolidated Retirement System mandatory retirement for public safety positions at age 60.

Fire Shift Commanders and Assistant Chief Salary and Organizational Structure
Survey (Created: 2018-02-01; Reviewed: 2021-07-22)
Original Author: Stokes, Richard

Selected Tennessee cities were surveyed regarding their fire departments and the organizational structure.

Fire Shift Supervisor Survey
Survey (Created: 2014-12-04; Reviewed: 2021-05-20)
Original Author: Adams-O'Brien, Frances

Eight cities responded to this survey that asks about the position that is responsible for the supervision of two or more fire stations and their crews.

Firefighter Vacation Accrual in Selected Tennessee Cities
Survey (Created: 2019-04-15; Reviewed: 2021-07-22)
Original Author: McMillen, Dawn

MTAS asked a number of Tennessee cities how they handle vacation accrual for firefighters.

Firefighters as Auxiliary Police Officers and Dispatcher Psychological Assessment Survey
Survey (Created: 2019-07-01; Reviewed: 2021-06-29)
Original Author: Stokes, Richard

A survey of selected cities and towns regarding allowing firefighters to serve auxiliary police officers and also the psychological assessment of dispatchers.

Firefighters Vacation Accrual Summary Report
Survey (Created: 2010-03-23; Reviewed: 2021-05-20)
Original Author: Stokes, Richard

Eighteen cities were asked about vacation leave for full-time employees of the fire department.
Ten Tennessee cities responded to a request for information regarding compensation for experienced, certified and entry level first responders.

Six Tennessee cities responded to a request for information regarding first responders having fireworks shot or directed at them while on-duty.

MTAS asked six cities about charging the city's various departments for fleet services.

Ten cities were asked several questions about their fleet management practices.

Twenty-three cities were asked about their FMLA policies and extended leave of absence policies.

Seven Tennessee cities responded to a request for information on their local FOG programs and the fees that may be associated with the program.

The MTAS Research and Information Center team compiled election and term limit information for a number of selected Tennessee cities.

The Town of Signal Mountain asked twenty-four cities whether they had an ordinance regulating chickens within the city limits.

This survey was conducted to gather salary information and job descriptions for GIS staff in selected cities. Responses from 10 cities are included as well as sample job descriptions.
Grant Writers in Selected Tennessee Cities
Survey (Created: 2018-03-31; Reviewed: 2021-04-23)
Original Author: Stokes, Richard

Thirteen Tennessee cities were surveyed to find out if they employ a full-time grant writer.

Health Insurance Benefits to Family Following a Line of Duty Death
Survey (Created: 2016-10-18; Reviewed: 2021-07-09)
Original Author: MTAS

Thirty-five cities responded to an MTAS survey asking whether the city provides health insurance benefits to qualifying survivors in the event of a line of duty death.

Health Insurance Provision in Cities with Less Than 10 Employees
Survey (Created: 2020-12-10; Reviewed: 2021-05-04)
Original Author: Adams-O’Brien, Frances

Twelve cities responded to a request for information regarding whether or not they provide insurance benefits when there are less than 10 employees on the payroll.

Health Insurance Waiting Periods in Selected Tennessee Cities
Survey (Created: 2018-05-15; Reviewed: 2021-07-09)
Original Author: Stokes, Richard

A survey of selected Tennessee cities regarding waiting periods for health insurance for municipal employees.

Holiday Compensation for Public Safety Employees Survey
Survey (Created: 2014-02-20; Reviewed: 2021-05-20)
Original Author: Wibking, Lyndy

Eleven cities were asked how they compensate full-time and part-time firefighters for holidays and how these policies compare to police patrol employees.

Hotel/Motel Tax Usage in Tennessee Cities
Survey (Created: 2021-10-25; Reviewed: 2022-03-02)
Original Author: Adams-O’Brien, Frances

MTAS Tennessee cities and towns to find out whether or not a hotel/motel tax is collected, what the rate is in the city or town, are there any additional fees and how the funds are spent in their city.

Incentive Pay for City Employees Who Attain Certification
Survey (Created: 2017-06-01; Reviewed: 2021-05-12)
Original Author: Stokes, Richard

Cities were asked if incentive pay was given to employees who attained certification in a job-related or other field, or for earning an associate or Bachelor’s degree.

Incentives for ASE and EVT Certifications for Fleet Technicians
Survey (Created: 2018-12-04; Reviewed: 2020-05-14)
Original Author: Adams-O’Brien, Frances

Selected Tennessee cities were surveyed to find out if they offer incentives to their fleet technicians for getting an ASE or CVT certificates.

Inclement Weather Notification in Select Tennessee Cities
Survey (Created: 2018-09-11; Reviewed: 2021-07-22)
Original Author: Stokes, Richard

Thirteen cities in Tennessee were surveyed to find out if their municipality closes during inclement weather and if so, how do they communicate that to non-emergency employees who do not have to report to work.
Insurance for Elected Officials
Survey (Created: 2020-06-17; Reviewed: 2021-07-09)
Original Author: Adams-O'Brien, Frances

Ten Tennessee cities responded to a request for information regarding whether or not the city provides medical insurance to their elected officials.

Interns in the Workplace Survey
Survey (Created: 2005-01-03; Reviewed: 2021-04-28)
Original Author: Stokes, Richard

Nineteen cities and counties were asked several questions about their use and pay of interns in city departments.

IT Staffing in Selected Tennessee Cities
Survey (Created: 2019-08-05; Reviewed: 2021-07-08)
Original Author: McMillen, Dawn

A survey of selected cities and towns in Tennessee regarding whether they have an IT manager on staff, other IT staff positions, and if they contract for any of their IT staff. If respondents have contracted IT staff, they were asked further questions about the contract procurement process. Information on the vendors and one sample RFP are provided.

Johnson City Animal Shelter Director Comparisons
Survey (Created: 2015-10-15; Reviewed: 2021-03-29)
Original Author: Hardy, Pat

MTAS collected salary, jurisdiction, and departmental information for the position of animal shelter director from seven Tennessee cities.

Judge Salary and Benefits Survey
Survey (Created: 2021-04-29; Reviewed: 2021-07-27)
Original Author: Adams-O'Brien, Frances

Twelve Tennessee cities responded to a request for information regarding what salary and benefits are offered to their sitting judges.

Lateral Transfer Survey Results
Survey (Created: 2007-05-25; Reviewed: 2021-05-04)
Original Author: Stokes, Richard

Thirteen jurisdictions responded to a survey asking whether they have a policy for lateral transfers.

Learning Management System Usage in Selected Tennessee Cities
Survey (Created: 2021-11-09; Reviewed: 2022-03-02)
Original Author:

Ten Tennessee cities responded to a request for information regarding the usage of a learning management system in their municipalities, the costs for their systems and whether or not someone is dedicated to the administration of the resource.

Leasing City-Owned Facilities for Communications Equipment
Survey (Created: 2019-04-01; Reviewed: 2021-05-07)
Original Author: Adams-O'Brien, Frances

Twenty-one Tennessee officials were surveyed to find whether or not the cities lease space to companies to place communications equipment on public facilities such as water towers or a city owned communication tower.
Leave Accrual for Exempt and Non-Exempt Employees: an MTAS Survey
Survey (Created: 2009-07-07; Reviewed: 2021-07-09)
Original Author: Adams-O'Brien, Frances

Forty-two cities were asked several questions about annual and sick leave for their exempt and non-exempt employees.

Lien Use and Collection: A Survey Conducted for Chattanooga
Survey (Created: 2007-02-28; Reviewed: 2021-07-19)
Original Author: Adams-O'Brien, Frances

Seven cities were asked about utilizing the lien provision of state law for recovering costs related to slum clearance and for overgrown lot clearance.

Limitations by Ordinance on the Number of Dogs/Cats per Residential Household
Survey (Created: 2021-11-15; Reviewed: 2022-03-11)
Original Author: Adams-O'Brien, Frances

Twenty-one Tennessee cities responded to a request for information regarding their limits on the number of dogs and cats per residential household.

Local Property Tax Relief Programs in Selected Cities
Survey (Created: 2021-11-10; Reviewed: 2022-03-11)
Original Author: Adams-O'Brien, Frances

Eighteen Tennessee cities responded to a request for information regarding whether or not the municipalities offer their citizens property tax relief.

Longevity Pay Benefits in Selected Tennessee Cities
Survey (Created: 2020-06-04; Reviewed: 2021-05-24)
Original Author: Adams-O'Brien, Frances

A survey of selected cities regarding whether they offer a longevity pay benefits and details on how that is provided.

Maryville Lineman Survey
Survey (Created: 2020-08-07; Reviewed: 2021-04-09)
Original Author: Adams-O'Brien, Frances

Seven cities were identified in the MTAS City Directory as providing electric services to their communities. Two of the seven cities responded with data - Alcoa and Dayton. The following cities do not own their electric utilities and referred MTAS to the local utilities: Cleveland, Shelbyville and Springfield. Each of the utilities were contacted and to do ate we have not received the requested information.

Mayoral Compensation in Selected Small Cities with a Strong Mayor Form of Government
Survey (Created: 2020-01-22; Reviewed: 2021-07-30)
Original Author: Adams-O'Brien, Frances

Nine Tennessee cities with a population of no more than 2,000 citizens and with a strong mayor form of government responded to a request for information regarding the mayor's compensation in their city.

Mayoral Compensation in Selected Small Cities with Strong Mayor Form of Government
Survey (Created: 2021-04-05; Reviewed: 2021-06-25)
Original Author: Adams-O'Brien, Frances

Tennessee cities with a strong mayor form of government responded to a request for information regarding mayoral salaries.
Memorializing in City Hall: an MTAS Survey
Survey (Created: 2009-09-30; Reviewed: 2021-07-21)
Original Author: Adams-O'Brien, Frances

Nine cities were asked about the practice of placing plaques, framed photos, etc. in the city council chamber or meeting room to honor or memorialize individuals. Includes sample policies and inductee form.

Mental Health Return to Duty Evaluation Form Survey
Survey (Created: 2017-05-26; Reviewed: 2021-05-07)
Original Author: Stokes, Richard

A survey of selected cities to determine if those cities employ the use of a mental health return to duty evaluation form.

Military Leave and School Patrol Officers in Selected Tennessee Cities
Survey (Created: 2018-07-06; Reviewed: 2021-05-07)
Original Author: Stokes, Richard

Twelve cities in Tennessee were surveyed regarding employees who deploy on military leave and whether or not they accrue benefits while gone. Those surveyed were also asked about School Crossing Guards and what benefits, if any are available to them.

Morristown Fleet Management Survey
Survey (Created: 2016-12-16; Reviewed: 2021-05-26)
Original Author: McMillen, Dawn

Eight cities responded to an MTAS survey about their fleet management, including number and types of vehicles, work bays, and lifts, plus information on staffing, work orders, calls for service, and routine maintenance.

MTAS Golf Course Survey
Survey (Created: 2013-02-21; Reviewed: 2021-06-21)
Original Author: Adams-O'Brien, Frances

Four cities were asked several questions about their golf courses, including operations, funding, green fees, usage by local colleges and high schools, and number of rounds of golf played in FY 2012

MTAS Signing Bonuses and Referral Incentives Survey
Survey (Created: 2022-05-23; Reviewed: 2022-06-03)
Original Author: Adams-O'Brien, Frances

The MTAS Research and Information Center conducted a survey to find out how Tennessee municipalities handle signing bonuses and referral incentives and thirteen cities responded to the request for information.

MTAS Tax Sale Procedures Survey
Survey (Created: 2019-08-15; Reviewed: 2021-07-13)
Original Author: Adams-O'Brien, Frances

Six Tennessee cities were surveyed to find out how sales on properties with delinquent taxes are handled.

Municipal Court Survey 2020
Survey (Created: 2020-10-20; Reviewed: 2021-07-28)
Original Author: Adams-O'Brien, Frances

MTAS conducted a statewide survey of municipal court clerk contacts available in the MTAS city directory. Survey invitations were sent to 234 contacts and 105 surveys were completed. Questions about municipal court operations are frequent and over the years MTAS has conducted several smaller surveys. This survey was an attempt to combine the previous surveys into one comprehensive resource.
Norris Citizen Survey
Survey (Created: 2008-07-18; Reviewed: 2021-07-08)
Original Author: Norris, Margaret

An example of a citizen survey on the topics of annexation, taxation, and growth.

Obtaining Credit Reports for Police & Fire Applicants: An MTAS Survey
Survey (Created: 2014-08-08; Reviewed: 2021-05-07)
Original Author: Wibking, Lyndy

MTAS asked 15 cities whether they obtain credit reports during the hiring process for police officers and firefighters.

On-Boarding Software Survey
Survey (Created: 2017-10-01; Reviewed: 2021-05-24)
Original Author: Stokes, Richard

Twenty-one Tennessee cities were surveyed to find out if they use onboarding software for new employee orientation.

On-the-Job Injury and Police/Fire Recruits Survey
Survey (Created: 2017-07-18; Reviewed: 2021-05-12)
Original Author: Stokes, Richard

A survey of selected cities regarding on-the-job injuries related to police and fire recruits.

Online Training in Selected Tennessee Cities
Survey (Created: 2019-03-22; Reviewed: 2019-03-22)
Original Author: McMillen, Dawn

Twelve Tennessee cities were contacted to find out if they provide employee training online and what types are offered.

Organizational Charts for Reporting Structure for Finance Director and Recorder Positions in Selected Cities
Survey (Created: 2022-02-04; Reviewed: 2022-03-11)
Original Author: Adams-O'Brien, Frances

Eight Tennessee cities responded to a request for an organizational chart for the Finance Director and City Recorder in their municipalities.

Out-of-Rank/Class Pay Survey
Survey (Created: 2004-08-31; Reviewed: 2021-05-07)
Original Author: Stokes, Richard

Twenty-three city departments were asked questions about compensating employees who work in a job with a higher classification.

Overtime Compensation Response Summary Report
Survey (Created: 2010-03-23; Reviewed: 2021-05-07)
Original Author: Stokes, Richard

Twenty-two cities were asked about compensation for overtime in compliance with the FLSA and premiums for on-call.

Overview of Municipal Certifications in Tennessee
Survey (Created: 2019-07-01; Reviewed: 2020-05-14)
Original Author: Adams-O'Brien, Frances

The Research and Information Center acquired information for a number of departments in Tennessee cities that require employees be certified in their fields.
Nine Tennessee cities responded to a request for information regarding their paid leave benefits for employees.

Twelve cities responded to a request for information regarding paid maternity leave and short-term disability for their employees.

Twelve Tennessee cities were asked about their fees for park and facilities usage and who handles them.

Nine Tennessee cities responded to a request for information regarding salary ranges and how many employees report to the Parks & Recreation Director.

Ten cities were asked several questions about their parks and recreation department, budget, and staffing.

Ten cities were asked several questions about their parks and recreation budget, staffing, and pavilion rental fee.

Survey invitations were went to 79 cities with 48 responses regarding merit raises and cost of living increases for city employees in Fiscal Year 2022.

The MTAS Research and Information Center was asked to gather information regarding pay scale increases and promotion/demotion practices in selected Tennessee cities. Five cities replied to the survey.

Seven Tennessee cities responded to a request for information regarding whether or not their employees are eligible for hazard pay during a crisis or emergency declaration.
Thirteen cities were asked questions about physical agility testing for police officers and firefighters, as well as whether the city provides any form of holiday time off when an employee is required to work a holiday.

Twenty-two Tennessee cities and towns answered a request for information regarding whether or not they have an employee that oversees the TLEA accreditation process.

Twenty-five cities and airport authorities were asked whether their police and fire departments require annual physical exams and if there are rewards or incentives given.

Seven Tennessee cities responded to a request for information regarding the way their police officers work schedules are arranged.

A survey of Tennessee cities regarding police staffing levels, police general fund budget and drug fund information.

Selected Tennessee cities were asked how police dispatch services are handled in their departments.

Nineteen Tennessee cities were surveyed to find out about their police department recruitment and retention policies.

Ten cities were asked about the salary and job description of their police records clerk position.

MTAS asked twelve cities whether they supply police uniforms or uniform allowances and the amount of the allowance.
Police Vehicle Replacement Standards Survey
Survey (Created: 2007-02-16; Reviewed: 2021-07-01)
Original Author: Adams-O'Brien, Frances

Three cities were asked their policies for replacing police vehicles.

Policy for Rehiring Former City Employees Survey
Survey (Created: 2017-01-10; Reviewed: 2021-05-14)
Original Author: McMillen, Dawn

Fourteen cities responded to an MTAS survey about their policies for rehiring former employees and how their previous employment factors into their benefits and longevity.

Pre-Employment Testing of Clerical/Administrative Support Candidates
Survey (Created: 2012-08-16; Reviewed: 2021-05-14)
Original Author: Stokes, Richard

Fourteen cities were asked questions about their pre-employment testing of clerical/administrative support candidates.

Property Acquisition and Manager's Tool Box Survey
Survey (Created: 2019-07-01; Reviewed: 2021-05-14)
Original Author: Stokes, Richard

Seven Tennessee cities responded to a survey regarding property acquisition and whether or not the city has developed a Manager's Tool Box containing policies, procedures, forms or a purchasing card.

Provisions for Uniforms for City Employees
Survey (Created: 2019-03-22; Reviewed: 2021-05-14)
Original Author: McMillen, Dawn

Seven Tennessee cities were surveyed to find out if they reimburse for, provide an allowance for or purchase uniforms for any city employees.

Public Property Naming
Survey (Created: 2016-09-30; Reviewed: 2021-06-21)
Original Author: McMillen, Dawn

Eight cities were asked several questions regarding the naming of public property.

Public Safety Retirement Plan Survey
Survey (Created: 2016-08-31; Reviewed: 2021-05-14)
Original Author: McMillen, Dawn

Nine cities responded to an MTAS survey about their retirement plans for their police and fire employees.

Public Sector Retirement Bridge Supplement Usage in Selected Tennessee Cities
Survey (Created: 2017-09-15; Reviewed: 2021-07-12)
Original Author: Stokes, Richard

A survey of selected cities regarding the offering of the supplemental bridge benefit for retiring public safety employees (T.C.A. 8-36-211). Questions also cover participation in the Tennessee Consolidated Retirement System (TCRS) and mandatory retirement ages for public safety employees.

Purchasing Thresholds in Selected Tennessee Cities
Survey (Created: 2019-03-22; Reviewed: 2021-07-29)
Original Author: McMillen, Dawn

Nine Tennessee cities were survey to find out what their government's purchasing threshold is and whether or not it was changed following the update to the law in 2015.
Rain Gauge Usage in Tennessee Cities and Towns
Survey (Created: 2021-06-15; Reviewed: 2021-09-01)
Original Author: Adams-O'Brien, Frances

A number of Tennessee city and towns were surveyed to find out if they use a rain gauge network and if so, how they obtain the data gathered.

Recyclables Disposal Survey
Survey (Created: 2021-08-20; Reviewed: 2022-02-22)
Original Author: Adams-O'Brien, Frances

Nine Tennessee cities responded to a request for information regarding their recycling services, collection and disposal of material.

Requirement of a Commercial Driver License (CDL) for Municipal Employees
Survey (Created: 2019-12-10; Reviewed: 2021-05-12)
Original Author: Stokes, Richard

A survey of selected cities regarding Commercial Driver License (CDL) licensing requirements for employees.

Reserve Leave in Select Tennessee Cities
Survey (Created: 2021-01-07; Reviewed: 2021-06-25)
Original Author: Adams-O'Brien, Frances

Ten Tennessee cities responded to a request for information regarding the maximum amount of leave given to personnel who serve in the military reserves.

Residential Refuse Collection and Recycling Services in Selected Tennessee Cities and Towns
Survey (Created: 2019-08-05; Reviewed: 2021-04-14)
Original Author: Adams-O'Brien, Frances

A survey of selected Tennessee cities and towns regarding residential refuse and recycling collection services including rates and charges for the services.

Residential Refuse Collection Services in Selected West Tennessee Cities and Towns
Survey (Created: 2019-01-15; Reviewed: 2021-07-30)
Original Author: Adams-O'Brien, Frances

A survey of selected West Tennessee cities and towns regarding residential refuse service rates and charges.

Retiree Re-employment and Paperless HR Survey
Survey (Created: 2017-02-13; Reviewed: 2021-06-02)
Original Author: Stokes, Richard

Sixteen cities responded to an MTAS survey about the conditions of re-employing retirees and whether their HR department has gone paperless.

