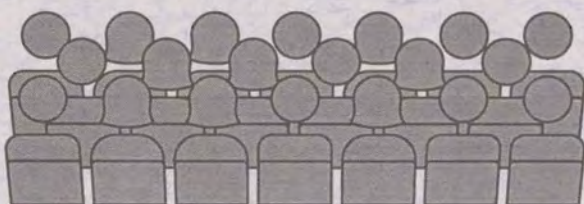


The 1995 MTAS Publications Catalog



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A statewide agency of
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in cooperation with the
Tennessee Municipal League

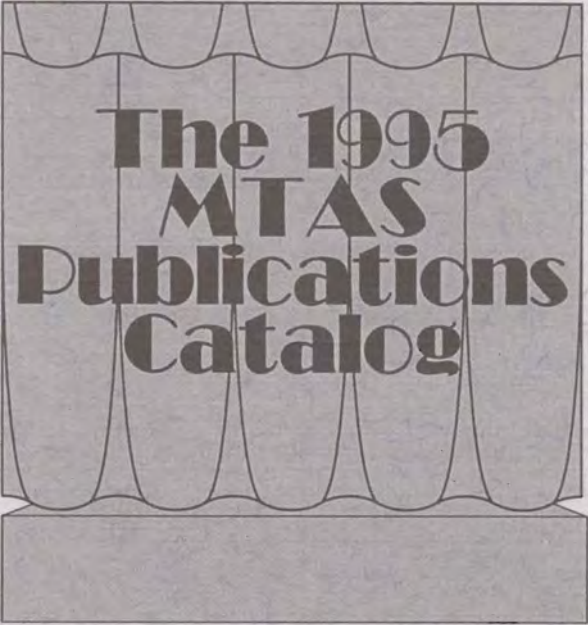
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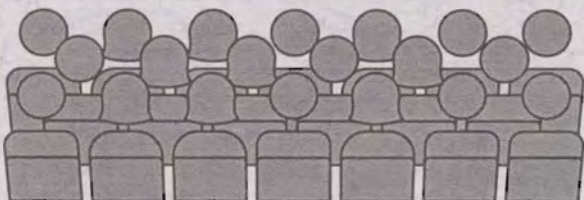
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June 1995

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MTAS Mission Statement

The Municipal Technical Advisory Service (MTAS) was created in 1949 by the state legislature to enhance the quality of government in Tennessee municipalities. An agency of The University of Tennessee's Institute for Public Service, MTAS works in cooperation with the Tennessee Municipal League and affiliated organizations to assist municipal officials.

By sharing information, responding to client requests, and anticipating the ever-changing municipal government environment, MTAS promotes better local government and helps cities develop and sustain effective management and leadership.

MTAS offers assistance in areas such as accounting and finance, administration and personnel, fire, public works, law, ordinance codification, communications, and wastewater management. MTAS houses a comprehensive library and publishes scores of documents annually.

All MTAS publications are free to Tennessee city, county, state, and federal officials. There is a charge for all private sector requests.

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What's MTAS?

If you're an official of a Tennessee town or city, MTAS is *your* resource. The Municipal Technical Advisory Service, an **agency** of The University of Tennessee's Institute for Public Service, is essentially a pre-paid consulting firm at work for Tennessee municipalities. We provide technical assistance to cities and towns across the state — their governing bodies, mayors, city managers, and other officials. MTAS consultants help you develop practical, individual solutions to technical problems. MTAS was established in 1949 by the Tennessee General Assembly and we work in cooperation with the Tennessee Municipal League.

MTAS sponsors and administers research projects directly involving municipal administrative problems; produces publications on a wide range of municipal topics; houses in Knoxville a nationally known technical reference library; and is a clearinghouse for information on a broad range of municipal issues.

MTAS consultants, all with prior experience in local government, deliver our technical assistance services. We maintain regular contact with city officials, providing suggestions, ideas, and information through field visits or telephone conversations. This personal touch is an important part of our total MTAS effort to provide practical assistance when you need it. Some services are provided on a regular basis and others to fulfill one-time requests. The organization is divided into several function areas: municipal management, finance and accounting, law, fire, public works, wastewater management, personnel, and communications.



What MTAS Publishes

MTAS publishes a variety of publications, from concise brochures to in-depth analyses of specific issues, including reports, directories, guides, surveys, and handbooks.

One of MTAS's most popular publications is its annual *Directory of Tennessee Municipal Officials*, with names of elected and appointed officials, information on staff, and data such as the charter form, election date, population, size, time zone, and provided utilities.

