

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

**February 24, 2022  
6:00 pm**

1. Call to Order
2. Invocation
3. Roll Call
4. Consent Agenda:
  - A. Approval of Minutes February 10, 2022 Council Meeting
  - B. Approval of December 2021 Financial Report
5. Communication from Citizens
6. Communication from Councilmembers
7. Communication from City Manager
8. Old Business:
  - A. **PUBLIC HEARING FOR ORDINANCE NO. 1156** – Rezone Properties 930 and 931 Hurst Street., 1000 and 1004 Floyd Drive, 6517 McCall Road, and 1403 Mack Smith Road
  - B. **ORDINANCE NO. 1156** – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTIES LOCATED AT 930 AND 931 HURST STREET, 1000 AND 1004 FLOYD DRIVE, 6517 MCCALL ROAD, AND 1403 MACK SMITH ROAD, FROM R-2 RESIDENTIAL DUPLEX DISTRICT, C-1 COMMERCIAL DISTRICT, AND O-2 HOSPITAL AND INSTITUTION DISTRICT TO C-4 PLANNED COMMERCE CENTER DISTRICT (2<sup>nd</sup> and final reading)
  - C. **PUBLIC HEARING FOR ORDINANCE NO. 1157** - Abandon dead end portion of Hurst Street
  - D. **ORDINANCE NO. 1157** – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, CLOSING AND ABANDONING A PORTION OF THE RIGHT-OF-WAY LOCATED AT THE 900 BLOCK OF HURST STREET, A PORTION OF TAX MAP NOS. 169E-C-001, 169E-D-007 AND 169E-D-007.01 AS DETAILED ON THE ATTACHED MAP, SUBJECT TO CERTAIN CONDITIONS (2<sup>nd</sup> and final reading)

- E. **PUBLIC HEARING ORDINANCE NO. 1158** – Rezone 495 Camp Jordan Parkway
- F. **ORDINANCE NO. 1158** – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 495 CAMP JORDAN PARKWAY, TAX MAP #170I-A-037.09, FROM C-1 COMMERCIAL DISTRICT TO O-2 HOSPITAL AND INSTITUTION DISTRICT (2<sup>nd</sup> and final reading)
- G. **ORDINANCE NO. 1159** – AN ORDINANCE TO AMEND TITLE 4 OF THE EAST RIDGE MUNICIPAL CODE PERTAINING TO MUNICIPAL PERSONNEL – (2<sup>nd</sup> and final reading)

9. **New Business:**

- A. **RESOLUTION NO. 3241** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE APPROVING THE CITY OF EAST RIDGE HUMAN RESOURCES MANUAL
- B. **RESOLUTION 3242** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE TO APPROVE THE PURCHASE OF ONE 2022 FREIGHTLINER AUTOMATIC DUAL STEER WITH PAC-MAC LV-25 CUBIC YARD LEAF MACHINE TOTALING \$250,000.00, FROM STRINGFELLOW EQUIPMENT COMPANY UTILIZING THE SOURCEWELL COOPERATIVE PURCHASING AGREEMENT, MEMBERSHIP NO. 99529
- C. **RESOLUTION NO. 3243** - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE TO APPROVE THE PURCHASE OF ONE SANITATION VEHICLE TOTALING \$266,000.00 FROM STRINGFELLOW EQUIPMENT COMPANY UTILIZING THE SOURCEWELL COOPERATIVE PURCHASING AGREEMENT, MEMBERSHIP NO. 99529
- D. Discussion of Management Agreement for Camp Jordan Soccer
- E. Discussion of Tentative Agenda Items for the March 10, 2022 Council Meeting (see Attachment A)

