



Research and Information Center
New Acquisitions List
January 2017

You may download these items from the MTAS Knowledgebase:

Beer Definition Ordinance. Pat Hardy authored this ordinance changing the city's definition of beer to coincide with state definitions and altering distance regulations for beer sales. ([More](#))

Building Access/Security and Employee Time & Attendance Policies, Procedures and Products Survey. Richard Stokes compiled this survey where 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. ([More](#))

City Psychologist Usage. This survey, managed by Richard Stokes, drew information from ten cities about their use of a psychologist in their municipality. ([More](#))

City Recorder Job with CMFO. Pat Hardy authored this job description of 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 of employment. ([More](#))

Educational Assistance Survey. Richard Stokes facilitated this survey in which thirteen cities were asked several questions about educational assistance opportunities, tuition reimbursement, and requirements for employees to participate in their education assistance programs. ([More](#))

Elected Official Acknowledgement of Ethics and Conflict of Interest Policy. This signature form is for use by elected officials who receive and read the town's ethics policy. ([More](#))

Model Public Records 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. ([More](#))

Personal Interest Disclosure Form. 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. ([More](#))

Police Record Clerks in Tennessee Cities. MTAS asked seven cities about the salary and job description of their police records clerk position. ([More](#))

Public Property Naming. MTAS asked representatives of eight cities several questions regarding the naming of public property. ([More](#))

Purchasing without Bidding from the National Joint Powers Alliance (NJPA). Pat Hardy compiled this information about purchasing a specialized vehicle, without bidding, from the National Joint Powers Alliance (NJPA). ([More](#))

A Resolution of the Town of Pittman Center, Tennessee, Designating Signatures for the Issuance of Checks in Accordance with Generally Accepted Accounting Principles. Pat Hardy authored this resolution that states that all checks issued by the town shall contain the signatures of both the City Administrator and the Mayor. ([More](#))

Sample Fire Department Social Media Policy. The purpose of this policy by Dennis Wolf 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. ([More](#))

Survey of Charter Provisions Regarding Vacancies on Council. Nineteen cities were surveyed to determine what they do when there are mayoral or council vacancies. ([More](#))

Tobacco-Free Workplace Study. Richard Stokes asked seventeen cities 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. ([More](#))

Use of County Law Enforcement Services in the Absence of a Municipal Police Force. Jeff Broughton was asked about using county law enforcement services with the corporate limits of the town in the absence of a municipal police force. ([More](#))

You may request these items from the MTAS Library:

The Carrot Principle: How the Best Managers Use Recognition to Engage Their People, Retain Talent, and Accelerate Performance. Drawing on case studies from leading companies including Disney, DHL, KPMG, and Pepsi Bottling Group, the Adrian Gostick and Chester Elton show how the transformative power of purpose-based recognition produces astonishing increases in operating results, whether measured by return on equity, return on assets or operating margin. Plus they show how great managers lead with carrots, not sticks, and in doing so achieve higher productivity, engagement, retention, and customer satisfaction. ([More](#))

Extreme Government Makeover: Increasing Our Capacity to Do More Good. Author Ken Miller reveals the tips, secrets, and strategies of working better with government. As a management expert, the author discusses how the processes of

government became so complicated and inefficient – and how to build a better organization. ([More](#))

How to Measure Training Results: A Practical Guide to Tracking the Six Key Indicators. Jack Phillips and Ron Stone present practical tools for collecting and measuring six types of data critical to an overall evaluation of training. ([More](#))

Leading Performance Management in Local Government. This text by David Ammons is packed with strategies and guidance from noted experts on leadership in government and is a must-read for every local government manager and student of public administration who seeks solid guidance to develop an effective performance management program and to understand its objectives, rewards, challenges, and pitfalls. ([More](#))

Operation of Water Resource Recovery Facilities. The Water Environment Federation's seventh edition of this text delivers state-of-the-art coverage of the operation, management, and maintenance of water resource recovery facilities; plus, this edition represents the most complete and up-to-date reference available to the wastewater treatment industry. ([More](#))

Peak Performance: How Denver's Peak Academy Is Saving Money, Boosting Morale and Just Maybe Changing the World (And How You Can Too). Peak Performance by Brian Elms and J. B. Wogan will help public sector leaders replicate the Peak model and includes concrete examples of employee-driven innovations – many of which sound, in hind-sight, like \$40,000 no-brainers, until you realize there are hundreds of similar and much-needed fixes in every workplace. ([More](#))

A Practical Guide to Job Analysis. This unique guide by Erich Prien and others contains a series of eight ready-to-use templates that provide the basis for conducting job analyses for eight different levels of job families, from the entry-level to the senior manager/executive. ([More](#))

We Don't Make Widgets: Overcoming the Myths That Keep Government from Radically Improving. This book by Ken Miller brings to light three myths about government: we don't make widgets, we don't have customers, and we're not here to make a profit. It exposes these myths as obstacles to efficient government but then shows how governments are actually production factories with a bottom line and customers. ([More](#))

You may download these items from the MTAS Library:

City of Germantown, Tennessee, Comprehensive Annual Financial Report FY2016. The Comprehensive Annual Financial Report (CAFR) of the city of Germantown, Tennessee reports the financial position of the various funds of the city and the financial results for operations during the past fiscal year. The CAFR also provides information on the economic condition of the city. ([More](#))

Community Heart and Soul Field Guide (Rev. 2nd ed.) Community Heart & Soul is a barn-raising approach to community planning and development designed to increase participation in local decision-making and empower residents to shape the future of their

communities in a way that upholds the unique character of each place. The Field Guide details the four-phase methodology that was researched and developed over a decade, including nine towns in New England and the Rocky Mountains. ([More](#))

Legislative Compensation: Comparing Tennessee to Contiguous and Peer States.

This TACIR report responds to Senate Joint Resolution 463 by Beavers, which directs the Commission to conduct a survey of Tennessee's surrounding states and compare the 2015-16 legislative compensation to that of Tennessee's General Assembly to determine whether Tennessee legislators are adequately compensated and fully reimbursed for expenses. ([More](#))

The Professional Privilege Tax in Tennessee: Taxing Professionals Fairly.

Tennessee's professional privilege tax, enacted in 1992 as a part of a \$276 million tax increase, taxes individuals in 22 professions at a rate of \$400 per year. This TACIR report examines the history of the professional privilege tax in this state, the intent of the professional privilege tax, other states' laws imposing a professional privilege tax or similar tax, and alternatives for eliminating or phasing out the professional privilege tax. ([More](#))