

**REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF EAST RIDGE**

**AGENDA
January 8, 2026
6:00 pm**

1. Call to Order
2. Invocation
3.
 - A. Roll Call
 - B. Milestone Awards
4. Consent Agenda
 - A. Approval of Minutes December 11, 2025
 - B. Approval of August 2025 Financial Report
 - C. Approval of September 2025 Financial Report
5. Communication from Citizens
6. Communication from Councilmembers
7. Communication from City Manager
8. Old Business: NONE
9. New Business
 - A. **PUBLIC HEARING FOR ORDINANCE NO. 1239** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 1408 SAN HSI DRIVE, TAX MAP #169K-J-009, FROM C-2 GENERAL COMMERCIAL DISTRICT TO R-2 RESIDENTIAL DUPLEX DISTRICT
 - B. **ORDINANCE NO. 1239** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 1408 SAN HSI DRIVE, TAX MAP #169K-J-009, FROM C-2 GENERAL COMMERCIAL DISTRICT TO R-2 RESIDENTIAL DUPLEX DISTRICT (1st READING)
 - C. **ORDINANCE NO. 1240** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND EAST RIDGE MUNICIPAL CODE, TITLE 20, CHAPTER 2, WHICH CHAPTER IS KNOWN AS "THE EAST RIDGE AIR POLLUTION CONTROL ORDINANCE," BY PROVIDING FOR INCREASED PERMIT AND CERTIFICATE FEES (1st READING)
 - D. **RESOLUTION NO. 3778** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING THE STREET RESURFACING PROGRAM FOR FISCAL YEAR 2025-2026
 - E. **RESOLUTION NO. 3779** - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AMENDING RESOLUTION NO. 2634 ADOPTING A REVISED PUBLIC RECORDS POLICY FOR THE CITY OF EAST RIDGE, TENNESSEE
 - F. Discussion of Tentative Agenda for **January 22, 2026**, City Council Meeting (Attachment A)
10. Adjournment

ATTACHMENT A
TENTATIVE AGENDA
January 22, 2026

3. B. Presentation of East Ridge Fire Department Special Accommodation Awards
8. **Old Business:**
 - A. **ORDINANCE NO. 1239** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 1408 SAN HSI DRIVE, TAX MAP #169K-J-009, FROM C-2 GENERAL COMMERCIAL DISTRICT TO R-2 RESIDENTIAL DUPLEX DISTRICT (2nd READING)
 - B. **ORDINANCE NO. 1240** - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND EAST RIDGE MUNICIPAL CODE, TITLE 20, CHAPTER 2, WHICH CHAPTER IS KNOWN AS “THE EAST RIDGE AIR POLLUTION CONTROL ORDINANCE,” BY PROVIDING FOR INCREASED PERMIT AND CERTIFICATE FEES (2nd READING)
9. **New Business**
 - A. **RESOLUTION NO. ____** - Acceptance of \$3,000,000 from Hamilton County Government for the County’s match of City funds for the conversion of athletic fields to turf
 - B. **RESOLUTION NO. ____** - Contract for Services for an employment agreement for the City Manager position
 - C. **RESOLUTION NO. ____** - Contract for Services for a month-to-month employment agreement with J. Scott Miller

**REGULAR MEETING OF THE CITY COUNCIL
OF THE CITY OF EAST RIDGE**

**December 11, 2025
6:00 p.m.**

The East Ridge City Council met pursuant to the meeting notice on December 11, 2025, at 6:00 p.m. in the East Ridge City Hall Council Chambers. Mayor Brian Williams called the meeting to order.

Pastor Daniel Beard of Action Church gave the invocation. All present joined in for the Pledge of Allegiance.

Present: Mayor Brian Williams, Vice Mayor David Tyler, Councilmember Jacky Cagle, Councilmember Jeff Ezell, Councilmember Andrea Witt, City Manager Scott Miller, City Attorney Mark Litchford, Finance Director Diane Qualls, City Clerk Jennifer Deitrick

Attendance: Approximately 34 members of the public were present.

Presentation of Christmas Parade Awards

Mayor Williams expressed appreciation to all participants and volunteers involved in the Christmas Parade. The City Council, along with Parks and Recreation Director Skiles, presented the following awards:

- Grand Marshal: Janet Middleton
- City Services Award
 - 1st Place: East Ridge Senior Fitness Program
 - 2nd Place: East Ridge Animal Services
 - 3rd Place: East Ridge Library
- Education Award
 - 1st Place: Tyner’s Marching Band
 - 2nd Place: East Ridge High School JROTC
 - 3rd Place: East Ridge Elementary School
- Overall Parade Winner
 - 1st Place: Lumberjack Tree Service
 - 2nd Place: Chattanooga Inflatables
 - 3rd Place: Southern Payroll and Bookkeeping

Approval of Minutes November 13, 2025

Councilmember Ezell moved to approve the minutes of the November 13, 2025 meeting. Vice Mayor Tyler seconded. There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

Communication from Citizens

There were no comments from citizens.

Communication from Councilmembers

Vice Mayor Tyler wished his son a happy birthday. Vice Mayor Tyler, Councilmember Cagle and Councilmember Witt wished everyone a merry Christmas and happy New Year.

Councilmember Ezell had no comments.

Mayor Williams thanked staff, sponsors, donors, and volunteers for their contributions to the Community Thanksgiving event, which served more than 550 meals. He reported that the Forgotten Child Fund “Coats for Kids” drive, held on December 4, 2025 at Camp Jordan, collected over 2,600 coats and more than \$41,000 in donations. Mayor Williams also noted that the City hosted a Legislative Breakfast on December 8, 2025, and announced upcoming events, including East Ridge Library events, the grand opening ceremony for Venue 1921 on January 24, 2026, and a ceremony honoring all East Ridge mayors. He concluded by wishing everyone a Merry Christmas.

Communication from City Manager

City Manager Miller provided updates on Venue 1921, the North Mack Smith Road project, and the Community Center expansion. He announced that the East Ridge Fire Department has received a new fire engine which will be showcased prior to the January 8, 2026 City Council meeting. The dedication ceremony, including the traditional “push-in” of the engine will take place on January 9, 2026.

Old Business

ORDINANCE NO. 1238 - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE FISCAL YEAR 2026 OPERATING BUDGET, ORDINANCE NO. 1226, BY CHANGING THE REVENUES AND EXPENDITURES OF VARIOUS FUNDS (2nd READING)

City Attorney Litchford read the ordinance on caption. Finance Director Qualls stated that there are no changes from the first reading.

Councilmember Witt moved to approve Ordinance No. 1238. Vice Mayor Tyler seconded. There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

Discussion of Mobile Food Vending Ordinance

Chief Building Official Howell presented a draft ordinance and stated that if Council would like to proceed, the ordinance will be presented to the Planning Commission at its next meeting.

City Manager Miller reviewed concerns regarding the current draft, including provisions for portable restrooms and permanent seating and tables. He suggested adding additional overlay districts and questioned whether permanently staged food trucks should comply with the Architectural Design Standards and Guidelines. He noted that the draft ordinance only addresses permanent staging and special events.

Councilmember Ezell requested a special called meeting to further discuss the mobile food vending ordinance. Mayor stated that the Planning Commission members should be encouraged to attend. After discussion of potential dates, considering upcoming board meetings and City Manager candidate interviews, the Council scheduled the meeting to discuss the mobile food vending ordinance for January 15, 2026 at 6:00 p.m. and the City Council interview of City Manager candidates for January 12, 2026 at 6:00 p.m.

In response to questions from Councilmember Cagle, City Attorney Litchford stated that the draft ordinance will be updated to include both alcohol and beer. Chief Building Official Howell stated that the minimum distance between mobile food vendors will be increased to 10 feet.

New Business

RESOLUTION NO. 3767 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE RELEASE OF THE CITY’S RIGHT OF REVERTER RELATED TO REAL PROPERTY CONVEYED TO EAST RIDGE GENERAL HOSPITAL, INC.

City Attorney Litchford read the resolution on caption. He provided historical context regarding the right of reverter clause in the property deed, which stated that if the hospital was not built, the property would revert to the City. He noted that a hospital was constructed which satisfies the condition of the reverter.

Councilmember Witt moved to approve Resolution No. 3767. Vice Mayor Tyler seconded. Following brief discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3768 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE CITY MANAGER TO APPROVE A CHANGE ORDER REQUEST IN THE AMOUNT OF \$41,532 FOR THE COMMUNITY CENTER EXPANSION PROJECT

City Attorney Litchford read the resolution on caption. Parks and Recreation Director Skiles stated that staff are requesting additional funding to upgrade flooring and restroom fixtures that were not included in the original scope of work.

Mayor Williams moved to approve Resolution No. 3768. Councilmember Witt seconded. Following brief discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3769 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE RETURN OF UNEXPENDED FUNDS FROM THE FISCAL YEAR 2025 SCHOOL RESOURCE OFFICER GRANT TO THE TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY

City Attorney Litchford read the resolution on caption. Development Administrator McAllister explained that in Fiscal Year 2025, the City received grant funds to support four School Resource Officer positions. After submitting final expenditures to the State, unexpended funds totaling \$14,018.00 were identified due to one officer not enrolling in the City’s benefit program. He noted that this does not affect the Fiscal Year 2026 grant or future grant cycles and will not impact the current fiscal year’s fund balance.

Vice Mayor Tyler moved to approve Resolution No. 3769. Councilmember Witt seconded. There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3770 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL ACCEPTING THE STEP ONE TEACHING GARDEN GRANT AWARDED TO THE CITY BY THE HAMILTON COUNTY HEALTH DEPARTMENT

City Attorney Litchford read the resolution on caption. Head Librarian Weaver reported that the Library was awarded a grant in the amount of \$1,000 and requested approval to accept the award.

Vice Mayor Tyler moved to approve Resolution No. 3770. Councilmember Ezell seconded. There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3771 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AUTHORIZING THE PURCHASE AND INSTALLATION OF THREE REPLACEMENT SERVERS FOR THE CITY’S INFORMATION TECHNOLOGY INFRASTRUCTURE

City Attorney Litchford read the resolution on caption. Human Resources Director Sinigaglio stated that staff are requesting approval to replace three aged information technology servers at a cost of \$55,688.00, which includes servers, installation, licensing, training, and transition from the old servers to the new ones. The funds will come from the Capital Projects Fund.

Councilmember Witt moved to approve Resolution No. 3771. Vice Mayor Tyler seconded.

In response to a question from Councilmember Ezell, Director Sinigaglio clarified that software licensing will be a recurring annual cost, but the new servers are expected to last approximately seven to ten years.

There being no further discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

RESOLUTION NO. 3772 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING A BID FOR THE 2026 SEASONAL RECREATION UNIFORMS

City Attorney Litchford read the resolution on caption. Parks and Recreation Director Skiles stated that sealed bids were opened on December 3, 2025 for athletic uniforms for the 2026 recreation season. She stated that the Parks & Recreation Department solicited bids for the year to try to get better pricing. After conducting reference checks, staff recommend going with Krown Sports USA even though this is not the lowest bid.

Councilmember Witt moved to approve Resolution No. 3772 to award the bid to Krown Sports USA. Councilmember Ezell seconded. There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

**RESOLUTION NO. 3773 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL
MEMORIALIZING AN APPOINTMENT BY COUNCILMEMBER EZELL TO THE EAST RIDGE
BEER BOARD**

City Attorney Litchford read the resolution on caption.

Councilmember Ezell moved to appoint Carnell Storie to the East Ridge Beer Board. Vice Mayor Tyler seconded. There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

**RESOLUTION NO. 3774 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL
MEMORIALIZING THE APPOINTMENT OF THE CHAIRPERSON OF THE EAST RIDGE BEER
BOARD BY MAYOR WILLIAMS**

City Attorney Litchford read the resolution on caption.

Mayor Williams moved to appoint Robert Maner as the Chairperson of the East Ridge Beer Board. Councilmember Ezell seconded. There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

**RESOLUTION NO. 3775 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL
MEMORIALIZING AN APPOINTMENT BY COUNCILMEMBER CAGLE TO THE EAST RIDGE
LIBRARY BOARD**

City Attorney Litchford read the resolution on caption.

Councilmember Cagle moved to appoint Linda Henson to the East Ridge Library Board. Vice Mayor Tyler seconded. There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

**RESOLUTION NO. 3776 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL
MEMORIALIZING AN APPOINTMENT BY COUNCILMEMBER WITT TO THE EAST RIDGE
LIBRARY BOARD**

City Attorney Litchford read the resolution on caption.

Councilmember Witt thanked Carolyn Tucker for her service on the Library Board.

Councilmember Witt moved to appoint Katie Perkins to the East Ridge Library Board. Vice Mayor Tyler seconded. There being no discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

**RESOLUTION NO. 3777 - A RESOLUTION OF THE EAST RIDGE CITY COUNCIL APPROVING AN
APPOINTMENT BY THE CITY COUNCIL TO THE EAST RIDGE LIBRARY BOARD**

City Attorney Litchford read the resolution on caption.

Councilmember Cagle moved to appoint Marilyn Lowrey to the East Ridge Library Board. Councilmember Witt seconded. Following brief discussion, Mayor Williams asked for a roll call vote. Vice Mayor Tyler – yes; Councilmember Cagle – yes; Councilmember Ezell – yes; Councilmember Witt – yes; Mayor Williams – yes. Motion carried unanimously.

Discussion of Tentative Agenda for the January 8, 2026 City Council Meeting (see Attachment A)

ATTACHMENT A
TENTATIVE AGENDA
January 8, 2026

Old Business

None.

New Business

PUBLIC HEARING FOR ORDINANCE NO. 1239 - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 1408 SAN HSI DRIVE, TAX MAP #169K-J-009, FROM C-2 GENERAL COMMERCIAL DISTRICT TO R-2 RESIDENTIAL DUPLEX DISTRICT

Chief Building Official Howell stated that the rezoning request is to allow construction of a duplex and noted that the Planning Commission recommended approval. Councilmember Cagle requested a condition prohibiting short-term vacation rentals and expressed concerns about drainage and water runoff.

ORDINANCE NO. 1239 - AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 1408 SAN HSI DRIVE, TAX MAP #169K-J-009, FROM C-2 GENERAL COMMERCIAL DISTRICT TO R-2 RESIDENTIAL DUPLEX DISTRICT (1st READING)

No discussion.

RESOLUTION NO. ____ - Approving the Fiscal Year 2025-2026 Annual Resurfacing Program

City Manager Miller reported that staff have completed on-site inspections with ASA Engineering and prepared a list of streets for the resurfacing program, which is currently being evaluated for construction costs. He noted that Caldwell Paving was awarded the contract for Fiscal Year 2024–2025 but has not completed the resurfacing program for that fiscal year. Mr. Miller stated that if the work is not completed by the end of the 2025 calendar year, staff recommend terminating the contract with Caldwell Paving and transferring the unfinished streets and unspent funds to the Fiscal Year 2025–2026 program.

Mayor Williams asked about the status of road at Whataburger and Champy’s. City Manager Miller stated that Caldwell Paving had to order a replacement part for their paver, delaying the project until next week.

Councilmember Cagle requested staff review Lazard Street for possible inclusion in the Fiscal Year 2025-2026 list.

Mayor Williams asked Council and staff if there were any additional items to add to the agenda. City Manager Miller requested to add an amendment to the Air Pollution Control Ordinance to increase the emission fees at the request of the Chattanooga-Hamilton County Air Pollution Control Bureau.

Adjournment

There being no further business, the December 11, 2025, Regular Meeting of the City Council of the City of East Ridge was adjourned at 7:41 p.m.

APPROVED:

MAYOR

CITY CLERK

Summary Financial Statement of Revenues and Expenditures

Aug-25

Unaudited **Spent YTD** 16.67%

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
110						
REVENUES						
31100	Property Taxes	6,751,333	0	0	0.00%	16.67%
31200	Property Taxes (Delinquent)	400,000	97,038	35,791	8.95%	16.67%
31610	Local Sales Tax - Co. Trustee	4,990,000	409,150	432,203	8.66%	16.67%
31611	Incremental State Sales Tax	8,400,087	0	0	0.00%	16.67%
31710	Wholesale Beer Tax	421,343	41,522	48,252	11.45%	16.67%
31800	State Net Allocation	400,000	9,936	6,432	1.61%	16.67%
31810	Minimum Business Licenses	10,000	1,034	141	1.41%	16.67%
31824	Solicitors Permit	0	0	0	0.00%	16.67%
31827	5% State Commission	40,000	0	594	1.49%	16.67%
31912	Cable TV Franchise Tax	180,000	0	0	0.00%	16.67%
31961	Liens Collected by Trustee	32,000	3,699	950	2.97%	16.67%
32120	Wrecker Licenses	350	0	0	0.00%	16.67%
32200	Alcoholic Beverage Tax	260,000	18,149	12,030	4.63%	16.67%
32210	Beer Licenses & Etc.	9,500	356	150	1.58%	16.67%
32220	Liquor Licenses	3,500	0	1,750	50.00%	16.67%
32225	Fireworks Fees/Permits	3,000	0	0	0.00%	16.67%
32226	Annual Fireworks Permit Fee	300	0	0	0.00%	16.67%
32227	Vacation Rental Fee	0	0	0	0.00%	16.67%
32610	Building Permits	225,000	23,879	32,899	14.62%	16.67%
32615	Fire Preventions/Permits	1,000	990	445	44.50%	16.67%
32620	Electrical Permits	30,000	5,663	4,621	15.40%	16.67%
32630	Plumbing Permits	17,000	3,473	3,193	18.78%	16.67%
32640	Natural Gas Permits	2,000	40	258	12.90%	16.67%
32650	Excavating Permits	8,000	200	0	0.00%	16.67%
32660	Zoning Permits	3,000	1,050	615	20.50%	16.67%
32671	Regular Sign Permits	3,000	210	0	0.00%	16.67%
32672	Temporary Sign Permits	300	0	0	0.00%	16.67%
32690	Plan Review Fees	100	0	0	0.00%	16.67%
32691	Tree Trimming Permits	100	0	10	30.00%	16.67%
32905	Other Code Fees	28,000	3,239	698	2.49%	16.67%
32960	Yard Sale Permits	200	20	10	5.00%	16.67%
32990	Mechanical Permits	20,000	3,199	3,340	16.70%	16.67%
33190	FEMA/TEMA 2021	0	0	0	0.00%	16.67%
33191	Appropriation St. of TN	300,000	0	0	0.00%	16.67%
33410	Police In-Service	37,600	0	0	0.00%	16.67%
33420	Police Bonus Sup.	30,400	30,400	0	0.00%	16.67%
33430	Fire In-Service	24,800	0	0	0.00%	16.67%
33490	Police Retention	12,000	0	0	0.00%	16.67%
33510	State Sales Tax	2,809,280	238,851	245,894	8.75%	16.67%
33511	Telecom Sales Tax	5,000	367	363	7.25%	16.67%
33512	Sportsbetting	45,000	9,788	11,118	24.71%	16.67%
33513	Occupcity Tax	1,500	158	0	0.00%	16.67%
33515	State Tax/Telecom	500	0	0	0.00%	16.67%
33520	State Income Tax	0	0	0	0.00%	16.67%
33530	State Beer Tax	9,663	0	0	0.00%	16.67%
33540	State Mixed Drink Tax	125,000	10,904	12,355	9.88%	16.67%