Retirement benefits providers and pension committee structure in selected Tennessee cities and towns
Survey (Created: 2017-08-15; Reviewed: 2021-06-02)
Original Author: Stokes, Richard

A survey of retirement benefits providers and pension committee structure in selected Tennessee cities and towns.

Retirement plan options and pension committees in selected Tennessee cities
Survey (Created: 2017-08-01; Reviewed: 2021-06-02)
Original Author: Stokes, Richard

A survey of selected cities in Tennessee looking at retirement plans in place and the pension/retirement committee for the cities.
Nine cities were asked whether they had contracted for professional services for a retro-reflectivity program or had conducted an in-house program.

Twelve Tennessee cities responded to a request for information regarding ways that risk management is handled in their municipalities.

Ten cities were asked about their policy for purchasing or subsidizing safety boots for city workers.

Fifteen Tennessee cities responded to a request for information regarding annual salaries and benefits offered to elected officials.

Four Tennessee cities responded to a request for information regarding the salary and benefits offered to Firefighter 1 & 2 as well as Patrol Officer.

MTAS received a request to compile salary information for City Engineers and Public Works Directors in a number of cities across the state.

Eight Tennessee cities with an employee in a combined role as City Manager/Recorder/Treasurer responded to a request for information regarding salary ranges.

This is a brief sampling of mayors that have served 20 years or more (concurrently).

Three Tennessee cities were surveyed to find out whether or not the school district is managed by the city and debts.
Eighteen Tennessee cities responded to a request for information regarding employee health insurance, paid leave, paid holidays and retirement benefits.

Sevierville Early Retirement Data
Survey (Created: 2004-06-25; Reviewed: 2021-07-15)
Original Author: Hardy, Pat

MTAS conducted a written survey of Tennessee cities to research early retirement programs.

Sewer Lift Station Safety Procedure Survey
Survey (Created: 2013-10-31; Reviewed: 2021-07-16)
Original Author: West, Joy

Five cities were asked several questions about sewer lift stations with dry wells and the classification of the space as a "permit required" or a "non-permit required" confined space.

Sick Leave at Retirement Survey (Non-TCRS)
Survey (Created: 2013-08-09; Reviewed: 2021-06-02)
Original Author: Stokes, Richard

Eleven cities were asked whether their employees are allowed to accrue sick leave; the maximum amount of sick leave employees may accrue; and upon retirement, whether employees may sell their sick leave back to the city, use their sick leave towards retirement, etc.

Step Pay Plans in Selected Cities
Survey (Created: 2021-12-03; Reviewed: 2022-03-11)
Original Author:

The MTAS Research and Information Center asked a number of Tennessee cities if they use a step pay plan system in their municipalities.

Stormwater Funding Survey
Survey (Created: 2021-05-15; Reviewed: 2021-09-01)
Original Author: Adams-O'Brien, Frances

Twenty-five Tennessee cities and towns were surveyed regarding their stormwater utility fees.

Subdivision Storm Sewer Pipes
Survey (Created: 1999-10-01; Reviewed: 2020-05-11)
Original Author: Cox, Leah

Twelve cities were asked questions about the type of materials used for storm sewer pipes in subdivisions.

Survey of Charter Provisions Regarding Vacancies on Council
Survey (Created: 2017-01-11; Reviewed: 2021-07-21)
Original Author: Tindall, Craig

Nineteen cities were surveyed to determine what they do when there are mayoral or council vacancies.

Survey of Promotional Pay Increases and Workers Compensation Policies
Survey (Created: 2018-05-15; Reviewed: 2021-07-15)
Original Author: Stokes, Richard

Survey looks at how increases related to promotions are applied to the employee's salaries and policies related to workers compensation.
Eighteen cities and counties were asked about police and fire work schedules, holiday pay, personnel committees, and salaries for pre-treatment technicians and inspectors, park operations supervisor, and head groundskeeper.

Twenty Tennessee cities responded to a survey regarding whether or not there would be any pay increases for city employees in FY 2021.

Nine Tennessee cities responded to a request for information regarding how they are handling the TDOT ADA Transition Plan.

Research done to find out what requirements Tennessee cities have in place to hold office.

Fifteen cities across Tennessee and the United States were surveyed to find out if there are term limits for the mayor and city council members.

Thirteen cities were asked how often they offer testing for police and fire personnel; salary ranges for a sustainability coordinator and a stormwater coordinator; eligibility for and benefits of retiree health insurance.

The MTAS Research and Information Center conducted a survey of Tennessee cities to find out which ones are subject to the Affordable Care Act regulations and what employee benefits are covered.

The MTAS Research and Information Center was asked to conduct a survey of cities with approximately 150 employees regarding their usage of time clocks and associated payroll systems. Invitations were sent to 22 municipalities and 11 completed surveys for a 50% response rate.
Tobacco-Free Workplace Survey
Survey (Created: 2017-01-11; Reviewed: 2021-05-12)
Original Author: Stokes, Richard

Seventeen cities were asked whether their organization is tobacco-free, whether there is a health-care premium surcharge for employees who use tobacco products, and what tobacco cessation programs or support the city offers.

Tracking Municipal Vehicles Survey
Survey (Created: 2015-03-26; Reviewed: 2020-05-11)
Original Author: Wibking, Lyndy

MTAS asked thirteen cities about the technology used to track movement of municipal vehicles.

TTY (Text Telephone) Equipment Survey
Survey (Created: 2017-02-20; Reviewed: 2021-04-15)
Original Author: Stokes, Richard

Thirteen cities responded to an MTAS survey about their usage of TTY (Text Telephone) or TDD (Telecommunication Device for the Deaf) equipment.

Unpaid Military Leave and 401K Contributions: an MTAS Survey
Survey (Created: 2008-02-22; Reviewed: 2021-06-03)
Original Author: Adams-O’Brien, Frances

Twelve cities were asked whether they pay 401K contributions for personnel on unpaid military leave.

Use of 12 Hour Shifts in Selected Cities
Survey (Created: 2019-12-10; Reviewed: 2021-06-03)
Original Author: Stokes, Richard

A survey regarding the use of 12 hour shifts in selected cities.

Use of Fire Trucks to Pick Up Firefighter Meals or to Travel to a Restaurant
Survey (Created: 2009-03-31; Reviewed: 2021-05-20)
Original Author: Adams-O’Brien, Frances

Twenty-two cities were asked whether the shift can transport the fire engine to a restaurant for a meal and whether an employee may use a city vehicle to pick up food for the whole shift.

Use of Time Clocks Survey
Survey (Created: 2014-02-27; Reviewed: 2022-02-18)
Original Author: Wibking, Lyndy

Seven cities were asked several questions about their use of time clocks for employees to track their daily time.

Use of Translators in Selected Tennessee Cities
Survey (Created: 2019-12-10; Reviewed: 2021-07-26)
Original Author: MTAS

A survey of selected cities regarding the use of translators and the offering of translation services.

Veterans Differential Pay
Survey (Created: 2004-12-13; Reviewed: 2021-06-03)
Original Author: Stokes, Richard

Thirteen cities were asked several questions about paying a differential to veterans deployed on military leave.
Veterans Preference Survey
Survey (Created: 2010-01-04; Reviewed: 2021-06-03)
Original Author: Stokes, Richard

Twelve cities and one airport authority were asked whether they give veteran preference points and questions related to granted preferences.

Volunteer Firefighters Compensation Survey
Survey (Created: 2015-04-27; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

MTAS asked eleven cities whether they provided monetary compensation to volunteer firefighters and their chief.

Waste Collection Fees in Selected Cities
Survey (Created: 2016-03-31; Reviewed: 2021-05-28)
Original Author: Adams-O'Brien, Frances

Eight cities responded to an MTAS survey about their commercial collection fees.

Water & Sewer Tap Fees in Selected Tennessee Cities
Survey (Created: 2021-09-02; Reviewed: 2022-02-22)
Original Author: Adams-O'Brien, Frances

Seventeen Tennessee cities responded to a request for information regarding water and sewer tap fees in their municipalities.

Water & Sewer Tap Fees in Selected Tennessee Cities
Survey (Created: 2021-02-19; Reviewed: 2021-02-19)
Original Author: Adams-O'Brien, Frances

Fifteen Tennessee cities responded to a request for information having to do with residential water and sewer tap fees.

Worker's Compensation Survey
Survey (Created: 2019-05-01; Reviewed: 2021-07-15)
Original Author: Stokes, Richard

Seventeen Tennessee cities responded to a request for information regarding their Worker's Compensation policies.

Workers' Compensation Change
Survey (Created: 2014-08-01; Reviewed: 2021-06-03)
Original Author: Stokes, Richard

Eighteen cities were asked questions about compensating employees on Workers' Compensation with 66-2/3% of their salary, rather than 100% of their salary.

Wrecker Inspections in Selected Tennessee Cities
Survey (Created: 2019-07-01; Reviewed: 2021-05-12)
Original Author: Rogers, Honna

Nine Tennessee cities were surveyed to find out who handles inspection for wreckers called to the scene following a motor vehicle accident.

Youth Sports Program Survey
Survey (Created: 2021-09-17; Reviewed: 2022-02-22)
Original Author: Adams-O'Brien, Frances

Eight Tennessee cities with a population between 20,000 and 100,000 responded to a request for information regarding youth run programs in their municipalities.
Eighteen Tennessee cities responded to a request for information regarding whether or not they have a zero tolerance policy in the employee handbook that addresses racism or sexism.

Job Description

**Accountant-Financial Reporting and Cash Management**
Job Description (Created: 2002-08-19; Reviewed: 2021-05-04)
Original Author: MTAS

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)
Original Author: MTAS

Job description for the position of Accounting Clerk.

**Accounting Support Specialist**
Job Description (Created: 2022-04-01; Reviewed: 2022-05-18)
Original Author: Clarksville

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

**Administrative Assistant (1)**
Job Description (Created: 2002-08-19; Reviewed: 2021-04-15)
Original Author: MTAS

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)
Original Author: MTAS

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)
Original Author: Hardy, Pat

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

**Administrative Secretary**
Job Description (Created: 2002-08-19; Reviewed: 2021-04-09)
Original Author: MTAS

Job description for the position of Administrative Secretary.

**Administrative Secretary for Public Safety**
Job Description (Created: 2002-08-19; Reviewed: 2021-04-09)
Original Author: MTAS

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)
Original Author: MTAS

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

Animal Control Attendant
Job Description (Created: 2002-09-26; Reviewed: 2021-04-26)
Original Author: MTAS

Job description for the position of Animal Control Attendant.

Animal Control Officer
Job Description (Created: 2002-09-26; Reviewed: 2021-03-29)
Original Author: MTAS

Job description for the position of Animal Control Officer.

Apprentice Lineworker
Job Description (Created: 2002-09-26; Reviewed: 2021-04-28)
Original Author: MTAS

Job description for the position of Apprentice Lineworker.

Assistant Chief of Police (3)
Job Description (Created: 2002-09-26; Reviewed: 2021-05-12)
Original Author: MTAS

Job description for the position of Assistant Chief of Police.

Assistant City Administrator
Job Description (Created: 2008-08-25; Reviewed: 2021-04-15)
Original Author: Hardy, Pat

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)
Original Author: MTAS

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)
Original Author: Kingsport

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)
Original Author: MTAS

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)
Original Author: Belmont

Job description for the position of Assistant Civil Engineer.
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 Golf Pro
Job description for the position of Assistant Golf Pro.

Assistant Purchasing Manager
Job description for the position of Assistant Purchasing Manager.

Assistant Superintendent of Building Construction and Maintenance
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 for the position of assistant superintendent of water and sewer.

Benefits Coordinator
A job description for the position of Benefits Coordinator.

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

Building Codes Inspector
Job description for the position of Building/Codes Inspector.

Business Office Supervisor
Job description for the position of Business Office Supervisor.
Chief Accountant - Utilities
Job Description (Created: 2002-09-24; Reviewed: 2021-05-04)
Original Author: MTAS

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

Chief Mechanic
Job Description (Created: 2001-08-16; Reviewed: 2021-04-23)
Original Author: Smyrna

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)
Original Author: MTAS

Job description for the position of Chief of Police.

Chief Wastewater Plant Operator
Job Description (Created: 2002-09-27; Reviewed: 2021-07-16)
Original Author: MTAS

Job description for the position of Chief Wastewater Plant Operator.

Chief Wastewater Plant Operator
Job Description (Created: 2001-08-16; Reviewed: 2021-04-23)
Original Author: MTAS

Job description for the position of chief wastewater plant operator.

Citizens Information Manager
Job Description (Created: 2002-09-24; Reviewed: 2021-04-23)
Original Author: MTAS

Job description for the position of Citizens Information Manager.

Citizens Information Services Coordinator
Job Description (Created: 2002-09-24; Reviewed: 2021-04-23)
Original Author: MTAS

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)
Original Author: MTAS

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)
Original Author: MTAS

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)
Original Author: MTAS

Job description for the position of Citizens Information Television Voice Mail Coordinator.
City Administrator
Job Description (Created: 2002-09-24; Reviewed: 2021-04-26)
Original Author: MTAS

Job description for the position of City Administrator.

City Manager Job Description in a Smaller General Law Manager-Commissioned City
Job Description (Created: 2020-09-01; Reviewed: 2021-07-16)
Original Author: Hardy, Pat

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)
Original Author: MTAS

Job description for City Manager for the City of Irving.

City of Chattanooga Accountant Job Descriptions
Job Description (Created: 2021-08-03; Reviewed: 2022-04-01)
Original Author: Chattanooga

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

City of Tusculum Certified Municipal Finance Officer Job Description
Job Description (Created: 2012-05-16; Reviewed: 2021-07-28)
Original Author: Hardy, Pat

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

City Planner
Job Description (Created: 2002-09-24; Reviewed: 2021-04-23)
Original Author: MTAS

Job description for the position of City Planner.

City Planning Assistant Job Description
Job Description (Created: 2020-03-31; Reviewed: 2021-07-26)
Original Author: Spring Hill

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 Recorder
Job Description (Created: 2002-09-24; Reviewed: 2021-06-25)
Original Author: MTAS

Job description for the position of City Recorder.

City Recorder Job Description with CMFO
Job Description (Created: 2017-01-12; Reviewed: 2021-06-25)
Original Author: Hardy, Pat

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/Finance Director Job Description
Job Description (Created: 2004-11-09; Reviewed: 2021-07-07)
Original Author: Hardy, Pat

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

City Recorder/Finance Director Job Description
Job Description (Created: 2021-04-29; Reviewed: 2021-04-30)
Original Author: Hardy, Pat

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

Commissioner of Public Works
Job Description (Created: 2009-07-01; Reviewed: 2020-06-02)
Original Author: Greenwich


Communications Director (Gallatin, TN)
Job Description (Created: 2019-08-23; Reviewed: 2021-04-23)
Original Author: Gallatin

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.

Community Development Director
Job Description (Created: 2002-09-24; Reviewed: 2021-07-08)
Original Author: MTAS

Job description for the position of Community Development Director.

Community Improvements Coordinator
Job Description (Created: 2002-09-24; Reviewed: 2021-07-08)
Original Author: MTAS

Job description for the position of Community Improvements Coordinator.

Community Planner II
Job Description (Created: 2002-09-24; Reviewed: 2021-07-08)
Original Author: MTAS

Job description for the position of Community Planner II.

Compliance/Labor Relations Specialist
Job Description (Created: 2006-05-19; Reviewed: 2021-05-07)
Original Author: Memphis

Job description for the position of Compliance/Labor Relations Specialist.

Construction Inspector
Job Description (Created: 2007-04-26; Reviewed: 2021-05-26)
Original Author: Chattanooga

Job descriptions for the position of construction inspector.
Customer Service Supervisor
Job Description (Created: 2002-09-26; Reviewed: 2021-07-09)
Original Author: MTAS

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)
Original Author: Smyrna

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)
Original Author: North Kansas City

A job description for the position of Customer Service Technician

Data Analyst Job Description
Job Description (Created: 2021-07-30; Reviewed: 2021-09-15)
Original Author: Chattanooga

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)
Original Author: Memphis

The City of Memphis provided MTAS with a job description for a data entry operator A-1 in their city.

Director of Development Services
Job Description (Created: 2002-09-24; Reviewed: 2021-07-09)
Original Author: MTAS

Job description for the position of Director of Development Services.

Director of Finance
Job Description (Created: 2017-08-17; Reviewed: 2021-07-01)
Original Author: Hardy, Pat

Job description for the Director of Finance in a Tennessee city.

Director of Finance
Job Description (Created: 2002-09-24; Reviewed: 2021-07-01)
Original Author: MTAS

Job description for the position of Director of Finance.

Director of Golf/Head Professional
Job Description (Created: 2002-09-25; Reviewed: 2021-06-01)
Original Author: MTAS

Job description for the position of Director of Golf/Head Professional.

Director of Health
Job Description (Created: 2002-09-24; Reviewed: 2021-04-15)
Original Author: MTAS

Job description for the position of Director of Health.
Director of Human Resources
Job Description (Created: 2002-09-24; Reviewed: 2021-04-28)
Original Author: MTAS

Job description for the position of Director of Human Resources.

Director of Library
Job Description (Created: 2005-01-24; Reviewed: 2021-07-15)
Original Author: Hardy, Pat

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)
Original Author: MTAS

Job description for the position of Director of Utilities and Public Works.

Dispatcher
Job Description (Created: 2002-09-26; Reviewed: 2021-07-12)
Original Author: MTAS

Job description for the position of Dispatcher.

Dispatcher, Lead
Job Description (Created: 2002-09-26; Reviewed: 2021-07-12)
Original Author: MTAS

Job description for the position of Lead Dispatcher.

Dispatcher/Computer Supervisor
Job Description (Created: 2002-09-26; Reviewed: 2021-07-12)
Original Author: MTAS

Job description for the position of Dispatcher/Computer Supervisor.

Dispatcher/Records Clerk
Job Description (Created: 2002-09-26; Reviewed: 2021-07-12)
Original Author: MTAS

Job description for the position of Records Clerk/Dispatcher.

Drug Task Force Financial Officer
Job Description (Created: 2002-09-26; Reviewed: 2021-05-12)
Original Author: MTAS

Job description for the position of Drug Task Force Financial Officer.

Economic Development Director
Job Description (Created: 2004-01-19; Reviewed: 2021-04-28)
Original Author: Hardy, Pat

A job description for the position of Economic Development Director.

Economic Development Director Job Description
Job Description (Created: 2016-09-14; Reviewed: 2021-06-18)
Original Author: Hardy, Pat

A job description for the position of Economic Development Director.
Electric System Director Job Description
Job Description (Created: 2005-02-14; Reviewed: 2021-05-12)
Original Author: Hardy, Pat

Job description and management responsibilities for the position of Electric System Director.

Electrical Operating Superintendent
Job Description (Created: 2002-09-26; Reviewed: 2021-05-12)
Original Author: MTAS

Job description for the position of Electrical Operating Superintendent.

Electrical Technician
Job Description (Created: 2002-09-26; Reviewed: 2021-05-12)
Original Author: MTAS

Job description for the position of Electrical Technician.

Emergency Medical Services Executive Director
Job Description (Created: 2012-10-04; Reviewed: 2021-07-12)
Original Author: Hardy, Pat

Job description for the position of the Executive Director of Emergency Medical Services (EMS).

Engineer Codes Official
Job Description (Created: 2002-09-25; Reviewed: 2021-04-19)
Original Author: MTAS

Job description for the position of Engineer/Codes Official.

Engineer/Sewer/Codes Official
Job Description (Created: 2003-06-26; Reviewed: 2021-04-28)
Original Author: Rollins, Sharon

A job description for the position of Engineer/Sewer/Codes Official.

Engineering Technician (1)
Job Description (Created: 2002-08-02; Reviewed: 2021-04-15)
Original Author: Belmont

Job description for the position of Engineering Technician for the City of Belmont.

Entry Level Firefighter Job Description
Job Description (Created: 2005-07-01; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

A job description for an entry level firefighter for the City of Dayton.

Executive Secretary City Manager's Office
Job Description (Created: 2002-09-24; Reviewed: 2021-04-26)
Original Author: MTAS

Job description for the position of Executive Secretary City Manager's Office.

Executive Secretary II for Engineering and Development Services
Job Description (Created: 2002-09-24; Reviewed: 2021-04-28)
Original Author: MTAS

Job description for the position of Executive Secretary II for Engineering and Development Services.
Fire Chief

Job description for the position of Fire Chief for the City of Smyrna.