10. Adjourn

**ATTACHMENT A  
TENTATIVE AGENDA ITEMS  
FOR MARCH 10, 2022**

**3. B. Employee Milestone Awards for February 2022**

**8. Old Business:** None

**9. New Business:**

- A. **PUBLIC HEARING FOR ORDINANCE NO. \_\_\_\_** - Rezone 1023 S. Seminole Dr. and an unaddressed property in the 3000 block of Ringgold Road
- B. **ORDINANCE NO. \_\_\_\_** - Rezoning 1023 S. Seminole Dr. and an unaddressed property in the 3000 block of Ringgold Road from R-1 Residential District, O-1 Office District and C-2 General Commercial District to R-3 Apartment District
- C. **PUBLIC HEARING FOR ORDINANCE NO. \_\_\_\_** Rezone 1503 and 1509 McDonald Road
- D. **ORDINANCE NO. \_\_\_\_** - Rezoning 1503 and 1509 McDonald Road from C-1 Commercial District and C-2 General Commercial District to M-3 Warehouse and Wholesale District
- E. **RESOLUTION NO. \_\_\_\_** - Approval to waive the fee for the use of Camp Jordan Arena for a RAM clinic to be held September 8-10, 2023
- F. Discussion of North Mack Smith Road enhancements

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

**February 10, 2022  
6:00 pm**

The East Ridge City Council met pursuant to notice on February 10, 2022, 6:00 pm at East Ridge City Hall. Mayor Williams called the meeting to order.

Rev. Ezequil Olivo, Action Church, gave the invocation. All joined in the Pledge of Allegiance to the Flag.

**Present were:** Mayor Williams, Vice Mayor Chauncey, Councilmember Cagle, Councilmember Helton, Councilmember Witt, City Manager Dorsey, City Attorney Litchford, and City Recorder Middleton.

**Consent Agenda:**

- A. Approval of Minutes January 27, 2022 Council Meeting
- B. Approval of November 2021 Financial Report

Vice Mayor Chauncey made a motion, seconded by Councilmember Witt, to approve the Consent Agenda. The vote was unanimous. Motion approved.

**Communication from Citizens:**

The Mayor announced the Council would have the public hearings for the rezonings under New Business at the next meeting.

Carter Day, 1906 Prigmore, asked about short-term rentals for his property and R-1 zoning. He asked what determines a R-1 zoning. Mr. Litchford explained that R-1 is single family residential, which does not allow short-term rentals. Mr. Day asked if the zoning could change, and Mr. Litchford stated he could submit a zoning change to the Building Department.

David Tyler, 4701 Fountain Avenue, thanked Amish Patel, for the owners of the Budgetel being willing to meet with citizens about the possible rezoning. After hearing Mr. Patel's proposal regarding remodeling of the Budgetel, he stated he is opposed to the rezoning.

**Communication from Councilmember:**

Vice Mayor Chauncey had nothing at this time.

Councilmembers Cagle, Helton, and Witt had nothing at this time.

Mayor Williams discussed the following:

- No January employee milestones.

- Library
  - February 1 – 28 – the Library will have a teen art contest for ages 12 – 18.
  - March 2 – Birthday Celebration of Dr. Suess.
  - March 8 and every 2<sup>nd</sup> Tuesday after – Spice Club will meet to share recipes.
- The Mayor discussed removing partitions in the Council room and going back to pre-covid protocols for meetings. There were no objections. He also stated we would record the meetings but there would be no live feed.

**Communication from City Manager:**

- Park and splashpad
  - We are filling with dirt and spreading grass seed.
  - We are working on parking lot and compacting the mulch.
  - We could possibly open the playground in two months and the splashpad possibly in May.
- Dog Park
  - Fencing and benches are installed.
  - The water lines have been run to the park.
  - Approval to order equipment is on tonight’s agenda.
- Police Chief Allen came forward to discuss the Polar Plunge for Special Olympics taking place at Finley Stadium at 11:30 on Saturday, February 12<sup>th</sup>. The Chief will take the “plunge” and has raised over \$1,100, with one employee donating \$750.
- We are having problems with our leaf trucks and automated trucks. Mr. Dorsey sent Sanitation Supervisor Parker to Chattanooga to look at their equipment and possibly get their specifications to bid out a truck or purchase one through one of the purchasing alliances of which we are a member.
- The Request for Proposals for the McBrien site is due February 24, 2022.
- Mr. Dorsey discussed the United States Amateur Soccer Association soccer tournament planned for July. They already have rooms booked and have 30 teams committed to participating. They have also been working with Tim Morgan, with the Chattanooga Sports Committee, on this tournament. Since the City does not have a management agreement yet with the Red Wolves, he needs to get the contract under the City of East Ridge’s name in order to keep the tournament here.
- Mr. Dorsey discussed Soccer Shots, a program for 2–5-year-olds to learn the basics of soccer. This was originally being arranged by the Red Wolves, but since we do not have a management contract with them at this time, Mr. Dorsey is handling the program.