FISCAL YEAR ENDING 06/30/2025					Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
33552	State City Streets	39,969	3,373	3,356	8.40%	16.67%
33591	TVA Gross Receipts	278,905	0	0	0.00%	16.67%
33593	Corporate Excise Tax	5,000	0	0	0.00%	16.67%
34121	Clerks' Fees - Business Tax	2,000	270	255	12.75%	16.67%
34211	Accident Report Charges	2,000	363	138	6.90%	16.67%
34212	DL Reinstatement Fee	2,000	0	50	2.50%	16.67%
34221	Ridgeside Contract	124,120	20,211	20,687	16.67%	16.67%
34231	Police Services	3,000	3,311	3,987	0.00%	16.67%
34314	Mowing	9,800	0	0	0.00%	16.67%
34500	Donations New Shelter	2,500	435	0	0.00%	16.67%
34515	Rabies/Spay	500	0	80	16.00%	16.67%
34516	Registration	500	135	790	158.00%	16.67%
34517	Adoption	1,500	75	1,460	97.33%	16.67%
34518	Board & Impound Fees	1,000	0	140	14.00%	16.67%
34520	A/S Donations-Designated	1,000	0	154	15.40%	16.67%
34641	Indoor Soccer Income	195,000	0	0	0.00%	16.67%
34642	Community Center Income	10,000	16,258	0	0.00%	16.67%
34643	Outdoor Soccer Fees	85,000	43,471	33,979	39.97%	16.67%
34644	Baseball Fees	41,550	10,445	13,018	31.33%	16.67%
34645	Softball Fees	28,510	13,685	10,853	38.07%	16.67%
34646	Gate	33,000	4,782	0	0.00%	16.67%
34648	Adult League - Softball	32,000	16,360	8,235	25.73%	16.67%
34649	Concerts/Events	10,000	6,514	0	0.00%	16.67%
34651	Arena	155,000	31,736	24,495	15.80%	16.67%
34652	Pavilion Rental	18,000	2,497	2,685	14.92%	16.67%
34653	Track Rental	2,000	0	530	26.50%	16.67%
34654	Field Rental	77,000	19,720	17,597	22.85%	16.67%
34655	Amphitheater	14,000	3,000	1,400	10.00%	16.67%
34656	Concessions	68,000	16,256	3,622	5.33%	16.67%
34657	Overnight - Rv Rental	22,000	4,357	3,120	14.18%	16.67%
34658	Tournament Team Fees	1,500	770	0	0.00%	16.67%
34712	Sponsorship/Parks & Rec	10,000	5,980	8,806	88.06%	16.67%
34720	Football Gate	5,000	0	0	0.00%	16.67%
34751	Basketball Gate	0	0	0	0.00%	16.67%
34742	Basketball Player Fees	0	0	0	0.00%	16.67%
34743	Football Player Fees	23,530	15,640	18,265	77.62%	16.67%
34744	Photography	0	0	0	0.00%	16.67%
34745	Vending/Concessions	8,000	1,208	1,090	13.63%	16.67%
34746	Cheerleading	3,700	2,750	1,760	47.57%	16.67%
34747	Rent-Arena Equipment	45,000	9,913	10,336	22.97%	16.67%
34749	Soccer Field Rentals	95,000	6,467	4,338	4.57%	16.67%
34751	Venue 1921 @ East Ridge	100,000	0	0	0.00%	16.67%
34760	Library Charges	1,000	65	349	21.56%	16.67%
34761	Library - Copies	1,000	103	62	1.99%	16.67%
34794	C Center M. Fees	500	185	0	0.00%	16.67%
35100	Court Fines & Costs	335,000	62,984	45,852	6.78%	16.67%
35110	Fortfeiture of Bond	0	0	32,929	0.00%	16.67%
35120	Public Defender Fees	0	0	0	0.00%	16.67%
35150	Diversion Filing	0	0	0	0.00%	16.67%
36100	Interest Earnings	20,000	8,034	21,236	106.18%	16.67%
36211	Rent - Cell Tower	12,925	2,154	2,754	21.31%	16.67%
36310	Sale of Land	0	0	0	0.00%	16.67%

FISCAL YEAR ENDING 06/30/2025					Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
36330	Sale Of Equipment	10,000	0	304	3.04%	16.67%
36350	Insurance Recoveries	50,000	22,717	7,261	14.52%	16.67%
36901	Pipes/Culverts	3,000	137	0	0.00%	16.67%
36902	Damages- Traffic C.	0	0	0	0.00%	16.67%
36903	Christmas Parade	500	0	0	0.00%	16.67%
36905	Police - Sale of Surplus	15,000	0	0	0.00%	16.67%
36906	Fire - Sale of Surplus	500	0	0	0.00%	16.67%
36932	Proceedds - Bond/Loan	156,000	0	0	0.00%	16.67%
36990	Miscellaneous Revenues	25,000	396	4,028	16.11%	16.67%
36992	Hamilton County	0	0	0	0.00%	16.67%
37200	AHO - Fines/Court Costs	500	0	0	0.00%	16.67%
37940	Transfer Inn	0	0	0	0.00%	16.67%
	Use of Fund Balance	0	4,213,975	3,209,356	0.00%	16.67%
	Total Revenues	27,827,365	5,484,045	4,374,001	15.72%	16.67%
EXPENDITURES						
41000	General Government	1,528,765	495,179	790,442	51.70%	16.67%
41100	Administrative	1,247,808	230,192	263,675	21.13%	16.67%
41111	City Council	101,261	28,905	22,760	22.48%	16.67%
41210	Municipal Court	397,730	64,820	48,862	12.29%	16.67%
41520	City Attorney	136,875	11,456	157	0.11%	16.67%
41800	Buildings & Grounds Maintenance	372,536	85,634	54,049	14.51%	16.67%
41900	City Hall Complex	56,600	15,110	12,880	22.76%	16.67%
42100	Police	2,615,465	1,467,425	1,024,437	39.17%	16.67%
42121	Criminal Investigation	1,227,676	141,564	153,936	12.54%	16.67%
42123	Patrol	2,824,636	479,141	409,131	14.48%	16.67%
42125	School Resource	365,095	31,785	16,709	4.58%	16.67%
42125	Traffic Division	350,038	10,989	53,995	15.43%	16.67%
42200	Fire Department	3,626,762	1,672,989	743,974	20.51%	16.67%
42400	Building/Planning/Zoning	651,330	128,955	125,458	19.26%	16.67%
43110	Highway And Street	735,223	79,143	79,648	10.83%	16.67%
43120	Traffic Control & Street Markers	323,360	49,321	53,841	16.65%	16.67%
43170	Transfer Station/Brush Pit/Fleet	13,800	3,385	1,078	7.81%	16.67%
44140	Animal Control	433,425	76,207	66,434	15.33%	16.67%
44410	Parks and Recreation	1,221,869	213,180	224,426	18.37%	16.67%
44420	Multi-Purpose Recreation Bldg	340,288	57,535	85,015	24.98%	16.67%
44430	Community Center	297,933	46,931	42,661	14.32%	16.67%
44440	Venue 1921 @ East Ridge	225,981	0	548	0.24%	16.67%
44450	McBrien Complex	7,650	202	1,049	13.72%	16.67%
44610	Soccer - Recreation	72,600	11,901	15,508	21.36%	16.67%
44620	Soccer - Indoor	109,300	0	15	0.00%	16.67%
44630	Baseball/Softball	85,600	8,730	6,071	7.09%	16.67%
44640	Football/Cheer	32,450	9,232	1,057	3.26%	16.67%
44650	Adult Softball	39,350	8,986	8,824	22.42%	16.67%
44700	Basketball	0	0	0	0.00%	16.67%
44800	Libraries	315,624	49,885	62,679	19.86%	16.67%
44810	History Museum	860	108	169	19.65%	16.67%
46500	Community Development Programs	100,000	0	3,315	3.32%	16.67%
47200	Economic Development	7,469,475	5,155	1,200	0.02%	16.67%
49100	Debt Service	0	0	0	0.00%	16.67%
49400	Capital Projects - Transfer Out	500,000	0	0	0.00%	16.67%
	Total Expenditures	27,827,365	5,484,045	4,374,001	15.72%	16.67%
Total	General Fund		0	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY2026	YTD	Avg Yr %
121 State Street Aid						
REVENUES						
33450	State Grant - TIP Funds	0	0	0	0.00%	16.67%
33460	State Grant - HIP Funds	234,000	0	220	0.09%	16.67%
33550	2017 Gas Tax Improve	200,000	17,692	16,934	8.47%	16.67%
33551	State Gasoline And Motor Fuel Tax	570,000	40,205	47,645	8.36%	16.67%
33558	City Transport Mod Tax (Electric)	10,322	770	986	9.55%	16.67%
36100	Interest Earnings	200	6	13	6.32%	16.67%
36330	Sale of Equipment	0	0	0	0.00%	16.67%
	Use of Fund Balance	391,716	0	0	6.49%	16.67%
	Total Revenues and Other Sourc	1,406,238	58,673	65,798	0.00%	16.67%
EXPENDITURES						
43190	State Street Aid	1,406,238	35,548	18,242	1.30%	16.67%
	Total Expenditures	1,299,238	35,548	18,242	1.30%	16.67%
Total	State Street Aid Fund	0	23,125	47,556		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
122 Grant Fund						
REVENUES						
33109	CSX Transportation Grant - 2022	0	0	0	0.00%	16.67%
33111	PEP Cyber Security Grant	0	0	0	0.00%	16.67%
33114	TML Driver Safety Grant	4,000	0	0	0.00%	16.67%
33120	TDOT 2015 Multi Modal Grant	0	0	0	0.00%	16.67%
33425	Aquatic Stream Clean Grant	1,000	0	0	0.00%	16.67%
33493	TML Safety Grant	3,000	0	0	0.00%	16.67%
36100	Interest Earnings	0	0	0	0.00%	16.67%
36420	Police Traffic Safety Grant	0	0	233	0.23%	16.67%
36421	TN AM Grants	0	0	0	0.00%	16.67%
36423	Animal Foundation Grants	425	0	0	0.00%	16.67%
36711	Safety Conservation Grant	4,000	0	0	0.00%	16.67%
36920	THS089-Police	0	0	0	0.00%	16.67%
36921	Homeland Security - Police	0	0	0	0.00%	16.67%
36922	Homeland Security - Fire	0	0	0	0.00%	16.67%
36925	Violent Crime Intervention Grant	0	0	0	0.00%	16.67%
	Use of Fund Balance	6,575	300	0	0.00%	16.67%
	Total Revenues and Other Sources	19,000	300	233	1.88%	16.67%
EXPENDITURES						
43150	Grants	19,000	300	0	0.00%	16.67%
	Total Expenditures	19,000	300	0	0.07%	16.67%
Total	Grant Fund	0	0	233		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY2025	FY 2026	YTD	Avg Yr %
126 DOJ Forfeiture Fund						
REVENUES						
33197	Federal/State Grants	20,000	0	1	0.00%	16.67%
	Use of Fund Balance	0	0	9	0.00%	16.67%
	Total Revenues and Other Sources	20,000	0	10	0.00%	16.67%
EXPENDITURES						
42127	Drug/Law Enforcement	20,000	0	10	0.05%	16.67%
	Total Expenditures	20,000	0	10	0.05%	16.67%
Total	DOJ Forfeiture Fund	0	0	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
127 Drug Fund						
REVENUES						
33197	Federal/State Grants	10,000	6,789	0	0.00%	16.67%
33560	Seized/Awarded by State	35,000	0	0	0.00%	16.67%
35200	Drug Fines	20,000	1,220	1,214	6.07%	16.67%
35400	Sale of Confiscated Property	0	0	0	0.00%	16.67%
36990	Misc. Revenues	0	0	0	0.00%	16.67%
	Use of Fund Balance	42,500	0	18,768	0.00%	16.67%
	Total Revenues and Other Sourc	107,500	8,009	19,982	1.18%	16.67%
EXPENDITURES						
42129	Drug Investigation and Control	107,500	3,142	19,982	1.02%	16.67%
	Total Expenditures	107,500	3,142	19,982	0.78%	16.67%
Total	Drug Investigation Fund	0	4,867	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
130 Economic Development Fund						
REVENUE						
31611	Inc. Sales Tax (BR)	7,419,475	0	0	0.00%	16.67%
33191	Direct App. - State	0	0	0	0.00%	16.67%
36100	Interest Earnings	0	0	0	0.00%	16.67%
	Transfer In	0	0	0	0.00%	16.67%
	Use of Fund Balance	0	0	0	0.00%	16.67%
	Total Revenues and Other Sources	7,419,475	0	0	0.00%	16.67%
EXPENDITURES						
	Economic Development	5,784,317	0	0	0.00%	16.67%
	Debt Payment	1,635,158	0	0	0.00%	16.67%
	Total Expenditures	7,419,475	0	0	0.00%	16.67%
Total	Economic Development Fund	0	0	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
131 Solid Waste Fund						
REVENUES						
33190	FEMA/TEMA 2021	0	0	0	0.00%	16.67%
34415	Delinquent Fees	0	4,809	0	0.00%	16.67%
34416	Sanitation Fees	1,759,880	525	280	0.02%	16.67%
34418	Extra Cans	1,600	360	120	7.50%	16.67%
34420	Dumpster Rentals	6,500	1,200	1,480	22.77%	16.67%
34422	Recycling - Transfer Station	4,000	1,163	431	10.78%	16.67%
34426	Sale Of Mulch	100	40	0	0.00%	16.67%
34430	Refuse Collection And Disposal	1,000	295	1,032	103.19%	16.67%
36330	Sale of Equipment	0	0	0	0.00%	16.67%
36350	Insurance Recoveries	0	0	9,500	0.00%	16.67%
36350	Operating Transfers - Gen. Fund	0	0	0	0.00%	16.67%
36932	Bond Proceeds	244,000	0	0	0.00%	16.67%
	Use of Fund Balance	167,175	246,725	179,513	0.00%	16.67%
	Total Revenues and Other Sourc	2,184,255	255,117	192,356	0.64%	16.67%
EXPENDITURES						
43200	Solid Waste	2,184,255	255,117	192,356	8.81%	16.67%
	Total Expenditures	2,184,255	255,117	192,356	8.81%	16.67%
Total	Solid Waste Fund	0	0	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
212 Debt Service Fund						
REVENUES						
31920	Room Occupancy Tax	900,000	120,850	90,059	10.01%	16.67%
36100	Interest Earnings	135,000	23,986	34,739	25.73%	16.67%
37940	Transfer In	1,926,182	0	0	0.00%	16.67%
	Use of Fund Balance	0	0	500,019	0.00%	16.67%
	Total Revenues and Other Sourc	2,961,182	144,837	624,818	4.21%	16.67%
EXPENDITURES						
49111	Camp Jordan - Phase Two - 2020	144,744	0	0	0.00%	16.67%
49114	Refunding Bond Issue - 2021	641,213	0	0	0.00%	16.67%
49300	Series 2022 Bond Issue	725,576	0	519,124	71.55%	16.67%
49310	2015 - Exit One/Capital Projects	209,750	65,906	64,875	30.93%	16.67%
49320	Capital Projects - Series 2024	602,275	0	0	0.00%	16.67%
49410	Public Safety Capital Outlay Note	90,800	0	0	0.00%	16.67%
49411	Public Safety Capital Outlay Note	0	0	0	0.00%	16.67%
49412	Public Safety - Lease Purchase	43,795	0	40,819	93.21%	16.67%
49413	Public Safety - Capital Outlay Note	105,874	0	0	0.00%	16.67%
49414	Public Safety - Lease Purchase	53,530	0	0	0.00%	16.67%
	Total Expenditures	2,617,557	65,906	624,818	23.87%	16.67%
Total	TML Loan Fund	569,982	78,930	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
341 Capital Improvement Fund						
REVENUES						
33113	LPRF 2024 - C. CENTER	632,500	0	18,440	2.92%	16.67%
33120	2015 Multi Modal	0	0	0	0.00%	16.67%
36100	Interest	300,000	75,100	38,687	12.90%	16.67%
36421	TN Am Water Grant	0	0	0	0.00%	16.67%
36915	Bond Proceeds	1,910,736	762,613	157,726	8.25%	16.67%
36990	Misc. Revenues	0	0	16,845	0.00%	16.67%
36992	Hamilton County	1,000,000	0	0	0.00%	16.67%
37940	Operating Transfers - Other Funds	500,000	0	0	0.00%	16.67%
	Use of Fund Balance	7,233,764	630,042	346,832	0.00%	16.67%
	Total Revenues and Other Sourc	11,577,000	1,467,756	578,530	5.33%	16.67%
EXPENDITURES						
41100	Administrative	12,000	1,475	1,794	14.95%	16.67%
41800	Bldg/Grounds Maint.	300,000	86,440	15,716	5.24%	16.67%
41900	City Hall Complex	0	0	0	0.00%	16.67%
41920	Multi Purpose Pavillion	4,000,000	5,935	332,128	8.30%	16.67%
43110	Multi Modal Project	0	280,200	0	0.00%	16.67%
43121	N. Mack Smith	4,250,000	34,505	112,388	2.64%	16.67%
43122	Resurfacing Projects	700,000	0	3,825	0.55%	16.67%
43126	Spring Creek Project	22,000	0	0	0.00%	16.67%
44410	Parks & Recreation	0	1,020,861	5,620	0.00%	16.67%
44421	Splash Pad/Playground	0	0	0	0.00%	16.67%
44423	Dog Park - Town Center	0	0	0	0.00%	16.67%
44424	Animal Shelter Building	0	0	0	0.00%	16.67%
44425	Dickert Pond Pier	0	9,957	0	0.00%	16.67%
44426	Fuel Tank-Public Safety	125,000	0	0	0.00%	16.67%
44430	C Center Upgrad	2,118,000	28,383	107,060	5.05%	16.67%
44450	McBrien Complex	0	0	0	0.00%	16.67%
46511	Community Development	50,000	0	0	0.00%	16.67%
47000	Economic Dev/Assist/Inc.	0	0	0	0.00%	16.67%
	Total Expenditures	11,577,000	1,467,756	578,530	5.00%	16.67%
Total	Capital Projects Fund	0	0	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
410 ARPA Fund						
REVENUES						
37940	Transfer In	0	0	0	0.00%	16.67%
	Use of Fund Balance	471,507	502,153	0	0.00%	16.67%
	Total Revenues and Other Sources	471,507	502,153	0	0.00%	16.67%
EXPENDITURES						
44424	Animal Shelter Facility	100,000	502,153	0	0.00%	16.67%
46490	Stormwater Projects - Ringgold Road	371,507	0	0	0.00%	16.67%
	Total Expenditures	471,507	12,293	0	0.00%	16.67%
Total	Capital Projects Fund	0	0	0		