Fire Chief (1)

Job description for the position of Fire Chief.

Fire Chief (2)

Job description for the position of Fire Chief.

Fire Chief Sample Job Descriptions

A collection of several sample job descriptions for the position of fire chief; includes job descriptions for fire chiefs of a volunteer fire department.

Fire Department Major

A job description for the position of Fire Department Executive Officer with the rank of Major.

Fire Support Specialist

A sample job description for a Fire Support Specialist.

Fire Support Specialist

A sample job description for a fire support specialist.

Firefighter

Job description for the position of Firefighter.

Firefighter Driver

Job description for the position of Firefighter/Driver.

Firefighter Mechanic

Job description for the position of Firefighter/Mechanic.
Fitness Facility Manager
Job Description (Created: 2001-08-23; Reviewed: 2021-04-28)
Original Author: Smyrna

Job description for the position of Fitness Facility Manager for the City of Smyrna.

Fitness Facility Manager Job Description
Job Description (Created: 2002-09-25; Reviewed: 2021-06-21)
Original Author: MTAS

Job description for the position of Fitness Facility Manager.

Fleet and Materials Manager
Job Description (Created: 2002-09-24; Reviewed: 2020-10-07)
Original Author: MTAS

Job description for the position of Fleet and Materials Manager.

Forestry Inspector
Job Description (Created: 2007-11-16; Reviewed: 2021-06-21)
Original Author: Chattanooga

Job description for the position of Forestry Inspector

Forestry Supervisor
Job Description (Created: 2007-11-15; Reviewed: 2021-06-21)
Original Author: Chattanooga

Job description for the position of Forestry Supervisor

Grant Coordinator
Job Description (Created: 2017-08-18; Reviewed: 2021-05-12)
Original Author: MTAS

Job description for the position of Grant Coordinator.

Grants Analyst 2
Job Description (Created: 2017-09-11; Reviewed: 2021-05-12)
Original Author: Tennessee

Job description for the position of Grants Analyst 2 from the State of Tennessee.

Grants Specialist, Senior
Job Description (Created: 2007-11-01; Reviewed: 2021-05-12)
Original Author: Chattanooga

Job description for the position of Senior Grants Specialist.

Groundskeeper (Assistant)
Job Description (Created: 2001-08-23; Reviewed: 2021-04-28)
Original Author: Smyrna

Job description for the position of Groundskeeper (Assistant) for the City of Smyrna.

Groundskeeper (Assistant)
Job Description (Created: 2002-09-25; Reviewed: 2021-06-21)
Original Author: MTAS

Job description for the position of Groundskeeper, Assistant.
Groundskeeper (Head)
Job Description (Created: 2002-09-25; Reviewed: 2021-06-21)
Original Author: MTAS

Job description for the position of Groundskeeper (Head).

Groundskeeper (Head)
Job Description (Created: 2001-08-23; Reviewed: 2021-04-28)
Original Author: Smyrna

Job description for the position of Groundskeeper (Head) for the City of Smyrna.

Heavy Equipment Operator (2)
Job Description (Created: 2002-09-27; Reviewed: 2021-05-26)
Original Author: MTAS

Job description for the position of Heavy Equipment Operator.

Information Coordinator
Job Description (Created: 2002-09-24; Reviewed: 2021-07-09)
Original Author: MTAS

Job description for the position of Information Coordinator.

Information Technology Job Descriptions
Job Description (Created: 2017-02-28; Reviewed: 2021-07-08)
Original Author: Chattanooga

Several IT job descriptions from the City of Chattanooga, including: Assistant Director IT Operations, Assistant Director IT Security, IT Computer Technician, IT Specialist, IT Support Services Supervisor, and Manager IT Operations.

Janitor
Job Description (Created: 2002-09-27; Reviewed: 2021-05-04)
Original Author: MTAS

Job description for the position of Janitor.

Job Analysis Questionnaire
Job Description (Created: 2001-08-24; Reviewed: 2021-05-04)
Original Author: MTAS

Questionnaire used to define jobs, based on equipment used, essential functions, activities performed, supervisory responsibilities, qualifications, and knowledge required.

Job Description and Interview Questions for Street Foreman
Job Description (Created: 2021-07-12; Reviewed: 2022-02-21)
Original Author: Signal Mountain

The Town of Signal Mountain, Tennessee provided MTAS with a job description and the list of interview questions used when hiring a Street Foreman.

Kitchen Manager Working Chef
Job Description (Created: 2002-09-25; Reviewed: 2021-06-21)
Original Author: MTAS

Job description for the position of Kitchen Manager/Working Chef.
Labor Relations Manager/EEO Officer
Job Description (Created: 2005-09-20; Reviewed: 2021-05-12)
Original Author: Memphis

Job description for the position of Labor Relations Manager/EEO Officer.

Laboratory Technician
Job Description (Created: 2003-07-10; Reviewed: 2021-05-04)
Original Author: Hardy, Pat

Job description for the position of Laboratory Technician at a wastewater plant.

Laborer
Job Description (Created: 2002-09-27; Reviewed: 2021-05-04)
Original Author: MTAS

Job description for the position of Laborer.

Landfill Operator
Job Description (Created: 2002-09-27; Reviewed: 2021-05-27)
Original Author: MTAS

Job description for the position of Landfill Operator.

Landscape Architect
Job Description (Created: 1970-04-15; Reviewed: 2021-06-21)
Original Author: California

Job descriptions for Landscape Architect, Associate Landscape Architect, Senior Landscape Architect, Supervising Landscape Architect.

Landscape Architect/Project Coordinator
Job Description (Created: 2000-02-01; Reviewed: 2021-06-21)
Original Author: Santa Barbara, Calif.

Job description for the position of Landscape Architect / Project Coordinator.

Landscape Planner / Horticulturist
Job Description (Created: 2010-06-24; Reviewed: 2021-06-21)
Original Author: Broomfield, Colorado

Job description for the position of Landscape Planner / Horticulturist.

Landscape Technician
Job Description (Created: 2000-10-01; Reviewed: 2021-06-21)
Original Author: Forsyth County, NC

Job description for the position of Landscape Technician.

Maintenance Worker
Job Description (Created: 2002-09-25; Reviewed: 2021-06-21)
Original Author: MTAS

Job description for the position of Maintenance Worker.

Marketing & Operations Manager
Job Description (Created: 2009-10-01; Reviewed: 2021-05-12)
Original Author: North Kansas City

A job description for the position of Marketing & Operations Manager.
Mechanic
Job Description (Created: 2001-08-24; Reviewed: 2021-05-07)
Original Author: MTAS

Job description for the position of Mechanic.

Meter Reader
Job Description (Created: 2002-09-27; Reviewed: 2021-04-14)
Original Author: MTAS

Job description for the position of Meter Reader.

Morristown City Administrator Job Description
Job Description (Created: 2009-10-05; Reviewed: 2021-07-08)
Original Author: Hardy, Pat

Job description for the position of City Administrator.

Municipal Clerk Job Description
Job Description (Created: 2002-09-24; Reviewed: 2021-07-26)
Original Author: MTAS

Job description for the position of Clerk.

Municipal Codes Inspector
Job Description (Created: 2005-04-22; Reviewed: 2021-05-07)
Original Author: Smyrna

A job description for the position of municipal codes inspector.

Municipal Court Clerk
Job Description (Created: 2002-09-24; Reviewed: 2021-07-28)
Original Author: MTAS

Job description for the position of Municipal Court Clerk.

Municipal Government Intern Job Description
Job Description (Created: 2020-07-29; Reviewed: 2021-07-16)
Original Author: Hardy, Pat

A job description to be used by any city or town when creating and recruiting for a municipal government intern.

Office Manager
Job Description (Created: 2002-09-25; Reviewed: 2021-05-07)
Original Author: MTAS

Job description for the position of Office Manager under the Department of Utilities.

Park Maintenance Specialist I Greenhouse/Chemicals
Job Description (Created: 2002-09-25; Reviewed: 2021-06-21)
Original Author: MTAS

Job description for the position of Park Maintenance Specialist I Greenhouse/Chemicals.

Parks and Recreation Director
Job Description (Created: 2001-08-24; Reviewed: 2021-05-07)
Original Author: Smyrna

Job description for the position of Parks and Recreation Director for the City of Smyrna.
Parks and Recreation Director (1)
Job Description (Created: 2002-09-25; Reviewed: 2021-06-29)
Original Author: MTAS

Job description for the position of Parks and Recreation Director.

Parks and Recreation Director Job Description (2)
Job Description (Created: 2002-09-25; Reviewed: 2021-06-21)
Original Author: MTAS

Job description for the position of Recreation and Parks Director.

Parks and Recreation Office Manager job Description
Job Description (Created: 2002-09-25; Reviewed: 2021-06-21)
Original Author: MTAS

Job description for the position of Office Manager for the Department of Parks and Recreation.

Planner I
Job Description (Created: 2002-09-25; Reviewed: 2021-07-26)
Original Author: MTAS

Job description for the position of Planner I.

Planner II
Job Description (Created: 2002-09-25; Reviewed: 2021-07-26)
Original Author: MTAS

Job description for the position of Planner II.

Planning Director
Job Description (Created: 2002-09-25; Reviewed: 2021-07-27)
Original Author: MTAS

Job description for the position of Planning Director.

Plant Operator Trainee
Job Description (Created: 2002-09-27; Reviewed: 2021-04-14)
Original Author: MTAS

Job description for the position of Plant Operator Trainee in Water and Wastewater.

Police Captain
Job Description (Created: 2001-08-24; Reviewed: 2021-05-14)
Original Author: MTAS

Job description for the position of Police Captain.

Police Captain (1)
Job Description (Created: 2002-09-26; Reviewed: 2021-05-12)
Original Author: MTAS

Job description for the position of Police Captain.

Police Lieutenant
Job Description (Created: 2001-08-27; Reviewed: 2021-05-14)
Original Author: MTAS

Job description for the position of Police Lieutenant.
Police Officer
Job Description (Created: 2001-08-27; Reviewed: 2021-05-14)
Original Author: MTAS

Job description for the position of Police Officer.

Police Officer (1)
Job Description (Created: 2002-09-26; Reviewed: 2021-05-12)
Original Author: MTAS

Job description for the position of Police Officer.

Principal Clerk
Job Description (Created: 2002-09-25; Reviewed: 2021-07-27)
Original Author: MTAS

Job description for the position of Principal Clerk.

Producer
Job Description (Created: 2002-09-25; Reviewed: 2021-05-12)
Original Author: MTAS

Job description for the position of Program Producer for Citizens Information Television.

Property Standards Inspector I
Job Description (Created: 2010-06-08; Reviewed: 2021-04-29)
Original Author: Metropolitan Government of Nashville and Davidson County

A job description for the position of Property Standards Inspector I for Nashville-Davidson County Metropolitan Government.

Public Works Director
Job Description (Created: 2002-09-27; Reviewed: 2021-08-02)
Original Author: MTAS

Job description for the position of Public Works Director.

Public Works General Supervisor
Job Description (Created: 2003-10-13; Reviewed: 2021-05-14)
Original Author: Hardy, Pat

A job description for the position of General Supervisor in the Public Works Dept. of Bluff City.

Public Works Supervisor
Job Description (Created: 2002-09-27; Reviewed: 2021-05-26)
Original Author: MTAS

Job description for the position of Public Works Supervisor.

Purchasing Manager
Job Description (Created: 2002-09-25; Reviewed: 2021-07-29)
Original Author: MTAS

Job description for the position of Purchasing Manager.

Purchasing Specialist
Job Description (Created: 2002-09-25; Reviewed: 2021-07-29)
Original Author: MTAS

Job description for the position of Purchasing Specialist.
Records Clerk / Dispatcher
Job Description (Created: 2001-08-27; Reviewed: 2021-05-14)
Original Author: MTAS

Job description for the position of Records Clerk / Dispatcher.

Recreation Aide
Job Description (Created: 2002-09-25; Reviewed: 2021-06-29)
Original Author: MTAS

Job description for the position of Recreation Aide (part-time).

Recreation Center Attendant (1)
Job Description (Created: 2002-09-25; Reviewed: 2021-06-29)
Original Author: MTAS

Job description for the position of Recreation Center Attendant.

Recreation Center Attendant (2)
Job Description (Created: 2002-09-25; Reviewed: 2021-06-29)
Original Author: MTAS

Job description for the position of Recreation Center Attendant.

Recreation Maintenance Superintendent
Job Description (Created: 2002-09-25; Reviewed: 2021-06-29)
Original Author: MTAS

Job description for the position of Recreation Maintenance Superintendent.

Recreation Program Coordinator
Job Description (Created: 2002-09-25; Reviewed: 2021-06-29)
Original Author: MTAS

Job description for the position of Recreation Program Coordinator.

Recreation Specialist
Job Description (Created: 2002-09-25; Reviewed: 2021-06-29)
Original Author: MTAS

Job description for the position of Recreation Specialist.

Refuse Collection Driver
Job Description (Created: 2002-09-27; Reviewed: 2021-04-15)
Original Author: MTAS

Job description for the position of Refuse Collection Driver.

Refuse Collector
Job Description (Created: 2002-09-27; Reviewed: 2021-04-15)
Original Author: MTAS

Job description for the position of Refuse Collector.

Safety Program Director
Job Description (Created: 2001-10-29; Reviewed: 2021-06-02)
Original Author: Darden, Don

Job description for the position of Safety Program Director for the City of Erin.
Sample City Attorney and Assistant City Attorney Job Descriptions

Job Description (Created: 2021-07-26; Reviewed: 2021-07-25)
Original Author: Chattanooga

Sample job descriptions: Chattanooga staff attorney 1, Murfreesboro city attorney and Franklin assistant city attorney.

Sample Job Description for City Arborist

Job Description (Created: 2001-07-01; Reviewed: 2021-06-29)
Original Author: Santa Barbara, Calif.

Sample job description for the position of city arborist from the City of Santa Barbara, Calif.

Secretary, Public Works, Maintenance

Job Description (Created: 2002-09-25; Reviewed: 2021-05-26)
Original Author: MTAS

Job description for the position of Secretary, Public Works, Maintenance.

Senior Administrative Secretary

Job Description (Created: 2002-09-25; Reviewed: 2021-06-02)
Original Author: MTAS

Job description for the position of Senior Administrative Secretary.

Senior Clerk

Job Description (Created: 2002-09-25; Reviewed: 2021-06-29)
Original Author: MTAS

Job description for the position of Senior Clerk in Parks and Recreation.

Senior Director Human Resources and Policy Compliance

Job Description (Created: 2010-05-13; Reviewed: 2021-06-02)
Original Author: Knoxville

Job description for the position of Sr. Director Human Resources & Policy Compliance for the City of Knoxville.

Senior Internal Auditor

Job Description (Created: 2013-08-29; Reviewed: 2021-07-29)
Original Author: Chattanooga

Job description for the position of Senior Internal Auditor.

Senior Planner

Job Description (Created: 2002-09-25; Reviewed: 2021-07-27)
Original Author: MTAS

Job description for the position of Senior Planner.

Service Order Clerk

Job Description (Created: 2002-09-25; Reviewed: 2021-07-27)
Original Author: MTAS

Job description for the position of Service Order Clerk.

Shift Fire Training Officer

Job Description (Created: 2003-03-24; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

Job description for the position of Shift Fire Training Officer.
Skilled Laborer
Job Description (Created: 2002-09-27; Reviewed: 2021-05-26)
Original Author: MTAS

Job description for the position of Skilled Laborer.

Skilled Laborer Job Description
Job Description (Created: 1991-12-10; Reviewed: 2021-07-15)
Original Author: MTAS

Job description for the position of Skilled Laborer.

Stormwater Coordinator
Job Description (Created: 2006-07-18; Reviewed: 2020-05-11)
Original Author: Collierville

Job description for the position of Stormwater Coordinator.

Stormwater Program Coordinator
Job Description (Created: 2003-02-17; Reviewed: 2021-06-02)
Original Author: Williamson County

Job description for the position of Stormwater Program Coordinator.

Stormwater Technician
Job Description (Created: 2014-03-21; Reviewed: 2020-05-11)
Original Author: Charlottesville, VA

Job description for the position of Stormwater Technician.

Stormwater Technician I and II Job Descriptions
Job Description (Created: 2014-07-01; Reviewed: 2020-05-11)
Original Author: Duluth, GA

Job descriptions for the positions of Stormwater Technician I and II.

Superintendent of Building Construction and Maintenance Job Description
Job Description (Created: 2007-01-31; Reviewed: 2021-07-15)
Original Author: Greenwich


Superintendent of Streets, Sanitation, and Parks
Job Description (Created: 2002-09-27; Reviewed: 2021-05-26)
Original Author: MTAS

Job description for the position of Superintendent of Streets, Sanitation, and Parks.

Superintendent of Water and Sewer
Job Description (Created: 2001-11-02; Reviewed: 2021-06-02)
Original Author: MTAS

Job description for the position of Superintendent of Water and Sewer.

Town Center Manager
Job Description (Created: 2002-09-25; Reviewed: 2021-07-12)
Original Author: MTAS

Job description for the position of Town Center Manager.
Town of Erwin Job Description Director of Public Works
Job Description (Created: 2019-04-23; Reviewed: 2021-05-26)
Original Author: Erwin

A job description written for the Town of Erwin's Director of Public Works. Under the general direction of the Town Administrator, this is responsible technical and supervisory work in planning, organizing and directing the overall work and activities of the streets, right of way, sanitation, storm sewer, parks and recreation, and fleet maintenance functions.

Town of Erwin Job Description Parks and Recreation Supervisor
Job Description (Created: 2019-04-23; Reviewed: 2021-07-12)
Original Author: Hardy, Pat

A job description written for the Town of Erwin's Director of Parks and Recreation Supervisor. This employee is responsible for the maintenance of municipal parks. At times the position is reassigned by the Public Works Director to alternate responsibilities, including assistance with street repair and maintenance. The employee is given general instructions for the completion of work, and independent judgement may occasionally be required to complete tasks. The employee trains and supervises the work of subordinate personnel.

Town of Erwin parks and recreation works laborer and equipment operator job description
Job Description (Created: 2018-03-09; Reviewed: 2021-07-12)
Original Author: Hardy, Pat

A sample job description from the Town of Erwin, Tennessee for a parks and recreation laborer and equipment operator.

Town of Erwin Public Works Laborer and Equipment Operator Job Description
Job Description (Created: 2018-03-09; Reviewed: 2020-05-15)
Original Author: MTAS

A sample job description from the Town of Erwin, Tennessee for a public works laborer and equipment operator.

Town of Mount Carmel Certified Municipal Finance Officer Job Description
Job Description (Created: 2020-06-02; Reviewed: 2021-07-29)
Original Author: Hardy, Pat

Job description for the position of Certified Municipal Finance Officer for the Town of Mount Carmel, Tennessee.

Traffic Engineer
Job Description (Created: 2002-09-27; Reviewed: 2020-05-11)
Original Author: MTAS

Job description for the position of Traffic Engineer.

Transportation Director
Job Description (Created: 2002-09-27; Reviewed: 2021-04-15)
Original Author: MTAS

Job description for the position of Transportation Director.

Truck Driver Operator
Job Description (Created: 2002-09-27; Reviewed: 2021-04-15)
Original Author: MTAS

Job description for the position of Truck Driver Operator in the Solid Waste Department.
Urban Forester
Job Description (Created: 2010-06-24; Reviewed: 2021-07-12)
Original Author: Pearland, Tex.

Job description for the position of Urban Forester.

Utilities Crew Chief
Job Description (Created: 2003-08-18; Reviewed: 2021-06-03)
Original Author: Hardy, Pat

A job description for the position of Utilities Crew Chief for the city of Dandridge.

Utilities Superintendent Job Description
Job Description (Created: 2002-09-27; Reviewed: 2021-07-20)
Original Author: MTAS

Job description for the position of Utilities Superintendent.

Volunteer Firefighter
Job Description (Created: 1999-03-08; Reviewed: 2021-05-21)
Original Author: MTAS

Job description for the position of Volunteer Firefighter.

Wastewater Plant Operator
Job Description (Created: 2001-11-02; Reviewed: 2021-06-03)
Original Author: MTAS

Job description for the position of Wastewater Plant Operator.

Wastewater Plant Operator (Certified Operator)
Job Description (Created: 2002-09-27; Reviewed: 2021-07-16)
Original Author: MTAS

Job description for the position of Wastewater Plant Operator.