**Old Business:**

**ORDINANCE NO. 1155 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE FISCAL YEAR 2022 OPERATING BUDGET, ORDINANCE NO. 1147, BY CHANGING THE REVENUES AND EXPENDITURES OF THE GENERAL FUND, GRANT FUND, DRUG FUND, ECONOMIC DEVELOPMENT FUND, SOLID WASTE FUND, DEBT SERVICE FUND, CAPITAL PROJECTS FUND, AND TO CREATE THE STORMWATER IMPROVEMENT FUND (2<sup>nd</sup> and final reading) - City Attorney Litchford read on caption.** Finance Director Qualls stated there have been no changes since first reading. Councilmember Witt made a motion, seconded by Vice Mayor Chauncey, to approve Ordinance No. 1155 on second and final reading. The vote was unanimous. Motion approved.

**New Business:**

**ORDINANCE NO. 1152 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 1410 N. MACK SMITH ROAD, TAX MAP #169L-L-002, FROM C-1 COMMERCIAL DISTRICT TO R-3 RESIDENTIAL APARTMENT DISTRICT (1<sup>st</sup> reading – tabled 11/11/21) -** City Attorney Litchford read on caption. Mayor Williams stated first reading of this ordinance was tabled on November 11, 2021. There was a public hearing that night, followed later by a public meeting sponsored by the developers. He and the City Manager went to Rome, Georgia to visit a facility that the same developers had remodeled into apartments. Council approved the ordinance being brought off the table in the January 27<sup>th</sup> meeting and set for first reading tonight. Vice Mayor Chauncey, made a motion, seconded by Councilmember Witt, to deny Ordinance No. 1152 on first reading. Roll call vote: Vice Mayor Chauncey - yes; Councilmember Cagle - yes; Councilmember Helton - no; Councilmember Witt - yes; Mayor Williams - yes. Motion to deny was approved.

**ORDINANCE NO. 1156 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTIES LOCATED AT 930 AND 931 HURST STREET, 1000 AND 1004 FLOYD DRIVE, 6517 MCCALL ROAD, AND 1403 MACK SMITH ROAD, FROM R-2 RESIDENTIAL DUPLEX DISTRICT, C-1 COMMERCIAL DISTRICT, AND O-2 HOSPITAL AND INSTITUTION DISTRICT TO C-4 PLANNED COMMERCE CENTER DISTRICT (1<sup>st</sup> reading) -** City Attorney Litchford read on caption. Mr. Litchford stated this is to rezone properties adjacent to the Red Wolves property. Councilmember Helton made a motion, seconded by Councilmember Witt, to approve Ordinance No. 1156 on first reading. The vote was unanimous. Motion approved.

**ORDINANCE NO. 1157 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, CLOSING AND ABANDONING A PORTION OF THE RIGHT-OF-WAY LOCATED AT THE 900 BLOCK OF HURST STREET, A PORTION OF TAX MAP NOS. 169E-C-001, 169E-D-007 AND 169E-D-007.01 AS DETAILED ON THE ATTACHED MAP, SUBJECT TO CERTAIN CONDITIONS (1<sup>st</sup> reading) -** City Attorney Litchford read on caption. City Attorney Litchford stated this is the northern section of Hurst Street, which is already a dead end. The abandonment will allow a natural connection between Floyd Drive and Hurst Street. Kenny Custer, Asa Engineering, 714 Cherry Street, stated the abandonment will clean up the lines when it is platted and surveyed. Vice Mayor Chauncey made a motion, seconded by Councilmember Witt, to approve Ordinance No. 1157 on first reading. City Manager Dorsey recommended installing buffers. Mr. Custer stated buffers are already required in C-4 zoning. The vote was unanimous. Motion approved.