Summary Financial Statement of Revenues and Expenditures
Sep-25

Unaudited		Spent YTD			25.00%	
FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
110						
REVENUES						
31100	Property Taxes	6,751,333	0	0	0.00%	25.00%
31200	Property Taxes (Delinquent)	400,000	101,163	206,363	51.59%	25.00%
31610	Local Sales Tax - Co. Trustee	4,990,000	778,519	864,582	17.33%	25.00%
31611	Incremental State Sales Tax	8,400,087	7,900,087	8,573,548	102.06%	25.00%
31710	Wholesale Beer Tax	421,343	80,830	69,737	16.55%	25.00%
31800	State Net Allocation	400,000	14,626	11,921	2.98%	25.00%
31810	Minimum Business Licenses	10,000	1,034	183	1.83%	25.00%
31824	Solicitors Permit	0	0	0	2.75%	25.00%
31827	5% State Commission	40,000	547	1,102	1.49%	25.00%
31912	Cable TV Franchise Tax	180,000	0	0	0.00%	25.00%
31961	Liens Collected by Trustee	32,000	3,951	950	2.97%	25.00%
32120	Wrecker Licenses	350	0	0	0.00%	25.00%
32200	Alcoholic Beverage Tax	260,000	43,400	27,290	10.50%	25.00%
32210	Beer Licenses & Etc.	9,500	456	150	1.58%	25.00%
32220	Liquor Licenses	3,500	0	2,900	82.86%	25.00%
32225	Fireworks Fees/Permits	3,000	0	0	0.00%	25.00%
32226	Annual Fireworks Permit Fee	300	0	0	0.00%	25.00%
32227	Vacation Rental Fee	0	0	0	0.00%	25.00%
32610	Building Permits	225,000	28,200	43,093	19.15%	25.00%
32615	Fire Preventions/Permits	1,000	1,090	725	72.50%	25.00%
32620	Electrical Permits	30,000	7,352	7,916	26.39%	25.00%
32630	Plumbing Permits	17,000	6,380	4,188	24.64%	25.00%
32640	Natural Gas Permits	2,000	309	378	18.90%	25.00%
32650	Excavating Permits	8,000	400	200	2.50%	25.00%
32660	Zoning Permits	3,000	1,450	450	15.00%	25.00%
32671	Regular Sign Permits	3,000	543	615	20.50%	25.00%
32672	Temporary Sign Permits	300	0	0	0.00%	25.00%
32690	Plan Review Fees	100	0	0	0.00%	25.00%
32691	Tree Trimming Permits	100	0	10	30.00%	25.00%
32905	Other Code Fees	28,000	3,364	2,867	10.24%	25.00%
32960	Yard Sale Permits	200	30	50	25.00%	25.00%
32990	Mechanical Permits	20,000	4,674	4,615	23.08%	25.00%
33190	FEMA/TEMA 2021	0	0	0	0.00%	25.00%
33191	Appropriation St. of TN	300,000	300,000	300,000	100.00%	25.00%
33410	Police In-Service	37,600	0	0	0.00%	25.00%
33420	Police Bonus Sup.	30,400	30,400	0	0.00%	25.00%
33430	Fire In-Service	24,800	0	0	0.00%	25.00%
33490	Police Retention	12,000	0	0	0.00%	25.00%
33510	State Sales Tax	2,809,280	429,526	449,078	15.99%	25.00%
33511	Telecom Sales Tax	5,000	765	790	15.79%	25.00%
33512	Sportsbetting	45,000	9,788	11,118	24.71%	25.00%
33513	Occupcity Tax	1,500	264	177	11.79%	25.00%
33515	State Tax/Telecom	500	0	0	0.00%	25.00%
33520	State Income Tax	0	0	0	0.00%	25.00%
33530	State Beer Tax	9,663	0	0	0.00%	25.00%
33540	State Mixed Drink Tax	125,000	20,798	24,354	19.48%	25.00%

FISCAL YEAR ENDING 06/30/2025				Variance		
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
33552	State City Streets	39,969	6,747	6,713	16.80%	25.00%
33591	TVA Gross Receipts	278,905	0	0	0.00%	25.00%
33593	Corporate Excise Tax	5,000	0	0	0.00%	25.00%
34121	Clerks' Fees - Business Tax	2,000	375	360	18.00%	25.00%
34211	Accident Report Charges	2,000	494	285	14.25%	25.00%
34212	DL Reinstatement Fee	2,000	0	50	2.50%	25.00%
34221	Ridgeside Contract	124,120	30,317	31,030	25.00%	25.00%
34231	Police Services	3,000	3,311	3,987	132.88%	25.00%
34314	Mowing	9,800	0	0	0.00%	25.00%
34500	Donations New Shelter	2,500	2,435	325	13.00%	25.00%
34515	Rabies/Spay	500	0	95	19.00%	25.00%
34516	Registration	500	155	1,275	255.00%	25.00%
34517	Adoption	1,500	75	2,525	168.33%	25.00%
34518	Board & Impound Fees	1,000	35	365	36.50%	25.00%
34520	A/S Donations-Designated	1,000	0	199	19.90%	25.00%
34641	Indoor Soccer Income	195,000	0	0	0.00%	25.00%
34642	Community Center Income	10,000	20,943	0	0.00%	25.00%
34643	Outdoor Soccer Fees	85,000	43,421	33,879	39.86%	25.00%
34644	Baseball Fees	41,550	10,445	13,238	31.86%	25.00%
34645	Softball Fees	28,510	13,685	10,938	38.36%	25.00%
34646	Gate	33,000	17,009	0	0.00%	25.00%
34648	Adult League - Softball	32,000	17,690	8,235	25.73%	25.00%
34649	Concerts/Events	10,000	6,514	0	0.00%	25.00%
34651	Arena	155,000	58,531	38,948	25.13%	25.00%
34652	Pavilion Rental	18,000	4,148	4,161	23.12%	25.00%
34653	Track Rental	2,000	645	530	26.50%	25.00%
34654	Field Rental	77,000	24,935	22,058	28.65%	25.00%
34655	Amphitheater	14,000	4,000	1,453	10.38%	25.00%
34656	Concessions	68,000	18,883	6,278	9.23%	25.00%
34657	Overnight - Rv Rental	22,000	9,315	6,580	29.91%	25.00%
34658	Tournament Team Fees	1,500	1,609	0	0.00%	25.00%
34712	Sponsorship/Parks & Rec	10,000	8,880	20,306	203.06%	25.00%
34720	Football Gate	5,000	0	0	0.00%	25.00%
34751	Basketball Gate	0	0	0	0.00%	25.00%
34742	Basketball Player Fees	0	0	0	0.00%	25.00%
34743	Football Player Fees	23,530	16,170	18,480	78.54%	25.00%
34744	Photography	0	0	0	0.00%	25.00%
34745	Vending/Concessions	8,000	1,736	1,785	22.31%	25.00%
34746	Cheerleading	3,700	2,750	1,760	47.57%	25.00%
34747	Rent-Arena Equipment	45,000	15,375	15,025	33.39%	25.00%
34749	Soccer Field Rentals	95,000	17,231	22,256	23.43%	25.00%
34751	Venue 1921 @ East Ridge	100,000	0	0	0.00%	25.00%
34760	Library Charges	1,000	197	461	46.09%	25.00%
34761	Library - Copies	1,000	128	168	16.80%	25.00%
34794	C Center M. Fees	500	265	0	0.00%	25.00%
35100	Court Fines & Costs	335,000	85,152	74,529	22.25%	25.00%
35110	Fortfeiture of Bond	0	0	32,929	0.00%	25.00%
35120	Public Defender Fees	0	0	0	0.00%	25.00%
35150	Diversion Filing	0	0	0	0.00%	25.00%
36100	Interest Earnings	20,000	11,877	29,789	148.94%	25.00%
36211	Rent - Cell Tower	12,925	3,231	4,131	31.96%	25.00%
36310	Sale of Land	0	0	0	0.00%	25.00%

FISCAL YEAR ENDING 06/30/2025					Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
36330	Sale Of Equipment	10,000	0	2,239	22.39%	25.00%
36350	Insurance Recoveries	50,000	22,717	11,906	23.81%	25.00%
36901	Pipes/Culverts	3,000	137	108	3.61%	25.00%
36902	Damages- Traffic C.	0	0	0	0.00%	25.00%
36903	Christmas Parade	500	30	10	2.00%	25.00%
36905	Police - Sale of Surplus	15,000	0	7,445	49.63%	25.00%
36906	Fire - Sale of Surplus	500	0	0	0.00%	25.00%
36932	Proceedds - Bond/Loan	156,000	0	161,600	103.00%	25.00%
36990	Miscellaneous Revenues	25,000	341	7,139	28.55%	25.00%
36992	Hamilton County	0	0	0	0.00%	25.00%
37200	AHO - Fines/Court Costs	500	424	0	0.00%	25.00%
37940	Transfer Inn	0	0	0	0.00%	25.00%
	Use of Fund Balance	0	507,307	0	0.00%	25.00%
	Total Revenues	27,827,365	10,762,679	11,214,919	40.30%	25.00%
EXPENDITURES						
41000	General Government	1,528,765	566,124	853,052	55.80%	25.00%
41100	Administrative	1,247,808	313,808	337,017	27.01%	25.00%
41111	City Council	101,261	47,211	44,828	44.27%	25.00%
41210	Municipal Court	397,730	97,474	105,456	26.51%	25.00%
41520	City Attorney	136,875	20,541	18,884	13.80%	25.00%
41800	Buildings & Grounds Maintenance	372,536	108,418	80,209	21.53%	25.00%
41900	City Hall Complex	56,600	19,001	16,611	29.35%	25.00%
42100	Police	2,615,465	1,555,387	1,275,504	48.77%	25.00%
42121	Criminal Investigation	1,227,676	223,789	239,374	19.50%	25.00%
42123	Patrol	2,824,636	746,115	618,926	21.91%	25.00%
42125	School Resource	365,095	51,110	31,286	8.57%	25.00%
42125	Traffic Division	350,038	17,997	81,969	23.42%	25.00%
42200	Fire Department	3,626,762	1,903,546	980,150	27.03%	25.00%
42400	Building/Planning/Zoning	651,330	165,533	178,532	27.41%	25.00%
43110	Highway And Street	735,223	119,306	284,177	38.65%	25.00%
43120	Traffic Control & Street Markers	323,360	80,960	78,010	24.12%	25.00%
43170	Transfer Station/Brush Pit/Fleet	13,800	14,001	1,897	8.53%	25.00%
44140	Animal Control	433,425	123,841	101,899	23.51%	25.00%
44410	Parks and Recreation	1,221,869	296,860	325,417	26.63%	25.00%
44420	Multi-Purpose Recreation Bldg	340,288	76,818	107,913	31.71%	25.00%
44430	Community Center	297,933	65,329	66,787	22.42%	25.00%
44440	Venue 1921 @ East Ridge	225,981	0	33,552	14.85%	25.00%
44450	McBrien Complex	7,650	348	2,807	36.70%	25.00%
44610	Soccer - Recreation	72,600	28,580	28,391	39.11%	25.00%
44620	Soccer - Indoor	109,300	0	15	0.00%	25.00%
44630	Baseball/Softball	85,600	16,091	23,896	27.92%	25.00%
44640	Football/Cheer	32,450	11,582	13,789	42.49%	25.00%
44650	Adult Softball	39,350	16,210	13,473	34.24%	25.00%
44700	Basketball	0	0	0	0.00%	25.00%
44800	Libraries	315,624	63,400	83,835	26.56%	25.00%
44810	History Museum	860	240	178	20.70%	25.00%
46500	Community Development Programs	100,000	0	3,315	3.32%	25.00%
47200	Economic Development	7,469,475	4,008,060	5,006,433	67.03%	25.00%
49100	Debt Service	0	0	0	0.00%	25.00%
49400	Capital Projects - Transfer Out	500,000	0	0	0.00%	25.00%
	Total Expenditures	27,827,365	10,762,679	11,037,583	39.66%	25.00%
Total	General Fund		0	177,396		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY2026	YTD	Avg Yr %
121 State Street Aid						
REVENUES						
33450	State Grant - TIP Funds	0	0	0	0.00%	25.00%
33460	State Grant - HIP Funds	234,000	3,752	220	0.09%	25.00%
33550	2017 Gas Tax Improve	200,000	17,692	34,316	17.16%	25.00%
33551	State Gasoline And Motor Fuel Tax	570,000	40,205	98,773	17.33%	25.00%
33558	City Transport Mod Tax (Electric)	10,322	770	2,062	19.98%	25.00%
36100	Interest Earnings	200	9	13	6.32%	25.00%
36330	Sale of Equipment	0	0	0	0.00%	25.00%
	Use of Fund Balance	391,716	0	0	0.00%	25.00%
	Total Revenues and Other Sourc	1,406,238	62,428	135,384	13.34%	25.00%
EXPENDITURES						
43190	State Street Aid	1,406,238	53,431	38,434	2.00%	25.00%
	Total Expenditures	1,299,238	53,431	38,434	2.00%	25.00%
Total	State Street Aid Fund	0	8,997	96,950		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
122 Grant Fund						
REVENUES						
33109	CSX Transportation Grant - 2022	0	0	0	0.00%	25.00%
33111	PEP Cyber Security Grant	0	0	0	0.00%	25.00%
33114	TML Driver Safety Grant	4,000	0	0	0.00%	25.00%
33120	TDOT 2015 Multi Modal Grant	0	0	0	0.00%	25.00%
33425	Aquatic Stream Clean Grant	1,000	0	0	0.00%	25.00%
33493	TML Safety Grant	3,000	0	0	0.00%	25.00%
36100	Interest Earnings	0	0	0	0.00%	25.00%
36420	Police Traffic Safety Grant	0	0	233	0.23%	25.00%
36421	TN AM Grants	0	0	0	0.00%	25.00%
36423	Animal Foundation Grants	425	0	0	0.00%	25.00%
36711	Safety Conservation Grant	4,000	0	0	0.00%	25.00%
36920	THS089-Police	0	0	0	0.00%	25.00%
36921	Homeland Security - Police	0	0	0	0.00%	25.00%
36922	Homeland Security - Fire	0	0	0	0.00%	25.00%
36925	Violent Crime Intervention Grant	0	0	0	0.00%	25.00%
	Use of Fund Balance	6,575	300	0	0.00%	25.00%
	Total Revenues and Other Sourc	19,000	300	233	1.88%	25.00%
EXPENDITURES						
43150	Grants	19,000	300	0	0.00%	25.00%
	Total Expenditures	19,000	300	0	0.07%	25.00%
Total	Grant Fund	0	0	233		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY2025	FY 2026	YTD	Avg Yr %
126 DOJ Forfeiture Fund						
REVENUES						
33197	Federal/State Grants	20,000	0	1	0.00%	16.67%
	Use of Fund Balance	0	0	9	0.00%	16.67%
	Total Revenues and Other Sourc	20,000	0	10	0.00%	16.67%
EXPENDITURES						
42127	Drug/Law Enforcement	20,000	0	10	0.05%	16.67%
	Total Expenditures	20,000	0	10	0.05%	16.67%
Total	DOJ Forfeiture Fund	0	0	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
127 Drug Fund						
REVENUES						
33197	Federal/State Grants	10,000	6,789	0	0.00%	25.00%
33560	Seized/Awarded by State	35,000	0	0	0.00%	25.00%
35200	Drug Fines	20,000	1,245	2,065	10.32%	25.00%
35400	Sale of Confiscated Property	0	0	0	0.00%	25.00%
36990	Misc. Revenues	0	0	0	0.00%	25.00%
	Use of Fund Balance	42,500	0	37,207	0.00%	25.00%
	Total Revenues and Other Sourc	107,500	8,034	39,272	3.18%	25.00%
EXPENDITURES						
42129	Drug Investigation and Control	107,500	3,142	39,272	36.53%	25.00%
	Total Expenditures	107,500	3,142	39,272	36.53%	25.00%
Total	Drug Investigation Fund	0	4,892	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
130 Economic Development Fund						
REVENUE						
31611	Inc. Sales Tax (BR)	7,419,475	0	5,000,000	67.00%	25.00%
33191	Direct App. - State	0	0	0	0.00%	25.00%
36100	Interest Earnings	0	0	0	0.00%	25.00%
	Transfer In	0	0	0	0.00%	25.00%
	Use of Fund Balance	0	0	0	0.00%	25.00%
	Total Revenues and Other Sources	7,419,475	0	5,000,000	67.00%	25.00%
EXPENDITURES						
	Economic Development	5,784,317	0	0	0.00%	25.00%
	Debt Payment	1,635,158	0	0	0.00%	25.00%
	Total Expenditures	7,419,475	0	0	0.00%	25.00%
Total	Economic Development Fund	0	0	5,000,000		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
131 Solid Waste Fund						
REVENUES						
33190	FEMA/TEMA 2021	0	0	0	0.00%	25.00%
34415	Delinquent Fees	0	8,468	0	0.00%	25.00%
34416	Sanitation Fees	1,759,880	675	280	0.02%	25.00%
34418	Extra Cans	1,600	420	850	53.13%	25.00%
34420	Dumpster Rentals	6,500	1,800	1,380	21.23%	25.00%
34422	Recycling - Transfer Station	4,000	1,446	1,659	41.47%	25.00%
34426	Sale Of Mulch	100	40	0	0.00%	25.00%
34430	Refuse Collection And Disposal	1,000	295	1,032	103.19%	25.00%
36330	Sale of Equipment	0	0	0	0.00%	25.00%
36350	Insurance Recoveries	0	0	9,500	0.00%	25.00%
36350	Operating Transfers - Gen. Fund	0	0	0	0.00%	25.00%
36932	Bond Proceeds	244,000	0	238,400	97.70%	25.00%
	Use of Fund Balance	167,175	400,130	334,253	0.00%	25.00%
	Total Revenues and Other Sourc	2,184,255	413,274	587,354	12.55%	25.00%
EXPENDITURES						
43200	Solid Waste	2,184,255	413,274	587,354	26.89%	25.00%
	Total Expenditures	2,184,255	413,274	587,354	26.89%	25.00%
Total	Solid Waste Fund	0	0	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
212 Debt Service Fund						
REVENUES						
31920	Room Occupancy Tax	900,000	198,732	168,325	18.70%	25.00%
36100	Interest Earnings	135,000	32,695	44,357	32.86%	25.00%
37940	Transfer In	1,926,182	0	0	0.00%	25.00%
	Use of Fund Balance	0	367,512	412,136	0.00%	25.00%
	Total Revenues and Other Sources	2,961,182	598,939	624,818	7.18%	25.00%
EXPENDITURES						
49111	Camp Jordan - Phase Two - 2020	144,744	0	0	0.00%	25.00%
49114	Refunding Bond Issue - 2021	641,213	0	0	0.00%	25.00%
49300	Series 2022 Bond Issue	725,576	479,503	519,124	71.55%	25.00%
49310	2015 - Exit One/Capital Projects	209,750	65,906	64,875	30.93%	25.00%
49320	Capital Projects - Series 2024	602,275	0	0	0.00%	25.00%
49410	Public Safety Capital Outlay Note	90,800	0	0	0.00%	25.00%
49411	Public Safety Capital Outlay Note	0	0	0	0.00%	25.00%
49412	Public Safety - Lease Purchase	43,795	0	40,819	93.21%	25.00%
49413	Public Safety - Capital Outlay Note	105,874	0	0	0.00%	25.00%
49414	Public Safety - Lease Purchase	53,530	53,530	0	0.00%	25.00%
	Total Expenditures	2,617,557	598,939	624,818	23.87%	25.00%
Total	TML Loan Fund	569,982	78,930	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
341 Capital Improvement Fund						
REVENUES						
33113	LPRF 2024 - C. CENTER	632,500	1,250	18,440	2.92%	25.00%
33120	2015 Multi Modal	0	0	0	0.00%	25.00%
36100	Interest	300,000	105,115	54,855	18.28%	25.00%
36421	TN Am Water Grant	0	0	0	0.00%	25.00%
36915	Bond Proceeds	1,910,736	762,613	157,726	8.25%	25.00%
36990	Misc. Revenues	0	0	16,845	0.00%	25.00%
36992	Hamilton County	1,000,000	0	0	0.00%	25.00%
37940	Operating Transfers - Other Funds	500,000	0	0	0.00%	25.00%
	Use of Fund Balance	7,233,764	719,032	959,440	0.00%	25.00%
	Total Revenues and Other Sourc	11,577,000	1,588,010	1,207,305	5.71%	25.00%
EXPENDITURES						
41100	Administrative	12,000	2,670	1,794	14.95%	25.00%
41800	Bldg/Grounds Maint.	300,000	86,440	15,716	5.24%	25.00%
41900	City Hall Complex	0	0	0	0.00%	25.00%
41920	Multi Purpose Pavillion	4,000,000	14,993	682,247	17.06%	25.00%
43110	Multi Modal Project	0	364,606	0	0.00%	25.00%
43121	N. Mack Smith	4,250,000	59,430	112,388	2.64%	25.00%
43122	Resurfacing Projects	700,000	0	197,512	28.22%	25.00%
43126	Spring Creek Project	22,000	0	18,398	83.63%	25.00%
44410	Parks & Recreation	0	1,020,991	5,620	0.00%	25.00%
44421	Splash Pad/Playground	0	0	0	0.00%	25.00%
44423	Dog Park - Town Center	0	0	0	0.00%	25.00%
44424	Animal Shelter Building	0	0	0	0.00%	25.00%
44425	Dickert Pond Pier	0	9,957	0	0.00%	25.00%
44426	Fuel Tank-Public Safety	125,000	0	0	0.00%	25.00%
44430	C Center Upgrad	2,118,000	28,923	173,630	8.20%	25.00%
44450	McBrien Complex	0	0	0	0.00%	25.00%
46511	Community Development	50,000	0	0	0.00%	25.00%
47000	Economic Dev/Assist/Inc.	0	0	0	0.00%	25.00%
	Total Expenditures	11,577,000	1,588,010	1,207,305	10.43%	25.00%
Total	Capital Projects Fund	0	0	0		

FISCAL YEAR ENDING 06/30/2025		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2025	FY 2026	YTD	Avg Yr %
410 ARPA Fund						
REVENUES						
37940	Transfer In	0	0	0	0.00%	25.00%
	Use of Fund Balance	471,507	508,066	100,000	0.00%	25.00%
	Total Revenues and Other Sources	471,507	508,066	100,000	0.00%	25.00%
EXPENDITURES						
44424	Animal Shelter Facility	100,000	508,066	100,000	64.22%	25.00%
46490	Stormwater Projects - Ringgold Road	371,507	0	0	0.00%	25.00%
	Total Expenditures	471,507	508,066	100,000	64.22%	25.00%
Total	Capital Projects Fund	0	0	0		

ORDINANCE NO. 1239

AGENDA MEMORANDUM

Rezone

Date: January 8, 2026

Submitted by:



Michael Howell, Chief Building Official

SUBJECT:

On December 1st, 2025, Allen Jones with Stone Creek Consulting petitioned the East Ridge Planning Commission to rezone the parcel located at 1408 San Hsi Drive (Tax Map # 169K J 009) from C-2 General Commercial District to R-2 Residential Duplex District.

