



**Board of Mayor and Alderman Work Session and Special Called Meeting
Agenda**

Monday, March 23, 2026 at 6:30 PM

Monterey Municipal Building – 302 E. Commercial Avenue Monterey, TN 38574

Police Department: (931) 839-2323 | City Hall: (931) 839-3770 | Fax: (931) 839-3933

Meeting called by: Mayor Alex Garcia

Type of Meeting: Regular Monthly

Aldermen: Kevin Peters, Spencer Delk, Jim Whitaker, Larry Bennett, Cecelia Paulson, Jim
Wolfgram, Jamie Phillips, Bill Wiggins

**The Town of Monterey does not discriminate on grounds of race, color, age, sex,
disability or national origin.**

ROLL CALL

PUBLIC COMMENT

RESOLUTIONS

1. Resolution 2026 - 3 City Administrator - MTAS 1st draft
2. Resolution 2026 - 3 City Administrator - MTAS 2nd draft
3. Alderman Bill Wiggins draft for City Administrator
4. Resolution 2026-3 - City Administrator from 2003 draft from city attorney

ADJOURNMENT

RESOLUTION -2026-3**A RESOLUTION OF THE TOWN OF MONTEREY, TENNESSEE AMENDING THE TOWN OF MONTEREY CHARTER.**

WHEREAS, the Town of Monterey, Tennessee, incorporated by Chapter 492 of the Private Acts of Tennessee for 1901 and all acts amendatory thereto, and

WHEREAS, the interest of the Town of Monterey, Tennessee will be served if the charter of the town is further amended; and now, therefore.

NOW THEREFORE BE IT RESOLVED THAT THE MONTEREY MAYOR AND BOARD OF ALDERMAN THAT

Honorable Senator Paul Bailey and Representative Cameron Sexton are hereby requested to introduce the following act to the General Assembly of the State of Tennessee:

An ACT to amend the charter of the Town of Monterey, Tennessee, being Chapter 492 of the Private Acts of Tennessee for 1901 and all acts amendatory thereto:

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

Section 1: The following text in Section 3 of the Monterey Charter is hereby deleted:

"The Mayor shall be ex-officio Recorder, but may decline to perform the duties of Recorder, in which case the Recorder shall be appointed as hereinafter provided"

Section 2: The following text in Section 5 of the Monterey Charter is hereby deleted:

"in case the Mayor declines to serve as Recorder",

Section 3: The following text shall be added to Section 7 of the Monterey Charter:

"That the Board of Mayor and Aldermen shall have the power and authority to elect and appoint a City Administrator, a Town Clerk, and a City Judge. The City Administrator shall have the duty to employ, promote, discipline, suspend and discharge all employees and department heads, in accordance with the policies and procedures, if any, adopted by the board. The City Administrator shall further act as purchasing agent for the Town in the purchasing of all materials, supplies and equipment for the proper conduct of the Town's business; provided that all purchases shall be made in accordance with policies, practices and procedures established by the board. The City Administrator shall further prepare and submit

the annual budget and capital program to the board for their adoption by ordinance. The City Administrator shall have such further duties as may be designated or required by the board”.

Section 4. This act shall become effective when it has been approved by the Monterey Mayor and Board of Alderman by a vote of not less than two-thirds of the entire membership of the board after resolution is approved by the General Assembly.

ADOPTED THIS DAY OF _____, --

Signed: _____

Mayor

Attest: _____

City Recorder

MTAS #2
Draft**RESOLUTION -2026-3****A RESOLUTION OF THE TOWN OF MONTEREY, TENNESSEE AMENDING THE TOWN OF MONTEREY CHARTER.**

WHEREAS, the Town of Monterey, Tennessee, incorporated by Chapter 492 of the Private Acts of Tennessee for 1901 and all acts amendatory thereto, and

WHEREAS, the interest of the Town of Monterey, Tennessee will be served if the charter of the town is further amended; and now, therefore.

