

New Materials | January-February 2022

MTAS Research and Information Center



| Title | Format | Get it |
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| <p>Accredited Fire Department Salary Survey. 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).</p> | Survey | Download |
| <p>Alcoholic Beverage Referendum Requirements. Stephanie Allen O’Hara. MTAS Attorney Stephane Allen O’Hara compiled the necessary steps for a Tennessee municipality to authorize liquor by the drink, retail package stores, and wine in grocery stores.</p> | General | Download |
| <p>ARPA and Other Federal Grants, What’s the Catch? Kay Stegall. 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 federal grant regulations.</p> | General | Download |
| <p>Certificate of Compliance and Issuing Alcoholic Beverage Licenses. Elisha Hodge. 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?”</p> | Form | Download |
| <p>City Manager Salary, Employment Agreements, Retirement, Leave Benefits and Employee Paid Paternity Leave Survey. Frances Adams-O’Brien. 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.</p> | Survey | Download |

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| <p>Community Pilot Resiliency Program. Warren Nevad. A resolution of Woodland Mills, Tennessee, establishing a Community Pilot Resiliency Program (CPRP) with the University of Tennessee Municipal Technical Advisory Service (MTAS) and the Tennessee Renewable Energy and Economic Development Council (TREEDC).</p> | Resolution | Download |
| <p>Data Entry Operator A-1. The City of Memphis provided MTAS with a job description for a data entry operator A-1 in their city.</p> | Job Description | Download |
| <p>IMLA Model Ordinance Regulating Dangerous Dogs. International Municipal Lawyers Association. 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.</p> | Ordinance | Download |
| <p>Job Description and Interview Questions for Street Foreman. The Town of Signal Mountain, Tennessee, provided MTAS with a job description and the list of interview questions used when hiring a Street Foreman.</p> | Job Description | Download |
| <p>Municipal Purchasing Procedures (Non-Sealed Bid). Kay Stegall. Municipalities subject to the Purchasing Law of 1983 must pass an ordinance to change the maximum amount that exempts public advertisement and competitive bids from \$2,500 to up to \$10,000. 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. Additionally, the municipality must have a full-time purchasing agent who devotes 100% of their time to the purchasing function to comply with this statute. Purchasing procedures may be adopted by resolution; however, the procurement code must be adopted by ordinance.</p> | Form | Download |

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| <p>Pre-Employment Hepatitis C Testing Declination Form. Dennis Wolf. 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. The 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.</p> | Form | Download |
| <p>Pre-Employment HIV Testing Declination Form. Dennis Wolf. 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. The 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.</p> | Form | Download |
| <p>Recyclables Disposal Survey. Frances Adams-O'Brien. Nine Tennessee cities responded to a request for information regarding their recycling services, collection and disposal of material.</p> | Survey | Download |
| <p>Trip Generation Manual. The 11th edition of this publication, produced by the Institute of Transportation Engineers includes information on multi-use urban and city center locations, urban/suburban and rural routes.</p> | Book | Request |

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| <p>Wastewater Agreement Between the City of Blaine and LBCUD. 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.</p> | General | Download |
| <p>Water & Sewer Tap Fees in Selected Tennessee Cities. Frances Adams-O’Brien. Fifteen Tennessee cities responded to a request for information having to do with residential water and sewer tap fees.</p> | Survey | Download |
| <p>Youth Sports Program Survey. Frances Adams-O’Brien. 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.</p> | Survey | Download |
| <p>Zero Tolerance Policies in Selected Tennessee Cities. Frances Adams-O’Brien. 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.</p> | Survey | Download |