Wastewater Plant Operator (entry level)
Job Description (Created: 2002-09-27; Reviewed: 2021-07-16)
Original Author: MTAS

Job description for the position of entry level Wastewater Plant Operator.

Wastewater Plant Worker
Job Description (Created: 2002-09-27; Reviewed: 2021-07-16)
Original Author: MTAS

Job description for the position of Wastewater Plant Worker.

Wastewater Pre-Treatment Coordinator
Job Description (Created: 2002-09-27; Reviewed: 2021-07-16)
Original Author: MTAS

Job description for the position of Wastewater Pre-Treatment Coordinator.

Water Treatment Plant Chief Operator
Job Description (Created: 2001-11-02; Reviewed: 2021-06-03)
Original Author: Smyrna

Job description for the position of City of Smyrna Water Treatment Plant Chief Operator.
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.

**Adult Oriented Establishment License and Permit**
Form (Created: 2008-12-04; Reviewed: 2021-06-14)
Original Author: Norris, Margaret

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

**Affidavit of Code Official**
Form (Created: 2003-08-14; Reviewed: 2021-05-07)
Original Author: Darden, Ron

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

**Agreement for Operations, Maintenance and Management Services of Wastewater System**
Form (Created: 2010-06-25; Reviewed: 2021-04-07)
Original Author: Rollins, Sharon

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

**Agreement for Reimbursement for Cost of Training, Salary and Transportation in Event of Resignation**
Form (Created: 2007-04-09; Reviewed: 2021-05-12)
Original Author: Barton, Rex

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

**Certificate of Compliance for Wine in Grocery Stores**
Form (Created: 2016-01-11; Reviewed: 2021-07-15)
Original Author: Hardy, Pat

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)
Original Author: Tennessee Alcoholic Beverage Commission

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

**Chainsaw Use Standard Operating Procedure Template**
Form (Created: 2020-05-15; Reviewed: 2022-05-21)
Original Author: Wolf, Dennis

Dennis Wolf created this template for Tennessee fire departments to use for training firefighters to use a chainsaw in the course of their work.
MTAS was asked to prepare a citation form to be used by the city for offenses that are not traffic related.

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

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.

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

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

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.

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

MTAS was asked to prepare a lease agreement for the rental of the Town Community Center.

A checklist for an MTAS Comprehensive Management Review (CMR) of fire organizations.
**Contractual Agreement for Wastewater Testing**
Form (Created: 2006-07-16; Reviewed: 2021-05-12)
Original Author: Norris, Margaret

MTAS was asked to write a contract to perform wastewater testing.

**Criminal Background Check Authorization**
Form (Created: 2003-03-14; Reviewed: 2021-06-15)
Original Author: Hardy, Pat

MTAS was asked to develop a criminal background check employment application supplement.

**Drainage Work Notice**
Form (Created: 2015-06-17; Reviewed: 2020-10-07)
Original Author: Chlarson, John

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.

**Economic Development Assessment Form**
Form (Created: 2009-04-01; Reviewed: 2021-06-18)
Original Author: Darden, Don

An economic development assessment survey form.

**Elected Official Acknowledgement of Ethics and Conflict of Interest Policy**
Form (Created: 2017-01-11; Reviewed: 2021-06-25)
Original Author: Hardy, Pat

A signature form for use by elected officials who receive and read the town's ethics policy.

**Emergency Right of Way Press Release Template**
Form (Created: 2014-05-15; Reviewed: 2020-10-07)
Original Author: Wolf, Dennis

This is a resource for a local fire department to use to raise community awareness of the need for drivers to yield to emergency vehicles and to move over for stopped emergency vehicles.

**Evaluating an RFP/RFQ for Consulting Services**
Form (Created: 2015-08-31; Reviewed: 2021-07-29)
Original Author: Harris, Brad

This RFP evaluation scoresheet is a template that can be modified for projects other than selecting consulting services.

**Evaluation of City Manager**
Form (Created: 2019-12-11; Reviewed: 2021-05-12)
Original Author: Carrier, Angie

This is a form that can be used to evaluate a City Manager in any town or city in Tennessee.

**Fair Labor Standards Act (FLSA) "Administrative" Exemption Test**
Form (Created: 2016-11-28; Reviewed: 2021-06-15)
Original Author: Hardy, Pat

MTAS was asked to develop forms for FLSA exemption "tests" for use in cities.
Financial Audit Advertisement
Form (Created: 2010-09-09; Reviewed: 2021-07-01)
Original Author: Cook, Gail

A sample advertisement for an auditor who is qualified to perform a financial and compliance audit.

Fire Department Hose Test Record
Form (Created: 2021-04-29; Reviewed: 2021-07-12)
Original Author: Wolf, Dennis

This form was created to be used by any fire department and includes a method for testing fire hoses.

Fire Drills in Schools and ISO Credit
Form (Created: 2018-07-26; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

Section 1000 of the ISO Fire Suppression Rating Schedule evaluates the community risk reduction efforts in a community. Part of Section 1032B1, Fire Safety Education in Schools, evaluates fire safety efforts in schools, including the conducting of monthly fire drills. This section requires that “Each school must conduct 1 fire exit drill, in accordance with the general criteria of NFPA 101, Life Safety Code, or the ICC International Fire Code each month that the campus is in session.”

Fire Inspection Quality Assurance Survey
Form (Created: 2018-07-25; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

This form is a sample survey that cities can use as follow up after a fire code compliance inspection.

Fire Watch Policy
Form (Created: 2016-02-08; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

This sample fire watch policy provides for the continuous presence of a trained person, who maintains a constant fire watch, while the required fire protection system is out of service.

Fleet Maintenance and Operations Schedules
Form (Created: 2012-07-12; Reviewed: 2020-10-07)
Original Author: Rollins, Sharon

Seven checklists for preventive maintenance and inspections.

FMLA Forms
Form (Created: 2015-06-05; Reviewed: 2021-07-29)
Original Author: Grubbs, John

Links to FMLA forms are provided here.

Form for Operating a Business in the City of Lebanon
Form (Created: 2000-06-15; Reviewed: 2021-06-18)
Original Author: Darden, Don

A form to help the city deal with new businesses, providing the applicants with notice to comply with the city’s zoning laws.

Forms to Accompany Capital Asset Accounting System
Form (Created: 2003-07-02; Reviewed: 2021-04-22)
Original Author: Major, Al

Includes a sample capital asset disposal record, a capital asset ledger card, and a model resolution to establish a threshold that dictates when expenditures may be capitalized.
Forms to Accompany the Drug Fund Manual
Form (Created: 2003-07-02; Reviewed: 2021-07-06)
Original Author: Cross, Ralph

Includes sample forms, description of the forms, and a sample drug fund budget.

GASB 34 Forms
Form (Created: 2004-05-07; Reviewed: 2021-04-22)
Original Author: Darden, Don

MTAS was requested to provide assistance to Morrison on the implementation of GASB 34; includes a resolution and forms for keeping records.

Greenville Solid Waste Application and Service Agreement Form
Form (Created: 2021-07-12; Reviewed: 2021-09-16)
Original Author: Greeneville

A sample application and service agreement for solid waste collection provided by the Town of Greeneville, Tennessee.

HIPAA Training Acknowledgment Form
Form (Created: 2003-08-27; Reviewed: 2021-05-07)
Original Author: Norris, Margaret

A form to acknowledge the receipt of a copy of the Town's HIPAA policy and training on that policy.

Hiring a City Manager
Form (Created: 2009-02-01; Reviewed: 2021-04-26)
Original Author: Norris, Margaret

MTAS was asked for assistance in hiring a replacement city manager. Includes an evaluation system for council members to review the cover letters and resumes.

Incident Initiated Public Fire Safety Education Encounter
Form (Created: 2018-07-01; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

Often on an incident firefighters are asked to provide, or voluntarily provide, fire safety information to the occupants. Such encounters allow fire department members to educate the public on fire safety. ISO considers such activities as public fire safety education and the community can receive credit towards community risk reduction credit for the ISO evaluation. To receive the credit, the effort must be documented. This form should be used to document any fire safety education interaction with the public as a result of the fire department's response to a home or business.

Judge's Oath of Office
Form (Created: 2014-08-27; Reviewed: 2021-07-27)
Original Author: Blake, Karen

MTAS provided information about Tennessee law on the taking and administration of the oath of office by newly elected judges.

Landfill/Container Credit Application and Service Agreement
Form (Created: 2022-04-01; Reviewed: 2022-04-01)
Original Author: Greeneville

The Town of Greeneville, Tennessee provided MTAS with a copy of their solid waste collection application and service agreement.
Leave Request Form
Form (Created: 2003-03-10; Reviewed: 2021-07-09)
Original Author: Darden, Don

The Town of Spencer requested a form for leave requests.

Letter of Employment
Form (Created: 2012-10-01; Reviewed: 2021-05-04)
Original Author: Stokes, Richard

MTAS was asked to develop a letter of employment to give to employees when they are employed. The letter would give the employee basic information about salary, benefits, probationary status and other matters that need to be clear to the employee upon accepting employment with the city.

Liquor by the Drink Petition
Form (Created: 2010-09-16; Reviewed: 2021-07-21)
Original Author: Darden, Ron

Liquor by the drink petitions must include the address of the election commission to which it is addressed.

Local Government Exemption Authorization
Form (Created: 2010-09-13; Reviewed: 2021-05-28)
Original Author: Tennessee

A form for the city to provide notice to the Dept. of Commerce that it has adopted and is enforcing a particular code or the code outlined in an adopting ordinance or resolution.

Mandated Asset Forfeiture
Form (Created: 2019-07-15; Reviewed: 2021-06-29)
Original Author: Barton, Rex

A form to be used for reporting all asset forfeiture proceeds to the Tennessee Comptroller at the end of the fiscal year.

Massage Parlor License Application
Form (Created: 2002-06-01; Reviewed: 2021-06-22)
Original Author: Unknown

This massage parlor license application for Thornton, Colorado includes a checklist, the application, authorization, background, zoning referral, and city code section.

Model Carbon Monoxide (CO) Alarm Response Policy
Form (Created: 2016-12-05; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

This model policy was created to provide procedures for personnel to follow for the safe investigation and mitigation of reported carbon monoxide (CO) incidents.

Model Fire Sprinkler Ordinance
Form (Created: 2019-12-03; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

This is a model fire sprinkler ordinance for both commercial and residential property. Fire sprinkler systems save lives, property, and reduce the potential for large fires in the community, thus protecting the tax base.
Model Press Release for Fire Hydrant Inspections and Flow Testing
Form (Created: 2016-10-04; Reviewed: 2021-05-20)
Original Author: Wolf, Dennis

The model press release may be customized and used by any fire department to inform residents and business owners in their community that the fire department will be conducting inspection, maintenance, and flow testing of fire hydrants in the community.

Morristown Police (or Fire) Chief Annual Evaluation
Form (Created: 2016-02-16; Reviewed: 2021-05-18)
Original Author: Hardy, Pat

This form may be used for the annual performance appraisal of the police or fire chief.

Mount Juliet City Manager Resume Review Worksheet
Form (Created: 2001-08-03; Reviewed: 2021-07-15)
Original Author: MTAS

Resume review form for position of city manager.

MS4 Stormwater Documents 2016
Form (Created: 2016-10-06; Reviewed: 2021-05-26)
Original Author: Tennessee Dept. of Environment and Conservation

This collection of stormwater documents includes: NPDES General Permit for Discharges from Small Municipal Separate Storm Sewer Systems; Rationale Sheet; Addendum to Rationale (NOD); Phase II Stormwater Permit Notice of Intent (NOI); an MTAS 2016 Model MS4 Notice of Intent (NOI) that has been reviewed by TDEC; and Form for Annual Report.

MTAS Near-Miss Reporting Standard Operating Procedure Template
Form (Created: 2018-04-12; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

This MTAS template to report near-misses can be customized to meet local needs.

Municipal Code Citation
Form (Created: 2007-07-26; Reviewed: 2021-06-21)
Original Author: Smithville

A citation form to be used by the City of Smithville for offenses that are not traffic related.

Municipal Purchasing Procedures (Non-Sealed Bid)
Form (Created: 2022-01-25; Reviewed: 2022-02-11)
Original Author: Stegall, Kay

Municipalities subject to the Purchasing Law of 1983, may wish to increase the maximum amount that exempts public advertisement and competitive bids from $2,500 to up to $10,000. To do so requires passage of an ordinance that adjusts the dollar amounts. This model does not include the language required to adopt the competitive sealed proposal method of procurement. If the municipality chooses to utilize the competitive sealed proposal method as authorized by TCA § 12-3-1207 a procurement code must be adopted by ordinance. Purchasing procedures may be adopted by resolution, however, the procurement code must be adopted by ordinance.

NFPA 1582: Standard on Medical Requirements for Firefighters and Fire Department Physicians
Form (Created: 2019-09-24; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

This is an NFPA sample form for conducting a physical medical examination for a firefighter.
Nomination for Filling the Vacancy on a City Council
Form (Created: 2015-07-13; Reviewed: 2021-07-21)
Original Author: Hardy, Pat

The City of Kingsport requested a nomination form for filling a city council vacancy.

Norris City Manager Evaluation
Form (Created: 2009-02-01; Reviewed: 2021-07-08)
Original Author: Norris, Margaret

MTAS was asked to create an evaluation form based on requirements from the city's charter and code.

Oath of Office for a Codes Inspector
Form (Created: 2013-12-05; Reviewed: 2021-05-07)
Original Author: Broughton, Jeff

MTAS was asked for an example of a form to be completed at the swearing in of a codes inspector.

Ordinance Summons Form
Form (Created: 2004-12-10; Reviewed: 2021-06-18)
Original Author: Darden, Don

MTAS was asked for guidance in preparing an ordinance summons.

Outdoor Display of Works of Art on City-Owned Property
Form (Created: 2004-01-28; Reviewed: 2021-06-09)
Original Author: Park City, Utah

An example from the City of Franklin of an application and procedures for placing artwork on public property.

Overdue Parking Violations Notice Letter and Statute
Form (Created: 2011-12-07; Reviewed: 2021-07-28)
Original Author: Beyke, Karen

MTAS was asked about the procedure for turning over unpaid parking tickets to a collection agency.

Performance Appraisal Sample Documents
Form (Created: 2016-04-22; Reviewed: 2021-05-18)
Original Author: Grubbs, John

MTAS was asked to provide some examples of performance appraisal or evaluation forms.

Performance Correction Notice
Form (Created: 2004-01-13; Reviewed: 2021-05-07)
Original Author: Nevad, Warren

MTAS was asked to provide a performance correction notice for the City of Dunlap.

Performance Evaluation/Staff Development Form for Employees in Non-exempt Classifications
Form (Created: 1999-01-01; Reviewed: 2021-05-13)
Original Author: Mercer University

A form used by Mercer University to aid supervisors in staff training and evaluations.
Pursuant to the ethics policy adopted by the municipality, this model ethics code personal interest disclosure form is required to be filled out and submitted to the city recorder when a municipal employee or official must exercise discretion over a matter that he/she has a personal interest in that affects, or a reasonable person might believe affects, the employee or official's exercise of discretion.

Sample documentation that can be used by Tennessee law enforcement officers to petition the court for permission to destroy drugs and drug paraphernalia. Also includes a sample order and affidavit.

A sample form used by the City of Cleveland Police Department when a citizen or organization requests a police presence at an event or function.

Oath of office for a police officer.

State law (T.C.A. § 7-51-209) provides a rebuttable presumption that any emergency rescue worker who suffers a condition or impairment of health that is caused by the hepatitis C virus, and that results in total or partial disability or death shall be presumed to have a disability suffered in the line of duty, unless the contrary is shown by a preponderance of the evidence that the exposure did not occur elsewhere. They employer may offer a preemployment test for hepatitis C, and the applicant may choose to decline the test. MTAS created a template for a hepatitis C preemployment testing declination form. You may modify this template to meet local needs, and MTAS recommends that your city attorney review this form before you use it.

State law (T.C.A. § 7-51-209) provides a rebuttable presumption that any emergency rescue worker who suffers a condition or impairment of health that is caused by the human immunodeficiency virus (HIV), and that results in total or partial disability or death shall be presumed to have a disability suffered in the line of duty, unless the contrary is shown by a preponderance of the evidence that the exposure did not occur elsewhere. They employer may offer a preemployment test for the human immunodeficiency virus, and the applicant may choose to decline the test. MTAS created a template for a HIV preemployment testing declination form. You may modify this template to meet local needs, and MTAS recommends that your city attorney review this form before you use it.

Several examples of public art contracts between the city and the artist.
Public Fire Safety Education Report
Form (Created: 2019-11-13; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

Form created by MTAS to document public fire safety education programs for the State Fire Marshal's Office.

Public Works Performance Evaluation Forms
Form (Created: 2006-04-05; Reviewed: 2021-05-12)
Original Author: Rollins, Sharon

Sample performance evaluation forms for truck drivers and operators, mechanics, and skilled laborers. Note that the basic parts of the form are the same for all employees. 'Factor K - Essential Function of Employee Position is the factor that is unique to each position.

Public Works Permit Applications
Form (Created: 2011-07-08; Reviewed: 2021-05-28)
Original Author: Rollins, Sharon

MTAS was asked to provide permit applications for the Public Works Dept. of Fayetteville.

Quality Assurance Program for Enforcement and Inspection Programs
Form (Created: 2020-12-10; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis

MTAS Fire Consultant Dennis Wolf authored this template that can be used by any city or town to provide a means of measuring the quality of fire inspections performed.

Right of Entry Letter to Monitor Certain Streams
Form (Created: 2007-02-20; Reviewed: 2020-05-07)
Original Author: Chlarson, John

A form letter granting representatives of the City the right of entry to private property to collect water samples from streams.

Sample Application for Water/Sewer Availability Letters
Form (Created: 2019-08-20; Reviewed: 2021-06-23)
Original Author:

Three sample applications for water/sewer availability letter.

Sample City Manager Evaluation Forms
Form (Created: 2015-04-03; Reviewed: 2021-07-16)
Original Author: Broughton, Jeff

MTAS was asked to provide several examples of evaluation instruments for the position of city manager.

Sample Fingerprint Record Notification Form
Form (Created: 2018-08-21; Reviewed: 2021-07-16)
Original Author: Hardy, Pat

MTAS created a sample fingerprint record notification form to be used with municipal employees in departments other than law enforcement. The required federal privacy act statement is also included and should be provided along with the notification form.

Sample Fire Department Risk Management SOP
Form (Created: 2015-05-15; Reviewed: 2021-07-27)
Original Author: Wolf, Dennis

This fire department sample risk management policy is designed to be customized for local needs.
The purpose of this policy is to provide guidance to Fire Department members to clarify the boundaries between appropriate and inappropriate use of social media by fire department personnel and to provide guidelines on the management, administration, and oversight.

Sample forms giving police departments the title to contraband weapons and allowing the exchange or sale of such weapons.

Sample policy for transgender use of restrooms, locker rooms, shower facilities, and sleeping quarters in fire stations. This sample policy may be customized to meet local needs as long as the customization is non-discriminatory.

MTAS created a sample resolution for Tennessee municipalities to use in order to adopt a public records policy that will provide economical and efficient access to public records as provided under the Tennessee Public Records Act ('TPRA') in Tenn. Code Ann. ' 10-7-501, et seq. by July 1, 2017. The sample resolution adopting a public records policy includes a public records policy, a public records request form, and a public record request response form. (updated 11/2/2017)

General Industry standard 1910.134 of the Occupational Safety and Health Act requires that a Respiratory Protection Program shall be established whenever respirators are required to be used in an occupational setting. This program is a guideline to prevent employee overexposure to atmospheric contaminants and oxygen deficient atmospheres which are potentially harmful to health.

This sample policy was created to establish procedures for forced entry into secured properties during emergency responses and may be edited to meet local needs.

Two sample Title VI Limited English Proficiency (LEP) procedures are provided. One is created by MTAS and the other is from the City of Murfreesboro, TN, which was reviewed by MTAS staff.
Sample Utility Construction Project Checklist
Form (Created: 2004-05-03; Reviewed: 2021-04-23)
Original Author: MTAS

A checklist designed for utility construction projects.

Sample/Draft Unbiased Policing Policy
Form (Created: 2015-10-20; Reviewed: 2021-07-02)
Original Author: Hardy, Pat

The purpose of this General Order is to reaffirm this department's commitment to unbiased policing, clarify the circumstances in which race or affiliation can be used as a factor to establish reasonable suspicion or probable cause, and to reinforce procedures that serve to assure the public that we are providing service and enforcing laws in a fair and equitable manner.

