

New Materials | September-October 2021

MTAS Research and Information Center



Title	Format	Get it
<p>Actuarial Services Resource List. Frances Adams-O’Brien. 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.</p>	General	Download
<p>Data Analyst Job Description. City of Chattanooga, TN. A sample job description for a data analyst from the City of Chattanooga, Tennessee.</p>	Job Description	Download
<p>Fiscal Recovery Fund (FRF) Overview. Eric Spencer. 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 guide provides an overview of the funding process.</p>	General	Download
<p>Greeneville Solid Waste Application and Service Agreement Form. Town of Greeneville, TN. A sample application and service agreement for solid waste collection provided by the Town of Greeneville, Tennessee.</p>	Form	Download
<p>Lenoir City RFP for Pest Control Services. Lenoir City produced this RFP in order to obtain bids for insect and rodent control services for their municipal facilities.</p>	RFP	Download
<p>Mt. Pleasant Water Department Water Shortage/Drought Management Plan. The Mt. Pleasant Water department created a plan to establish policies, rules and plans to be used during a drought or water shortage.</p>	General	Download

<p>Ordinance to Add New Official Holidays and a Sick Leave Policy for Municipal Employees. Pat Hardy. 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.</p>	<p>Ordinance</p>	<p>Download</p>
<p>Ordinance to Temporarily Suspend Hotel/Motel Tax in Response to COVID-19. Pat Hardy. An ordinance of the town of Bean Station, Tennessee temporarily suspending the “lodging/accommodation” tax in response to COVID-19.</p>	<p>Ordinance</p>	<p>Download</p>
<p>Paid Leave Benefits in Selected Tennessee Cities. Frances Adams-O’Brien. Nine Tennessee cities responded to a request for information regarding their paid leave benefits for employees.</p>	<p>Survey</p>	<p>Download</p>
<p>Pay Increases for Fiscal Year 2022. Frances Adams-O’Brien. Survey invitations were sent to 79 cities with 48 responses regarding merit raises and cost of living increases for city employees in Fiscal Year 2022.</p>	<p>Survey</p>	<p>Download</p>
<p>Petition to Destroy Drugs and Drug Paraphernalia. 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.</p>	<p>Form</p>	<p>Download</p>
<p>Police Accreditation Staffing and Compensation Survey. Frances Adams-O’Brien. 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.</p>	<p>Survey</p>	<p>Download</p>
<p>Rain Gauge Usage in Tennessee Cities and Towns. Frances Adams-O’Brien. 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.</p>	<p>Survey</p>	<p>Download</p>
<p>RFP for Website Design and Maintenance. Some sample RFPs for website design, development, hosting, and maintenance.</p>	<p>RFP</p>	<p>Download</p>

<p>Salary and Benefits for Firefighter 1, Firefighter 2 and Patrol Officer in Selected Tennessee Cities. Frances Adams-O'Brien. Four Tennessee cities responded to a request for information regarding the salary and benefits offered to Firefighter 1 & 2 as well as Patrol Officer.</p>	Survey	Download
<p>Sample Professional Services Agreement. Chuck Downham, Elisha Hodge. A sample Professional Services Agreement has been prepared collaboratively to provide cities with an agreement template that can be used by a city as an alternative to utilizing an agreement prepared by the consultant. The sample agreement may require further customization to fit the policies and practices of the city as well as the type of consultant services being rendered.</p>	Form	Download
<p>Sidewalk Ordinance. An ordinance for the Town of Woodbury that authorizes the town to regulate sidewalks and maintain them.</p>	Ordinance	Download
<p>Tennessee Fire Department Needs Assessment Survey 2020. Dennis Wolf. 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.</p>	Survey	Download