**ORDINANCE NO. 1158 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 495 CAMP JORDAN PARKWAY, TAX MAP #170I-A-037.09, FROM C-1 COMMERCIAL DISTRICT TO O-2 HOSPITAL AND INSTITUTION DISTRICT (1<sup>st</sup> reading) -** City Attorney Litchford read on caption. Mr. Litchford stated this would allow for an emergency medical facility just outside of Camp Jordan.

It is an extension of Parkridge Hospital. Vice Mayor Chauncey made a motion, seconded by Councilmember Helton, to approve Ordinance No. 1158 on first reading. Ethan Wood, 115 Cedar Lane, with Exit I Developers, stated that Parkridge has a 15 - 20-year lease for the property. He also stated in the event the emergency facility no longer operates, the property would revert back to C-1 Commercial. He asked that this be reflected in the ordinance. Mr. Litchford can add that as Section 2 in the ordinance if approved. Vice Mayor Chauncey and Councilmember Helton withdrew their motion and second. Vice Mayor Chauncey then made a motion, seconded by Councilmember Helton to approve Ordinance 1158 on first reading and add a Section 2 with the right of reversion back to C-1 Commercial if the emergency facility no longer operates. The vote was unanimous. Motion approved.

**ORDINANCE NO. 1159 – AN ORDINANCE TO AMEND TITLE 4 OF THE EAST RIDGE MUNICIPAL CODE PERTAINING TO MUNICIPAL PERSONNEL (1<sup>st</sup> reading)** - City Attorney Litchford read on caption. Human Resources Manager Sinigaglio stated Title 4 contains five chapters that have been updated. Some information has out-of-date terminology in Title 4. Ms. Sinigaglio introduced Betsy Cunningham with MTAS who has been working on the revisions. Mr. Dorsey stated if this ordinance is approved, it will remove the personnel section from the City Code. In the future, when changes are made, they will be approved by Resolution. Councilmember Witt made a motion, seconded by Vice Mayor Chauncey, to approve Ordinance No. 1159 on first reading. The vote was unanimous. Motion approved.

**RESOLUTION NO. 3237 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO PURCHASE AGILITY EQUIPMENT FOR THE DOG PARK FROM PLAY AND PARK STRUCTURES (A PLAYCORE COMPANY) THROUGH THE OMNIA PARTNERS PURCHASING COOPERATIVE** - City Attorney Litchford read on caption. Mr. Dorsey stated the equipment cost is \$16,447.45 with a freight cost of \$3,277.89, which could vary, for a total of \$19,725.34. Alex Harrison, with Parks and Recreation, explained what each piece of equipment is. Vice Mayor Chauncey made a motion, seconded by Councilmember Witt, to approve Resolution No. 3237. Mr. Chauncey stated that someone also donated a dog waste station. The vote was unanimous. Motion approved.

**RESOLUTION NO. 3238 – A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE MAYOR TO SUBMIT A 2022 APPLICATION FOR STATE PARTNERSHIP GRANT WITH THE TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION AND AUTHORIZING CERTAIN ACTIONS RELATING THERETO** - City Attorney Litchford read on caption. Mr. Litchford stated the City may apply for this grant to be used for infrastructure, with the deadline being tomorrow at noon to submit the application. This would be a direct appropriation grant from the State with no city funds, no property taxes, or local option taxes involved. It is separate and apart from the Border Region funds. The state does not grant money directly to the developer, it goes through the City, so the City has to submit the application. There is no matching amount from the City that we know of. The grant would be administered by the Industrial Development Board (“IDB”).

Kenny Custer, 714 Cherry St., Chattanooga, TN, representing Asa Engineering, stated that the east end of the sewer system runs through the Red Wolves site. This will be a large expense. He stated that Phase I investment has been \$140 million. Councilmember Helton made a

motion, seconded by Vice Mayor Chauncey, to approve Resolution No. 3238. Councilmember Witt asked how the payouts work. Mr. Custer stated that certain benchmarks must be met, then payouts would be paid through the IDB to Star Community Buildings, not Sterling Holdings, the property owner. Ms. Witt also asked if there is any liability to the City. Mr. Litchford does not know but will get an answer from the Comptroller.

Jeff Sikes, Asa Engineering, 714 Cherry Street, stated they have identified approximately 33 million in Phase I that qualifies for the grant. Mr. Litchford will work with Mr. Custer and Mr. Sikes to clarify the details of all the costs. Mayor Williams stated this is the largest investment in the City and is a great thing for East Ridge. The vote was unanimous. Motion approved.

