



Research and Information Center

New Acquisitions List

April - July 2019

You may download these items from the MTAS Knowledgebase:

10 Most common audit findings for Tennessee municipalities. Al Major. 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. ([More](#))

Applicant tracking system survey. Richard Stokes. 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. ([More](#))

Call-out and overtime compensation for utility workers. Richard Stokes. A survey of selected cities on compensation of utility employees for call-out and overtime work. ([More](#))

GIS manager salary and job description survey. Dawn McMillen. 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. ([More](#))

Mental health return to duty evaluation form. Richard Stokes. A survey of selected cities to determine if those cities employ the use of a mental health return to duty evaluation form. ([More](#))

On the job injury and police/fire recruits survey. Richard Stokes. A survey of selected cities regarding on the job injuries related to police and fire recruits. ([More](#))

Retirement plan options and pension committees in selected Tennessee cities. Richard Stokes. A survey of selected cities in Tennessee looking at retirement plans in place and the pension/retirement committee for the cities. ([More](#))

Sample title VI limited English proficiency (LEP) procedures. John Grubbs. Two sample Title VI Limited English Proficiency (LEP) procedures are provided. One is created by MTAS and the other is the City of Murfreesboro, TN, which was reviewed by MTAS staff. ([More](#))

Tennessee municipal benchmarking project annual report (FY2015, FY2016, FY2017, FY2018). Publications created from the compiled results of the year's Tennessee Municipal Benchmarking Project. ([More](#))

Town of Erwin parks and recreation laborer and equipment operator job descriptions. A sample job description from the Town of Erwin, Tennessee for a parks and recreation laborer and equipment operator. ([More](#))

Town of Erwin public works laborer and equipment operator job description. A sample job description from the Town of Erwin, Tennessee for a public works laborer and equipment operator. ([More](#))

Uncompensated public officials' personal information not protected per Tennessee state law. Elisha Hodge, Margaret Norris. 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. ([More](#))

You may request these items from the MTAS library:

7 steps to becoming a smart city: everyone wants to smarter but where do you start? Robert Szyngiel. In American City & County -- Vol. 133 - no. 10 (October 2018), p. 10-14. Article offers a seven step process to lead a long strategy to become a smart city. [Article] ([More](#))

The Accidental taxonomist. Heather Hedden. This is the most comprehensive guide available on the art and science of building information taxonomies. [Book] ([More](#))

Adapting to recycling challenges. Monica Bramble. In APWA Reporter. -- Vol. 86 - iss. 3 (March 2019). “The old way of collecting and processing recyclable materials is no longer sustainable following China’s waste import restrictions. Agencies are examining their operations and looking at the best options to mitigate contamination and rising costs.” [Article] ([More](#))

A call to serve: quotes on public service. Marc Holzer. A collection of quotes on public service. [Pamphlet] ([More](#))

Confessions of a corporate trainer: an insider tells all. Jonathan Halls. If you have faced a surprise in the training room, chances are Jonathan Halls has seen, it too. His 25-plus years of training and facilitating have taught him not to stress over a less-than-flawless class—and helped him focus less on himself and more on letting his learners shine. [Book] ([More](#))

Data democratization: open data is valuable to citizens and public agencies alike, but big shifts are needed to tap into its benefits. Jason Axelrod. In American City & County -- Vol. 134 - no. 3 (March 2019). Article explores how selected government entities are making successful use of the “big” or “open” data to engage with citizens and to make more data-driven decisions. [Article] ([More](#))

The Embedded librarian. David Schumaker. Here is a comprehensive survey of the growing practice of embedded librarianship – a strategic model for placing information professionals into partnerships with the individuals and working groups that depend upon their knowledge and expertise. [Book] ([More](#))

Engage with the people where they are: as finding new staff becomes more difficult, local governments are considering creative solutions. Derek Prall. In American City & County -- Vol. 134 - no. 2 (February 2019), p. 15-18. To be able to hire the best and

brightest, governments need to be creative in their recruitment strategies and to also clearly demonstrate the value of public service. [Article] ([More](#))

Essentials of fire department customer service. Alan V. Brunacini. This title is the result of a series of thoughts, ideas and reflections relating to fire department customer service. [Book] ([More](#))

Forty years after default forced a fiscal reboot, Cleveland's public-private partnership is thriving. Chris Urban. In *Cities & Villages* --Vol. 67-no. 1 (January/February 2019). On the 40th anniversary of the City of Cleveland's fiscal default in 1978, the city's public-private partnerships are going strong. This article provides examples of how the regional economic partnerships are working. [Article] ([More](#))

Let's build a cemetery building. David J. Pinsonneault. In *APWA Reporter*. -- Vol. 86 - iss. 4 (April 2019).

"After the construction of a successful public works building the public works department took on the challenge of replacing an aging administration /maintenance building for one of four city-managed cemeteries." [Article] ([More](#))

The mini-bond issue: mini bonds democratize municipal bonds and are growing in usage, but do these divergent securities yield more benefits than traditional municipal bonds? Jason Axelrod. In *American City & County* -- Vol. 133 - no. 10 (October 2018), p. 4-9. "While similar in name to municipal bonds, the characteristics of a mini-bond, its issuance process, its advantages, its challenges and its ultimate tangible and intangible yields diverge from traditional municipal bonds." [Article] ([More](#))

Practical stormwater data collection with small unmanned aerial systems. Howard Young. In *APWA Reporter*. -- Vol. 86 - iss. 2 (February 2019). "The availability of affordable small unmanned aerial systems (sUAS), or drones, with lightweight sensors and powerful photogrammetry software has made sUAS a flexible tool to collect data needed for stormwater management." [Article] ([More](#))

Standard methods for the examination of water and wastewater (23rd ed.) E.W. Rice, R.B. Baird, A.D. Eaton. The trusted source of accurate, proven methodology for analyzing natural waters, water supplies and wastewaters, since 1905. [Book] ([More](#))

Tennessee municipal benchmarking project annual report (FY2015, FY2016, FY2017, FY2018). Publications created from the compiled results of the year's Tennessee Municipal Benchmarking Project. [Book] ([More](#))

Using your existing work management software to track your inclement weather program. Keith Bishop. In *APWA Reporter*. -- Vol. 85 - iss. 10 (October 2018). Case study from the city of Greenville, South Carolina looking at how they used their existing public works department work management program to implement an inclement cold weather management program. [Article] ([More](#))

The value added by professional certification of municipal finance officers. David H. Folz, Chris Shults. In *State and Local Government Review* -- Vol. 50 (2) (June 2018), p. 85-97. This longitudinal panel study examines the effect of a state-mandated Certified Municipal Finance Officer program on cities' financial management performance and finds that the program had a statistically significant independent impact on the observed reductions in the number of outside audit findings. [Article] ([More](#))

Wastewater treatment fundamentals I: Liquid treatment. Prepared by Sidney Innerebner. Robust coverage of Wastewater Treatment Operator exam topics and ABC Need-to-Know Criteria. [Book] ([More](#))