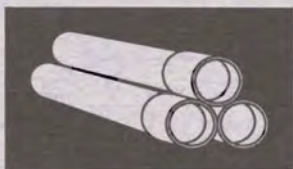
Technical Bulletins are information briefs covering a variety of topics. They are 1 to 12 pages and contain timely information.

This catalog lists available publications by topics. Prices are for requests from non-government agencies.



Hot Topics

The most timely MTAS publication is a *Hot Topic*, produced quickly and mailed first class to all Tennessee cities when a "hot" issue requires immediate attention or response. City officials know when a *Hot Topic* crosses their desks that it's an urgent mailing from MTAS for their immediate attention.



Engineering And Public Works

Bid Data On Current Municipal Public Works, Edward Archer, 118 pages, 1994, \$25.

Building Support For Increasing User Fees, published in cooperation with the U.S. Environmental Protection Agency, Sharon Rollins, 17 pages, 1989.

Cities And The Hazardous Chemical Right-To-Know Law, A Technical Bulletin, Harold Yungmeyer, 1990, \$2.

Civil Penalties For Wastewater Pretreatment Violations, A Technical Bulletin, Edward Archer, 1990, \$2.

Drainage Management, Edward Archer, 76 pages, 1991.

EPA Regulations On Contractor Retainage Interest Change, A Technical Bulletin, Edward Archer, 1991, \$2.

Finding Money II, The Search Continues ... For Funds For Municipal Water, Wastewater, And Solid Waste Projects In Tennessee, published in cooperation with the U.S. Environmental Protection Agency, Sharon Rollins, 35 pages, 1994.

Grease Traps, A Technical Bulletin, Sharon Rollins, 1991, \$2.

Local Government Fleet Assessment, Frank Kirk, 105 pages, 1990, \$20.

Local Government Public Works Standards And Specifications, Edward Archer, 359 pages, 1994, \$100.

New Driver License Requirements For Commercial Vehicles Are Now In Place, A Technical Bulletin, Joseph Muscatello, 1989, \$2.

Petroleum Underground Storage Tanks — What You Need To Know Now, published in cooperation with the County Technical Assistance Service, M. Elizabeth McCroskey, 20 pages, 1991, \$10.

Tennessee Environmental Legislation Of 1991: Solid Waste Management And Environmental Fees, A Technical Bulletin, Joseph Ahler, Geneil Hailey, and Ron Fults, 1991, \$2.

Wastewater Technical Assistance: It Works In Tennessee, published in cooperation with the U.S. Environmental Protection Agency, Sharon Rollins, 14 pages, 1988, \$15.

Work Order Systems Mean Better Financial Management, A Technical Bulletin, Alan Major, 1993, \$2.



Finance And Accounting

Basics Of A Water And Sewer Rate Study, Joseph Muscatello, 87 pages, 1984, \$15 (update in production).

General Fixed Asset Accounting, C. Richard Phebus, 20 pages, 1992, \$5.

Get Your Share Of The Local Option Sales Tax And Hall Income Tax: Request A Situs Report, A Technical Bulletin, M. Michael Tallent, 1991, \$2.

Hotel/Motel Tax In Tennessee Municipalities, A Technical Bulletin, C. Richard Phebus, 1991, \$2.

Improving Financial Responsibility Through Budget Amendment Control, A Technical Bulletin, W. Ken Joines and Thomas Brant, 1988, \$2.

IRS Regulations On Personal Use Of City-Owned Vehicles: Complying With The Final 1989 Rules, A Technical Bulletin, Mark Pullen, 1994, \$2.

Method Of Revenue Enhancement Verifying Local Option Sales Tax Distribution, Harold Yungmeyer, 25 pages, 1989, \$15.

Municipal Utilities Rate Survey '94, Andrew Hochstetler, 172 pages, 1994, \$20.

New Rules On Insurance Coverage On Municipal Funds In FDIC-Insured Banks, A Technical Bulletin, Sidney Hemsley, 1985, \$2.

Public Chapter 509 Slaps Cuffs On Utility Revenues, A Technical Bulletin, Alan Major, 1994, \$2.

Purchasing Guide For Tennessee Municipalities, James Leuty and Harold Yungmeyer, 88 pages, 1992, \$15.

State And Federal Gasoline Tax Refunds (Revised), A Technical Bulletin, C. Richard Phebus, 1991, \$2.

State Street Aid Fund Expenditures — On The Road To Understanding, W. Ken Joines, 12 pages, 1994, \$10.

Utility Manual: Ideas and Alternatives For Water And Sewer Fund Issues, W. Ken Joines, 22 pages, 1994, \$15.



Information Management And Communications

*Directory Of Tennessee
Municipal Officials*, 282 pages, 1995, \$60.