The East Ridge Planning Commission approved the request to rezone the parcel.

ORDINANCE NO. 1239

AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 1408 SAN HSI DRIVE, TAX MAP #169K-J-009, FROM C-2 GENERAL COMMERCIAL DISTRICT TO R-2 RESIDENTIAL DUPLEX DISTRICT

WHEREAS, Allen Jones with Stone Creek Consulting petitioned the East Ridge Planning Commission to recommend to the Mayor and Councilmembers of the City of East Ridge, Tennessee, the rezoning of property located at 1408 San Hsi Drive, Tax Map #169K-J-009, from C-2 General Commercial District to R-2 Residential Duplex District. The property is more particularly described as follows:

Lot 4, Block 5, Highway Park Subdivision, as shown on plat of record in Plat Book 10, Page 34, in the Register's Office of Hamilton County, Tennessee. Tax Map #169K-J-009

WHEREAS, the East Ridge Planning Commission held a public hearing on this petition on December 1, 2025, where it reviewed the rezoning request and heard and considered all statements concerning the petition; and

WHEREAS, the East Ridge Planning Commission, by motion, recommended approval of the rezoning petition on December 1, 2025; and

WHEREAS, the applicant has properly advertised in a paper of general circulation in the City of East Ridge that they will make application to the City Council of the City of East Ridge to request approval of the rezoning; and

WHEREAS, notices of the public hearing before the City Council of the City of East Ridge have been served upon all property owners in the City within a distance of 300 feet from the affected property; and

WHEREAS, the East Ridge City Council held a public hearing on January 8, 2026, at which time all interested parties were given an opportunity to be heard.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, as follows:

Section 1. That the zoning regulations and the zoning map of the City of East Ridge, Tennessee, be and the same hereby are amended to rezone the property located at 1408 San Hsi Drive, Tax Map #169K-J-009, from R C-2 General Commercial District, to R-2 Residential Duplex District, for uses consistent with such zoning.

BE IT FURTHER ORDAINED, that this ordinance shall take effect immediately after its passage, the public welfare of the City requiring it.

Approved on First Reading _____, 2026

Approved on Second Reading _____, 2026

Brian W. Williams, Mayor

ATTEST:

J. Scott Miller, City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

Record No: RZON-25-13

Zone Application

Status: Active

Submitted On: 11/4/2025

Primary Location

1408 SAN HSI DR
EASTRIDGE, TN 37412

Owner

No owner information

Applicant

 Allen Jones

 919-793-4077

 allen@stonecreekconsultingllc.c

 PO Box 2067

Dunlap, TN 37327

Applicant Information

Applicant Name*

Allen Jones

Applicant Address*

PO Box 2067, Dunlap, TN 37327

Applicant Phone Number(s)*

919-793-4077

Date of Application*

11/04/2025

Property Information

Property Address*

1408 San Hsi Dr

Tax Parcel Number*

169K J 009

Current Property Zoning

C-2 General Commercial District

Requested Zoning*

R-2 Residential Duplex District

Requested Rezone Purpose*

1408 San Hsi Dr is zoned C-C and the request is to rezone the property to R-2 for the development of a duplex. Although the property is only 50 ft wide, it is a buildable lot for residential use since it is a lot of record dating back to 1926. This area was historically zoned LB (Local Business District) before the City of East Ridge adopted a new zoning district in 1998 establishing the C-2 district. As you can tell from the zoning map, a 600 +/- corridor was zoned commercial following Ringgold Rd. The proposed duplex use is a good transition from commercial activity to the south and the single-family homes to the north. The adjacent residential homes are legal non-conforming since they are located within the C-2 zone.

Additional Information

Map showing location of property, all adjacent streets and/or right-of-way, property boundaries, and frontages could be included with this application. Such information is obtainable at <https://gismaps.hamiltontn.gov/>

Proof of ownership of the property must be included with application.

Please use an additional sheet to attach any comments on case background or information that are pertinent to this application, then upload.

Acknowledgement

I hereby certify that the information contained herein is true and accurate to the best of my knowledge.*

Signature*

 Allen Jones
Nov 4, 2025

Timeline

Item	Activated	Completed	Assignee	Due Date	Status
Application Fee	11/4/2025, 5:52:50 PM	11/4/2025, 5:53:53 PM	Allen Jones	-	Completed
Intake Review	11/4/2025, 5:53:54 PM	11/5/2025, 8:02:16 AM	Melissa Mahoney	-	Completed
Planning Commission	11/5/2025, 8:02:17 AM	12/3/2025, 10:03:22 AM	Michael Howell	-	Completed
City Council	12/3/2025, 10:03:23 AM	-	Michael Howell	-	Active
Decision Letter	-	-	-	-	Inactive



Planning Commision

Record No.RZON-25-13

Status Completed

Became Active November 5, 2025

Type Approval

Due Date None

Assignee Michael Howell

Record No: RZON-25-13

Rezone Application

Status: Active

Submitted On: 11/4/2025

Primary Location

1408 SAN HSI DR
EASTRIDGE, TN 37412

Owner

No owner information

Applicant

 Allen Jones
 919-793-4077
 allen@stonecreekconsultingllc.com
 PO Box 2067
Dunlap, TN 37327

Messages

Michael Howell

December 2, 2025 at 9:31 am

Allen, If you would like to move forward with the rezoning request for City Council review, please respond to this message accordingly.

Michael Howell  Internal

December 2, 2025 at 9:32 am

Planning Commission approved the request to rezone on 12-1-2025

Allen Jones

December 2, 2025 at 11:17 pm

Yes, I would like to move forward with the rezoning request for City Council Review. Please let me know the dates. Thanks.

Michael Howell

December 3, 2025 at 9:01 am

Allen, Thank you! The first reading, along with the public hearing, will take place during the January 8th, 2026, city council meeting. If the rezone is approved on the first reading, the second and final reading will take place on January 22nd, 2026.

Step Activity

OpenGov system activated this step

11/05/2025 at 8:02 am

OpenGov system assigned this step to Michael Howell

11/05/2025 at 8:02 am

Michael Howell approved this step

12/03/2025 at 10:03 am



Zoning Change Application Form

CASE NUMBER: 2025-0187		Date Submitted: 10/20/2025					
<i>Sections 1-9 below to be filled out by Applicant- RPA staff will assist if needed</i>							
1 Applicant Request							
Rezoned From: C-2		Rezoned To: R-2	Total acres in request area: 0.18				
2 Applicant Requested Conditions		Yes:	No: <input checked="" type="checkbox"/>				
3 Proposed Conditions – Attach a separate page if conditions won't fit in this box							
None							
4 Property Information							
Property Address: 1408 San Hsi Dr		Property Tax Map Number: 169K-J-009					
5 Proposed Development							
Reason for request/Project description:	Duplex						
6 Site Characteristics							
Current Use:	Vacant						
Adjacent Uses:	Auto Shop, Car Wash, Single Family						
7 Applicant Information							
Name: Stone Creek Consulting LLC (c/o Allen Jones)							
Address (street, city, state, zip): P. O. Box 2067, Dunlap, TN 37327							
Phone: 919-793-4077		Email: allen@stonecreekconsultingllc.com					
Primary Contact (if different than applicant information):							
Address (street, city, state, zip):							
Phone:		Email:					
<input type="checkbox"/> ← If the Applicants Information is the same as the Property Owners, please check the box to the left.							
8 Property Owner Information Only fill out this section if applicant is not the property owner. RPA requires a signed Owner Authorization form from the property owner. Property Owner Authorization Forms are available through the RPA.							
Name: F & J Collective LLC							
Address (street, city, state, zip): [REDACTED]							
Phone: [REDACTED]		Email: [REDACTED]					
9 Applicant Signature and Consent							
By signing below, I verify that am the property owner, or have been authorized to act as an agent on behalf of the applicant or owner. I have read and understand the information provided in the RPA Application Policy, and agree to adhere to the policies of the RPA and responsibilities of the applicant as outlined.							
Signature: <u>See Submitted Application</u>		Date: _____					
Office Use Only:							
Checklist							
<input checked="" type="checkbox"/>	Application	<input checked="" type="checkbox"/>	Site Plan	<input checked="" type="checkbox"/>	Ownership Authorization		
<input checked="" type="checkbox"/>	Property Cards	<input checked="" type="checkbox"/>	Deeds	<input checked="" type="checkbox"/>	Plats		
<input checked="" type="checkbox"/>	Application Fee: \$150	<input type="checkbox"/>	Cash	<input checked="" type="checkbox"/>	Credit	<input type="checkbox"/>	Check
<input checked="" type="checkbox"/>	Notice signs	Number of notice signs: 1					
Municipality: East Ridge		Planning District: 6		Neighborhood: None			
County Commission District: 8		City Council District: 0					
PC meeting date: December 8, 2025		Application processed by: Jennfier Ware					
<u>Staff Recommendation:</u>		<u>PC Action/Date:</u>		<u>Legislative Action/Date/Ordinance:</u>			

October 20, 2025

Re: Zoning Application Narrative
1408 San Hsi Dr

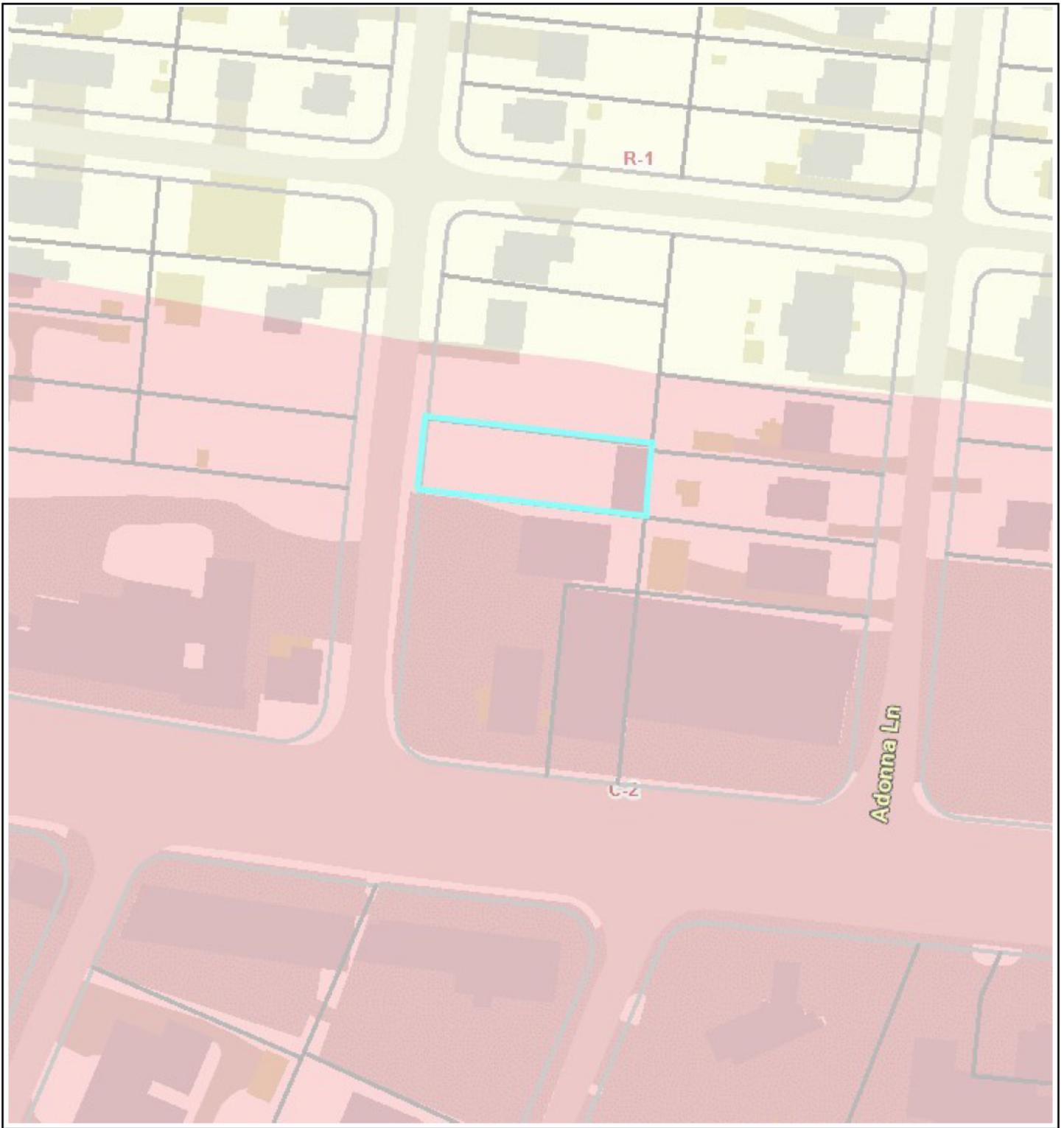
1408 San Hsi Dr is zoned C-C and the request is to rezone the property to R-2 for the development of a duplex. Although the property is only 50 ft wide, it is a buildable lot for residential use since it is a lot of record dating back to 1926. This area was historically zone LB (Local Business District) before the City of East Ridge adopted a new zoning district in 1998 establishing the C-2 district. As you can tell from the zoning map, a 600 +/- corridor was zoned commercial following Ringgold Rd. The proposed duplex use is a good transition from commercial activity to the south and the single-family homes to the north. The adjacent residential home are legal non-conforming since they are located within the C-2 zone. The property is located in the 100-year flood zone, so the structure will need to be elevated 1 foot above the base flood elevation.

Sincerely,



Allen Jones, PLA

2025-0187 Rezoning from C-2 to R-2



2025-0187 Rezoning from C-2 to R-2





PROPERTY INFORMATION:
 OWNER: F&J COLLECTIVE LLC
 ADDRESS: 1408 HSI SAN DR
 TAX MAP #: 189K J 009
 LOT SIZE: 0.18+ ACRES
 DISTRICT: EAST RIDGE

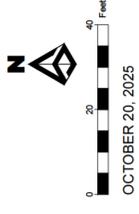
EXISTING ZONE: C-C
PROPOSED ZONE: R-2
AREA FOR REZONE: 0.18 ACRES

PROPOSED USE: 2 RESIDENTIAL UNITS
PROPOSED DENSITY: 11 UNITS/ACRE
PROPOSED PARKING: 4 SPACES

SURVEY INFORMATION:
 BOUNDARY INFO TAKEN FROM HAMILTON COUNTY GIS DATA
 PROPERTY IS LOCATED WITHIN THE 100 YEAR FLOOD AREA



LOCATION MAP
SCALE: 1" = 300'



1408 San Hsi Dr - Rezoning Site Plan

SCALE: 1" = 20'



ALLEN JONES, PLA
 915.753.4077
 PO BOX 2067 | DUNLAP, TN 37327
 ALLEN@STONECREEKCONSULTINGLLC.COM

Chattanooga-Hamilton County Regional Planning Agency

PLANNING COMMISSION STAFF REPORT

CASE NUMBER: 2025-0187	APPLICANT: Stone Creek Consulting LLC (c/o Allen Jones)	PROPERTY OWNER: F & J Collective LLC
PROPERTY ADDRESS: 1408 San Hsi Dr.	TAX MAP PARCEL ID: 169K-J-009	JURISDICTION: East Ridge
SIZE OF PROPERTY: 0.18 acres	REQUEST: Rezone from C-2 General Commercial District to R-2 Residential Duplex District for a duplex.	

PROPERTY DESCRIPTION

EXISTING LAND USE Vacant	SURROUNDING LAND USES <u>North:</u> Single-Unit Detached Residential <u>East:</u> Single-Unit Detached Residential <u>South:</u> Commercial <u>West:</u> Vacant		ACCESS San Hsi Drive
TRANSPORTATION San Hsi Drive is a local road.	PROPOSED RESIDENTIAL DENSITY 11 du/ac (2 units)	ADJACENT RESIDENTIAL DENSITY ~ 4 du/ac	NATURAL RESOURCES The site is in the 100-year floodplain.

ZONING

ZONING HISTORY	<ul style="list-style-type: none"> • There is no recent zoning history for the site. • Case 2023-0166 located at 1317 San Hsi Drive applied to rezone from R-1 to C-5. The application was denied by the East Ridge City Council. • Case 2017-0188 located at 1403 Sewanee Drive was rezoned from C-2 and R-1 to R-1 (Ordinance #1062).
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ZONE DISTRICT COMPATIBILITY	USE	CURRENT C-2 ZONE	PROPOSED R-2 ZONE
	Single-Unit Detached Residential		<input type="checkbox"/>
Two-Unit Residential		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Multi-Unit Residential		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Institutional		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Commercial		<input checked="" type="checkbox"/>	<input type="checkbox"/>
DEVELOPMENT STANDARDS		CURRENT C-2 ZONE	PROPOSED R-2 ZONE
	Lot Size	N/A	10,000 sf
	Lot Frontage	N/A	75'
	Setbacks	Front: 25' Side: 10' Rear: 25' when adjacent to R-1, R-2, R-3, R-5, RZ-1, and RT-1	Front: 25' Side: 10' Rear: 25'
	Building Height	No Building shall exceed in height the shortest distance from Building to nearest boundary of an R-1, R-2, R-3, RZ-1, or RT-1	2.5 stories or 35'

DISCUSSION OF STAFF RECOMMENDATION

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See Comments	COMPATIBILITY WITH ADJACENT LAND USES The site is surrounded by commercial and residential land uses. There is a duplex north of the site at 1318 San His Drive. The proposed zone allows for other uses which are compatible with surrounding uses.
---	--

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See Comments	COMPATABILITY WITH DEVELOPMENT FORM The request is consistent with the scale and character of the surrounding residential development. The proposed use will result in a lower intensity of development than what is typically permitted in the C-2 zone, ensuring that the overall form and character of the area are maintained.
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> See Comments	CONCERNS REGARDING LOCATION, LIGHTING, OR HEIGHT There are no nuisance concerns. The request is a downzoning of property.



