

**Agenda for Special Call Meeting of the Board of Mayor and Alderman
Tuesday, September 5, 2023 – 6:00 p.m.
Tulahoma Municipal Building**

SPECIAL CALL MEETING AGENDA

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Call to Order by Mayor Ray Knowis

Reading of the Call

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Invocation – Mayor Ray Knowis

Pledge of Allegiance to the Flag – Mayor Ray Knowis

Roll Call

Public Comments

N/a

All citizens interested will be invited to speak for up to 3 minutes about any matter within the purview of the Board. Please speak into the microphone and begin by stating your name and address.

Agenda

1. **Item No. 23-155** – Present an employment offer letter to Mr. Jason Quick, City Administrator candidate and set an employment start date.

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Adjourn

Anyone requesting accommodations due to disabilities should contact Ms. Lisa Shepherd, A.D.A. Coordinator, at 931-455-2648, before the meeting.

TO THE ALDERMEN OF THE CITY OF TULLAHOMA

You, and each of you, are hereby notified that the Board of Mayor and Aldermen of the City of Tullahoma, Tennessee is called to meet in a special called session on Tuesday September 5, 2023, at 6:00 p.m. at the 2nd Floor Board Room of the Tullahoma Municipal Building for the purpose of considering the following:

- 1. The purpose of the meeting is to present an offer to the City Administrator candidate and set an employment start date. This is an open, public meeting. The meeting will be recorded and broadcast live on TUA Lighttube Channel 6.**

Ray L. Knowis, Mayor

We, the undersigned Aldermen hereby acknowledge service of the above notice on Tuesday, September 5, 2023.

Mayor Pro-Tem Mathis

Alderman Glick

Alderman Amacher

Alderman Wilson

Alderman Berry

Alderman Mann

Tullahoma News Please publish one time on Sunday, September 3, 2023

Special Called Meeting Notice

The Board of Mayor and Aldermen of the City of Tullahoma, Tennessee will meet at 6:00 pm for a Special Call Board Meeting in the Board Room at the Tullahoma Municipal Building, 201 West Grundy Street on Tuesday, September 5, 2023.

The purpose of the meeting is to present an offer to the City Administrator candidate and set an employment start date. This is an open, public meeting. The meeting will be recorded and broadcast live on TUA Lighttube Channel 6.

BOARD OF MAYOR AND ALDERMAN
CITY OF TULLAHOMA

AGENDA ITEM NO. 23-155

DATE: September 5, 2023
TO: Board of Mayor and Aldermen
FROM: Lisa Shepherd, Acting HR Director
SUBJECT: Appointment of City Administrator

BACKGROUND

The recruitment for a new City Administrator has been completed. The Board of Mayor and Alderman selected Jason Quick as the new City Administrator at the Board Meeting on August 28, 2023. Human Resources was asked to provide an offer letter stating Mr. Quick's start date and compensation for a special called meeting on September 5, 2023. Attached you will find Mr. Quick's offer letter with the requested information.

ATTACHMENTS

Offer Letter



CITY OF TULLAHOMA

Human Resources Department

201 W. Grundy Street
Tullahoma, TN 37388
Phone: 931-455-2648
Fax: 931-455-2782

September 5, 2023

Dear Mr. Quick,

Congratulations on your offer of employment as the City Administrator with the City of Tullahoma. This is an appointed exempt position with a starting annual salary of \$135,896. The duties of this position are defined in the Tullahoma Municipal Code, Chapter 3. Based on the appointment of the Board of Mayor and Alderman, your anticipated start date will be on or before October 1, 2023.

The benefits provided by the city include health, dental, vision, life and disability insurance. The effective date of any coverage elected will be November 1, 2023. A new hire orientation is held within the first couple weeks of employment to provide you with benefit coverage information and to review city policies and procedures.

The City of Tullahoma participates in the Tennessee Consolidated Retirement Service (TCRS) which is a defined benefit plan with the State of Tennessee. Employees are automatically enrolled and are required to contribute 5% of their gross salary on a pre-tax basis as per TCRS requirements. You also have the option of contributing to a 457 deferred compensation plan.

Please indicate your acceptance of our offer by signing and dating below. This offer should not be construed as a guarantee of employment for any specific duration.

We look forward to having you as part of our team. If you have any questions, please do not hesitate to contact me.

Sincerely,

Lisa Shepherd
Acting Human Resources Director

I agree to the terms of this offer letter and to abide by the Personnel Regulations of the City of Tullahoma: YES NO

Signature

Date