Special Event Regulations and Forms
Form (Created: 2015-06-17; Reviewed: 2021-07-23)
Original Author: Broughton, Jeff

MTAS provided information on special events, plus, a few examples of policies, applications, permits, ordinances, and forms.

Tennessee Department of Labor and Workforce Development: Employer's First Report of Work Injury or Illness
Form (Created: 2010-09-23; Reviewed: 2017-01-03)
Original Author: Tennessee Dept. of Labor and Workforce Development

The Workers' Compensation Division has released an updated version of the Tennessee First Report of Work Injury, Form C20.

TOSHA Fire Service Inspection Checklist
Form (Created: 2012-01-23; Reviewed: 2021-07-27)
Original Author: Tennessee Occupational Safety and Health Administration

The Tennessee Occupational Safety and Health Administration (TOSHA) uses this checklist from South Carolina OSHA, when inspecting Tennessee fire departments.

Use of Municipal Property as Community Garden in the city of Harrogate, Tennessee
Form (Created: 2020-02-14; Reviewed: 2021-04-20)
Original Author: Carrier, Angie

Forms related to the operation of a community garden on municipal property in the City of Harrogate, Tennessee. Includes resolution to adopt rules and regulations for the community garden, the garden rules and regulations, and a community garden waiver, release and hold harmless agreement.

Vacant and Unsafe Structures SOP
Form (Created: 2015-12-07; Reviewed: 2021-05-20)
Original Author: Wolf, Dennis

This sample policy, which will apply to all vacant and abandoned buildings within the fire department's jurisdiction, can be modified to meet local needs.

Watauga City Commission Application Form
Form (Created: 2021-10-18; Reviewed: 2022-03-02)
Original Author:

Management Consultant Pat Hardy created this application form for the Watauga City Commission to assist in filling a vacancy.
A generic complaint form for a water/sewer department.

Ordinance

Addressing Dilapidated Structures and Saving Historic Buildings
Ordinance (Created: 2014-05-14; Reviewed: 2021-07-27)
Original Author: Broughton, Jeff

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.

Adult Business Ordinance
Ordinance (Created: 2006-09-08; Reviewed: 2021-06-14)
Original Author: Lobertini, Steve

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

Alexandria Water/Wastewater Board Ordinance
Ordinance (Created: 2016-11-28; Reviewed: 2021-07-01)
Original Author: Nevad, Warren

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

An Ordinance Adding Language Regarding Animal Control for Cats
Ordinance (Created: 2020-12-10; Reviewed: 2021-04-15)
Original Author: Hardy, Pat

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)
Original Author: Ashburn, Melissa

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)
Original Author: Hobson, Dave

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

Baileyton Sewer Connection Increase Ordinance
Ordinance (Created: 2020-11-20; Reviewed: 2021-04-28)
Original Author: Hardy, Pat

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)
Original Author: Hardy, Pat

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

Beer Definition Ordinance
Ordinance (Created: 2017-01-05; Reviewed: 2021-06-18)
Original Author: Hardy, Pat

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

Burning Permit Sample Ordinance
Ordinance (Created: 2004-02-04; Reviewed: 2022-05-02)
Original Author: Wolf, Dennis

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

Charitable Roadblocks Ordinance
Ordinance (Created: 2021-12-21; Reviewed: 2022-03-04)
Original Author: Hardy, Pat

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

Chicken Manure Ordinance
Ordinance (Created: 2008-04-18; Reviewed: 2021-05-04)
Original Author: Darden, Ron

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

Church Hill Methadone Treatment Clinic Ordinance
Ordinance (Created: 2009-04-21; Reviewed: 2021-05-20)
Original Author: Church Hill

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

City Establishes a Public Sanitary Sewer System
Ordinance (Created: 2014-09-02; Reviewed: 2021-05-12)
Original Author: Broughton, Jeff

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

City of Belle Meade Ordinance Prohibiting Left-Hand Turns from Jackson Boulevard onto Harding Road
Ordinance (Created: 2020-03-31; Reviewed: 2020-05-14)
Original Author: Chlarson, John

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 Tracy City Court Cost Computations and an Ordinance Establishing City Court Costs
Ordinance (Created: 2012-06-01; Reviewed: 2021-07-27)
Original Author: Darden, Ron

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.
**Code of Ethics Ordinance for Cumberland Gap, Tennessee**  
Ordinance (Created: 2006-12-08; Reviewed: 2021-06-25)  
Original Author: Norris, Margaret

MTAS was asked to put the model ethics policy into ordinance format for the Town of Cumberland Gap, Tennessee.

**Committed Fund Balance Ordinance**  
Ordinance (Created: 2012-06-15; Reviewed: 2021-05-04)  
Original Author: Jaeckel, Gary

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.

**Establishing a Debt Policy and a Fund Balance Policy for the Town of Altamont**  
Ordinance (Created: 2011-09-14; Reviewed: 2021-04-22)  
Original Author: Darden, Ron

MTAS was asked to provide ordinances to establish a debt policy and a fund balance policy for the Town of Altamont.

**Fireworks Sample Ordinance**  
Ordinance (Created: 2006-10-19; Reviewed: 2021-05-21)  
Original Author: Lobertini, Steve

An ordinance to add Chapter 4, "Fireworks," to Title 7 of the City of _____ Municipal Code.

**Graffiti Ordinance**  
Ordinance (Created: 2006-10-28; Reviewed: 2021-07-01)  
Original Author: Smyrna

An ordinance prepared by the Town of Smyrna defining graffiti, dealing with its removal, authorization to use municipal funds, and violations.

**Harrogate Liquor by the Drink and Privilege Tax Ordinance**  
Ordinance (Created: 2018-07-16; Reviewed: 2021-07-16)  
Original Author: O'Hara, Stephanie Allen

An ordinance of the City of Harrogate, Tennessee repealing the prohibition of liquor by the drink sales and adopting a privilege tax on the sale of alcoholic beverages.

**Hazardous Materials Incident Reimbursement Ordinance**  
Ordinance (Created: 2011-05-10; Reviewed: 2021-04-15)  
Original Author: Wolf, Dennis

A sample ordinance for the reimbursement of costs associated with a hazardous materials incident.

**IMLA Model Ordinance Regulating Dangerous Dogs**  
Ordinance (Created: 2022-01-21; Reviewed: 2022-01-21)  
Original Author: International Municipal Lawyers Association (IMLA)

This is a model ordinance regulating dangerous dogs prepared by the International Municipal Lawyers Association (IMLA) and is shared by MTAS with the permission of IMLA. MTAS recommends this ordinance for addressing problems caused by vicious or dangerous dogs. (Ordinance publication date: October 2018)
The purpose and intent of this manual are the following: to promote the scenic quality of the community; to improve the appearance of parking areas and property abutting public rights of way; to protect property values; to reduce stormwater runoff and improve water quality; to provide transition between incompatible land uses; and to provide relief from traffic, noise, heat, glare, dust, and debris.

Model Procurement Code Amendment for Purchases Through Competitive Sealed Proposals
Ordinance (Created: 2021-02-25; Reviewed: 2021-02-25)
Original Author: O'Hara, Stephanie Allen

MTAS and the Tennessee State Comptroller are required by state law (T.C.A.12-3-1207(d)) to "develop a model procurement code that may be adopted by any municipality to guide the governing body and purchasing agent in making purchases through requests for competitive sealed proposals. The model procurement code shall contain provisions allowing an aggrieved respondent to protest the intended award to another respondent if the protest is filed within seven (7) calendar days after the intended award is announced. The protest shall be filed with and decided by the municipal governing body." This model ordinance, developed by MTAS and approved by the State Comptroller's Office, satisfies this statutory requirement.

Model Stormwater Utility Ordinance
Ordinance (Created: 2002-07-29; Reviewed: 2021-05-26)
Original Author: Chlarson, John

A model ordinance that creates and funds a stormwater utility.

Mountainous Residential District Regulations
Ordinance (Created: 2014-09-24; Reviewed: 2021-04-29)
Original Author: Broughton, Jeff

MTAS provided a file copy of draft regulations for a new R-M2 mountainous residential district, plus several examples of adopted hillside development regulations and zoning ordinances.

One Way Street Ordinance
Ordinance (Created: 2015-05-05; Reviewed: 2020-05-04)
Original Author: Chlarson, John

An ordinance template to convert Smith Street into a one-way street, in the town of Volopolis City, Tennessee.

Open Burning Ordinance
Ordinance (Created: 2006-11-08; Reviewed: 2021-05-20)
Original Author: Lobertini, Steve

A sample open burning ordinance.

Ordinance Abandoning Part of a City Street in Smithville
Ordinance (Created: 2004-06-02; Reviewed: 2020-12-16)
Original Author: Darden, Don

MTAS was asked to review proposed changes to accommodate a drive through for a drug store.

Ordinance Abolishing the Beer Board
Ordinance (Created: 2004-04-28; Reviewed: 2021-07-21)
Original Author: Darden, Don

An ordinance abolishing the beer board and appointing the board of mayor and aldermen as the beer board.
Ordinance Adopting by Reference State Traffic Offenses and Rules of the Road
Ordinance (Created: 2007-02-19; Reviewed: 2020-05-05)
Original Author: Norris, Margaret

An ordinance of the Town of Bean Station adopting by reference state traffic offenses and rules of the road.

Ordinance Adopting Regulations for Extending Sewer Services
Ordinance (Created: 2004-05-19; Reviewed: 2021-06-23)
Original Author: Darden, Don

MTAS was asked to prepare a sewer extension ordinance.

Ordinance Adopting the International Building Code
Ordinance (Created: 2004-10-08; Reviewed: 2021-04-28)
Original Author: Hardy, Pat


Ordinance Adopting the Property Tax Freeze Program
Ordinance (Created: 2008-06-19; Reviewed: 2021-07-26)
Original Author: Huffer, Dennis

An ordinance adopting the property tax freeze program for elderly low-income homeowners as authorized in state law.

Ordinance Allowing Leashed Dogs on a Particular Section of the Tusculum Linear Trail
Ordinance (Created: 2019-04-24; Reviewed: 2021-07-26)
Original Author: Hardy, Pat

The City of Tusculum has developed a Linear Trail Project and has previously prohibited animals of all kinds from being on the trail. This ordinance allows leashed dogs to be on a certain section of the Linear Trail.

Ordinance Amending Historic Zoning Regulations
Ordinance (Created: 2007-12-11; Reviewed: 2021-07-27)
Original Author: Norris, Margaret

An ordinance to amend the Cumberland Gap Code regarding historic zoning regulations.

Ordinance Amending the Beer Ordinance Regulating the Sale of Beer
Ordinance (Created: 2009-07-01; Reviewed: 2021-07-21)
Original Author: Norris, Margaret

MTAS was asked to create a new license class and review a proposed ordinance amendment to allow a hotel to serve, but not sell, beer.

Ordinance Amending the Fiscal Year Budget
Ordinance (Created: 2010-09-15; Reviewed: 2021-07-26)
Original Author: Cook, Gail

An ordinance of the City of Townsend, Tennessee amending the fiscal year 2009-2010 budget.

Ordinance Amending Title 15, Chapter 6 of the Municipal Code of the Town of Dandridge to Establish Two Hour Parking Limits on Designated Streets and at Designated Times
Ordinance (Created: 2001-08-03; Reviewed: 2020-05-05)
Original Author: MTAS

Ordinance establishing parking limits on designated streets of Dandridge.
Ordinance and Permit Regulating Short-term Rentals in Cumberland Gap, Tennessee
Ordinance (Created: 2019-12-10; Reviewed: 2021-06-25)
Original Author: Carrier, Angie

An ordinance and permit form regulating short-term rentals in Cumberland Gap, Tennessee.

Ordinance Authorizing Employees of the Town of Centerville to Contribute Accumulated Sick Leave to Employees Who Have Experienced Serious Illness or Injury and Regulating Such Contributions
Ordinance (Created: 2001-08-03; Reviewed: 2021-05-13)
Original Author: MTAS

Ordinance authorizing employees to contribute accumulated sick leave to other employees.

Ordinance Authorizing Governing Bodies to Appropriate Revenues from Natural Gas Utility System to Chambers of Commerce or Economic and Community Organizations for Economic Development Purposes
Ordinance (Created: 2018-06-15; Reviewed: 2021-06-22)
Original Author: Hodge, Elisha

These can be used by municipal governing bodies that have natural gas utility systems or a board that has control over a municipal natural gas utility system for purposes of appropriating money to a chamber of commerce or economic and community organization. The legislation does not allow money to be appropriated for these purposes in Knoxville, Memphis, Chattanooga, and Metro Nashville.

Ordinance Changing the Official Depository of City Funds
Ordinance (Created: 2007-11-13; Reviewed: 2021-07-26)
Original Author: Norris, Margaret

An ordinance to amend the city's code regarding the town's official depository for town funds.

Ordinance Contracting the Town Limits of Palmer, Tennessee
Ordinance (Created: 2004-09-28; Reviewed: 2021-05-05)
Original Author: Darden, Don

MTAS was asked to prepare a de-annexation or contraction ordinance.

Ordinance Designating the City Officials Authorized to Declare a State of Emergency
Ordinance (Created: 2005-01-12; Reviewed: 2021-07-22)
Original Author: Darden, Ron

An ordinance that states which officials may declare a state of emergency.

Ordinance Establishing a Debt Policy for the Town of Gruetli-Laager, Tennessee
Ordinance (Created: 2012-02-21; Reviewed: 2021-04-23)
Original Author: Darden, Ron

The purpose of this debt policy is to establish a set of parameters by which debt obligations will be undertaken by the Town of Gruetli-Laager, Tennessee.

Ordinance Establishing a Driver Education Course and Providing for Its Operation
Ordinance (Created: 2005-05-12; Reviewed: 2020-11-12)
Original Author: Whitehead, Rick

An ordinance that establishes a traffic school.

Ordinance Establishing a Driver Education Program
Ordinance (Created: 2008-08-13; Reviewed: 2020-05-05)
Original Author: Darden, Ron

MTAS was asked for assistance in adopting a driver education course.
Ordinance establishing Columbia, Tennessee's, fire department.

This guide, which was revised in 2017, is to be used in writing an ordinance to create a fire department.

An ordinance of the Town of Linden establishing a public arts commission.

MTAS was asked to write ordinances that would provide equipment replacement program alternatives.

An ordinance to create the office of Administrative Hearing Officer to hear certain building and property code violations.

An ordinance of the the Town of Mountain City, Tennessee establishing compensation for the members of the board of mayor and aldermen.

An ordinance and accompanying letter addressing the procedures and requirements for carrying electronic communications devices, including pagers.

An ordinance establishing Robert's Rules of Order as the official set of procedures for conducting business at meetings of the board of mayor and aldermen.

An ordinance to prohibit alcoholic beverages, beer, fireworks, fires, and firearms in the Samburg Ball Park.
Ordinance Establishing Speed Limits in a Certain Area
Ordinance (Created: 2005-08-31; Reviewed: 2020-05-05)
Original Author: Hardy, Pat

An ordinance establishing the speed limit in a certain area and lowering the speed limit on a particular street.

Ordinance Establishing Standards and Limits Regarding the Adjustment of Utility Bills Due to Leaks and Filling Pools
Ordinance (Created: 2011-08-22; Reviewed: 2021-04-09)
Original Author: Nevad, Warren

This ordinance allows up to two billing adjustments per calendar year relating to leaks and swimming pools.

Ordinance for Disposal of Animal Waste
Ordinance (Created: 2020-07-31; Reviewed: 2021-07-08)
Original Author: Carrier, Angie

A municipal ordinance to amend Title 10, Chapter 2 of the Niota code regarding the disposal of animal waste.

Ordinance for Removal of Vegetation and Debris from Overgrown and Dirty Lots
Ordinance (Created: 2007-11-06; Reviewed: 2021-06-09)
Original Author: Norris, Margaret

An ordinance to amend the town's code by adding regulations for removal of vegetation and debris from overgrown and dirty lots.

Ordinance Increasing Membership in Municipal Planning Commission
Ordinance (Created: 2008-05-27; Reviewed: 2021-07-26)
Original Author: Norris, Margaret

An ordinance regarding the creation and membership of the municipal planning commission.

Ordinance Increasing the Local Option Sales Tax from 2.25% to 2.75% in the Town of Estill Springs, Tennessee
Ordinance (Created: 2002-08-07; Reviewed: 2021-05-20)
Original Author: Darden, Don

MTAS was asked to provide an ordinance increasing the local option sales tax.

Ordinance Increasing the Pay for the Office of Aldermen of the City of Sparta, Tennessee
Ordinance (Created: 2002-08-02; Reviewed: 2021-07-22)
Original Author: 

An ordinance to increase the pay of Aldermen in the City of Sparta.

Ordinance Levying a Litigation Tax for the City of Cowan, Tennessee
Ordinance (Created: 2003-10-17; Reviewed: 2021-07-19)
Original Author: Darden, Don

A sample ordinance for levying a municipal litigation tax.

Ordinance of the City of Cowan Designating the City Council as the Beer Board
Ordinance (Created: 2003-03-12; Reviewed: 2021-07-22)
Original Author: Darden, Don

MTAS was asked to prepare an ordinance designating the city council as the beer board.
MTAS was asked to write an ordinance providing for the licensing and regulation of massage parlors.

**Ordinance of the City of Pigeon Forge, Tennessee, Eliminating the Requirement for a Public Hearing When Amending the City's Personnel Policies**  
Ordinance (Created: 2014-04-08; Reviewed: 2021-07-21)  
Original Author: Hardy, Pat

It is no longer necessary to hold a public hearing when amending the City's Personnel Policies because amendments can only be changed by the City Commission in a duly called public meeting, and amendments are required in writing through adoption of a resolution or, in some cases, an ordinance.

**Ordinance of the Town of Baileyton, Tennessee to Adjust Sewer Rates**  
Ordinance (Created: 2019-12-10; Reviewed: 2021-06-23)  
Original Author: Hardy, Pat

The Town of Baileyton, Tennessee passed an ordinance to adjust sewer rates.

**Ordinance of the Town of Monterey, Tennessee, Prohibiting Heavy Truck Traffic**  
Ordinance (Created: 2014-05-22; Reviewed: 2020-05-05)  
Original Author: Nevad, Warren

An ordinance of the Town of Monterey, Tennessee, prohibiting heavy truck traffic on Crossville Street during school days from 7:30 a.m. to 8:30 a.m. and 2:30 p.m. to 3:30 p.m.

**Ordinance of the Town of Sneedville, Tennessee, Prohibiting Heavy Truck Traffic**  
Ordinance (Created: 2010-01-05; Reviewed: 2021-04-15)  
Original Author: Hardy, Pat

An ordinance of the Town of Sneedville, Tennessee, prohibiting heavy truck traffic on New Jail Street.

**Ordinance Pertaining to the Location Restriction of Stores Selling Alcoholic Beverages at Retail**  
Ordinance (Created: 2005-06-17; Reviewed: 2021-07-22)  
Original Author: Norris, Margaret

An ordinance changing the distance restriction on liquor stores.

**Ordinance Pertaining to the Maximum Amount for Purchases Without Public Advertisement and Competitive Bidding**  
Ordinance (Created: 2006-09-18; Reviewed: 2021-06-28)  
Original Author: Norris, Margaret

MTAS was asked for assistance in amending a purchasing ordinance to increase bid amounts.

**Ordinance Prohibiting Animals or Skateboards on the Tusculum Linear Trail Project**  
Ordinance (Created: 2003-07-11; Reviewed: 2021-07-08)  
Original Author: Hardy, Pat

An ordinance prohibiting animals or skateboards on a linear trail.

**Ordinance Prohibiting Heavy Vehicle Traffic on Most Streets**  
Ordinance (Created: 2008-05-15; Reviewed: 2021-04-15)  
Original Author: Hardy, Pat

An ordinance prohibiting tractor-trailer or trucks over 10,000 pounds in weight.
Ordinance Prohibiting Horses on Public Trails and Sidewalks
Ordinance (Created: 2004-10-08; Reviewed: 2021-06-21)
Original Author: Hardy, Pat

An Ordinance of the Town of Mountain City, Tennessee prohibiting horses on public trails and sidewalks within the city.