City of East Ridge

1517 Tombras Avenue
East Ridge, Tennessee 37412
(423)867-7711 • www.eastridgetn.gov

Department of Building and Codes

DATE: November 21st, 2025
TO: Planning Commission Members
FROM: Building and Codes Department
SUBJECT: Rezone

Applicant: Stone Creek Consulting LLC (c/o Allen Jones)

Location: 1408 San Hsi Drive
Tax Map Number: 169K J 009

Consider the request of Alen Jones to have the property located at 1408 San His Drive rezoned from C-2 Commercial District to R-2 Residential Duplex District to construct a duplex.

No compatibility challenges identified.

1. The proposed duplex use aligns with the predominant residential character of San Hsi Drive. Adjacent residential and mixed-use areas suggest that introducing another duplex will blend with existing development rather than disrupt it.
2. The request to rezone represents a reduction in land-use intensity, decreasing potential noise, lighting, and traffic impacts compared to permitted C-2 commercial uses. The request is a downzoning of the property. Note: STVRs would be allowed in an R-2 district if approved.
3. There are several existing duplexes in the area that are legal nonconforming, being zoned R-1, constructed before ordinance 481 went into effect, indicating a historical mix of residential types.
4. Setback and height standards of the R-2 district will ensure compatibility with adjacent single-family homes. Although the parcel does not meet the current size and frontage requirements, the parcel is a lot of record and is a buildable lot. The duplex form and scale align with existing residential structures along San Hsi Drive
5. The rezoning request supports the ongoing residential stability of San Hsi Drive by allowing a modest duplex development consistent with the surrounding area's form and character. The downzoning from C-2 to R-2 represents a balanced planning approach, encouraging appropriate residential infill while reducing potential commercial encroachment into established neighborhoods, creating a transitional zoning from commercial to high-density residential.

The proposed rezone aligns with the guidelines of Resolution 3517, which aims to protect single-family residential neighborhoods.

Brian Williams
Mayor

David Tyler
Vice-Mayor

Jacky Cagle
Councilmember

Andrea Witt
Councilmember

Jeff Ezell
Councilmember

J. Scott Miller
City Manager

ORDINANCE NO. 1240

AGENDA MEMORANDUM
AIR POLLUTION CONTROL ORDINANCE

January 8, 2026

Submitted By:



J. Scott Miller, City Manager

SUBJECT:

The Chattanooga-Hamilton County Air Pollution Control Bureau (Ron Drumeller, Executive Director) has requested that the City of East Ridge revise our air pollution control ordinance (Title 20, Chapter 2) for the purpose of increasing the permit fees, late fees, application fees, license fees, and emission fees. The fees have not been raised since 2017. All of the Cities in Hamilton County are being asked by the Bureau to update their respective ordinances to provide the increase in various fees. A listing on the summary of revisions to the fee schedules is attached hereto for your information.

For your information, the Chattanooga-Hamilton County Air Pollution Control Bureau is a stand along quasi-governmental agency made up of 10 individuals; three (3) appointed by the Mayor of the City of Chattanooga, three (3) appointed by the Mayor of Hamilton County, three (3) jointly appointed by both the City Mayor and County Mayor, and one (1) being from the Health Department. The Bureau was established in 1969.

The Ordinance before you for your consideration for adoption on first reading revises the fee structures in the City's air pollution control ordinance (Title 20, Chapter 2).

Attachments

JSM/

CHATTANOOGA-HAMILTON COUNTY AIR POLLUTION CONTROL BUREAU

Summary of Revisions to
The East Ridge Air Pollution Control Ordinance
(East Ridge Municipal Code, Title 20, Chapter 2)
September 2025

Sections 1, 5, and 13: Institution of a late fee of 5.0 percent, compounded monthly, with a thirty-day grace period

Sections 2, 3, and 6: Increase in fees for installation permits, certificates of operation, and demolition and renovation (asbestos) permits by approximately 25 percent (rounded down to the nearest \$5 increment) with a provision for possible future fee increases based on the Consumer Price Index, if necessary as determined by the Board

Section 4: Increase in fees for duplicate permits by 25 percent

Section 7: Increase in the application fee for an open burning permit from \$60.00 to \$75.00

Section 8: Increase in the application fee for a controlled burning permit from \$500.00 to \$625.00

Section 9: Increase in the one-time license fee for an incinerator (including cremation system) operator from \$20.00 to \$100.00

Section 10: Institution of a fee of \$200.00 for a renovation (asbestos) courtesy notification

Section 11: Increase in the minimum annual fee charged to a Part 70 (major) source from \$4,000.00 to \$8,000.00

Section 12: Institution of the "Part 70 presumptive minimum fee rate" for Part 70 (major) sources, which is calculated annually by the U.S. Environmental Protection Agency in accordance with the Consumer Price Index

ORDINANCE NO. 1240

AN ORDINANCE OF THE EAST RIDGE CITY COUNCIL TO AMEND EAST RIDGE MUNICIPAL CODE, TITLE 20, CHAPTER 2, WHICH CHAPTER IS KNOWN AS “THE EAST RIDGE AIR POLLUTION CONTROL ORDINANCE,” BY PROVIDING FOR INCREASED PERMIT AND CERTIFICATE FEES.

WHEREAS, it is the declared public policy of this city to achieve and maintain such levels of air quality as will protect human health and safety, and to the greatest degree practicable, prevent injury to plant and animal life and property, and to foster the comfort and convenience of the people; and

WHEREAS, local regulation of air quality is the most efficient means toward that end; and

WHEREAS, in order to maintain the Certificate of Exemption granted by the Tennessee Air Pollution Control Board for operating a local air pollution control program, it is necessary to adopt regulations no less stringent than state standards; and

WHEREAS, the adoption of these amendments is required for the protection of the health, safety, and welfare of the citizens of East Ridge and to insure maintaining the local Certificate of Exemption.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that Chapter 2 of Title 20 of the East Ridge Municipal Code be amended as is hereafter set forth:

SECTION 1. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-204, is hereby amended so as to add the following Section 20-204(k):

- (k) An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any fine, civil penalty, damages amount, or enforcement cost that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.

SECTION 2. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(a)(14) in its entirety and substitute in lieu thereof the following:

- (14) The following fee schedules shall apply to the issuance of all installation permits. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of

Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. A source shall be required to pay the required fee prior to issuance of an installation permit to that source. Said fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

INSTALLATION PERMITS

SCHEDULE 20-208-A-I. FUEL-BURNING EQUIPMENT

Fees shall be assessed based upon the design fuel burning rate per unit as expressed in millions of British thermal units (Btu) per hour, using gross heating values of the fuel.

Fuel Burning Rate (Million Btu per Hour)	Fee
0.5 to 9.99	\$660.00
10 to 39.99	\$780.00
40 to 99.99	\$900.00
100 or greater	\$1,200.00

SCHEDULE 20-208-A-II. INCINERATORS

Fees shall be assessed based upon the design input incineration rate as expressed in pounds per hour.

Incineration Rate (Pounds per Hour)	Fee
Up to 200	\$125.00
200 to 599	\$250.00
600 to 999	\$365.00
1,000 to 1,999	\$480.00
2,000 to 4,999	\$600.00
5,000 to 9,999	\$660.00
10,000 or greater	\$720.00

SCHEDULE 20-208-A-III. PROCESS EQUIPMENT

Fees shall be assessed based upon the design input process weight per hour as expressed in pounds per hour.

Process Weight (Pounds per Hour)	Fee
Up to 999	\$250.00
1,000 to 9,999	\$425.00
10,000 to 49,999	\$600.00
50,000 to 149,999	\$780.00
150,000 to 499,999	\$960.00
500,000 to 999,999	\$1,140.00
1,000,000 or greater	\$1,200.00

(NOTE: Examples of this type of equipment include but are not limited to: chemical processing equipment; crushing, grinding or milling equipment; and metal forming equipment.)

SCHEDULE 20-208-A-IV. ODOR PRODUCING EQUIPMENT

Each unit shall be assessed a fee of four hundred eighty dollars (\$480.00).

(NOTE: Examples of this type of equipment include but are not limited to: tar and asphalt kettles, varnish and paint heating kettles, and rendering kettles.)

SCHEDULE 20-208-A-V. MISCELLANEOUS

Any article, machine, equipment or other contrivance that is not included in the preceding schedules shall be assessed a fee of four hundred eighty dollars (\$480.00) per unit.

SECTION 3. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(c)(12) in its entirety and substitute in lieu thereof the following:

(12) Fees for Certificate(s) of Operation.

- a. *Fees.* A source shall be required to pay the required fee prior to issuance of any certificate of operation to that source and to maintain the certificate of operation, once issued.
- b. *Initial Certificate of Operation Fees.* The following fee schedules shall apply to the initial issuance of any certificate of operation. The fees in these schedules may be adjusted each year, if necessary as determined by the

Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. Said fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board, who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

INITIAL CERTIFICATES OF OPERATION

SCHEDULE 20-208-C-I. FUEL-BURNING EQUIPMENT

Fuel Burning Rate (Million Btu per Hour)	Fee
0.5 to 9.99	\$900.00
10 to 39.99	\$1,020.00
40 to 99.99	\$1,200.00
100 or greater	\$1,380.00

SCHEDULE 20-208-C-II. INCINERATORS

Incineration Rate (Pounds per Hour)	Fee
Up to 200	\$420.00
200 to 599	\$480.00
600 to 999	\$540.00
1,000 to 1,999	\$600.00
2,000 to 4,999	\$660.00
5,000 to 9,999	\$720.00
10,000 or greater	\$780.00

SCHEDULE 20-208-C-III. PROCESS EQUIPMENT

Process Weight (Pounds per Hour)	Fee
Up to 999	\$540.00
1,000 to 9,999	\$720.00
10,000 to 49,999	\$900.00
50,000 to 149,999	\$1,080.00
150,000 or greater	\$1,200.00

SCHEDULE 20-208-C-IV. ODOR PRODUCING EQUIPMENT

Each unit shall be assessed a fee of four hundred eighty dollars (\$480.00).

SCHEDULE 20-208-C-V. MISCELLANEOUS

Each unit shall be assessed a fee of four hundred eighty dollars (\$480.00).

- c. *Renewal Certificate of Operation Annual Fees.* A source that has applied for renewal of one or more certificates of operation shall pay the required annual fee prior to issuance of any renewal certificate(s) of operation to it. Subsequent to issuance of any renewal certificate(s) of operation to a source, the source shall pay the required annual fee throughout the term of the permit, not later than the anniversary of issuance of any renewal certificate(s) of operation. The following annual fee schedules shall apply to the renewal of any certificate of operation. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. Said fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board, who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

RENEWAL CERTIFICATES OF OPERATION

SCHEDULE 20-208-C-VI. FUEL-BURNING EQUIPMENT

Fuel Burning Rate (Million Btu per Hour)	Fee
0.5 to 9.99	\$420.00
10 to 39.99	\$480.00
40 to 99.99	\$540.00
100 or greater	\$620.00

SCHEDULE 20-208-C-VII. INCINERATORS

Incineration Rate (Pounds per Hour)	Fee
Up to 200	\$300.00
200 to 599	\$320.00
600 to 999	\$365.00
1,000 to 1,999	\$435.00
2,000 to 4,999	\$480.00
5,000 to 9,999	\$530.00
10,000 or greater	\$575.00

SCHEDULE 20-208-C-VIII. PROCESS EQUIPMENT

Process Weight (Pounds per Hour)	Fee
Up to 999	\$300.00
1,000 to 9,999	\$420.00
10,000 to 49,999	\$540.00
50,000 to 149,999	\$660.00
150,000 to 499,999	\$780.00

500,000 to 999,999	\$900.00
1,000,000 or greater	\$1,020.00

SCHEDULE 20-208-C-IX. ODOR PRODUCING EQUIPMENT

Each unit shall be assessed a fee of three hundred dollars (\$300.00).

SCHEDULE 20-208-C-X. MISCELLANEOUS

Each unit shall be assessed a fee of three hundred dollars (\$300.00).

SECTION 4. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(d)(4) in its entirety and substitute in lieu thereof the following:

- (4) *Duplicate Permits.* Duplicate permits or certificates of operation may be issued by the Director if requested by the owner or operator. A fee of seventy-five dollars (\$75.00) shall be charged for issuing a duplicate installation permit or certificate of operation. A fee of three hundred dollars (\$300.00) shall be charged for issuing a duplicate Part 70 operating permit. Said fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

SECTION 5. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(d)(6) in its entirety and substitute in lieu thereof the following:

- (6) An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any certificate of operation fee that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

SECTION 6. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(f)(4) in its entirety and substitute in lieu thereof the following:

- (4) *Fees.* The following fee schedules shall apply to the issuance of permits for all demolitions or for those renovations involving friable asbestos-containing materials (ACM) subject to Rule 17.5, except in paragraphs (f)(5) and (f)(6) below. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All

Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. If work begins on any regulated renovation or demolition without having obtained the required permit, or if work is performed other than in accordance with the plans and specifications filed with and approved by the Director to obtain the permit, the Director may grant such permit; provided, however, that the permit fee is doubled in all such cases. Fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities. Only one initial fee shall be assessed for any renovation or demolition project occurring at an installation on one contiguous site owned by the same owner within six months after receipt of the initial application where the ACM is calculated (as set forth in Section 20-241, Rule 17.5 of this chapter) in both linear feet and in square feet. When ACM is to be removed and involves calculating in both linear and square feet, the ACM footage will be summed to determine the appropriate fee from Schedule 20-208-F-II or Schedule 20-208-F-III:

SCHEDULE 20-208-F-I. DEMOLITIONS WHERE NO ASBESTOS IS PRESENT

Fee	\$250.00 per structure
------------	-------------------------------

SCHEDULE 20-208-F-II.

DEMOLITIONS WHERE REGULATED ASBESTOS IS PRESENT

For ACM used to fireproof or insulate pipes, or to insulate any duct, boiler, tank, reactor, turbine, furnace, or structural member, including interior and exterior walls, floors, ceilings, and roofs:

Linear/Square Feet of ACM	Fee
160 – 299 (square feet)	\$390.00 plus \$250.00 per structure
260 – 299 (linear feet)	\$390.00 plus \$250.00 per structure
300 – 499	\$625.00 plus \$250.00 per structure
500 – 999	\$855.00 plus \$250.00 per structure

1,000 – 1,499	\$1,015.00 plus \$250.00 per structure
1,500 – 4,999	\$1,250.00 plus \$250.00 per structure
5,000 and up	\$1,560.00 plus \$250.00 per structure

SCHEDULE 20-208-F-III.

RENOVATIONS WHERE REGULATED ASBESTOS IS PRESENT

For ACM used to fireproof or insulate pipes, or to insulate any duct, boiler, tank, reactor, turbine, furnace, or structural member, including interior and exterior walls, floors, ceilings, and roofs:

Linear/Square Feet of ACM	Fee
160 – 299 (square feet)	\$390.00
260 – 299 (linear feet)	\$390.00
300 – 499	\$625.00
500 – 999	\$855.00
1,000 – 1,499	\$1,015.00
1,500 – 4,999	\$1,250.00
5,000 and up	\$1,560.00

SECTION 7. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 6.3(2) in its entirety and substitute in lieu thereof the following:

- (2) A non-refundable application fee of seventy-five dollars (\$75.00) shall be included with the application, which fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board;

SECTION 8. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 6.6(3) in its entirety and substitute in lieu thereof the following:

- (3) A non-refundable application fee of six hundred twenty-five dollars (\$625.00)

shall be included with the application, which fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.

SECTION 9. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 7.5 in its entirety and substitute in lieu thereof the following:

Rule 7.5. On and after March 1, 1973, the person in responsible charge of the operation of an incinerator (including a cremation system) must be licensed by the Bureau. Such license shall be issued only after a passing score is received on a standardized test to be devised and administered by the bureau. The bureau shall test persons on their knowledge of the principles of incineration, including but not necessarily limited to the subjects of preignition, firing and cleaning. The Bureau shall have the power to collect a one (1) time fee of one hundred dollars (\$100.00) pursuant to the issuance of such license. Such fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board. The Director shall have the authority to suspend or revoke such license if the person holding such license willfully or by reason of incompetence violates any provision of this chapter. No license issued in accordance with the provisions of this rule shall be assignable or transferable. The failure to issue a license, or suspension or revocation of such license, shall be an order or determination of the Director within the meaning of Section 20-218(e) of this chapter.

SECTION 10. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 17.5(1)(e) in its entirety and substitute in lieu thereof the following:

- (e) Courtesy notification. The owner or operator of a renovation activity at any facility being renovated that is not described in paragraph (1)d. of Rule 17.5 shall provide the Director with a written courtesy notification on a form specified by the Director and available from the Bureau before any renovation activity begins. None of the requirements of paragraphs (2) and (3) of Rule 17.5 are applicable to such renovations. A fee of two hundred dollars (\$200.00) shall be included with the notification, which fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.

SECTION 11. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to delete Section 20-260(e)(1) in its entirety and substitute in lieu thereof the following:

- (1) The owner or operator or the “responsible official” of a Part 70 source shall pay an annual emission fee to the Bureau based on “regulated pollutant (for presumptive fee calculation)” as those terms are defined in Section 20-253 of this chapter. The minimum annual emission fee charged to a Part 70 source will be eight thousand dollars (\$8,000.00).

SECTION 12. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to delete Section 20-260(e)(6) in its entirety and substitute in lieu thereof the following:

- (6) The rate at which annual emission fees are assessed shall be the “Part 70 presumptive minimum fee rate” of sixty-five dollars and thirty-eight cents (\$65.38) per ton as adjusted for each annual accounting period by the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed twelve (12)-calendar month period of September through August exceeds the CPI-U for the twelve-(12) calendar month period of September 2024 through August 2025. This adjusted Part 70 presumptive minimum fee rate is calculated annually by the U.S. Environmental Protection Agency using the preceding criteria. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor.

SECTION 13. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to add the following Section 20-260(e)(11):

- (11) An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any Part 70 permit fee that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

BE IT FURTHER ORDAINED, that East Ridge Municipal Code, Title 20, Chapter 2, codifying ordinances as previously adopted be construed to be cumulative in effect, and it is here declared to be the legislative intent that compliance with any one or more provisions of that chapter shall not be construed as defense for non-compliance with any other applicable provisions of the Code or the Ordinance or rules or regulations thereof nor with any applicable provisions of that chapter.

BE IT FURTHER ORDAINED, that if any section, part of a section, sentence, clause or phrase of this Ordinance is for any reason declared unconstitutional or otherwise invalid by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Ordinance, and only such invalid portion shall be elided from this Ordinance.

BE IT FURTHER AND FINALLY ORDAINED, that this Ordinance shall become effective within two (2) weeks from and after its passage.

Approved on first reading _____, 2026

Approved on second reading _____, 2026

Brian W. Williams, Mayor

ATTEST:

J. Scott Miller, City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

ORDINANCE NO. _____

AN ORDINANCE TO AMEND EAST RIDGE MUNICIPAL CODE, TITLE 20, CHAPTER 2, WHICH CHAPTER IS KNOWN AS "THE EAST RIDGE AIR POLLUTION CONTROL ORDINANCE," BY PROVIDING FOR INCREASED PERMIT AND CERTIFICATE FEES.

WHEREAS it is the declared public policy of this city to achieve and maintain such levels of air quality as will protect human health and safety, and to the greatest degree practicable, prevent injury to plant and animal life and property, and to foster the comfort and convenience of the people; and

WHEREAS local regulation of air quality is the most efficient means toward that end; and

WHEREAS, in order to maintain the Certificate of Exemption granted by the Tennessee Air Pollution Control Board for operating a local air pollution control program, it is necessary to adopt regulations no less stringent than state standards; and

WHEREAS the adoption of these amendments is required for the protection of the health, safety, and welfare of the citizens of East Ridge and to insure maintaining the local Certificate of Exemption;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that Chapter 2 of Title 20 of the East Ridge Bank Municipal Code be amended as is hereafter set forth:

SECTION 1. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-204, is hereby amended so as to add the following Section 20-204(k):

- (k) An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any fine, civil penalty, damages amount, or enforcement cost that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.