Mr. Litchford stated this item will go before the IDB on February 17<sup>th</sup> and if approved, would come before Council on February 24<sup>th</sup>.

**Approval of Design and Façade Materials for District A and District B Package Liquor Stores** – Mr. Dorsey stated representatives from both liquor stores are present to talk about design, site plan, façade, and materials used in construction. Nasar Gonzalia, 70003 Majestic Hill Drive, Chattanooga, TN was present representing Harsh Patel, who is building a liquor store in District A. The store will have a modern look, with stucco, glass, and solar panels. Mr. Dorsey stated the building official has approved the plans. Codes Enforcement Supervisor Ritchie stated the materials meet the ordinance standards. Councilmember Witt made a motion, seconded by Vice Mayor Chauncey, to approve the design and façade materials for the liquor store in District A. Mayor Williams assigned Resolution No. 3239 to this item. City Attorney Litchford read a caption as follows:

**RESOLUTION NO. 3239 – A RESOLUTION APPROVING THE DESIGN AND FAÇADE MATERIALS FOR THE DISTRICT A LIQUOR STORE.** The vote was unanimous. Motion approved.

Mr. Dorsey asked Suhash Patel to speak regarding his liquor store in District B. He gave out pictures of the exterior which is stucco and stone. Mr. Patel stated the stucco is fiber cement, which is more premium in quality than regular stucco. He stated they are 47% complete on the project. Mr. Ritchie agreed that the fiber cement stucco is far superior to what is required in the ordinance. Mayor Williams assigned Resolution 3240 to this item and read the caption.

**RESOLUTION NO. 3240 – A RESOLUTION APPROVING THE DESIGN AND FAÇADE MATERIALS FOR THE DISTRICT B LIQUOR STORE** - Vice Mayor Chauncey made a motion, seconded by Councilmember Witt, to approve Resolution No. 3240. The vote was unanimous. Motion approved.

Discussion of Tentative Agenda Items for the February 24, 2022 Council Meeting (see Attachment A)

#### **8. Old Business:**

**ORDINANCE NO. 1152 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 1410 N. MACK SMITH ROAD, TAX MAP**

**#169L-L-002, FROM C-1 COMMERCIAL DISTRICT TO R-3 RESIDENTIAL APARTMENT DISTRICT (2<sup>nd</sup> and final reading) – Denied.**

**PUBLIC HEARING FOR ORDINANCE NO. 1156 – Rezone Properties 930 and 931 Hurst Street., 1000 and 1004 Floyd Drive, 6517 McCall Road, and 1403 Mack Smith Road**

**ORDINANCE NO. 1156 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTIES LOCATED AT 930 AND 931 HURST STREET, 1000 AND 1004 FLOYD DRIVE, 6517 MCCALL ROAD, AND 1403 MACK SMITH ROAD, FROM R-2 RESIDENTIAL DUPLEX DISTRICT, C-1 COMMERCIAL DISTRICT, AND O-2 HOSPITAL AND INSTITUTION DISTRICT TO C-4 PLANNED COMMERCE CENTER DISTRICT (2<sup>nd</sup> and final reading) – No discussion**

**PUBLIC HEARING FOR ORDINANCE NO. 1157 - Abandon dead end portion of Hurst Street**

**ORDINANCE NO. 1157 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, CLOSING AND ABANDONING A PORTION OF THE RIGHT-OF-WAY LOCATED AT THE 900 BLOCK OF HURST STREET, A PORTION OF TAX MAP NOS. 169E-C-001, 169E-D-007 AND 169E-D-007.01 AS DETAILED ON THE ATTACHED MAP, SUBJECT TO CERTAIN CONDITIONS (2<sup>nd</sup> and final reading) – No discussion**

**PUBLIC HEARING ORDINANCE NO. 1158 – Rezone 495 Camp Jordan Parkway**

**ORDINANCE NO. 1158 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 495 CAMP JORDAN PARKWAY, TAX MAP #170I-A-037.09, FROM C-1 COMMERCIAL DISTRICT TO O-2 HOSPITAL AND INSTITUTION DISTRICT (2<sup>nd</sup> and final reading) – No discussion**