Ordinance Prohibiting Placing Leaves within the Storm Sewerage System
Ordinance (Created: 2003-07-03; Reviewed: 2020-05-05)
Original Author: Angerer, David

An ordinance prohibiting the placement of tree leaves, grass clippings, and other yard wastes within the storm sewerage system.

Ordinance Prohibiting the Sale and Regulating the Hours of Use of Fireworks within the Town
Ordinance (Created: 2008-08-14; Reviewed: 2021-05-21)
Original Author: Darden, Ron

An ordinance limiting the use of fireworks to the 4th of July holiday and New Year's Eve.

Ordinance Providing for Private Collection of Bulk Refuse
Ordinance (Created: 2011-05-27; Reviewed: 2021-04-15)
Original Author: Rollins, Sharon

An ordinance for solid waste permits.

Ordinance Providing for the Maintenance of Public Street Rights-of-Ways Abutting Private Property within the City
Ordinance (Created: 2007-09-24; Reviewed: 2021-06-09)
Original Author: Darden, Ron

An ordinance making it the responsibility of property owners or occupants of property adjacent to public street rights-of-way to keep that property clean and mowed.

Ordinance Regarding the Regulation of Cats and Dogs
Ordinance (Created: 2009-06-30; Reviewed: 2021-07-08)
Original Author: Norris, Margaret

An ordinance to amend Chapter 1 of Title 10 of the New Tazewell Code Book regarding the regulation of cats and dogs.

Ordinance Regarding Water and Sewer Main Extensions for the Town of Mountain City, Tennessee
Ordinance (Created: 2001-08-03; Reviewed: 2021-06-23)
Original Author: MTAS

Ordinance regarding water and sewer main extensions for Mountain City.

Ordinance Regulating Animal Waste
Ordinance (Created: 2010-03-25; Reviewed: 2021-07-15)
Original Author: Darden, Ron

An ordinance of the City of Lobelville regulating animal waste.

Ordinance Regulating Detached Garages and Other Accessory Structures
Ordinance (Created: 2020-10-15; Reviewed: 2021-04-28)
Original Author: Hardy, Pat

A brief ordinance developed by MTAS to address the regulation of detached garages and other accessory structures.
Ordinance Regulating False Fire Alarms
Ordinance (Created: 2005-01-13; Reviewed: 2021-05-21)
Original Author: Hardy, Pat

An ordinance defining false alarms and providing a schedule of notices, warnings, penalties, and costs.

Ordinance Regulating False Fire Alarms
Ordinance (Created: 2001-06-14; Reviewed: 2021-07-22)
Original Author: MTAS

An ordinance to establish a process for discouraging false emergency alarms.

Ordinance Regulating Junk Vehicles
Ordinance (Created: 2007-11-09; Reviewed: 2021-07-27)
Original Author: Norris, Margaret

An ordinance to amend the city's code, Title 13, by adding regulations of junk vehicles.

Ordinance Regulating Junked Vehicles on Public and Private Property
Ordinance (Created: 2012-06-04; Reviewed: 2021-07-27)
Original Author: Darden, Ron

MTAS was asked to prepare a junked vehicle ordinance for the Town of Estill Springs.

Ordinance Regulating Open Burning Within the City
Ordinance (Created: 2004-07-15; Reviewed: 2022-02-15)
Original Author: Darden, Ron

An ordinance for the open burning of materials not produced or used on the property.

Ordinance Regulating the Discharge of Firearms Within the City
Ordinance (Created: 2010-03-25; Reviewed: 2021-05-12)
Original Author: Darden, Ron

An ordinance of the City of Lobelville to regulate the discharge of firearms with the exception of hunting, regulated by the TWRA.

Ordinance Regulating the Placement of Infectious Waste in Garbage Collection Containers
Ordinance (Created: 2003-06-02; Reviewed: 2021-07-12)
Original Author: Darden, Don

This ordinance makes it unlawful to discard needles and sharps and imposes a penalty for violation.

Ordinance Regulating the Placement or Construction of Buildings or Structures over Utility Mains and Stormwater Drains
Ordinance (Created: 2009-08-28; Reviewed: 2021-05-04)
Original Author: Darden, Ron

An ordinance regulating the placement or construction of buildings or structures over utility mains and stormwater drains.

Ordinance Requiring Vehicles to Stop for Pedestrians Who Are Crossing City Streets Where Lined and Marked Pedestrian Crossings Are Indicated
Ordinance (Created: 2004-04-13; Reviewed: 2020-05-05)
Original Author: Hardy, Pat

An ordinance requiring vehicles to stop for pedestrians at pedestrian crossings.
Ordinance Restricting Failed Motions from Reintroduction
Ordinance (Created: 2008-01-07; Reviewed: 2021-07-27)
Original Author: Norris, Margaret

An ordinance to amend the Town of Decatur Code pertaining to the re-introduction of failed motions to
adopt ordinances and resolutions.

Ordinance Terminating City-Provided Refuse Collection Services
Ordinance (Created: 2015-12-09; Reviewed: 2021-04-15)
Original Author: Hardy, Pat

An ordinance of the City of Tusculum, Tennessee, terminating city-provided refuse collection services.

Ordinance to Add New Official Holidays and a Sick Leave Policy for Municipal Employees
Ordinance (Created: 2021-10-22; Reviewed: 2021-10-22)
Original Author: Hardy, Pat

A sample ordinance to make Martin Luther King Jr. Day and Christmas Eve official holidays for municipal
employees. The ordinance also adds a section to the city personnel policies to provide employees sick
leave benefits.

Ordinance to Add Sections Regarding Internet, Cyber Security, and Sensitive Information to a Municipal
Personnel Policy
Ordinance (Created: 2021-04-29; Reviewed: 2021-05-18)
Original Author: Hardy, Pat

This ordinance, created for Cumberland Gap, Tennessee adds internet, cyber security and sensitive
information sections to the town's personnel policies and procedures.

Ordinance to Adopt the International Building Code
Ordinance (Created: 2004-07-30; Reviewed: 2021-05-04)
Original Author: Darden, Ron

An ordinance to adopt the International Building Code of 2003 with SEISMIC deletions.

Since this draft ordinance was prepared the International Code Council (ICC) has prepared subsequent
editions of the International Building Code (IBC) that include provisions for seismic considerations. It is
recommended depending upon the edition of the IBC adopted by the jurisdiction and subsequent
amendments as provided in the sample ordinance correctly reference sections and subsections of the IBC
to ensure proper reference in the Ordinance.

Ordinance to Adopt Wastewater Regulations
Ordinance (Created: 2014-06-20; Reviewed: 2021-06-23)
Original Author: Broughton, Jeff

An ordinance adopting wastewater regulations, including: general wastewater regulations; fat, oil, and
grease abatement; and enforcement and abatement.

Ordinance to Allow for the Partial Payment of Real Property Taxes
Ordinance (Created: 2010-09-15; Reviewed: 2021-07-20)
Original Author: Jaeckel, Gary

A sample ordinance which allows a municipality to accept partial payment of local real property taxes.

Ordinance to Amend the Drug and Alcohol Testing Policy of the Town of Bluff City, Tennessee by Adding
Sworn Police Officers to the List of Those Who May Be Randomly Tested
Ordinance (Created: 2015-05-21; Reviewed: 2021-07-12)
Original Author: Hardy, Pat

MTAS was asked to create an ordinance that adds safety sensitive positions to random drug testing.
Ordinance to Amend the Meeting Time for the Board
Ordinance (Created: 2008-02-08; Reviewed: 2021-07-15)
Original Author: Norris, Margaret

An ordinance to amend the New Tazewell code book pertaining to the meeting time for the Board of Mayor and Aldermen.

Ordinance to Amend the Town of Somerville Municipal Code Regarding Brown Bagging Alcoholic Beverages
Ordinance (Created: 2022-05-02; Reviewed: 2022-06-03)
Original Author: Whitehead, Rick

Management Consultant Rick Whitehead authored this ordinance for the Town of Somerville regarding alcoholic beverages.

Ordinance to Change the Town Election Date
Ordinance (Created: 2007-05-29; Reviewed: 2021-07-26)
Original Author: Norris, Margaret

An ordinance to change the town election date to the November general election date.

Ordinance to Control the Operation of Vehicles for Hire in the City of Erwin
Ordinance (Created: 2003-08-18; Reviewed: 2021-05-12)
Original Author: Hardy, Pat

An ordinance and permit forms for operating taxicabs.

Ordinance to Create a Class of Beer Permits Which Can Be Granted to Caterers
Ordinance (Created: 2008-05-13; Reviewed: 2021-07-22)
Original Author: Ashburn, Melissa

An ordinance amending the beer ordinance of the City of Martin to create a class of beer permits which can be granted to caterers.

Ordinance to Establish a Charge for False Emergency Alarms
Ordinance (Created: 2004-08-04; Reviewed: 2021-05-20)
Original Author: Wolf, Dennis

An ordinance to establish a charge for false emergency alarms which were not caused by a violent act of nature.

Ordinance to Establish a Purchasing Policy for the City of Rutherford, Tennessee
Ordinance (Created: 2002-05-17; Reviewed: 2021-07-26)
Original Author: Angerer, David

MTAS was asked to write an ordinance that would establish policies and procedures for the procurement of equipment, services, materials, and supplies for the operation of municipal government.

Ordinance to Establish Parking Limits on Designated Streets and at Designated Times
Ordinance (Created: 2015-08-12; Reviewed: 2020-05-05)
Original Author: Hardy, Pat

An ordinance to establish parking limits on designated streets at designated times to allow city sanitation vehicles to collect solid waste.

Ordinance to Establish Refuse Collection Fees
Ordinance (Created: 2007-03-30; Reviewed: 2021-04-15)
Original Author: Rollins, Sharon

An ordinance to establish refuse collection fees in Title 17 of the municipal code.
Ordinance to Establish Uniform Purchasing and Property Disposal Policies for the Town of Rutherford, Tennessee
Ordinance (Created: 2003-02-14; Reviewed: 2021-06-28)
Original Author: Angerer, David

MTAS was asked to provide a uniform purchasing ordinance.

Ordinance to Prohibit Large Vehicles from Entering/Exiting Intersection
Ordinance (Created: 2009-07-01; Reviewed: 2020-05-05)
Original Author: Norris, Margaret

An ordinance to prohibit trucks and other large vehicles from entering/exiting the intersection of State Route 33 and Little River Road.

Ordinance to Provide for Order, Safety, and Tranquility in the Streets of the Town of New Tazewell During Parades
Ordinance (Created: 2002-10-03; Reviewed: 2021-07-09)
Original Author: Darden, Ron

MTAS was asked to write an ordinance which would allow the town to recover security costs during parades and rallies.

Ordinance to Raise the Sales and Use Tax in the City of Dunlap from 2.25% to 2.75% and to Request a Referendum of the People to Approve the Ordinance
Ordinance (Created: 2010-03-05; Reviewed: 2021-07-19)
Original Author: Deem, Dana

The ordinance is one that increases the City of Dunlap's portion of the local option sales tax to the maximum 2.75% upon a successful referendum.

Ordinance to Regulate Junked Vehicles
Ordinance (Created: 2003-07-03; Reviewed: 2021-07-09)
Original Author: Angerer, David

An ordinance prohibiting the keeping of junked, abandoned, dilapidated, or discarded motor vehicles inside the corporate limits of the Town.

Ordinance to Repeal and Amend a Portion of ... the Personnel Policy Regarding Workers' Compensation
Ordinance (Created: 2001-08-03; Reviewed: 2021-07-12)
Original Author: MTAS

Ordinance regarding workers' compensation.

Ordinance to Vacate a Part or All of a Street
Ordinance (Created: 2004-11-15; Reviewed: 2020-05-05)
Original Author: Hardy, Pat

An ordinance to close all or part of a street.

Partial Payments of Property Taxes and Citations
Ordinance (Created: 2013-12-20; Reviewed: 2021-07-19)
Original Author: Broughton, Jeff

MTAS was asked whether the city needs to have an ordinance to accept partial payments for property taxes and citations; includes sample ordinance and resolution.

Pittman Center Purchasing Limits Ordinance
Ordinance (Created: 2011-08-12; Reviewed: 2021-07-28)
Original Author: Hardy, Pat

An ordinance setting purchasing limits for the Town of Pittman Center.
Private Sewage Disposal Regulations
Ordinance (Created: 1999-09-21; Reviewed: 2021-06-23)
Original Author: MTAS
An ordinance regulating private sewage disposal and requiring use of public sewers when available.

Property Maintenance Ordinance
Ordinance (Created: 2002-11-07; Reviewed: 2021-05-05)
Original Author: Darden, Don
The Town of Huntland requested a property maintenance or slum clearance ordinance.

Public Works Contract Requirements
Ordinance (Created: 2005-08-01; Reviewed: 2021-05-28)
Original Author: Nevad, Warren
MTAS was asked to research and recommend other municipal requirements relating to the administration of contracts for public works or improvements; includes resolution and ordinance.

Resolution Authorizing MTAS to Conduct a Stormwater Study
Ordinance (Created: 2021-04-30; Reviewed: 2021-07-20)
Original Author: Rogers, Honna
A resolution written for the City of Red Bank, Tennessee, authorizing MTAS to conduct a stormwater fee analysis and rate study.

Restricted Entry Access Systems
Ordinance (Created: 2000-08-10; Reviewed: 2021-05-20)
Original Author: Unknown
An ordinance related to residential developments with restricted entry access.

Rights-of-Way Management Ordinance
Ordinance (Created: 2004-08-23; Reviewed: 2021-05-28)
Original Author: Tallent, Mike
MTAS was asked to develop a rights-of-way management ordinance; includes appropriate permits and forms.

Sale of Surplus Property
Ordinance (Created: 2014-04-07; Reviewed: 2021-07-28)
Original Author: Broughton, Jeff
MTAS was asked to provide draft code provisions to guide the sale and disposal of surplus property or unclaimed property.

Sample Fire Hydrant Ordinance Adopting by Reference NFPA Standards
Ordinance (Created: 2014-03-24; Reviewed: 2021-07-27)
Original Author: Wolf, Dennis
An ordinance adopting by reference the NFPA fire hydrant color coding standards and establishing certain standards for fire flows and hydrants and use of some existing fire hydrants.

Sample Hazardous Materials Route Ordinance
Ordinance (Created: 2018-03-05; Reviewed: 2021-05-21)
Original Author: Wolf, Dennis
A sample ordinance for Tennessee cities to use, limiting flammable liquid, gas and hazardous materials carriers to certain truck routes.
A sample ordinance that can be used by any Tennessee city when accepting a new street.

A sample ordinance cities can use when adopting regulations that govern wind energy facilities.

A cluster mailbox, or cluster box unit (CBU), is a multi-unit mailbox centralized for common use by the occupants of a residential or commercial development. When cluster mailboxes are installed in single family developments there are no mailboxes in front of each home. This creates a problem for fire, police, EMS, and other emergency and essential services in finding the address of a home. Every building in every community should have the street address number posted on the building, but this is not always the case. At night, and in bad weather, numbers posted on a building can be hard to find and hard to read. Landscaping may grow and obscure the number. The number may not be placed in a conspicuous place. These factors make it difficult for emergency responders to find the home, which increases response time and delays getting help to the person who needs it.

MTAS created a sample ordinance to require address posts for developments that use cluster box units. The sample ordinance requires a reflective signs and minimum sized numbers to be mounted on a post at the curb to make it easy for emergency responders to locate a home. A municipality may modify the sample ordinance to meet local aesthetic needs, if desired.

An ordinance that can be used by a city or town to authorize the Board of Mayor and Aldermen to set the date for their regular meetings.

An ordinance for use by a city or town in Tennessee to amend their municipal code by adding additional beer permits.

MTAS was asked what the maximum purchasing limit is without bidding for a city and for examples of ordinances that establish purchasing policies.

MTAS was asked to compile some chicken ordinances that have regulatory provisions in them.
Samples of Fowl and Chicken Regulations in Tennessee Cities
Ordinance (Created: 2014-05-13; Reviewed: 2021-07-16)
Original Author: Norris, Margaret

MTAS was asked for examples of fowl and chicken ordinance regulations in Tennessee cities.

Selected City Codes Regulating Livestock and Fowl for the City of Ethridge, Tennessee
Ordinance (Created: 2013-11-26; Reviewed: 2021-07-15)
Original Author: Broughton, Jeff

MTAS was asked for examples of municipal codes from several Tennessee cities that regulate livestock and fowl.

Setting Up a Municipal Court
Ordinance (Created: 2009-05-22; Reviewed: 2021-07-28)
Original Author: Powells Crossroads

Three ordinances and one resolution used by Powells Crossroads to set up a municipal court.

Sidewalk Ordinance
Ordinance (Created: 2021-07-12; Reviewed: 2021-09-02)
Original Author:

An ordinance for the Town of Woodbury that authorizes the town to regulate sidewalks and maintain them.

Skateboard Ordinance
Ordinance (Created: 2005-03-02; Reviewed: 2021-07-16)
Original Author: Darden, Don

An ordinance regulating play vehicles containing wheels on streets, sidewalks, and other public places.

Solar Ordinance
Ordinance (Created: 2011-04-12; Reviewed: 2021-06-29)
Original Author: Darden, Ron

An ordinance regulating solar system installations.

State Traffic Offenses and Rules of the Road Ordinance
Ordinance (Created: 2006-08-22; Reviewed: 2020-05-11)
Original Author: Hardy, Pat

An ordinance adopting by reference state traffic offenses and rules of the road, and repealing non-applicable sections of the municipal code.

Street Excavation Ordinance
Ordinance (Created: 2008-12-09; Reviewed: 2020-05-11)
Original Author: Darden, Ron

An ordinance providing for street cut permits, standards and procedures for the City of Iron City, Tennessee.

Temporary and Special Beer Permit Ordinances
Ordinance (Created: 2014-07-15; Reviewed: 2021-07-27)
Original Author: Broughton, Jeff

MTAS provided several examples of temporary and special beer permit ordinances.
Time Limit for Dumpster on Residential Property
Ordinance (Created: 2017-10-05; Reviewed: 2021-05-28)
Original Author: Hardy, Pat

An ordinance of the Town of Bulls Gap, Tennessee adding a new section to Title 13 of the Bulls Gap Municipal Code limiting the time a dumpster can be kept on residential property.

Volunteer Fire Department Ordinance
Ordinance (Created: 2003-06-10; Reviewed: 2021-05-21)
Original Author: Hardy, Pat

An ordinance recognizing the Pittman Center Volunteer Fire Department as the official fire department for the Town of Pittman Center, Tennessee.

RFP
Annual Contract for Mowing Privately-Owned Developed and Vacant Property (Re-Bid)
RFP (Created: 2011-07-13; Reviewed: 2021-04-16)
Original Author: Beaumont, Texas

An example of an annual mowing contract.

Auction Services Request for Proposals
RFP (Created: 2014-04-04; Reviewed: 2021-07-28)
Original Author: Hardy, Pat

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

Bid Specifications for Residential Garbage Collection
RFP (Created: 2003-06-16; Reviewed: 2021-04-09)
Original Author: Nevad, Warren

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

City of Cleveland Finance Department Banking Service Proposal
RFP (Created: 2001-02-28; Reviewed: 2021-04-30)
Original Author: Cleveland

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 Springfield Request for Proposals Contract Management of the Legacy Golf Course
RFP (Created: 2015-11-13; Reviewed: 2021-06-01)
Original Author: Springfield

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

Hamilton County Government Group Health Plan Request for Proposal
RFP (Created: 2007-06-26; Reviewed: 2021-06-21)
Original Author: Hamilton County

An RFP for proposals for HMO, POS and PPO products, both fully-insured and self-funded; includes certificate of compliance.

Health Benefits Consultant RFPs
RFP (Created: 2016-06-28; Reviewed: 2021-07-29)
Original Author: Broughton, Jeff

MTAS was asked to provide examples of requests for proposals (RFPs) for a health benefits consultant.
Invitation to Bid: Mowing Services
RFP (Created: 2009-10-05; Reviewed: 2021-06-21)
Original Author: Johnson City

An invitation to bid mowing services for the City of Johnson City.

Lenoir City RFP for Pest Control Services
RFP (Created: 2021-07-12; Reviewed: 2021-09-17)
Original Author:

Lenoir City produced this RFP in order to obtain bids for insect and rodent control services for their municipal facilities.

Request for Proposal Purchasing Cards
RFP (Created: 2009-02-09; Reviewed: 2021-07-29)
Original Author: Cook, Gail

The purpose of this RFP is to enter into a contract with a qualified commercial financial institution for the provision of purchasing card (credit card) services for all agencies of the city.