SECTION 2. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(a)(14) in its entirety and substitute in lieu thereof the following:

- (14) The following fee schedules shall apply to the issuance of all installation permits. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. A source shall be required to pay the required fee prior to issuance of an installation permit to that source. Said fees shall be collected by the ~~director~~ Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the ~~b~~Board who shall accumulate such fees in an account dedicated to the ~~b~~Board for air pollution control activities.

INSTALLATION PERMITS

SCHEDULE 20-208-A-I. FUEL-BURNING EQUIPMENT

Fees shall be assessed based upon the design fuel burning rate per unit as expressed in millions of British thermal units (Btu) per hour, using gross heating values of the fuel.

Fuel Burning Rate (Million Btu per Hour)	Fee
0.5 to 4.99 <u>9.99</u>	\$530.00 <u>660.00</u>
5 <u>10</u> to 14.99 <u>39.99</u>	\$625.00 <u>780.00</u>
15 <u>40</u> to 99.99	\$720.00 <u>900.00</u>
100 or greater	\$960.00 <u>1,200.00</u>

(NOTE: One boiler horsepower is equivalent to approximately 33,472 Btu per hour)

SCHEDULE 20-208-A-II. INCINERATORS

Fees shall be assessed based upon the design input incineration rate as expressed in pounds per hour.

Incineration Rate (Pounds per Hour)	Fee
Up to 200	\$ 100.00 <u>125.00</u>
200 to 599	\$ 200.00 <u>250.00</u>
600 to 999	\$ 295.00 <u>365.00</u>
1,000 to 1,999	\$ 385.00 <u>480.00</u>
2,000 to 4,999	\$ 480.00 <u>600.00</u>
5,000 to 9,999	\$ 580.00 <u>660.00</u>
10,000 or greater	\$ 680.00 <u>720.00</u>
+\$90.00 for each additional 100 lbs/hr over 10,000 lbs/hour	

SCHEDULE 20-208-A-III. PROCESS EQUIPMENT

Fees shall be assessed based upon the design input process weight per hour as expressed in pounds per hour.

Process Weight (Pounds per Hour)	Fee
Up to 999	\$ 200.00 <u>250.00</u>
1,000 to 9,999	\$ 340.00 <u>425.00</u>
10,000 to 49,999	\$ 480.00 <u>600.00</u>
50,000 to 149,999	\$ 625.00 <u>780.00</u>
150,000 to 499,999	\$ 780.00 <u>960.00</u>
500,000 to 999,999	\$ 910.00 <u>1,140.00</u>
1,000,000 or greater	\$ 960.00 <u>1,200.00</u>

(NOTE: Examples of this type of equipment include but are not limited to: chemical processing equipment; crushing, grinding or milling equipment; and metal forming equipment.)

SCHEDULE 20-208-A-IV. ODOR PRODUCING EQUIPMENT

Each unit shall be assessed a fee of ~~three hundred eighty five~~ four hundred eighty dollars (~~\$385.00~~480.00).

(NOTE: Examples of this type of equipment include but are not limited to: tar and asphalt kettles, varnish and paint heating kettles, and rendering kettles.)

SCHEDULE 20-208-A-V. MISCELLANEOUS

Any article, machine, equipment or other contrivance ~~which that~~ is not included in the preceding schedules shall be assessed a fee of ~~three hundred eighty five~~ four hundred eighty dollars (~~\$385.00~~480.00) per unit.

SECTION 3. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(c)(12) in its entirety and substitute in lieu thereof the following:

(12) *Fees for Certificate(s) of Operation.*

- a. *Fees.* A source shall be required to pay the required fee prior to issuance of any certificate of operation to that source and to maintain the certificate of operation, once issued.
- b. *Initial Certificate of Operation Fees.* The following fee schedules shall apply to the initial issuance of any certificate of operation. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. Said fees shall be collected by the ~~director~~ Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the ~~b~~BBoard, who shall accumulate such fees in an account dedicated to the ~~b~~BBoard for air pollution control activities.

INITIAL CERTIFICATES OF OPERATION
SCHEDULE 20-208-C-I. FUEL-BURNING EQUIPMENT

Fuel Burning Rate (Million Btu per Hour)	Fee
0.5 to 4.99 <u>9.99</u>	\$720.00 <u>900.00</u>
5 <u>10</u> to 14.99 <u>39.99</u>	\$820.00 <u>1,020.00</u>
15 <u>40</u> to 99.99	\$960.00 <u>1,200.00</u>
100 or greater	\$1,105.00 <u>1,380.00</u>

SCHEDULE 20-208-C-II. INCINERATORS

Incineration Rate (Pounds per Hour)	Fee
Up to 200	\$340.00 <u>420.00</u>
200 to 599	\$385.00 <u>480.00</u>
600 to 999	\$440.00 <u>540.00</u>
1,000 to 1,999	\$480.00 <u>600.00</u>
2,000 to 4,999	\$530.00 <u>660.00</u>
5,000 to 9,999	\$580.00 <u>720.00</u>
10,000 or greater	\$625.00 <u>780.00</u>
+\$45.00 for each additional 100 lbs/hr over 10,000 lbs/hour	

SCHEDULE 20-208-C-III. PROCESS EQUIPMENT

Process Weight (Pounds per Hour)	Fee
Up to 999	\$ 440.00 <u>540.00</u>
1,000 to 9,999	\$ 580.00 <u>720.00</u>
10,000 to 49,999	\$ 720.00 <u>900.00</u>
50,000 to 149,999	\$ 865.00 <u>1,080.00</u>
150,000 and or greater	\$ 960.00 <u>1,200.00</u>

SCHEDULE 20-208-C-IV. ODOR PRODUCING EQUIPMENT

Each unit shall be assessed a fee of ~~three hundred eighty five~~ four hundred eighty dollars (\$~~385.00~~480.00).

SCHEDULE 20-208-C-V. MISCELLANEOUS

Each unit shall be assessed a fee of ~~three hundred eighty five~~ four hundred eighty dollars (\$~~385.00~~480.00).

- c. *Renewal Certificate of Operation Annual Fees.* A source that has applied for renewal of one or more certificates of operation shall pay the required annual fee prior to issuance of any renewal certificate(s) of operation to it. Subsequent to issuance of any renewal certificate(s) of operation to a source, the source shall pay the required annual fee throughout the term of the permit, not later than the anniversary of issuance of any renewal certificate(s) of operation. The following annual fee schedules shall apply to the renewal of any certificate of operation. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. Said fees shall be collected by the ~~b~~Bureau ~~director~~ and remitted to the ~~finance officer~~ of the City of Chattanooga finance officer as ~~the~~ fiscal agent ~~of for~~ the ~~b~~Board, who shall accumulate such fees in an account dedicated to the ~~b~~Board for air pollution control activities.

RENEWAL CERTIFICATES OF OPERATION
SCHEDULE 20-208-C-VI. FUEL-BURNING EQUIPMENT

Fuel Burning Rate (Million Btu per Hour)	Fee
0.5 to 4.99 <u>9.99</u>	\$ 340.00 <u>420.00</u>
5 <u>10</u> to 14.99 <u>39.99</u>	\$ 385.00 <u>480.00</u>
15 <u>40</u> to 99.99	\$ 440.00 <u>540.00</u>
100 or greater	\$ 500.00 <u>620.00</u>

SCHEDULE 20-208-C-VII. INCINERATORS

Process Weight (Pounds per Hour) Incineration Rate (Pounds per Hour)	Fee
Up to 200	\$ 240.00 <u>300.00</u>
200 to 599	\$ 260.00 <u>320.00</u>
600 to 999	\$ 295.00 <u>365.00</u>
1,000 to 1,999	\$ 350.00 <u>435.00</u>
2,000 to 4,999	\$ 385.00 <u>480.00</u>
5,000 to 9,999	\$ 425.00 <u>530.00</u>
10,000 or greater	\$ 460.00 <u>575.00</u>

SCHEDULE 20-208-C-VIII. PROCESS EQUIPMENT

Process Weight (Pounds per Hour)	Fee
Up to 999 \$240.00 1,000 to 9,999	\$340.00 <u>\$300.00</u>
<u>1,000 to 9,999</u>	<u>\$420.00</u>
10,000 to 49,999	\$440.00 <u>\$540.00</u>
50,000 to 149,999	\$530.00 <u>\$660.00</u>
150,000 to 499,999	\$625.00 <u>\$780.00</u>
500,000 to 999,999	\$720.00 <u>\$900.00</u>
1,000,000 or greater	\$820.00 <u>\$1,020.00</u>

SCHEDULE 20-208-C-IX. ODOR PRODUCING EQUIPMENT

Each unit shall be assessed a fee of ~~\$240.00~~ **three hundred dollars (\$300.00)**.

SCHEDULE 20-208-C-X. MISCELLANEOUS

Each unit shall be assessed a fee of ~~\$240.00~~ **three hundred dollars (\$300.00)**.

SECTION 4. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(d)(4) in its entirety and substitute in lieu thereof the following:

- (4) *Duplicate Permits.* Duplicate permits or certificates of operation may be issued by the ~~d~~**D**irector if requested by the owner or operator. A fee of ~~sixty-seventy-five~~ **sixty-seventy-five** dollars (~~\$60.00~~ **\$75.00**) shall be charged for issuing a duplicate installation permit or certificate of operation. A fee of ~~two hundred forty-three hundred~~ **three hundred** dollars (~~\$240.00~~ **\$300.00**) shall be charged for issuing a duplicate Part 70 operating permit. **Said fees shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.**

SECTION 5. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(d)(6) in its entirety and substitute in lieu thereof the following:

- (6) Reserved.—An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any certificate of operation fee that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.

SECTION 6. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-208, is hereby amended so as to delete Section 20-208(f)(4) in its entirety and substitute in lieu thereof the following:

- (4) *Fees.* The following fee schedules shall apply to the issuance of permits for all demolitions or for those renovations involving friable asbestos-containing materials (ACM) subject to Rule 17.5, except in paragraphs (f)(5) and (f)(6) below. The fees in these schedules may be adjusted each year, if necessary as determined by the Board, by up to the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed calendar year exceeds the CPI-U for calendar year 2025. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor. The Board may review these fees annually to determine if they continue to meet the financial requirements of the Bureau to fulfill the activities allowed to be funded by these fees. If work begins on any regulated renovation or demolition without having obtained the required permit, or if work is performed other than in accordance with the plans and specifications filed with and approved by the ~~d~~Director to obtain the permit, the ~~d~~Director may grant such permit; provided, however, that the permit fee is doubled in all such cases. Fees shall be collected by the ~~b~~Bureau and remitted to the ~~e~~City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the ~~b~~Board for air pollution control activities. Only one initial fee shall be assessed for any renovation or demolition project occurring at an installation on one contiguous site owned by the same owner within six months after receipt of the initial application where the ACM is calculated (as set forth in Section 20-241, Rule 17.5 of this chapter) in both linear feet and in square feet. When ACM is to be removed and involves calculating in both linear and square feet, the ACM footage will be summed to determine the appropriate fee from Schedule 20-208-F-~~2II~~ or Schedule 20-208-F-~~3III~~:

SCHEDULE 20-208-F-I.
DEMOLITIONS WHERE NO ASBESTOS IS PRESENT

Fee	\$200.00 250.00 per structure
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SCHEDULE 20-208-F-II.
DEMOLITIONS WHERE REGULATED ASBESTOS IS PRESENT

For ACM used to fireproof or insulate pipes, or to insulate any duct, boiler, tank, reactor, turbine, furnace, or structural member, including interior and exterior walls, floors, ceilings, and roofs:

Linear/Square Feet of ACM	Fee
160 – 299 (square feet)	\$325.00 390.00 plus \$200.00 250.00 per structure
260 – 299 (linear feet)	\$325.00 390.00 plus \$200.00 250.00 per structure
300 – 499	\$500.00 625.00 plus \$200.00 250.00 per structure
500 – 999	\$700.00 855.00 plus \$200.00 250.00 per structure
1,000 – 1,499	\$825.00 1,015.00 plus \$200.00 250.00 per structure
1,500 – 4,999	\$1,000.00 1,250.00 plus \$200.00 250.00 per structure
5,000 and up	\$1,250.00 1,560.00 plus \$200.00 250.00 per structure

SCHEDULE 20-208-F-III.

RENOVATIONS WHERE REGULATED ASBESTOS IS PRESENT

For ACM used to fireproof or insulate pipes, or to insulate any duct, boiler, tank, reactor, turbine, furnace, or structural member, including interior and exterior walls, floors, ceilings, and roofs:

Linear/Square Feet of ACM	Fee
160 – 299 (square feet)	\$325.00 <u>390.00</u>
260 – 299 (linear feet)	\$325.00 <u>390.00</u>
300 – 499	\$500.00 <u>625.00</u>
500 – 999	\$700.00 <u>855.00</u>
1,000 – 1,499	\$825.00 <u>1,015.00</u>
1,500 – 4,999	\$1,000.00 <u>1,250.00</u>
5,000 and up	\$1,250.00 <u>1,560.00</u>

SECTION 7. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 6.3(2) in its entirety and substitute in lieu thereof the following:

- (2) A non-refundable application fee of ~~sixty-seventy-five~~ **sixty-seventy-five** dollars (~~\$60.00~~**75.00**) shall be included with the application, which fee shall be collected by the ~~b~~**B**ureau and remitted to the **City of Chattanooga finance officer as** fiscal agent ~~of for~~ the ~~b~~**B**oard;

SECTION 8. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 6.6(3) in its entirety and substitute in lieu thereof the following:

- (3) A non-refundable application fee of ~~five hundred-six hundred twenty-five~~ **six hundred twenty-five** dollars (~~\$500.00~~**625.00**) shall be included with the application, which fee shall be collected by the ~~b~~**B**ureau and remitted to the **City of Chattanooga finance officer as** fiscal agent ~~of for~~ the ~~b~~**B**oard;

SECTION 9. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 7.5 in its entirety and substitute in lieu thereof the following:

Rule 7.5. On and after March 1, 1973, the person in responsible charge of the operation of an incinerator **(including a cremation system)** must be licensed by the **b**Bureau. Such license shall be issued only after a passing score is received on a standardized test to be devised and administered by the bureau. The bureau shall test persons on their knowledge of the principles of incineration, including but not necessarily limited to the subjects of preignition, firing and cleaning. The **b**Bureau shall have the power to collect a one (1) time fee of **twenty-one hundred dollars (\$20.00100.00)** pursuant to the issuance of such license. Such fee shall be **remitted to the city treasurer collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.** The **d**Director shall have the authority to suspend or revoke such license if the person holding such license willfully or by reason of incompetence violates any provision of this chapter. No license issued in accordance with the provisions of this rule shall be assignable or transferable. The failure to issue a license, or suspension or revocation of such license, shall be an order or determination of the **d**Director within the meaning of **sSection 20-218(e)** of this chapter.

SECTION 10. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-241, is hereby amended so as to delete Rule 17.5(1)(e) in its entirety and substitute in lieu thereof the following:

- (e) Courtesy notification. The owner or operator of a renovation activity at any facility being renovated that is not described in paragraph (1)d. of Rule 17.5 shall provide the Director with a written courtesy notification on a form specified by the Director and available from the Bureau before any renovation activity begins. None of the requirements of paragraphs (2) and (3) of Rule 17.5 are applicable to such renovations. **A fee of two hundred dollars (\$200.00) shall be included with the notification, which fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board.**

SECTION 11. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to delete Section 20-260(e)(1) in its entirety and substitute in lieu thereof the following:

- (1) The owner or operator or the “responsible official” of a Part 70 source shall pay an annual emission fee to the **b**Bureau based on “regulated pollutant (for presumptive fee calculation)” as those terms are defined in **sSection 20-253** of this chapter. The

minimum annual emission fee charged to a Part 70 source will be ~~four eight~~ thousand dollars (~~\$4,000.00~~**\$8,000.00**).

SECTION 12. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to delete Section 20-260(e)(6) in its entirety and substitute in lieu thereof the following:

- (6) The rate at which annual emission fees are assessed shall be **the “Part 70 presumptive minimum fee rate” of fifty dollars (\$50.00) sixty-five dollars and thirty-eight cents (\$65.38) per ton as adjusted for each annual accounting period by the percentage, if any, by which the Consumer Price Index for All Urban Consumers (CPI-U) for the most recent completed twelve (12)-calendar month period of September through August exceeds the CPI-U for the twelve-(12) calendar month period of September 2024 through August 2025. This adjusted Part 70 presumptive minimum fee rate is calculated annually by the U.S. Environmental Protection Agency using the preceding criteria. The CPI-U is compiled by the Bureau of Labor Statistics of the U.S. Department of Labor.**

SECTION 13. That East Ridge Municipal Code, Title 20, Chapter 2, Section 20-260, is hereby amended so as to add the following Section 20-260(e)(11):

- (11) **An additional fee of 5.0 percent of the outstanding amount, compounded monthly, shall be assessed for any Part 70 permit fee that has not been paid by thirty (30) days after the due date that is indicated on the corresponding invoice. Said fee shall be collected by the Bureau and remitted to the City of Chattanooga finance officer as fiscal agent for the Board who shall accumulate such fees in an account dedicated to the Board for air pollution control activities.**

SECTION 14. BE IT FURTHER ORDAINED that East Ridge Municipal Code, Title 20, Chapter 2, codifying ordinances as previously adopted be construed to be cumulative in effect, and it is here declared to be the legislative intent that compliance with any one or more provisions of that chapter shall not be construed as defense for non-compliance with any other applicable

provisions of the Code or the Ordinance or rules or regulations thereof nor with any applicable provisions of that chapter.

SECTION 15. BE IT FURTHER ORDAINED that if any section, part of a section, sentence, clause or phrase of this Ordinance is for any reason declared unconstitutional or otherwise invalid by any court of competent jurisdiction, such decision shall not affect the validity of any other portion of this Ordinance, and only such invalid portion shall be elided from this Ordinance.

SECTION 16. BE IT FURTHER ORDAINED that this Ordinance shall become effective within two (2) weeks from and after its passage.

PASSED on second and final reading: xxxx xx, 2025

S/ _____
CHAIRPERSON

APPROVED: _____ DISAPPROVED: _____

DATE: _____, 2025

S/ _____
MAYOR

RESOLUTION NO. 3778

AGENDA MEMORANDUM
FY 2025-2026 STREET RESURFACING PROGRAM

January 8, 2026

Submitted By:



J. Scott Miller, City Manager

SUBJECT:

The FY 2025-2026 State Street Aid Fund and Capital Improvement Fund has appropriated under Paving/Maintenance the amount of \$1,300,000. A street resurfacing program for this fiscal year was completed by Jeff Sikes, ASA Engineering, Chris Vaughn, Street Department Supervisor, input from the Police Officers, and myself. The three (3) of us ventured out in the field and visually viewed/inspected the streets and their current condition and developed our listing of streets for consideration for resurfacing.

This fiscal year's street resurfacing program includes portions of residential streets throughout the City that we felt needed attention due to being in a deteriorated condition (spaulding, severe cracking, and/or depression/upheaval in pavement). The residential streets selected are through streets or connecting streets. Cul-de-sac streets were not included in this year's street resurfacing program since there are still many through/connecting streets in poor condition.

Attached hereto please find a list of streets proposed for the FY 2025-2026 resurfacing program. In many instances only portions, or segments, of the street are scheduled to be milled and resurfaced versus milling and resurfacing the entire street (end to end or intersection to intersection). Following this practice the City is able to mill and resurface additional areas of deteriorated pavement. ASA Engineering has performed a cost estimate on the aforementioned list of streets proposed and the total comes to \$1 million; thus, leaving a balance of \$300,000 for additional roadwork.

Since the last regular business meeting of the City Council on December 11, 2025, when the street resurfacing list was discussed under pending agenda items, Staff has added the following streets to the list, as follows:

- Lazard Street – McBrien Road to Tombras Avenue
- Belvoir Avenue – S Terrace to Belvoir Christian Academy (estimated cost of \$141,100)
- Lengthening the resurfacing on several of the streets on the list (ie. Hurst) until the total resurfacing budget reaches \$1.3 million.