NOW THEREFORE BE IT RESOLVED THAT THE MONTEREY MAYOR AND BOARD OF ALDERMAN THAT

Honorable Senator Paul Bailey and Representative Cameron Sexton are hereby requested to introduce the following act to the General Assembly of the State of Tennessee:

An ACT to amend the charter of the Town of Monterey, Tennessee, being Chapter 492 of the Private Acts of Tennessee for 1901 and all acts amendatory thereto:

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

Section 1: The following text in Section 3 of the Monterey Charter is hereby deleted:

"The Mayor shall be ex-officio Recorder, but may decline to perform the duties of Recorder, in which case the Recorder shall be appointed as hereinafter provided"

Section 2: The following text in Section 5 of the Monterey Charter is hereby deleted:

"in case the Mayor declines to serve as Recorder",

Section 3: The following text shall be added to Section 7 of the Monterey Charter:

"That the Board of Mayor and Aldermen shall have the power and authority to elect and appoint a City Administrator a Town Clerk, and a City Judge. The office of City Administrator shall be considered as one position, filled by one individual. The City Administrator shall have the duty to make recommendations to the Civil Service Board to employ, promote, discipline, suspend and discharge all employees and department heads, in accordance with the policies and procedures, if any, adopted by the board. The City Administrator shall further act as purchasing agent for the Town in the purchasing of all materials, supplies and equipment for the proper conduct of the Town's business; provided that all purchases shall be made in

accordance with policies, practices and procedures established by the board. The City Administrator shall further prepare and submit the annual budget and capital program to the board for their adoption by ordinance. The City Administrator shall have such further duties as may be designated or required by the board".

Section 4. This act shall become effective when it has been approved by the Monterey Mayor and Board of Alderman by a vote of not less than two-thirds of the entire membership of the board after resolution is approved by the General Assembly.

ADOPTED THIS DAY OF _____, -

Signed: _____

Mayor

Attest: _____

City Recorder

CITY ADMINISTRATOR

A City Administrator oversees and facilitates the daily operations of a municipality, implementing policies enacted by elected governing officials while ensuring efficient service delivery across a range of departments. Therefore, the Town of Monterey, the Board of Mayor and Aldermen, seeks the authority to install the City Administrator model with the position to be filled by the Civil Service Board.

CORE RESPONSIBILITIES

PLANNING. Responsible for defining and implementing comprehensive strategies to reach municipality objectives and goals as determined by the governing body. Said projections include both short- and long-term planning pertaining to economic development, public safety Infrastructure and community services

POLICY IMPLEMENTATION. Responsible for consistent, thorough and effective implementation of policies enacted by the governing body which could trigger revised or fresh policies to ensure compliance with ever-changing laws and progress monitoring data.

OVERSIGHT. Responsible for oversight of various city departments, such as finance, public works, water and sewer, law enforcement, cultural and leisure services, fire and emergency services to ensure efficiency, effectiveness and alignment with community needs.

FISCAL MANAGEMENT. Responsible for facilitating and managing the city budget, in tandem with the finance department, to ensure that resources are allocated effectively and appropriately and that the city operates on solid financial underpinning subject to clean audit and unquestionable accountability.

OUTREACH and ENGAGEMENT. Responsible to be the liaison or go-between on behalf of the city government and the citizenry; including the business and industrial entities which demands

engagement, addressing concerns and building positive, open and frank relationships with local organizations and interest groups.

COMPLIANCE and RISK MANAGEMENT. Responsible for ensuring city adherence to all applicable federal and state laws and regulations and local ordinances and managing risk by oversight of personnel and benefit programs.

CRISIS MANAGEMENT. Responsible for immediate response to manage and oversee applicable remedies to disruptive and/or extraordinary circumstances and communicate to the governing body with thorough assessments and actions taken via regular briefings until the situation is resolved.

Personnel. Responsible for providing the Civil Service Board with all pertinent information and resources to promote sound and objective determinations whether it be reference checks, interviews, hiring, dismissals, disciplinary action or promotions.

Purchasing. Responsible for oversight of purchasing, in concert with the finance department, of equipment, supplies, materials and other essential expenditures in accord with policies and procedures and practices authorized by the governing body.

Other. Responsible for other duties prescribed by the governing body as circumstances warrant.

QUALIFICATIONS and SKILLS. An undergraduate degree in public administration or a related field along with significant experience in municipal government. Essential skills include bold leadership, communications, interpersonal, problem-solving, fiscal management and personnel management.

Finally, the city administrator plays a pivotal role in ensuring that the city functions appropriately, in a timely fashion, smoothly and effectively while maintaining a stable balance between the needs of the community with available resources. His/her work is key to the overall health and welfare and growth of our city.

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