Good Service Request Systems Keep Customers Happy, A Technical Bulletin, Beth Birmingham, 1992, \$2. (*Work Order Systems Mean Better Financial Management*, listed in the **engineering** and public works section of this catalog, also offers customer service information.)

Reporters And The News Media: What Tennessee City Officials Need To Know, Sharon H. Fitzgerald, 27 pages, 1995, \$5.

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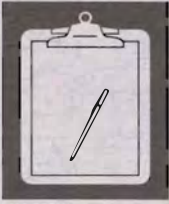
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Municipal Management

1990 Census Update, A Technical Bulletin, W. Joseph Walsh, 1991, \$2.

The GIST Of GIS: The Geographic Information System Handbook, Rebecca G. Crowder, 15 pages plus extensive appendices, 1994, \$15.

How To Conduct A City Council Meeting, 5 pages, 1991, \$2.

Incorporation: Things To Consider Before And After (in production), Patrick Hardy, \$15.

Mutual Aid And Emergency Assistance: An Update, A Technical Bulletin, from the staff of the Tennessee Municipal League Risk Management Pool, 1992, \$2.

Overview: The Tennessee City Recorder, published in cooperation with the Center for Government Training, 102 pages, 1990, \$20 (update in production).

Records — What To Save, What To Toss, And When, Harold Yungmeyer, 11 pages, 1992.

Special Censuses: Ruminating About Enumerating? Rebecca G. Crowder with Mary Beatty, 36 pages, 1994, \$25.

Surplus Property Disposal, A Technical Bulletin, Sidney Hemsley, 1990, \$2.

Surveying Citizens: A Handbook For Municipal Officials Who Want To Know What Their Citizens Think, David H. Folz, 103 pages, 1995, \$50.

Tennessee Contractors Licensing Act And Why Your City's Building Inspector Could Go To Jail, A Technical Bulletin, Leslie F. Shechter and T. Randy Williams, 1991, \$2.

Tennessee Municipal Handbook, 5th edition, Leslie F. Shechter, 166 pages, 1994, \$50.



Personnel

Cities Should be Aware Of Veterans Reemployment, A Technical Bulletin,

Joseph Muscatello, 1990, \$2.

The Family And Medical Leave Act — A Guide For Local Governments, published in cooperation with the County Technical Assistance Service, M. Elizabeth McCroskey, 39 pages, 1993.

Group Insurance For City Personnel, A Technical Bulletin, Don Ownby, 1988, \$2.

Mandatory Medicare Coverage For Newly Hired State And Local Workers, A Technical Bulletin, Richard Stokes, 1987, \$2.

Maternity Leave In Tennessee, A Technical Bulletin, Richard Stokes, 1992, \$2.

Minimum Wage Changes, A Technical Bulletin, Richard Stokes, 1990, \$2.

Recruitment And Selection Of Managerial And Professional Personnel, Thomas Brant, 89 pages, 1989, \$15.

Salary And Fringe Benefits Survey Of Tennessee Municipalities, A Hot Topic updated annually, Richard Stokes, 1995.

Smoking In The Workplace, A Technical Bulletin, Richard Stokes, 1991, \$2.

Social Security Coverage For Local Government Employees, A Technical Bulletin, C. Richard Phebus, 1991, \$2.

Veterans Reemployment Rights, A Technical Bulletin, Leslie F. Shechter, 1992, \$2.

Workplace Substance Abuse: What Employers Can Do, Richard Stokes, 20 pages, 1989, \$15.



Public Safety Management

Business Of Crime: Research Findings

Reveal Economic Motives, A Technical Bulletin, Philip Keith, 1989, \$2.

Fire (And Police) Departments Liable For Negligent Response, A Technical Bulletin, Sidney Hemsley, 1991, \$2.

New Law Changes The Definition Of Police Officer And Sets Standards For Auxiliary/Reserve Officers In Tennessee, A Technical Bulletin, Joseph Muscatello, 1991, \$2.

Police Bill Of Rights: Not For Everyone, A Technical Bulletin, Dennis Huffer and Richard Stokes, 1989, \$2.

Police Response To Domestic Violence, Philip Keith, 19 pages, 1988, \$15.

Procedures For Issuance Of Ordinance Summonses In Lieu Of Arrest Warrants, A Technical Bulletin, Dennis Huffer and T. Randy Williams, 1987, \$2.

Weapons Retention, Philip Keith, 15 pages, 1989, \$15.



Brochures

Municipal Technical Advisory Service information brochure, 1992.

MTAS/CGT Staff Directory (with consultant photographs), 1994.

University Of Tennessee Municipal Training (UTMT) course information, 1994-95.



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