

RESOLUTION 2026-3

**A RESOLUTION OF THE BOARD OF
MAYOR AND ALDERMEN OF THE TOWN OF
MONTEREY, TENNESSEE, REQUESTING
THE AMENDMENT OF THE TOWN CHARTER
TO CREATE THE OFFICE OF TOWN
ADMINISTRATOR.**

RESOLUTION # _____

REQUESTED BY: MAYOR

ADOPTED: _____

WHEREAS, the Board of Mayor and Aldermen of Monterey, Tennessee, have determined that it would be in the best interest of the Town to have a full-time City Administrator, and

WHEREAS, the Board of Mayor and Aldermen of Monterey, Tennessee, have determined that it will be necessary to amend the Charter of the Town of Monterey, Tennessee in order to create the position of Town Administrator and to define the method of selection of the Town Administrator and to provide for the duties of the Town Administrator; and

WHEREAS, the Charter of the Town of Monterey, Tennessee may be changed by Private Act of the Tennessee Legislature; and

NOW THEREFORE, BE IT RESOLVED that the Board of Mayor and Aldermen of the Town of Monterey, Tennessee, requests that its elected representatives, Honorable Senator Paul Bailey and Representative Cameron Sexton, prepare and promote the passage of a Private Act amending the Charter of the Town of Monterey, Tennessee to create a position of Town Administrator, and to include the provisions as follows:

Section 1: Office of Administrator Created:

There is hereby created the Office of Town Administrator for the Town of Monterey. The Civil Service Board shall be responsible for the recruitment, selection, and hiring of the Administrator, in accordance with established civil service policies and procedures. The Board of Mayor and Aldermen shall fix the salary of the Administrator. The Administrator shall be selected solely on the basis of his training, experience, and other administrative qualifications. Minimum qualifications shall include an associate's college degree, and appropriate training or experience in municipal management, utility management, or public administration. The Administrator shall give full time to the duties of his office.

Section 2: Residency:

The Town Administrator must be a resident of Putnam County within 6 months of employment.

Section 3: Bond.

The Town Administrator and acting town administrator shall furnish a corporate surety bond to be approved by the Board of Mayor and Aldermen in such sum as may be determined by the said Board, and shall be conditioned upon the faithful performance of the duties imposed upon the Town Administrator and acting town administrator as herein prescribed. Any premium for such bond shall be a proper charge against the Town of Monterey.

Section 4: Duties of Administrator:

It shall be the duty of the Town Administrator to supervise and coordinate appropriate activities of each department of the Town according to the policies and directives of the Board of Mayor and Aldermen, including the following specific duties:

- 1) To keep the Board fully advised as to the conditions and needs of the Town.
- 2) To serve as chief financial officer of the Town.
- 3) To recommend annually to the Board, a budget for each department of the Town that is under the control of the Board of Mayor and Aldermen.
- 4) To determine, implement, and administer an appropriate personnel and pay structure for the Town.
- 5) To conduct performance evaluations on all Town employees, determine and allocate pay increases or decreases, and recommend promotion, demotion, discipline, or dismissal of an employee or applicant to the Civil Service Board.
- 6) To participate, if needed with the Civil Service Board in applicant interviews.
- 7) To serve as liaison officer for the Board of Mayor and Aldermen in coordinating the activities of the Board with the activities of the Town under separate boards, including the Civil Service Board.
- 8) To make recommendations to the Board for improving the quality and quantity of public services to be rendered by the officers and employees to the inhabitants of the Town.
- 9) To select, prioritize, and evaluate overall feasibility of programs and projects involving public works and public improvements, to recommend said projects to the Board, to establish priorities for accomplishment, and to direct the efforts of Town employees toward this end.
- 10) To report to the Board the condition of property and equipment of the Town, and to recommend repairs and replacements as needed.
- 11) To administer the purchasing activities of the Town.
- 12) To perform such other duties as may be required of him/her by official action of the Board of Mayor and Aldermen.

Section 5: Board-Administration Relations:

The Board of Mayor and Aldermen and its members shall deal with the administrative services of the Town only through the Town Administrator, except for the purpose of inquiry, and neither the Board nor any member thereof shall give orders and instructions to any subordinate of the Town Administrator. The Town Administrator shall take his orders and instructions from the Board of Mayor and Aldermen only when sitting in

a duly convened meeting of the Board, and no individual Board member shall give any orders or instructions to the Town Administrator.

Section 6: Departmental Cooperation.

It shall be the duty of all subordinate officers and the Town Recorder and the Town Attorney to assist the Town Administrator in administering the affairs of the Town efficiently, economically, and harmoniously.

Section 7: Attendance at Board Meetings and Committee Meetings.

The Town Administrator shall attend all meetings of the Board of Mayor and Aldermen, and may attend meetings of any other commissions, boards, and committees created by the Board upon his own volition or upon direction of the Board. In attending meetings of commissions, boards, and committees, the Town Administrator shall be heard as to all matters upon which he wishes to speak, and he shall cooperate to the fullest extent with all commissions, boards, and committees appointed by the Board.

BE IT FURTHER RESOLVED that the Mayor, the Office Manager and the City Attorney are authorized to consult with and advise the Senator and the Representative regarding the submission of the Private Act to the legislature for passage.

Duly passed and approved this ___ Day of _____, 2026.

Mayor

ATTESTED:

Vice Mayor