MEMORANDUM

To: Stephen Worsham, City Attorney

Brittany Hoskins, City Attorney

From: Jason Quick, City Administrator

Date: September 11, 2025

Subject: Documentation of Recent Interactions Regarding Job Performance

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Dear Mr. Worsham and Ms. Hoskins,

On **Thursday, September 4, 2025**, I scheduled a meeting with Mayor Lynn Sebourn for the purpose of discussing the TAEDC agreement with the City. Instead, the Mayor arrived to address his personal assessment of my performance as City Administrator. At the Mayor's request—and without prior notice to me—City Attorney Mr. Worsham was also directed to attend.

During this meeting, the Mayor expressed concerns regarding my performance. However, the tone, comments, and manner of his statements were confrontational, hostile, and inconsistent with established oversight protocols for my position. I believe this conduct was also inconsistent with the City of Tullahoma's Personnel Rules and Regulations (Section 8).

The Mayor's behavior included repeated attempts at intimidation, beginning with the unannounced presence of the City Attorney, which transformed what I had anticipated would be a collaborative discussion into an adversarial one. These actions left me feeling harassed and threatened, and in my assessment, were intended to undermine my ability to serve effectively as City Administrator. I further believe they represent a violation of my employment contract and conflict with the City's policy assurances of a safe and healthy work environment for all employees.

At my request, a second meeting was held on **Tuesday, September 9, 2025**, to allow me the opportunity to factually respond to the concerns raised by the Mayor during the previous meeting. To mirror the structure of the earlier discussion, I asked Mr. Worsham to attend. At the outset of this meeting, Mayor Sebourn informed me that he would be recording the proceedings. This action, in my view, continued the pattern of intimidation and confrontation from the prior meeting.

As I attempted to respond to the Mayor's stated concerns with evidence to the contrary, he objected, abruptly left the meeting, and concluded the discussion within approximately five minutes.

I remain faithfully committed to fulfilling my duties in accordance with the City Charter and the direction of the Board. However, I must also notify you that I am currently evaluating my legal options in response to these incidents. The purpose of this memorandum is to ensure that the City's legal counsel is formally informed and that these matters are documented in the official records of the City.

Respectfully submitted,

City Administrator

Cc: Lori Ashley, Human Resource Officer

Personnel file for Jason Quick ✓

To: Stephen Worsham, City Attorney Brittany Hoskins, City Attorney
From: Jason Quick, City Administrator
Date: October 24, 2025
Subject: Violation of Employment Agreement

Dear Mr. Worsham and Ms. Hoskins,
Over the past several weeks, non-actions by the previously seated board and recent intentional actions taken by the current Board of Mayor and Aldermen have triggered violations of the terms of my employment agreement. Specific violations include:

- Section 11 Performance Evaluation requires:
    - An annual evaluation by the board is required to perform at least one evaluation annually before the adoption of a new budget on June 30th of each year.
    - Written goals and objectives from the board are to be provided to me annually
    - Since my hire date of September 6, 2023, no official evaluations or written goals and objectives have been provided to me by the former or current board.
- On October 2, 2025, the Board approved:
    - 2. **Item No. 25-104 –** A request to authorize the city attorney's office or other city staff to research outside firms to provide HR services to the City of Tullahoma, including support for performance reviews, employee grievance process, support for updating city personnel policies, and other services as determined by the Board of Mayor and Aldermen.
      3. **Item No. 25-105 -** A request to authorize city attorney's office or other city staff to research outside firms to provide IT services to the City of Tullahoma including security audits, system security configuration and other services as determined by the Board of Mayor and Aldermen.
    - The Board did not consult me before approving these two items, nor invited me to participate in the discussion at the meeting.

The roles and responsibilities of my employment with the City of Tullahoma are defined through my employment agreement and 1-302 of the Municipal Code:
Employment Agreement (not reflected in whole) –

- *The City agrees to employ Mr. Jason Quick, as City Administrator of the City of Tullahoma to perform the functions and duties specified in said Tullahoma Municipal Code, Section 1-301 and 1-302, and to perform other legally permissible and proper duties and functions without interference.*
- *Employee is the chief executive officer of the City and shall faithfully perform the duties as prescribed in the job description as set forth in the City's policies, charter and/or ordinances and as may be lawfully assigned by the City and shall comply with all lawful governing body directives, state and federal law, City policies, rules and regulation as they exist or may hereafter be amended.*
- *Specifically, Employee responsibilities include appointment and termination on behalf of the City all other employees of the organization consistent with the policies of the governing body and the ordinances and charter of the City.*

- *It shall also be the duty of the Employee to direct, assign, reassign and evaluate all the employees of the City consistent with applicable City policies, ordinances, charter, state and federal law.*
- *It shall also be the duty of the Employee to organize, reorganize and arrange the staff of the City and to develop and establish internal regulations, rules, and procedures which the Employee deems necessary for the efficient and effective operation of the City consistent with the lawful directives, policies, ordinances, charter and state and federal law.*
- *It shall also be the duty of the Employee to accept all resignations of employees of the City consistent with the policies, ordinances, state and federal law, except the Employee's resignation which must be accepted by the governing body.*

Municipal Code: 1-302 Duties

It shall be the duty of the administrator to supervise and coordinate all administrative activities of each department directly under the control of the board of mayor and aldermen in accordance with an organization chart adopted by the board of mayor and aldermen and filed with the city recorder. The administrator shall also have the following duties with respect to the administration of the affairs of the city under the control of the board of mayor and aldermen:

- *To make recommendations to the board of mayor and aldermen for improving the quality and quantity of public services to be rendered by the city to citizens thereof.*
- *To keep the board of mayor and aldermen fully advised as to the conditions and needs of the city, including an inventory of property and equipment and to recommend necessary repairs or replacements.*
- *To recommend to the board of mayor and aldermen necessary programs or projects involving public works or public improvements to be undertaken by the city and the priority of same.*
- *To direct the enforcement of all personnel rules, regulations and personnel policies which may be adopted by the board of mayor and aldermen from time to time and to approve any dismissal, promotion or demotion of any employee when same is deemed necessary and proper in accordance with such rules, regulations and policies. The city administrator will review the findings and decision of the respective department heads involved in dismissals, promotions and demotions, and will either approve or reject same. After such approval or rejection, the grievance procedure provided for in said personnel policies will then be applicable.*
- *To act as purchasing agent subject to the policies, rules and regulations established by the board of mayor and aldermen and to recommend changes in such policies, rules and regulations as deemed necessary to establish effective procedures. The city administrator shall approve purchases in excess of $1,500.00, with department heads approving budgeted purchases of $1,500.00, or less, in accordance with City's purchasing policies.*
- *To review, approve and recommend to the board of mayor and aldermen an annual budget for each department of the city coming under the direct supervision of the board of mayor and aldermen.*
- *The city administrator shall have the original authority and jurisdiction to execute and deliver all notices, orders, and other documents necessary for the enforcement of all ordinances of the city, and may delegate said authority to various personnel including, but not limited to, department heads. Anywhere in the code of ordinances where reference is made to the sending of notices, the enforcement of ordinances, and other matters of an administrative nature where reference is made to a particular official of the City of Tullahoma having the authority to do so, said provisions shall be*

amended to delete therefrom the authority of said particularly designated official and substituted therefor shall be city administrator with the provisions that said authority may be delegated by said city administrator to said designated official or another employee of the City of Tullahoma. All provisions in conflict herewith are hereby repealed.

- *To perform such other duties as may be passed by the board of mayor and aldermen in official session from time to time.*
- *To review all applications for employment filed with the city personnel officer for department head positions, to interview applicants and to make written recommendations to the board of mayor and aldermen regarding the hiring of said department heads. (1988 Code, § 1-402, modified)*

The current board's violations of my agreement are still under review, but the two examples above are known to date. As a result of these violations, my leadership has become unnecessarily gravely subverted and impaired by members of the board. It has created widespread anxiety among city employees, who question the stability of their positions and whether they could be outsourced by the board next.

Currently, I remain faithfully committed to fulfilling my duties in accordance with the City Charter and the direction of the Board. However, I must also inform you that I am continuing to evaluate my legal options in response to these incidents and actions. The purpose of this memorandum is to ensure that the City's legal counsel is formally informed and that these matters are documented in the official records of the City.

Respectfully submitted,

City Administrator

Cc: Lori Ashley, Human Resource Officer
Personnel file for Jason Quick

To: Stephen Worsham, City Attorney

Brittany Hoskins, City Attorney

From: Jason Quick, City Administrator

Date: October 27, 2025

Subject: Further Concerns of Recent Developments with the Board

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Dear Mr. Worsham and Ms. Hoskins,

On Thursday, September 11, 2025, a memorandum was submitted to you regarding the hostile, intimidating, and threatening treatment I received during two meetings with Mayor Lynn Sebourn (September 4, 2025, and September 9, 2025). Since then, an executive session for the members of the Tullahoma Board of Mayor and Aldermen was held on Wednesday, September 24, 2025.

According to Ms. Hoskins, the meeting allowed the Mayor to present his concerns to the members, and they requested that an executive session be held so I could respond to those concerns on Thursday, October 2, 2025. Unfortunately, at this meeting, I was not afforded sufficient time to address the Mayor's nameless, faceless complaints, as two additional aldermen had similar complaints to assail me with unknowingly. As with the prior complaints, the lack of specificity prevented me from addressing these allegations properly, and the meeting ended with no resolution other than the Mayor stating he would continue his efforts.

On the Board of Mayor and Aldermen agenda for Monday, October 27, 2025, Item Number 25-118 is listed as a board request. The item asks the board to "...authorize the city attorney's office to hire a law firm to assist with the employee evaluation of the City Administrator...". It is understood that the city attorney's office will have sole authority to select the firm and to provide guidance thereafter, without oversight by the board. Further, this conflicts with Section 10 A. of my current employment agreement, which states, in part, *"...said review and evaluation shall be in accordance with the specific criteria developed by the City Board. Said criteria may be adjusted and/or amended as the City Board may from time to time determine, in consultation with the Employee."* These issues hasten further, alarming concerns about the true motives of several board members and others, as it is apparent a "fishing expedition" has begun to create for-cause violations to trigger termination proceedings as outlined in my contract.

I remain faithfully committed to fulfilling my duties in accordance with the City Charter and the direction of the Board. However, I must also inform you that I am continuing to evaluate my legal options in response to these incidents and actions. The purpose of this memorandum is to ensure that the City's legal counsel is formally informed and that these matters are documented in the official records of the City.

Respectfully submitted,

City Administrator
Cc: Lori Ashley, Human Resource Officer