I should note that Caldwell Paving, awarded the street resurfacing bid for FY 2024-2025 in March 2025, has not fully completed the resurfacing work as of this date. Jeff Sikes, ASA Engineering, and I suggest that Caldwell Paving complete the resurfacing work on the side street

adjacent to What-A-Burger and East Stump Street, pay them for the work they have done to date, and then send them on their way. Further, the balance of the streets from the FY 2024-2025 street resurfacing program not fully completed by Caldwell will be added to the FY 2025-2026 program, along with the balance of the street resurfacing dollars associated with them.

The proposed timetable for the street resurfacing program is as follows: City Council formally approves the list of streets on January 8, 2026; ASA Engineering marks the streets and prepares detailed drawings for bid in January/February 2026; program out to bid in mid-February 2026; and resurfacing to occur after April 1st.

Attachment
JSM/

RESOLUTION NO. 3778

**A RESOLUTION OF THE EAST RIDGE CITY
COUNCIL APPROVING THE STREET
RESURFACING PROGRAM FOR FISCAL
YEAR 2025-2026**

WHEREAS, the East Ridge City Council wishes to have safe, well-maintained streets in every neighborhood to help ensure the safety of its residents; and

WHEREAS, after visually viewing the streets and their current condition, City staff and ASA Engineering have completed a Street Resurfacing Program for Fiscal Year 2025-2026 and developed a listing of streets for consideration for resurfacing, attached hereto as Exhibit A; and

WHEREAS, the amount appropriated in the Fiscal Year 2025-2026 State Street Aid Fund for Paving and Maintenance is \$1,300,00.00; and

WHEREAS, the street resurfacing program entails resurfacing entire streets and portions of streets that are in a deteriorated condition.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that the Street Resurfacing Program for Fiscal Year 2025-2026 is hereby approved in the amount not to exceed the budgeted amount of \$1,300,00.00.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted as of this _____ day of _____ 2026.

Brian W. Williams, Mayor

ATTEST:

J. Scott Miller, Interim City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

STREET RESURFACING LIST
FY 2025-2026

- 1200 Block of South Seminole – Sections in the vicinity of 1235 and 1510
- Gleason Drive – Gleason Terrace to Donaldson
- 10 Franklin Place
- 5500 Block of Marion Avenue (specifically 5424)
- Pleasant Street – the curve to Oakdale
- 5200 Block of Weaver Street
- 5300 Block of Anderson Avenue – McBrien east to Bridge
- S St. Marks – the entire roadway
- 5312 to 5317 Oakdale Avenue
- 5450 to 5495 Oakdale Avenue (include the intersection with West End)
- 1305 to 1216 West End Avenue
- 5800 Block of Gibson Street
- Holiday Drive at Lansdell Road
- Lansdell Road – the entire roadway
- Hurst Street – 1035 Hurst to end of roadway
- Blanton- the entire roadway
- Frawley Road – 724 to 532 Frawley Road
- Moreview Road at Benson Drive
- Intersection of Moreview Road and Layfield Road
- Benson Drive – the entire roadway
- Claremont Court – section (?)
- 1612 to 1623 S. Rugby Place
- 3500 Block of Crabtree Drive – section off S. Seminole Drive
- Greens Lake Road – 1512 to State Line Road
- 1500 to 1400 Block of Greens Lake Road
- Greenbriar Road from Prigmore Road to McBrien Road
- 2107 – 2105 Wren Road
- Scott Street – Keeble Street to dead-end
- 1614 – 1609 Truman Avenue
- 1600 Block of Marietta Street – off Mack Smith to Smith Road
- 400 block of Bluebird Circle (?)
- Welworth Avenue – from Sewanee to 5919 Welworth Avenue
- Roper Street – entire roadway
- Lazard Street – McBrien Road to Tombras Avenue

RESOLUTION NO. 3779

AGENDA MEMORANDUM

ADOPTION OF REVISED PUBLIC RECORDS POLICY

JANUARY 8, 2026

Submitted by:



Jennifer Deitrick, City Clerk

Pursuant to the Tennessee Public Records Act, Tenn. Code Ann. § 10-7-501 et seq., all governmental entities are required to adopt and maintain a Public Records Policy that outlines the request process, response procedures, fees for copies, and designates a Public Records Request Coordinator.

The City adopted its original Public Records Policy on March 9, 2017, by Resolution No. 2634.

City staff and the City Attorney have reviewed the current policy and recommend updates to ensure consistency with changes in state law, increase clarity, enhance public access through the addition of the Public Records Request Center online portal, and update the designation of the Public Records Request Coordinator.

These updates have been incorporated into a revised Public Records Policy. A redline version showing the changes and a clean version of the revised policy have been provided for Council's review.

RESOLUTION NO. 3779

A RESOLUTION OF THE EAST RIDGE CITY COUNCIL AMENDING RESOLUTION NO. 2634 ADOPTING A REVISED PUBLIC RECORDS POLICY FOR THE CITY OF EAST RIDGE, TENNESSEE

WHEREAS, the Tennessee Public Records Act (TPRA), Tenn. Code Ann. § 10-7-501 et seq., requires every governmental entity to adopt a public records policy by July 1, 2017, and to designate a Public Records Request Coordinator, establish procedures for written and oral requests, fees, redactions, and appeals; and

WHEREAS, the City of East Ridge adopted its initial Public Records Policy by Resolution No. 2634 on March 9, 2017; and

WHEREAS, city staff and the City Attorney have reviewed the policy and recommend revisions for clarity, consistency with state law, and improved public access.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, that Resolution No. 2634 adopting the City of East Ridge Public Records Policy is hereby amended to replace the policy and related forms with the revised Public Records Policy attached hereto as Exhibit A.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately after its passage, the public welfare of the City requiring it.

Adopted this _____ day of _____, 2026.

Brian W. Williams, Mayor

ATTEST:

J. Scott Miller, City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

**PUBLIC RECORDS POLICY
FOR
THE CITY OF EAST RIDGE**

Pursuant to Tenn. Code Ann. § 10-7-503(g), the following Public Records Policy for the City of East Ridge is hereby adopted by the East Ridge City Council to provide economical and efficient access to public records as provided under the Tennessee Public Records Act (“TPRA”) in Tenn. Code Ann. § 10-7-501, et seq.

The TPRA provides that all state, county and municipal records shall, at all times during business hours, which for public hospitals shall be during the business hours of their administrative offices, be open for personal inspection by any citizen of this state, and those in charge of the records shall not refuse such right of inspection to any citizen, unless otherwise provided by state law. See Tenn. Code Ann. § 10-7-503(a)(2)(A). Accordingly, the public records of the City of East Ridge are presumed to be open for inspection unless otherwise provided by law.

Personnel of the City of East Ridge shall timely and efficiently provide access and assistance to persons requesting to view or receive copies of public records. No provisions of this Policy shall be used to hinder access to open public records. However, the integrity and organization of public records, as well as the efficient and safe operation of the City of East Ridge, shall be protected as provided by current law. Concerns about this Policy should be addressed to the Public Records Request Coordinator (“PRRC”) for the City of East Ridge or to the Tennessee Office of Open Records Counsel (“OORC”).

This Policy is available for inspection and duplication in the office of the City Clerk. This Policy is also posted online at www.eastridgetn.org. This Policy shall be applied consistently throughout the various offices, departments, and/or divisions of the City of East Ridge except the following offices, departments, or divisions of the City of East Ridge, which have separate public records policies:

- a. N/A
- b. _____
- c. _____

I. Definitions:

- A. Labor: The time reasonably necessary to produce the requested records and includes the time spent locating, retrieving, reviewing, redacting, and reproducing the records.
- B. Labor threshold: The labor of the employee(s) reasonably necessary to produce requested material for the first hour incurred by the Records Custodian in producing the material.
- C. Records Custodian: The office, official or employee lawfully responsible for the direct custody and care of a public record. See Tenn. Code Ann. § 10-7-503(a)(1)(C). The Records Custodian is not necessarily the original preparer or receiver of the record.
- D. Public Records: All documents, papers, letters, maps, books, photographs, microfilms, electronic data processing files and output, films, sound recordings, or

other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).

- E. Public Records Request Coordinator (PRRC): The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate Records Custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The PRRC may also be a Records Custodian.
- F. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.
- G. Public Records Request Center: The City's open records web portal designed for accepting and responding to Public Record requests.
- H. Personally Identifying Information (PII): Personally identifying information in Tennessee includes any data that can identify a person, directly or indirectly. This includes basic identifiers, such as Social Security numbers and phone numbers, as well as more complex data like IP addresses and geolocation data.

Examples of PII include but are not limited to:

- Social Security numbers;
- Driver's License numbers;
- Bank account numbers;
- Credit card numbers;
- Passport numbers;
- Biometric data, such as fingerprints;
- Email addresses;
- IP addresses;
- Precise geolocation data; and
- Street addresses and zip codes;
- Telephone numbers; and
- Insurance information contained in a motor vehicle accident report

II. Requesting Access to Public Records

- A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate Records Custodian and fulfilled in a timely manner.
- B. Requests for inspection only cannot be required to be made in writing. The PRRC should request a mailing, or email address, from the requestor for providing any written communication required under the TPRA.
- C. Requests for **inspection** may be made in person or by telephone, fax, mail, email, or using the Public Records Request Center online portal which can be accessed through the City's website at https://www.eastridgetn.gov/city_clerk.html.

- D. Requests for **copies**, or requests for inspection and copies, shall be made in writing using the Public Records Request Center online portal which can be accessed through the City's website at https://www.eastridgetn.gov/city_clerk.html.
- E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of governmental issued identification) is required of Requesters as a condition to inspect or receive copies of public records. Public notices, meeting documents, and frequently requested records may be readily available at www.eastridgetn.org.
- F. The City will make records available to Requesters online through the Public Records Request Center online portal, or in person at the Office of the City Clerk, 1517 Tombras Avenue, East Ridge, Tennessee; Monday through Friday, 8:30 a.m. – 4:00 p.m. (excluding holidays). If charges are assessed, payment is required prior to release of records to the Requester.
- G. In order for a party's out-of-state attorney/agent/legal representative to obtain copies of public records, a release/authorization must be provided authorizing the release of records to the party's out-of-state attorney/agent/legal representative, as an authorized exception for individuals who represent parties who were involved in incidents in the City of East Ridge.
- H. Public Record requests from out-of-state governmental agencies requesting law enforcement records and background checks will be accepted and fulfilled, as an authorized exception, unless prohibited by an expressed legal exception under the TRPA.
- I. Under certain circumstances, public records may be provided to out-of-state Requesters who are not Tennessee citizens, as an authorized exception approved by the City Attorney.
- J. A Requester is not entitled to special or more expeditious access to records due to the Requester's occupation or association with a specific profession. See Tenn. Code Ann. § 10-7-503(a)(7)(A).
- K. Except as provided in Tenn. Code Ann. § 10-7-504(g), all law enforcement personnel records shall be open for inspection, except as deemed confidential under state law. When the personnel records of a law enforcement officer are inspected or produced in response to a record request, the PRRC shall make a record of such inspection and provide notice, within three (3) days from the date of the inspection and production, to the officer whose personnel records have been inspected or produced:
 - 1. That such inspection or production has taken place;
 - 2. The name, address and telephone number of the person making such inspection or who obtained copies of the personnel file;
 - 3. For whom the inspection or production was made; and
 - 4. The date of such inspection or production.

III. Responding to Public Records Requests

A. Public Record Request Coordinator

1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the City is the custodian of the records.
2. Within seven (7) business days of receipt of the request, the PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate ground which may include the following which is not an exhaustive list:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
 - ii. The request lacks specificity.
 - iii. An exemption makes the record not subject to disclosure under the TPRA.
 - iv. The City is not the custodian of the requested records.
 - v. The records do not exist.
 - c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Forward the records request to the appropriate Records Custodian in the City of East Ridge.
 - e. If requested records are in the custody of a different governmental entity, and the PRRC knows the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity if known.
3. The designated PRRC(s) is(are):
 - a. Name or title: Jennifer Deitrick, City Clerk

b. Contact information: 423-867-7711, fax: 423-867-7340, or jdeitrick@eastridgetn.gov.

4. The PRRC(s) shall report to the governing authority on an annual basis about the Governmental Entity's compliance with the TPRA pursuant to this Policy and shall make recommendations, if any, for improvement or changes to this Policy.

B. Records Custodian.

1. Within seven (7) business days of receipt of a request for records, the Records Custodian shall undertake any of the following actions:
 - a. The Records Custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the Records Custodian is uncertain that an applicable exemption applies, the Records Custodian may consult with the PRRC, counsel, or the OORC.
 - b. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then the Records Custodian shall notify the Requester in writing of the time reasonably necessary to produce the records.
 - i. If the Records Custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the Records Custodian shall notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the Records Custodian should contact the requestor to see if the request can be narrowed. Additionally, the Records Custodian shall provide an estimation of duplication costs.
 - c. If appropriate, the Records Custodian shall deny the request in writing as provided in Section III.A.2.b. of this Policy.
2. The Records Custodian shall provide the Requester with an estimate of reasonable costs to produce physical and/or electronic copies of the requested records.
3. If a Records Custodian discovers records responsive to a records request were omitted, the Records Custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.
4. The City is not required to sort through files to compile information into a new record or to create a record that does not exist. See Tenn. Code Ann. § 10-7-503(a)(4).

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the Records Custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the Records Custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The Records Custodian and the PRRC may also consult with the OORC or with the Office of Attorney General and Reporter.
2. Whenever a redacted record is provided, a Records Custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.
3. **Effective until June 30, 2026**, Personally Identifying Information (PII), defined in Section I.H. above, of any person named in any motor vehicle accident report is confidential and not open for public inspection (see, Tenn. Code Ann. § 10-7-504(a)(31)), except as provided as follows:
 - a. Upon written request, any person named in any motor vehicle accident report, or such person's agent, legal representative, or attorney, certifying that the person has permission from the person, persons, or entities authorized to obtain motor vehicle records information pursuant to Tenn. Code Ann. § 55-25-107(b)(1), (6), or (9), is authorized to receive an accident report containing PII of persons involved in the accident.
 - b. Any federal, state, or local governmental agency, or any private person or entity acting on behalf of a federal, state, or local governmental agency, may use PII in carrying out the agency's functions.
4. The following information of any current City employee, or former employee, shall be treated as confidential and will be redacted from any records requested by a member of the public (see, Tenn. Code Ann. 10-7-504(f)):
 - a. Home and personal cell phone numbers;
 - b. Personal, nongovernmental, email addresses;
 - c. Bank account and individual savings account, retirement account, and pension account information;
 - d. Social Security number;
 - e. Residential street address;
 - f. Driver's license information, except where driving or operating a vehicle is part of the employee's job description or job duties, or incidental to the performance of the employee's job;
 - g. The information listed in subsections (i) through (v) of immediate family members, whether or not the immediate family member resides with the employee, or household members; and
 - h. Emergency contact information, except for that information open to public inspection in accordance with the TRPA.

D. Withdrawal and Closure of Inactive Requests

1. If a requester fails to respond within ten (10) calendar days to communications necessary for processing a public records request, the request will be considered withdrawn by the requester and will be closed. Examples include, but are not limited to:
 - a. Requester does not respond by accepting or declining an estimate of charges for producing records.
 - b. Requester does not submit payment after accepting the estimate of charges for producing records.
 - c. Requester does not respond to the City's request for clarification related to the records request.
 - d. Requester does not respond to the City's request for proof of Tennessee citizenship or other required documentation to fulfill the records request.
2. If a requester wishes to proceed with their records request once the request has been withdrawn and closed due to inactivity, the requester may submit a new public records request through the Public Records Request Center online portal.

IV. Inspection of Records

- A. There shall be no charge for inspection of open public records unless the charge is otherwise required by law. However, if the Requester seeks electronic or physical copies of records after inspection, the Requester may be charged for copying and labor costs associated with providing those particular records.
- B. The location for inspection of records within the offices of the City of East Ridge should be determined by either the PRRC or the Records Custodian.
- C. If determined by the PRRC or a Records Custodian, the PRRC or a Records Custodian may require an appointment for inspection at the Office of the City Clerk or may require inspection of records at an alternate location. Appointments may be made between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday.
- D. All inspections of records must be performed under the supervision of the PRRC, the Records Custodian, or his/her designee in order to protect the integrity and organization of the public records. Under no circumstances should a requesting citizen be left unattended while inspecting records.
- E. No photography devices may be used in connection with the inspection and all copying of public records must be performed by employees of the City, or, in the event that city personnel are unable to copy the records, by an entity or person designated by the Records Custodian. When circumstances prevent the use of municipal copying equipment, commercial copying services may be used. In this situation, the Records Custodian should receive a quote from the commercial copy service to be used. The quote should then be forwarded to the Requester along with an explanation of the need to use the commercial service and a time frame for completion. Finally, the Requester should be given an opportunity to proceed with the commercial service or to withdraw the request.

V. Copies of Records

- A. A Records Custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the Records Custodian or his/her designee.
- C. Upon prepayment for postage, copies will be delivered to the requestor's home address by the United States Postal Service. Additional permitted means of delivery are by Fedex delivery, if the requestor pays in advance. It is within the discretion of the Records Custodian to deliver copies of records through other means, including electronically, and to assess the costs related to such delivery.
- D. A requestor will not be allowed to make copies of records with personal equipment, such as personal storage devices.

VI. Fees and Charges and Procedures for Billing and Payment

- A. Fees and charges for copies of public records should not be used to hinder access to public records.
- B. Records Custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require prepayment of such charges before producing requested records.
- C. When fees for copies and labor do not exceed \$1.00, the fees may be waived.
- D. The schedule of reasonable fees and charges for copies are as follows
 - 1. \$0.15 per page for each letter-size (8 ½ x11) and legal-size (8 ½ x14) black and white copy, plus applicable labor charges.
 - 2. \$0.50 per page for each letter-size (8 ½ x11) and legal-size (8 ½ x14) color copy, plus applicable labor charges.
 - 3. Accident reports - \$0.15 per page for each letter-size (8 ½ x11) and legal-size (8 ½ x14) black and white copy produced, plus applicable labor charges.
 - 4. The actual cost of any other medium upon which a record is being produced.
 - 5. Maps, plats, electronic data, audio discs, video discs, and all other materials shall be duplicated at actual costs to the city.
- E. Requests requiring less than **one (1) hour** of municipal employee labor for research, retrieval, redaction and duplication will not result in an assessment of labor charges to the Requester. Employee labor **in excess of one (1) hour** may be charged to the requestor, in addition to the cost per copy and/or materials cost as provided in this section.
- F. For a request requiring more than one employee to complete, labor charges will be assessed based on the following formula: In calculating the charge for labor, a department head shall determine the number of hours each employee spent

producing a request. The department head shall then subtract the one (1) hour threshold from the number of hours the highest paid employee(s) spent producing the request. The department head will then multiply total number of hours to be charged for the labor of each employee by that employee's hourly wage. Finally, the department head will add together the totals for all the employees involved in the request and that will be the total amount of labor that can be charged.

- G. If the city is assessed a charge to retrieve the requested records from archives or any other entity or outside vendor having possession of requested records, the Records Custodian may assess the requestor the cost assessed to the city.
- H. If a Records Custodian utilizes an outside vendor to produce copies of requested records because the Records Custodian is legitimately unable to produce the copies in his/her office, the cost assessed by the vendor to the City may be recovered from the requestor.
- I. If the public records requested are frail due to age or other conditions, and copying of the records will cause damage to the original records, the requesting party may be required to make an appointment for inspection.
- J. Payment is to be made by cash, credit card, or personal check made payable to the City of East Ridge.
- K. Payment in advance is required once the Requester has accepted the provided estimate of reasonable costs.