Request for Proposal: Banking Services for City's Payroll Account
RFP (Created: 2010-09-15; Reviewed: 2021-07-26)
Original Author: Cook, Gail

A sample RFP for a city's payroll account.

Request for Proposals for Real Estate Broker Services
RFP (Created: 2009-10-20; Reviewed: 2021-05-28)
Original Author: Hardy, Pat

Jefferson City is seeking proposals from local real estate brokers/firms to sell real property owned by the city.

Request for Qualifications and Costs : Website Development and Maintenance
RFP (Created: 2019-01-07; Reviewed: 2021-07-08)
Original Author: Hardy, Pat

The City of Jefferson City, Tennessee is seeking a qualified website vendor to design, implement, and possibly maintain a new City website. Such website should provide ease of access to information about the City and its services, as well as access to resources commonly requested and used by citizens and businesses.

Request for Qualifications for City Attorney/Legal Services for the City of Sevierville, Tennessee
RFP (Created: 2004-08-03; Reviewed: 2021-07-29)
Original Author: Hardy, Pat

MTAS was asked to write an RFQ for legal services.

Request for Qualifications for City Attorney/Legal Services for the Town of Kingston Springs
RFP (Created: 2015-03-25; Reviewed: 2021-07-29)
Original Author: Kingston Springs

Example of an RFQ for a city attorney.
**Request for Qualifications: Energy Savings Performance Contracting Services**
RFP (Created: 2008-04-01; Reviewed: 2021-05-28)
Original Author: Knoxville

An RFQ for the City of Knoxville related to hiring a contractor to conduct an energy audit of all City-owned facilities.

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**RFP for Annual Fire Department Physicals**
RFP (Created: 1999-04-21; Reviewed: 2021-07-26)
Original Author: Brentwood Fire Department

An RFP for physicians to perform annual physicals for fire fighters.

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**RFP for Automated Red Light Enforcement System**
RFP (Created: 2005-04-17; Reviewed: 2020-05-07)
Original Author: Knoxville

A request for proposals for an automated red light enforcement system.

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**RFP for Website Design and Maintenance**
RFP (Created: 2021-09-02; Reviewed: 2021-09-02)
Original Author: 

Some sample RFPs for website design, development, hosting, and maintenance.

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**Sample RFPs for Collection Agency Services**
RFP (Created: 2016-02-01; Reviewed: 2021-07-26)
Original Author: Broughton, Jeff

MTAS provided several examples of requests for proposals for collections agency services and a sample form.

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**Sample RFPs for Vending Services**
RFP (Created: 2015-05-19; Reviewed: 2021-07-23)
Original Author: Broughton, Jeff

MTAS was asked to provide sample requests for proposals for vending machine services.

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**Specifications and Bid Document For Recreation Equipment and Installation of Same**
RFP (Created: 2002-10-14; Reviewed: 2021-07-12)
Original Author: Hardy, Pat

MTAS was asked to provide an RFP for recreation equipment for the Town of Parrottsville.

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**Specifications for a Four-Wheel Drive Front-End Loader**
RFP (Created: 2005-12-31; Reviewed: 2020-05-11)
Original Author: Collierville

Specifications to describe a four-wheel drive front-end loader.

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**Specifications for a Trailer-Mounted Leaf Loader**
RFP (Created: 2001-09-14; Reviewed: 2021-04-15)
Original Author: Brownsville

Specifications for a Trailer-Mounted Leaf Loader

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**Specifications for a Zero-Turn Rotary Mower**
RFP (Created: 2003-05-21; Reviewed: 2020-05-11)
Original Author: Hardy, Pat

MTAS was asked to provide specifications for a zero-turn rotary mower.
"Barry Brady Act": A Report with Recommendations for Tennessee Municipalities on Public Chapter 490
Report/Study (Created: 2019-10-05; Reviewed: 2022-05-09)
Original Author: Cross, Steven

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.

2014 Goals Planning Retreat: City of Fayetteville, Tennessee
Report/Study (Created: 2014-02-15; Reviewed: 2021-07-23)
Original Author: Broughton, Jeff

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

Analysis of the Need For a City Administrator for the City of Centerville, Tennessee
Report/Study (Created: 2001-01-30; Reviewed: 2021-07-16)
Original Author: Darden, Don

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)
Original Author: Nevad, Warren

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

Benchmarking Projects
Report/Study (Created: 2009-01-31; Reviewed: 2017-06-07)
Original Author: Alliance for Innovation

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

Building and Property Maintenance Codes Review (Columbia, TN)
Report/Study (Created: 2007-09-24; Reviewed: 2021-04-20)
Original Author: Darden, Ron

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

Certified Municipal Finance Officer Program: An Impact Analysis
Report/Study (Created: 2016-01-29; Reviewed: 2021-07-29)
Original Author: Shults, Chris

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.

City of Chattanooga Division of Codes & Inspection
Report/Study (Created: 2002-01-18; Reviewed: 2021-04-29)
Original Author: Tallent, Mike

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)
Original Author: Tallent, Mike

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

City of Elizabethton Municipal Golf Course Study
Report/Study (Created: 2012-12-18; Reviewed: 2021-04-12)
Original Author: MTAS

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)
Original Author: Darden, Ron

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 South Pittsburg, Tennessee, FY 2003-2004 Budget Narrative
Report/Study (Created: 2003-06-16; Reviewed: 2021-06-21)
Original Author: Nevad, Warren

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)
Original Author: Darden, Ron

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 Winchester Administrative Review
Report/Study (Created: 2010-08-17; Reviewed: 2021-06-09)
Original Author: Darden, Ron

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.

Clinton, Tennessee, Fire Station Location Study
Report/Study (Created: 2012-11-30; Reviewed: 2021-07-12)
Original Author: Wolf, Dennis

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.
Report/Study (Created: 2012-06-01; Reviewed: 2021-04-28)
Original Author: Darden, Ron

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)
Original Author: Wolf, Dennis

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)
Original Author: Darden, Ron

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.

**Development of a Proposed Sewer System for Estill Springs**
Report/Study (Created: 2001-08-06; Reviewed: 2021-05-12)
Original Author: Rollins, Sharon

Recommendation that Estill Springs connect with a neighboring town's sewer system.

**Duties and Responsibilities of a Fire Chief**
Report/Study (Created: 2000-11-02; Reviewed: 2021-07-12)
Original Author: Wolf, Dennis

Discusses the duties and responsibilities of the Paris, Tennessee, Fire Chief.

**Economic Development Review of the Fayetteville-Lincoln County, Tennessee Joint Industrial Board**
Report/Study (Created: 2010-03-31; Reviewed: 2021-06-18)
Original Author: Darden, Don

MTAS was asked to provide an economic development review, which is intended to review the organization, operations, and strategies that may assist in promoting economic development.

**Elizabethton/Carter County Animal Control Study**
Report/Study (Created: 2022-06-02; Reviewed: 2022-07-22)
Original Author: Hardy, Pat

Former MTAS Management Consultant Pat Hardy and CTAS Consultant Rick Hall worked together on a study of animal control and animal shelters in both Carter County and Elizabethton, Tennessee. Both the city and county were seeking information on how to handle animal control and shelter responsibilities more efficiently.
### Ensuring Effective Municipal Service Delivery to Diverse Constituents: Preparing Tennessee Cities to Serve Changing Communities

The purpose of this MTAS-sponsored research study is three-fold, 1) identify current diversity initiatives (e.g. training programs, resources, and programming) within Tennessee municipalities that prepare local government employees to serve diverse populations, 2) identify existing service delivery initiatives that serve diverse local constituents in Tennessee municipalities (e.g. language materials, etc.), 3) identify future diversity-related training and resources most beneficial to the municipality in serving diverse constituents. The central research question is, 'In what ways can Tennessee municipalities better prepare to serve an increasingly diverse public?'

### Example of a Monthly Administrative Report

MTAS was asked for an example of a monthly administrative report that a city manager might present to the mayor and city council.

### Facilities Management

MTAS was asked to evaluate the city's management structure for facility maintenance because of the city's major capital investment in its facilities and the ongoing operational costs associated with their maintenance and repair.

### Fairview, Tennessee, Fire Station Location Study

The study's purpose is to answer this question: Where should Fairview place its fire stations to provide coverage for the City of Fairview and Fairview's response district based upon the maximum five-mile coverage area allowed by ISO?

### Financial and Operational Issues for a Sewer Line to Serve the TVA Watts Bar Nuclear Plant

MTAS was asked to assist Spring City with financial and operational issues regarding the sewer line being constructed to serve the TVA Watts Bar Nuclear Plant.

### Fire Department Schedule

Proposed 28-day schedule for a fire department working a 24/48 shift pattern, including meal time deduction and kelly day.

### Germantown Fire Department Standard Operating Procedures

An SOP from the Germantown Fire Department.
This report examines public works entities' use of GIS, budgets, funding, resources, technical support and other pertinent information, broken down by both size of entity and region.

Goodlettsville, Tennessee, Comprehensive Fire Management Overview
Report/Study (Created: 2012-08-31; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

Goodlettsville requested a comprehensive management overview of many city departments including the fire department. This report provides an outside perspective of the city's fire services and future needs.

Holston Business Development Center: A Report to the City of Kingsport, Tennessee
Report/Study (Created: 2015-09-30; Reviewed: 2021-06-18)
Original Author: Broughton, Jeff

MTAS was engaged to conduct a review of the Holston Business Development Center (HBDC) for the purpose of identifying future directions due to the pending retirement of the executive director.

Internal Control Tool Kit for Municipal Governments
Report/Study (Created: 2019-02-16; Reviewed: 2022-01-25)
Original Author: Stegall, Kay

This toolkit is intended to assist cities in getting started on or reassessing their existing internal control system.

Is There Empirical Evidence That Surveillance Cameras Reduce Crime?
Report/Study (Created: 2016-09-26; Reviewed: 2021-05-12)
Original Author: Adams-O'Brien, Frances

Based on the papers, articles, and reports reviewed, it seems that CCTV is most effective when combined with other crime reducing/deterring methods such as improved lighting, security guards, and defensible space.

Johnson City: Structure of Leisure Services Review 2005
Report/Study (Created: 2005-04-11; Reviewed: 2021-06-21)
Original Author: Hardy, Pat

The purpose of the study was to identify possible areas of improvement in the structural arrangement of leisure services.

Kingsport Code Enforcement Review
Report/Study (Created: 2010-01-04; Reviewed: 2021-04-29)
Original Author: Hardy, Pat

MTAS was asked to conduct an examination of Kingsport's code enforcement system. Environmental court programs were also reviewed.

Kingsport, Tennessee, Fire Protection Management Study
Report/Study (Created: 2011-06-30; Reviewed: 2021-07-22)
Original Author: Hardy, Pat

This fire study was conducted at the request of the City of Kingsport.
Lakeland, Tennessee, Fire Station Location Study
Report/Study (Created: 2011-09-30; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

The study's purpose is to answer two questions: 1) Where should Lakeland place its next fire station? and 2) How many fire stations might Lakeland need in the long term?

Learning Projects of Municipal Elected Officials: an Executive Summary
Report/Study (Created: 2017-03-02; Reviewed: 2021-07-20)
Original Author: Smeltzer, Becky

The researcher, supported by the Municipal Technical Advisory Service, interviewed 41 municipal elected officials in East Tennessee to determine what they learned about during CY2015 in order to fulfill their role as a mayor, vice-mayor, or city councilmember/alderman.

Livingston's Community Visioning Process
Report/Study (Created: 2012-10-19; Reviewed: 2021-07-22)
Original Author: Nevad, Warren

MTAS was asked to facilitate a community visioning process for the City of Livingston.

Maryville Police Department Home Fleet Program
Report/Study (Created: 2002-01-11; Reviewed: 2021-07-02)
Original Author: Barton, Rex

The purpose of this study was to analyze the feasibility of a home fleet (take home car) program.

McMinnville Goal-Setting Report
Report/Study (Created: 2002-04-17; Reviewed: 2021-07-08)
Original Author: Hardy, Pat

The McMinnville City Council and City staff met to establish a set of goals to help guide the city's efforts over the next several years.

McMinnville, Tennessee, Fire Station Study
Report/Study (Created: 2012-09-28; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

The purpose of this study is to evaluate the city's distribution of fire stations and to determine whether the city needs a third fire station or if relocating one or both of the existing stations would provide adequate coverage. The study reviews the current roster of fire apparatus and makes recommendations on the city's fire apparatus needs. The scope of this study includes a review of the present ISO rating, meeting OSHA and NFPA requirements, and fire service best practices regarding deployment of resources.

Metropolitan Government
Report/Study (Created: 2011-10-12; Reviewed: 2021-07-21)
Original Author: Darden, Don

A report on the process of consolidation in Tennessee, as well as the pros and cons of consolidated government.

Model Succession Plan
Report/Study (Created: 2009-12-10; Reviewed: 2021-05-07)
Original Author: Jones, Bonnie

Includes a model succession plan and a succession plan for McMinnville.
Morristown, Tennessee, Fire Services Study
Report/Study (Created: 2012-09-30; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

The purpose of this study is to evaluate the entire fire department and make recommendations related to fire department management, operations, resources, and enhanced level of services. The scope of this study included review of the present ISO rating, meeting OSHA and NFPA requirements, and best practice management of the fire department.

Mount Carmel Mayoral Analysis Report
Report/Study (Created: 2020-08-21; Reviewed: 2021-07-16)
Original Author: Hardy, Pat

MTAS was asked to weigh in on the possibility of Mount Carmel changing the term of the mayoral office from the current 4 years to 2 years.

Mt. Juliet, Tennessee, Fire Services Study
Report/Study (Created: 2012-01-23; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

MTAS was asked to provide analysis of the best fire service options for Mt. Juliet.

Mt. Pleasant, Tennessee, Comprehensive Fire Management Overview
Report/Study (Created: 2016-06-30; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

MTAS conducted this study by a review of submitted documentation, field study work involving interviews with Mount Pleasant personnel, physical inspection of the fire station and equipment, and a tour of the service area. This report provides an outside perspective of the city's fire services and future needs.

MTAS Comprehensive Fire Management Overview for Harriman, Tennessee
Report/Study (Created: 2015-08-31; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

MTAS conducted this CMR by review of submitted documentation, field study work involving interviews with Harriman personnel, physical inspection of the fire stations and equipment, and a tour of the service area.

Need for a City Administrator
Report/Study (Created: 2003-06-05; Reviewed: 2021-07-08)
Original Author: Darden, Don

MTAS was asked to assist the Town of Spencer in converting to a city administrator form of government.

Need for Professional Management
Report/Study (Created: 2009-08-28; Reviewed: 2021-07-15)
Original Author: Darden, Ron

A report addressing the issue of employing professional managers or administrators who have municipal experience.

Nolensville, Tennessee, Fire Services Study
Report/Study (Created: 2012-09-28; Reviewed: 2021-07-22)
Original Author: Wolf, Dennis

The purpose of this fire study is to answer two questions: 1. What options are available to the Town of Nolensville regarding the provision of fire protection, emergency medical response, and related emergency services for the town? 2. Can MTAS provide a recommendation for a fire protection plan for the Town of Nolensville at build-out?
Northeast Guide for Estimating Staffing at Publicly and Privately Owned Wastewater Treatment Plants
Report/Study (Created: 2009-06-29; Reviewed: 2021-06-22)
Original Author: New England Interstate Water Pollution Control

The guide and Excel spreadsheet may be downloaded from: http://www.neiwpcc.org/technicalguides.asp

Oak Hill 2020 Neighborhood Meetings: Report to the Commission
Report/Study (Created: 2014-03-19; Reviewed: 2021-07-08)
Original Author: MTAS

The purpose of the meetings was to help establish priorities for future city services and to identify options regarding the city's future finances.

Office Efficiency Review
Report/Study (Created: 2015-03-31; Reviewed: 2021-07-26)
Original Author: Broughton, Jeff

MTAS was engaged to conduct an office efficiency review for the purpose of identifying enhancements to office processes and procedures.

Oneida and Winfield Collection System
Report/Study (Created: 2005-09-12; Reviewed: 2021-06-22)
Original Author: Young, Bill

MTAS was asked for assistance in the possible takeover of the Winfield sewer system by Oneida.

Organizational Retreat for Parks and Recreation Department
Report/Study (Created: 2009-09-03; Reviewed: 2021-06-21)
Original Author: Norris, Margaret

MTAS was asked to assist with an organizational retreat for staff.

Organizational Structure of Municipal Public Works Departments
Report/Study (Created: 2001-02-28; Reviewed: 2021-06-22)
Original Author: Rollins, Sharon

Letter detailing the organizational structure of a municipal public works department.

Personal Property Taxes in Maryville
Report/Study (Created: 2003-07-01; Reviewed: 2021-07-26)
Original Author: Ashburn, Melissa

MTAS was asked to research several issues relating to collection of personal property taxes and prepare a report listing relevant statutes, charter provisions and options available to the city for collection of the taxes.

Police Department 12-Hour Shift Proposal
Report/Study (Created: 2011-12-05; Reviewed: 2021-07-02)
Original Author: Sevierville

A proposal for the Police Department's request to transition to a 12-hour shift.

Police Feasibility Study: Town of Huntsville, Tennessee
Report/Study (Created: 2002-03-01; Reviewed: 2021-07-07)
Original Author: Nevad, Warren

The Town of Huntsville inquired about the feasibility of establishing police services to its residents.
MTAS was asked to draft a property maintenance program for the City of Decherd. Includes ordinance, resolution, maintenance checklist, inspection warrant, and notice of lien.

This report outlines standards for property maintenance, recommendations for enforcement of property maintenance standards, inspection and enforcement procedures, and recommended implementation provisions.

This report outlines standards for property maintenance, recommendations for enforcement of property maintenance standards, inspection and enforcement procedures, and recommended implementation provisions.

This document contains some information on suspicious activity reporting and protective measures for fire departments to take to help secure the fire department's personnel and assets.

This publication provides guidance to TDEC's minimum monitoring requirements for NPDES MS4 program effectiveness and compliance.

MTAS was asked to research successful relationships between chambers of commerce, merchants associations and their local universities or colleges.

MTAS was asked to facilitate the strategic planning sessions for a joint economic development board.

MTAS was asked to assist with a strategic planning retreat that focused on charter changes.
The study's purpose is to answer three questions: 1. Ripley desires to relocate its fire station to a piece of city-owned property. Is this a good location for a fire station? 2. Where should Ripley place its next fire station(s)? and 3. What is the current status of fire protection in Ripley?

MTAS was asked to create a safety policy for the Town of Jasper.

MTAS was asked how a fire department might receive credit from the ISO for volunteers who ride out at the fire station. Two key points to an acceptable written policy are the establishment of work shifts and receiving prior approval before working a shift. More information is provided in the attached letter.

The study request resulted from a desire for Scotts Hill to evaluate the possibility of improving its ISO rating from a Class 7 to a Class 5. The purpose of this study is to evaluate the entire fire department and make recommendations related to fire department management, operations, resources, and enhanced level of services. The scope of this study includes a review of the present ISO rating, meeting OSHA and NFPA requirements, and best practice management of the fire department.

MTAS was requested to review the financial operation of the sewer fund and recommend any changes as to rates or the rate structure.

MTAS was asked to help prepare a budget for the Electric, Water, and Sewer departments for the city of Shelbyville.

MTAS was asked to assist in developing a five-year strategic plan for Mountain Arts Community Center (MACC).

After a second meeting with the Mountain Arts Community Center (MACC), goals, objectives, and a mission statement were updated.
MTAS was asked to facilitate the council and the city manager reviewing the previous strategic plan that was developed approximately two (2) years ago; conducting a review of town strengths, weaknesses, opportunities and threats (SWOT analysis); developing goals and objectives; and developing a revised mission and vision statement.

MTAS was asked to evaluate and make recommendations for Smyrna’s Community Services, which oversees the Smyrna Town Center and the Smyrna Golf Course.

MTAS was asked to evaluate and make recommendations for the Parks and Recommendations Dept. of the Town of Smyrna.

Somerville Police Chief David Webb contacted MTAS to ask for assistance establishing speed limits on Pearl Road in the Glengarry Estates Subdivision. Glengarry is a relatively new subdivision that up until recently did not have speed limits posted. The outcome is that MTAS recommends that the speed limit be set at 25 miles per hour.

The purpose of this study is to review the capabilities of the Sparta Fire Department and make recommendations for improvement where possible.