VII. Aggregation of Frequent and Multiple Requests

- A. The City of East Ridge will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).
- B. The level at which records requests will be aggregated is more than four (4) requests (*whether by agency, entity, department, office or otherwise*).
- C. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the Records Custodian must inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.
- D. Routinely released and readily accessible records excluded from aggregation include, but are not limited to:
 - 1. Minutes of meetings
 - 2. Ordinances
 - 3. Resolutions

other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any governmental agency. See Tenn. Code Ann. § 10-7-503(a)(1)(A).

E. Public Records Request Coordinator (PRRC): The individual, or individuals, designated in Section III, A.3 of this Policy who has, or have, the responsibility to ensure public record requests are routed to the appropriate Records Custodian and are fulfilled in accordance with the TPRA. See Tenn. Code Ann. § 10-7-503(a)(1)(B). The PRRC may also be a Records Custodian.

F. Requestor: A person seeking access to a public record, whether it is for inspection or duplication.

G. Public Records Request Center: The City's open records web portal designed for accepting and responding to Public Record requests.

F.H. Personally Identifying Information (PII): Personally identifying information in Tennessee includes any data that can identify a person, directly or indirectly. This includes basic identifiers, such as Social Security numbers and phone numbers, as well as more complex data like IP addresses and geolocation data.

Examples of PII include but are not limited to:

- Social Security numbers;
- Driver's License numbers;
- Bank account numbers;
- Credit card numbers;
- Passport numbers;
- Biometric data, such as fingerprints;
- Email addresses;
- IP addresses;
- Precise geolocation data; and
- Street addresses and zip codes;
- Telephone numbers; and
- Insurance information contained in a motor vehicle accident report

II. Requesting Access to Public Records

A. Public record requests shall be made to the Public Records Request Coordinator ("PRRC") or his/her designee in order to ensure public record requests are routed to the appropriate Records Custodian and fulfilled in a timely manner.

B. Requests for inspection only cannot be required to be made in writing. The PRRC should request a mailing, or email address, from the requestor for providing any written communication required under the TPRA.

C. Requests for **inspection** may be made in person or by telephone, fax, mail, email, or using the Public Records Request Center online portal which can be accessed through the City's website at https://www.eastridgetn.gov/city_clerk.html. ~~orally in~~

~~person, or in writing using the attached Public Records Request Form available at the Office of the City Recorder, East Ridge City Hall, 1517 Tombras Avenue, East Ridge, TN 37412 or downloaded from the City's website at www.eastridgetn.gov. To the extent a requestor submits a request via the Public Records Request Form, the form may be returned by hand-delivery to the PRRC, or by facsimile at (423)867-7340, or by email to the City Recorder.~~

D. Requests for **copies**, or requests for inspection and copies, shall be made in writing using the Public Records Request Center online portal which can be accessed through the City's website at <https://www.eastridgetn.gov/city-clerk.html>~~Public Records Request Form available at the Office of the City Recorder, East Ridge City Hall, 1517 Tombras Avenue, East Ridge, TN 37412 or downloaded from the City's website at www.eastridgetn.gov. The Form shall be submitted by hand-delivery to the PRRC, or by facsimile at (423) 867-7340, or by email to the City Recorder.~~

E. Proof of Tennessee citizenship by presentation of a valid Tennessee driver's license (or alternative acceptable form of governmental issued identification) is required of Requesters as a condition to inspect or receive copies of public records. Public notices, meeting documents, and frequently requested records are posted and may be readily available at www.eastridgetn.org.

F. The City will make records available to Requesters online through the Public Records Request Center online portal, or in person at the Office of the City Clerk, 1517 Tombras Avenue, East Ridge, Tennessee; Monday through Friday, 8:30 a.m. – 4:00 p.m. (excluding holidays). If charges are assessed, payment is required prior to release of records to the Requester.

G. In order for a party's out-of-state attorney/agent/legal representative to obtain copies of public records, a release/authorization must be provided authorizing the release of records to the party's out-of-state attorney/agent/legal representative, as an authorized exception for individuals who represent parties who were involved in incidents in the City of East Ridge.

H. Public Record requests from out-of-state governmental agencies requesting law enforcement records and background checks will be accepted and fulfilled, as an authorized exception, unless prohibited by an expressed legal exception under the TRPA.

I. Under certain circumstances, public records may be provided to out-of-state Requesters who are not Tennessee citizens, as an authorized exception approved by the City Attorney.

J. A Requester is not entitled to special or more expeditious access to records due to the Requester's occupation or association with a specific profession. See Tenn. Code Ann. § 10-7-503(a)(7)(A).

~~E.K.~~ Except as provided in Tenn. Code Ann. § 10-7-504(g), all law enforcement personnel records shall be open for inspection, except as deemed confidential under state law. When the personnel records of a law enforcement officer are inspected or produced in response to a record request, the PRRC shall make a record of such inspection and provide notice, within three (3) days from the date of the inspection and production, to the officer whose personnel records have been inspected or produced:

1. That such inspection or production has taken place;
2. The name, address and telephone number of the person making such inspection or who obtained copies of the personnel file;
3. For whom the inspection or production was made; and
4. The date of such inspection or production.

III. Responding to Public Records Requests

A. Public Record Request Coordinator

1. The PRRC shall review public record requests and make an initial determination of the following:
 - a. If the requestor provided evidence of Tennessee citizenship;
 - b. If the records requested are described with sufficient specificity to identify them; and
 - c. If the ~~Governmental Entity~~City is the custodian of the records.
2. Within seven (7) business days of receipt of the request, The PRRC shall acknowledge receipt of the request and take any of the following appropriate action(s):
 - a. Advise the requestor of this Policy and the elections made regarding:
 - i. Proof of Tennessee citizenship;
 - ii. Form(s) required for copies;
 - iii. Fees (and labor threshold and waivers, if applicable); and
 - iv. Aggregation of multiple or frequent requests.
 - b. If appropriate, deny the request in writing, providing the appropriate ground ~~such as~~which may include one of the following which is not an exhaustive list:
 - i. The requestor is not, or has not presented evidence of being, a Tennessee citizen.
 - ii. The request lacks specificity.
 - iii. An exemption makes the record not subject to disclosure under the TPRA.
 - iv. The ~~Governmental Entity~~City is not the custodian of the requested records.
 - v. The records do not exist.

- c. If appropriate, contact the requestor to see if the request can be narrowed.
 - d. Forward the records request to the appropriate Records Custodian in the City of East Ridge.
 - e. If requested records are in the custody of a different governmental entity, and the PRRC knows the correct governmental entity, advise the requestor of the correct governmental entity and PRRC for that entity if known.
3. The designated PRRC(s) is(are):
- a. Name or title: ~~Janet Middleton~~Jennifer Deitrick, City ~~Recorder~~Clerk
 - b. Contact information: 423-867-7711, fax: 423-867-7340, or ~~jmiddleton@eastridgetn.gov~~jdeitrick@eastridgetn.gov
4. The PRRC(s) shall report to the governing authority on an annual basis about the Governmental Entity's compliance with the TPRA pursuant to this Policy and shall make recommendations, if any, for improvement or changes to this Policy.

B. Records Custodian.

1. Within seven (7) business days of receipt of a request for records, the Records Custodian shall undertake ~~one~~any of the following actions:
 - a. The Records Custodian shall promptly make requested public records available in accordance with Tenn. Code Ann. § 10-7-503. If the Records Custodian is uncertain that an applicable exemption applies, the Records Custodian may consult with the PRRC, counsel, or the OORC.
 - b. If not practicable to promptly provide requested records because additional time is necessary to determine whether the requested records exist; to search for, retrieve, or otherwise gain access to records; to determine whether the records are open; to redact records; or for other similar reasons, then the Records Custodian shall ~~send the requestor a completed Public Records Request Response Form, based on the form developed by the OORC, notify the Requester in writing of the time reasonably necessary to produce the records.~~
send the requestor a completed Public Records Request Response Form, based on the form developed by the OORC, notify the Requester in writing of the time reasonably necessary to produce the records.
 - i. If the Records Custodian reasonably determines production of records should be segmented because the records request is for a large volume of records, or additional time is necessary to prepare the records for access, the Records Custodian shall ~~use the Public Records Request Response Form to~~ notify the requestor that production of the records will be in segments and that a records production schedule will be provided as expeditiously as practicable. If appropriate, the Records Custodian should contact the requestor to see if the request

can be narrowed. Additionally, the Records Custodian shall provide an estimation of duplication costs.

- c. If appropriate, the Records Custodian shall deny the request in writing as provided in Section III.A.2.b. of this Policy using the Public Records Request Response Form.

2. The Records Custodian shall provide the Requester with an estimate of reasonable costs to produce physical and/or electronic copies of the requested records.

3. If a Records Custodian discovers records responsive to a records request were omitted, the Records Custodian should contact the requestor concerning the omission and produce the records as quickly as practicable.

- 2.4. The City is not required to sort through files to compile information into a new record or to create a record that does not exist. See Tenn. Code Ann. § 10-7-503(a)(4).

C. Redaction

1. If a record contains confidential information or information that is not open for public inspection, the Records Custodian shall prepare a redacted copy prior to providing access. If questions arise concerning redaction, the Records Custodian should coordinate with counsel or other appropriate parties regarding review and redaction of records. The Records Custodian and the PRRC may also consult with the OORC or with the Office of Attorney General and Reporter.

2. Whenever a redacted record is provided, a Records Custodian should provide the requestor with the basis for redaction. The basis given for redaction shall be general in nature and not disclose confidential information.

3. Effective until June 30, 2026, Personally Identifying Information (PII), defined in Section I.H. above, of any person named in any motor vehicle accident report is confidential and not open for public inspection (see, Tenn. Code Ann. § 10-7- 504(a)(31)), except as provided as follows:

- a. Upon written request, any person named in any motor vehicle accident report, or such person's agent, legal representative, or attorney, certifying that the person has permission from the person, persons, or entities authorized to obtain motor vehicle records information pursuant to Tenn. Code Ann. § 55-25-107(b)(1), (6), or (9), is authorized to receive an accident report containing PII of persons involved in the accident.

- a.b. Any federal, state, or local governmental agency, or any private person or entity acting on behalf of a federal, state, or local governmental agency, may use PII in carrying out the agency's functions.

4. The following information of any current City employee, or former employee, shall be treated as confidential and will be redacted from any records requested by a member of the public (see, Tenn. Code Ann. 10-7-504(f)):

- a. Home and personal cell phone numbers;
- b. Personal, nongovernmental, email addresses;
- c. Bank account and individual savings account, retirement account, and pension account information;
- d. Social Security number;
- e. Residential street address;
- f. Driver's license information, except where driving or operating a vehicle is part of the employee's job description or job duties, or incidental to the performance of the employee's job;
- g. The information listed in subsections (i) through (v) of immediate family members, whether or not the immediate family member resides with the employee, or household members; and
- h. Emergency contact information, except for that information open to public inspection in accordance with the TRPA.

D. Withdrawal and Closure of Inactive Requests

1. If a requester fails to respond within ten (10) calendar days to communications necessary for processing a public records request, the request will be considered withdrawn by the requester and will be closed. Examples include, but are not limited to:
 - a. Requester does not respond by accepting or declining an estimate of charges for producing records.
 - b. Requester does not submit payment after accepting the estimate of charges for producing records.
 - c. Requester does not respond to the City's request for clarification related to the records request.
 - a-d. Requester does not respond to the City's request for proof of Tennessee citizenship or other required documentation to fulfill the records request.
2. If a requester wishes to proceed with their records request once the request has been withdrawn and closed due to inactivity, the requester may submit a new public records request through the Public Records Request Center online portal.

IV. Inspection of Records

- A. There shall be no charge for inspection of open public records unless the charge is otherwise required by law. However, if the Requester seeks electronic or physical copies of records after inspection, the Requester may be charged for copying and labor costs associated with providing those particular records.
- B. The location for inspection of records within the offices of the City of East Ridge should be determined by either the PRRC or the Records Custodian.

- C. If determined by the PRRC or a Records Custodian, the PRRC or a Records Custodian may require an appointment for inspection at the Office of the City ~~Recorder-Clerk~~ or may require inspection of records at an alternate location. Appointments may be made between the hours of 8:030 a.m. and 4:030 p.m., Monday ~~through~~ Friday.
- D. All inspections of records must be performed under the supervision of the PRRC, the Records Custodian, or ~~its~~-his/her designee in order to protect the integrity and organization of the public records. Under no circumstances should a requesting citizen be left unattended while inspecting records.
- E. No photography devices may be used in connection with the inspection and all copying of public records must be performed by employees of the City, or, in the event that city personnel are unable to copy the records, by an entity or person designated by the Records Custodian. When circumstances prevent the use of municipal copying equipment, commercial copying services may be used. In this situation, the Records Custodian should receive a quote from the commercial copy service to be used. The quote should then be forwarded to the Requester along with an explanation of the need to use the commercial service and a time frame for completion. Finally, the Requester should be given an opportunity to proceed with the commercial service or to withdraw the request.

V. Copies of Records

- A. A Records Custodian shall promptly respond to a public record request for copies in the most economic and efficient manner practicable.
- B. Copies will be available for pickup at a location specified by the Records Custodian or ~~its~~-his/her designee.
- C. Upon prepayment for postage, copies will be delivered to the requestor's home address by the United States Postal Service. Additional permitted means of delivery are by Fedex delivery, if the requestor pays in advance. It is within the discretion of the Records Custodian to deliver copies of records through other means, including electronically, and to assess the costs related to such delivery.
- D. A requestor will not be allowed to make copies of records with personal equipment, such as personal storage devices.

VI. Fees and Charges and Procedures for Billing and Payment

- A. Fees and charges for copies of public records should not be used to hinder access to public records.
- B. Records Custodians shall provide requestors with an itemized estimate of the charges prior to producing copies of records and may require pre-payment of such charges before producing requested records ~~when costs are estimated to exceed ten dollars (\$10.00).~~
- C. When fees for copies and labor do not exceed \$1.00, the fees may be waived.
- D. The schedule of reasonable fees and charges for copies are as follows

1. \$0.15 per page for each letter-size (8 ½ x11) and legal-size (8 ½ x14) black and white copy, plus applicable labor charges.
2. \$0.50 per page for each letter-size (8 ½ x11) and legal-size (8 ½ x14) color copy, plus applicable labor charges.
3. Accident reports - \$0.15 per page for each letter-size (8 ½ x11) and legal-size (8 ½ x14) standard 8 ½ x11 or 8 ½ x14 black and white copy produced, plus applicable labor charges.

4. The actual cost of any other medium upon which a record is being produced.

4.5. Maps, plats, electronic data, audio discs, video discs, and all other materials shall be duplicated at actual costs to the city.

- a. ~~Charge for CDs and DVDs will be \$5.00, plus any applicable labor charges (City will provide the CD/DVD).~~
- b. ~~Charge for flash drive will be \$10.00, plus any applicable labor charges (City will provide the flash drive).~~

- E. Requests requiring less than **one (1) hour** of municipal employee labor for research, retrieval, redaction and duplication will not result in an assessment of labor charges to the Requester. Employee labor **in excess of one (1) hour** may be charged to the requestor, in addition to the cost per copy and/or materials cost as provided in this section.
- F. For a request requiring more than one employee to complete, labor charges will be assessed based on the following formula: In calculating the charge for labor, a department head shall determine the number of hours each employee spent producing a request. The department head shall then subtract the one (1) hour threshold from the number of hours the highest paid employee(s) spent producing the request. The department head will then multiply total number of hours to be charged for the labor of each employee by that employee's hourly wage. Finally, the department head will add together the totals for all the employees involved in the request and that will be the total amount of labor that can be charged.
- G. If the city is assessed a charge to retrieve the requested records from archives or any other entity or outside vendor having possession of requested records, the Records Custodian may assess the requestor the cost assessed to the city.
- H. If a Records Custodian utilizes an outside vendor to produce copies of requested records because the Records Custodian is legitimately unable to produce the copies in his/her office, the cost assessed by the vendor to the ~~governmental entity~~City may be recovered from the requestor.
- I. If the public records requested are frail due to age or other conditions, and copying of the records will cause damage to the original records, the requesting party may be required to make an appointment for inspection.
- J. ~~No duplication costs will be charged for requests for \$1.00 or less or for six (6) pages or less for black and white copies and two (2) pages for color copies.~~ Payment is to

be made by cash, credit card, or personal check made payable to the City of East Ridge.

- K. Payment in advance ~~will be is~~ required ~~when costs are estimated to exceed \$10.00~~ once the Requester has accepted the provided estimate of reasonable costs.

VII. Aggregation of Frequent and Multiple Requests

- A. The City of East Ridge will aggregate record requests in accordance with the Frequent and Multiple Request Policy promulgated by the OORC when more than (4) requests are received within a calendar month (either from a single individual or a group of individuals deemed working in concert).
- B. The level at which records requests will be aggregated is more than four (4) requests (*whether by agency, entity, department, office or otherwise*).
- C. The PRRC is responsible for making the determination that a group of individuals are working in concert. The PRRC or the Records Custodian must inform the individuals that they have been deemed to be working in concert and that they have the right to appeal the decision to the OORC.
- D. Routinely released and readily accessible records excluded from aggregation include, but are not limited to:
 - 1. Minutes of meetings
 - 2. Ordinances
 - 3. Resolutions

RESOLUTION NO. ____

AGENDA MEMORANDUM
ACCEPTANCE OF FUNDS
JANUARY 8TH, 2026

Submitted By:

Shawwna Skiles

Shawwna Skiles, Parks and Recreation Director

Subject: Acceptance of \$3 Million in Funding for Camp Jordan Park Improvements

The Hamilton County Economic & Community Development Department has informed us that the County Commission will consider a resolution authorizing the County Mayor to obligate funds toward several communities, including East Ridge. These funds were received by the County through a delayed grant payout.

If approved by the County Commission on January 7th, the City of East Ridge will receive **\$3 million** designated for recreational improvements at **Camp Jordan Park**, specifically for additional turf enhancements.

Next Steps:

- Upon County Commission approval, we will need **City Council to formally accept these funds** to proceed with the project.

This is an exciting opportunity to enhance our recreational facilities and continue improving Camp Jordan Park for our community. Please let me know if you have any questions or require additional details prior to the upcoming Council meeting.

SS

RESOLUTION NO. _____

AGENDA MEMORANDUM
EMPLOYMENT AGREEMENT WITH NEW CITY MANAGER

January 22, 2026

Submitted By:



J. Scott Miller, City Manager

SUBJECT:

Interviews, both one-on-one and via public meeting, have been scheduled with a couple of candidates for the position of City Manager for the City of East Ridge on Monday, January 12, 2026.

After the public interviews I request that the Mayor and City Council indicate their top choice for the City Manager position. That would provide the City Attorney, the HR Director, and myself adequate time to negotiate an employment agreement with the top candidate. Said agreement would then be placed before the Mayor and City Council at their regular business meeting of January 22, 2026 for consideration for approval.

JSM/

RESOLUTION NO. _____

AGENDA MEMORANDUM
EXTENSION OF CITY MANAGER CONTRACT

January 22, 2026

Submitted By:



J. Scott Miller, City Manager

SUBJECT:

Notice was provided to the Mayor and City Council via letter dated October 15, 2025 advising the governing body that I would not be pursuing an annual extension to my employment agreement as City Manager for the City of East Ridge when my term comes due on January 23, 2026.

I did state in said letter that I would stay on as City Manager past January 23rd and assist the Mayor and City Council in the hiring of my replacement; as well as continue to manage the affairs of the city. Should this be the wish of the governing body then an addendum to my employment agreement is warranted. Said addendum would continue my employment as City Manager on a month-to-month basis starting on January 24, 2026. Further, I request a salary increase of 3% (same increase provided to all other employees for FY 25-26) effective at the time of approval of the addendum.

JSM/