The board members for the City of Harriman, met in February 2019 to discuss and review the MTAS guide for Councilmember Orientation, a previous strategic plan and capital funding requests. Another focus of the retreat involved updating three questions - "what should the city keep doing, what should the city stop doing and what should the city start doing."

This manual is for the use of every member of the W.C.R.S., to help each person better represent the fire profession and the squad.
MTAS and CTAS conducted this study to determine whether the SBK model, a combined multi-city and county cooperative animal services function, is working, to make recommendations for improvement, and to determine whether current facilities are adequate. The study includes some national standards information and a methodology for comparing an animal shelter to those and other standards.

MTAS and CTAS were asked to jointly study animal shelter and animal control services in Kingsport, Sullivan County, and two additional cities within the county.

MTAS was asked to assist in researching how police agencies use compressed work schedules.

This survey's major goal is to identify gaps or the needs of the Tennessee fire service by comparing what departments have, regarding efficient and effective firefighting practices, against consensus standards, government regulations, and other nationally recognized guidance.
Historically, Tennessee's fire mortality rate for civilians has been among the highest in the nation. During 2002-2010, the time period for this study, the national fire mortality rate declined, but the rate in Tennessee increased. The purpose of this study is to provide the analytical foundation for an informed plan of action to help reduce and prevent fatalities that occur in residential structures which is the type of incident that accounts for about three-fourths of all civilian fire deaths in the state.
FY2008 annual report to compare the relative cost, efficiency and effectiveness of a set of municipal services by using a collaborative approach with the participating cities, and to set standards and identify "best practices" in municipal government for use and comparison by all Tennessee cities. Per capita average costs of providing police, fire and residential refuse services are presented.

FY2009 annual report to compare the relative cost, efficiency and effectiveness of a set of municipal services by using a collaborative approach with the participating cities, and to set standards and identify "best practices" in municipal government for use and comparison by all Tennessee cities. Per capita average costs of providing police, fire and residential refuse services are presented.

FY2010 annual report to compare the relative cost, efficiency and effectiveness of a set of municipal services by using a collaborative approach with the participating cities, and to set standards and identify "best practices" in municipal government for use and comparison by all Tennessee cities. Per capita average costs of providing police, fire and residential refuse services are presented.

In this FY2011 annual report, there are a total of seven services measured and analyzed: police, fire, refuse collection and disposal, employment benefits, human resources, financial services, and code enforcement/building inspection/planning and zoning.

In this FY2012 annual report, there are a total of nine services measured and analyzed: police, fire, refuse collection and disposal, employment benefits, human resources, financial services, and building code enforcement, property maintenance code enforcement, and planning and zoning.

In this FY2013 annual report, there are a total of ten services measured and analyzed: building code enforcement, employment benefits, finance, fire, human resources, parks and recreation, planning and zoning, police, property maintenance code enforcement, and refuse collection, disposal, and recycling.

In this FY2014 annual report, there are a total of ten services measured and analyzed: building code enforcement, employment benefits, finance, fire, human resources, parks and recreation, planning and zoning, police, property maintenance code enforcement, and refuse collection, disposal, and recycling.
In this FY2015 annual report, there are a total of eleven services measured and analyzed: building code enforcement, employment benefits, finance, fire, human resources, information technology, parks and recreation, planning and zoning, police, property maintenance code enforcement, and refuse collection, disposal, and recycling. This PDF is the latest version available and includes any updated and corrected information.

In this FY2016 annual report of the Tennessee Municipal Benchmarking Project (TMBP), there are a total of eleven services measured and analyzed: building code enforcement, employment benefits, finance, fire, human resources, information technology, parks and recreation, planning and zoning, police, property maintenance code enforcement, and refuse collection, disposal, and recycling. This PDF is the latest version available and includes any updated and corrected information.

In this FY2017 annual report of the Tennessee Municipal Benchmarking Project (TMBP), there are a total of eleven services measured and analyzed: building code enforcement, employment benefits, finance, fire, human resources, information technology, parks and recreation, planning and zoning, police, property maintenance code enforcement, and refuse collection, disposal, and recycling. This PDF is the latest version available and includes any updated and corrected information.

A study conducted by the MTAS Research and Information Center at the request of the Tennessee City Management Association. The purpose of this study is to analyze Tennessee municipalities’ ability to recruit and retain police officers. Many cities in Tennessee have hired and made significant investments in entry level police officers only to see them leave employment in the first three years. This short turnover impacts the cities financially and decreases their ability to maintain adequate staffing in their departments. By analyzing police officer recruitment practices and retention levels, this study can explore the factors affecting police recruitment and retention and offer insights into what works and what does not work when attracting and keeping talented police officers.

A paper prepared for the citizen planning commission member to be used as a general guide in the performance of his/her duties. The original draft of this report was published in 1985 and then updates were published in 2005 and 2013.

This assessment was conducted in 2010 and includes comparisons to the 2001 and 2005 needs assessment surveys. The complete assessment and a fact sheet are also included.
The intent of this Standard Operating Guidelines and Training Manual is to provide an administrative, operational, and training framework to better manage emergency response personnel.

The purpose of this session was to prioritize key issues confronting the Town's 2005-2006 budget.

MTAS was asked to evaluate the organizational structure, roles, and responsibilities for the departments of engineering, environment, public works, building codes, and planning.

The purpose of this updated SOP manual is to provide uniform standards for the operations of the Tullahoma Fire Department.

This report outlines the procedure for assessing a wastewater service connection fee, sometimes referred to as a tap fee, based upon equity, the actual cost of making the connection, and usage of the system.

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.

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.

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.
Community Pilot Resiliency Program
Resolution (Created: 2021-12-01; Reviewed: 2022-01-31)
Original Author: Nevad, Warren

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).

Creating an Industrial Board
Resolution (Created: 2005-01-31; Reviewed: 2021-06-18)
Original Author: Darden, Don

Includes a resolution, charter, and by laws for an industrial board.

Debt Reimbursement Resolution
Resolution (Created: 2010-09-15; Reviewed: 2021-04-22)
Original Author: Cook, Gail

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.

Design Review Commission Resolution
Resolution (Created: 2009-03-03; Reviewed: 2021-06-29)
Original Author: Hardy, Pat

A resolution creating a design review commission for the Town of Pittman Center.

Employee Firearms Resolution Model
Resolution (Created: 2019-12-10; Reviewed: 2021-07-30)
Original Author: O'Hara, Stephanie Allen

This document is a sample resolution Tennessee cities can use with regards to employees carrying a firearm.

Interlocal Agreement Between the Town of Walden, Tennessee, Hamilton County, Tennessee and the Hamilton County, Tennessee Sheriff's Office for the Provision of Law Enforcement Services
Resolution (Created: 2014-12-04; Reviewed: 2021-07-20)
Original Author:

A resolution to create an interlocal agreement between the Town of Walden, Tennessee, Hamilton County, Tennessee and the Hamilton County, Tennessee Sheriff's Office for the provision of law enforcement services.

Model Resolution Directing Payment of Tax Equivalents
Resolution (Created: 2004-04-02; Reviewed: 2021-07-29)
Original Author: MTAS

MTAS was asked to create a resolution for payment in lieu of taxes.

Resolution Accepting a Bid for Mowing Equipment and Authorizing the Execution of a Lease Agreement
Resolution (Created: 2010-08-05; Reviewed: 2021-07-28)
Original Author: Hardy, Pat

A resolution of the City of Pigeon Forge accepting a bid for mowing equipment and authorizing the execution of a lease agreement.
Resolution Acknowledging the Fiery Gizzard Sportsman's Club
Resolution (Created: 2004-11-03; Reviewed: 2021-07-16)
Original Author: Darden, Don

MTAS was asked to prepare a resolution acknowledging the existence and contributions of the Fiery Gizzard Sportsman's Club.

Resolution Adopting a City Seal
Resolution (Created: 2010-05-17; Reviewed: 2021-07-27)
Original Author: Darden, Ron

A resolution adopting the official city seal of the City of Clifton.

Resolution Adopting Board General Rules of Order
Resolution (Created: 2003-12-05; Reviewed: 2021-06-09)
Original Author: Darden, Ron

A resolution adopting general rules of order for the Board of Mayor and Aldermen of Blaine.

Resolution Authorizing and Establishing an Auxiliary Police Program
Resolution (Created: 2005-08-31; Reviewed: 2021-07-06)
Original Author: Hardy, Pat

A resolution to adopt guidelines to establish an Auxiliary Police force to supplement the existing Police Department.

Resolution Authorizing Governing Bodies to Appropriate Revenues from Natural Gas Utility System to Chamber of Commerce or Economic and Community Organization
Resolution (Created: 2018-06-15; Reviewed: 2021-06-28)
Original Author: Hodge, Elisha

This is a resolution that can be used by municipal governing bodies with natural gas utility systems or a board that has control over a municipal natural gas utility system to appropriate money to a chamber of commerce or economic and community organization for the purpose of economic development. The legislation does not allow money to be appropriated for these purposes in Knoxville, Memphis, Chattanooga, and Metro Nashville.

Resolution Authorizing MTAS to Facilitate a Strategic Planning Session
Resolution (Created: 2008-05-27; Reviewed: 2021-07-21)
Original Author: Norris, Margaret

A resolution authorizing The University of Tennessee Municipal Technical Advisory Service to facilitate a strategic planning session for a city and to require its presentation in a report for the city council.

Resolution Authorizing the City Recorder/Budget Officer to Transfer Moneys from One Appropriation to Another within the Same Fund
Resolution (Created: 2013-02-18; Reviewed: 2021-07-26)
Original Author: Norris, Margaret

A sample resolution authorizing the city recorder/budget officer to transfer moneys from one appropriation to another within the same fund.

Resolution Authorizing the Establishment of a Police Department
Resolution (Created: 2006-10-02; Reviewed: 2021-07-01)
Original Author: Hardy, Pat

A resolution of the City of Baneberry, Tennessee authorizing the establishment of a police department.
Resolution Changing the City's Purchasing Limit
Resolution (Created: 2003-03-27; Reviewed: 2021-06-09)
Original Author: Hardy, Pat

A resolution changing the city's purchasing limit.

Resolution Designating the City Administrator to Counter Sign Checks in the Absence or Disability of the Mayor or City Clerk
Resolution (Created: 2003-09-08; Reviewed: 2021-07-26)
Original Author: Darden, Don

A resolution authorizing additional co-signers for city checks.

Resolution Enacting a Web Design Work Scholarship Program
Resolution (Created: 2005-10-03; Reviewed: 2021-07-16)
Original Author: Hardy, Pat

A resolution to pay students a stipend to work on a city's Web site.

Resolution Establishing a Fraud Action Plan for the Town of Mountain City, Tennessee
Resolution (Created: 2004-06-22; Reviewed: 2021-06-09)
Original Author: Hardy, Pat

MTAS was asked to develop an anti-fraud policy.

Resolution Establishing a Mandatory Retirement Program for All Police Officers Who Have Attained the Age of Sixty-Two (62) Years of Age
Resolution (Created: 2005-06-05; Reviewed: 2017-06-21)
Original Author: Darden, Don

A resolution requiring the retirement of police officers who are members of TCRS and have reached the age of 62.

Resolution Establishing a Records Management System
Resolution (Created: 2007-12-06; Reviewed: 2021-07-20)
Original Author: Darden, Ron

A resolution establishing a records management system based on the MTAS reference guide for records management.

Resolution Establishing a Section 125 Cafeteria Plan for Employees
Resolution (Created: 2006-01-03; Reviewed: 2021-07-12)
Original Author: Hardy, Pat

A resolution of the Town of Pittman Center, Tennessee, authorizing the establishment of a Section 125 cafeteria plan for employees

Resolution Establishing a Uniform Policy on the Acceptance of Gifts and Other Donations by the Town of Rutherford
Resolution (Created: 2004-09-28; Reviewed: 2021-07-26)
Original Author: Angerer, David

MTAS was asked to draft a resolution to establish a policy by which to evaluate the suitability of donations and other gifts prior to acceptance by the Town.

Resolution Establishing Rules and Procedures for Board of Mayor and Aldermen Meetings
Resolution (Created: 2005-03-04; Reviewed: 2021-06-09)
Original Author: Darden, Ron

A resolution establishing rules and procedures for Board of Mayor and Aldermen meetings and establishing a format for Board study sessions.
Resolution Establishing the Use of an Interview Panel
Resolution (Created: 2016-01-13; Reviewed: 2021-05-18)
Original Author: Hardy, Pat

A resolution amending the employee handbook personnel rules and regulations for the Town of Pittman Center, Tennessee, regarding the candidate interview panel.

Resolution Establishing Work Hours for Town Personnel and Accompanying Memo from the Mayor
Resolution (Created: 2011-09-19; Reviewed: 2021-06-02)
Original Author: Darden, Ron

MTAS was asked to assist with establishing work hours for the personnel of the Town of Huntland.

Resolution Extending Group Medical Insurance Benefits to the Board of Commissioners
Resolution (Created: 2013-08-23; Reviewed: 2021-07-12)
Original Author: Broughton, Jeff

MTAS was asked to provide a resolution extending group medical benefits to the board of commissioners.

Resolution for Adopting Minimum Training Standards for Firefighters
Resolution (Created: 2020-07-29; Reviewed: 2021-07-26)
Original Author: Cross, Steven

MTAS Fire Consultant Steve Cross authored this resolution that can be used by any Tennessee city regarding the adoption of minimum training standards for firefighters.

Resolution for Adventure Tourism
Resolution (Created: 2013-06-20; Reviewed: 2021-07-23)
Original Author: Nevad, Warren

A resolution of the Town of Huntsville, Tennessee, declaring its intent to participate in the Tennessee Adventure Tourism and Rural Development Act of 2011 by developing an adventure tourism district plan.

Resolution for American Rescue Plan Act (ARPA) Allocation
Resolution (Created: 2022-03-21; Reviewed: 2022-04-01)
Original Author: Spencer, Eric

MTAS Finance Consultant Eric Spencer created this sample resolution to be used by a Tennessee municipality to use when receiving their allocation from the American Rescue Plan Act.

Resolution for Codification
Resolution (Created: 2004-11-15; Reviewed: 2021-07-26)
Original Author: Norris, Margaret

A resolution to have MTAS codify and revise the ordinances of a city.

Resolution Honoring Former Mayor for Distinguished Service
Resolution (Created: 2003-07-09; Reviewed: 2021-07-26)
Original Author: Darden, Don

MTAS was asked to prepare a resolution honoring the former mayor of Morrison for his years of distinguished service.

Resolution Naming a Veterans Facility
Resolution (Created: 2015-02-12; Reviewed: 2021-06-29)
Original Author: Hardy, Pat

MTAS was asked to provide the Town with a resolution naming the Sevier County Veterans Facility in honor of Mr. Dannie Carr.
Resolution of the Town of Pittman Center, Tennessee, Designating Signatures for the Issuance of Checks in Accordance with Generally Accepted Accounting Principles
Resolution (Created: 2017-01-19; Reviewed: 2021-07-26)
Original Author: Hardy, Pat

This resolution states that all checks issued by the town shall contain the signatures of both the City Administrator and the Mayor.

Resolution Providing for an Emergency Interim Successor to the Town Mayor
Resolution (Created: 2012-07-02; Reviewed: 2021-07-16)
Original Author: Darden, Ron

MTAS was asked about accepting the resignation of the mayor and a procedure for appointing a mayor pro tempore.

Resolution Regarding the Sale of Intoxicating Liquors in Municipalities
Resolution (Created: 2008-05-27; Reviewed: 2021-07-27)
Original Author: Norris, Margaret

A resolution requesting legislation to amend TCA to allow municipalities to permit the sale of alcohol by local option election.

Resolution to Accept an Agreement for a Turn Lane
Resolution (Created: 2004-03-23; Reviewed: 2020-12-15)
Original Author: Norris, Margaret

A resolution for a city accepting an agreement with the state for a Hazard Elimination Program.

Resolution to Adopt a Youth Sports Concussion Policy
Resolution (Created: 2014-01-13; Reviewed: 2021-06-29)
Original Author: Rogers, Honna

This sample resolution accompanies the policy required by Public Chapter 148 passed by the Tennessee General Assembly in April 2013 and effective on January 1, 2014.

Resolution to Adopt the National Incident Management System
Resolution (Created: 2005-08-30; Reviewed: 2021-07-26)
Original Author: Wolf, Dennis

A resolution allowing a city to adopt the NIMS concept of emergency planning and incident command.

Resolution to Amend Charter Regarding Election Date
Resolution (Created: 2006-07-17; Reviewed: 2021-07-19)
Original Author: Norris, Margaret

A resolution to change the election date to coincide with the regular county primary elections.

Resolution to Create the Office of Administrator
Resolution (Created: 2003-06-16; Reviewed: 2021-06-09)
Original Author: Nevad, Warren

A resolution creating the office of Administrator, providing for the appointment of said Administrator, and defining the duties of the office.

Resolution to Establish Written Procedures for the Town of Selmer to Purchase Items at Publicly Advertised Auctions
Resolution (Created: 2003-09-12; Reviewed: 2021-06-09)
Original Author: Neill, Ronnie

Procedures to allow the Mayor or the Mayor's designated representative to act as the purchasing agent at publicly advertised auctions.
Resolution to Hire Part-time City Manager (General Law Manager-Commission Charter)
Resolution (Created: 2020-10-15; Reviewed: 2021-07-16)
Original Author: Hardy, Pat

A sample resolution prepared by MTAS to be used by a board/council for hiring a part-time city manager in a general law manager-commission charter city.

Resolution to Opt Out of the Statewide Building Codes
Resolution (Created: 2016-12-19; Reviewed: 2021-05-06)
Original Author: Broughton, Jeff

A resolution to opt out of the statewide building codes enforced by the State Fire Marshal pursuant to the 2009 energy code legislation.

Resolution to Permit the Consumption of Alcohol in City Facilities for Certain City-Sponsored Events in the City of Baneberry, Tennessee
Resolution (Created: 2019-12-10; Reviewed: 2021-07-27)
Original Author: Hardy, Pat

A resolution to permit the consumption of alcohol in city facilities for certain city-sponsored events in the City of Baneberry, Tennessee

Resolution to Remove the Municipality from the Application of Mandatory Allowance of the Manufacture of Alcoholic Beverages
Resolution (Created: 2013-07-09; Reviewed: 2021-07-27)
Original Author: Jones, Josh

Any city that wishes to ensure that neither a distillery nor high alcohol content beer manufacturer operates within its jurisdiction should take immediate steps to adopt a resolution removing the city from the application of TCA 57-2-103(d). Failure to complete this action prior to the end of the 45-day grace period could result in your city being precluded from exercising its ability to opt out of the law. This 45-day grace period began to toll upon the effective date of the bill, July 1st, making August 15th the final day to remove your city from application.

Resolutions to Declare a Vacancy and to Fill an Unexpired Aldermanic Term
Resolution (Created: 2010-07-02; Reviewed: 2021-07-21)
Original Author: Angerer, David

MTAS was asked to assist the city when an alderman died while in office.

Sample Resolution to Name a Bridge
Resolution (Created: 2019-12-10; Reviewed: 2021-06-29)
Original Author: Rogers, Honna

A resolution created for Estill Springs which can be adapted by other cities for the use of naming a bridge.

Sample Surplus Property Resolution
Resolution (Created: 2020-01-16; Reviewed: 2021-07-29)
Original Author: Nevad, Warren

MTAS Management Consultant Warren Nevad authored this resolution for the Town of Centertown, Tennessee regarding property belonging to the town that needs to be disposed of.

Sneedville Fire Resolution for Minimum Training Standards for Firefighters
Resolution (Created: 2009-12-22; Reviewed: 2021-05-20)
Original Author: Hardy, Pat

A resolution of the board of mayor and aldermen of the Town of Sneedville, Tennessee, adopting minimum training standards for firefighters.
State Aid Resolution
Resolution (Created: 2003-05-19; Reviewed: 2021-07-29)
Original Author: Phebus, Dick

A Resolution to Authorize the City Recorder of the Town of Vonore to Account for All Municipal Street Aid Funds in the Town's General Fund.

Woodland Mills Renewable Energy Resolution
Resolution (Created: 2022-05-16; Reviewed: 2022-06-03)
Original Author: Nevad, Warren

The City of Woodland Mills adopted a resolution in January 2022 creating the Woodland Mills Community Pilot Resiliency Program with MTAS and TREEDC.