**ORDINANCE NO. 1159 – AN ORDINANCE TO AMEND TITLE 4 OF THE EAST RIDGE MUNICIPAL CODE PERTAINING TO MUNICIPAL PERSONNEL – (2<sup>nd</sup> and final reading) – No discussion**

**9. New Business:**

**RESOLUTION NO. \_\_\_\_ - Adopt Human Resources Manual – Ms. Sinigaglio will put updated copies in the Council boxes.**

Mr. Litchford stated we should have a resolution for the development agreement with Star Community Buildings.

Being no further business, the meeting was adjourned.

City of East Ridge

Summary Financial Statement of Revenues and Expenditures  
December 2021

Spent YTD 50.00%

FISCAL YEAR ENDING 06/30/2022		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2021	FY 2022	YTD	Avg Yr %
<b>110 General Fund</b>						
<b>REVENUE</b>						
31100	Property Taxes	6,103,965	589,979	732,295	12.00%	50.00%
31200	Property Taxes (Delinquent)	475,000	307,591	348,857	73.44%	50.00%
31610	Local Sales Tax - Co. Trustee	2,900,000	1,399,517	1,584,214	54.63%	50.00%
31611	Incremental State Sales Tax	2,931,269	2,931,269	4,871,958	166.21%	50.00%
31710	Wholesale Beer Tax	400,000	196,824	200,405	50.10%	50.00%
31800	State Net Allocation	250,000	22,209	21,853	8.74%	50.00%
31810	Minimum Business Licenses	5,000	2,140	1,346	26.92%	50.00%
31824	Solicitors' Permit	100	50	0	0.00%	50.00%
31827	5% State Commission	22,000	830	1,395	6.34%	50.00%
31912	* Cable TV Franchise Tax	309,800	67,816	62,112	20.05%	50.00%
31961	Liens Collected by Trustee	28,000	4,868	834	0.00%	50.00%
32120	Wrecker Licenses	350	350	350	100.00%	50.00%
32200	Alcoholic Beverage Tax	150	117	132	22.47%	50.00%
32210	Beer Licenses & Etc.	7,000	6,399	4,827	68.96%	50.00%
32220	Liquor Licenses	4,800	2,800	4,450	92.71%	50.00%
32225	Fireworks Fees/Permits	3,000	0	0	0.00%	50.00%
32226	Annual Fireworks Permit Fee	300	0	0	0.00%	50.00%
32610	Building Permits	120,000	56,209	101,556	84.63%	50.00%
32615	Fire Preventions/Permits	2,000	450	950	47.50%	50.00%
32620	Electrical Permits	30,000	14,425	10,540	35.13%	50.00%
32630	Plumbing Permits	12,000	6,544	4,077	33.98%	50.00%
32640	Natural Gas Permits	2,000	1,316	1,112	55.60%	50.00%
32650	Excavating Permits (St. Opening	2,500	1,430	1,440	57.60%	50.00%
32660	Zoning Permits	2,000	950	200	10.00%	50.00%
32671	Regular Sign Permits	5,000	3,205	1,295	25.90%	50.00%
32672	Temporary Sign Permits	300	150	300	100.00%	50.00%
32690	Plan Review Fees	0	50	0	0.00%	50.00%
32691	Tree Trimming Permits	100	40	70	70.00%	50.00%
32905	Other Code Enforcement Fees	20,000	6,172	18,215	91.07%	50.00%
32960	Yard Sale Permits	200	100	50	25.00%	50.00%
32990	Mechanical Permits	10,000	5,243	5,471	54.71%	50.00%
33140	ARPA Funds - Federal	0	0	3,142,492	0.00%	50.00%
33410	State Law Enforcement Education	37,600	0	0	0.00%	50.00%
33430	State Fire Service Educational Grant	20,000	0	0	0.00%	50.00%
33490	TN Cares Act (Governor's Grant)	0	315,360	246,749	0.00%	50.00%
33510	State Sales Tax	2,139,858	839,121	1,001,594	46.81%	50.00%
33511	Interstate Telecom. Sales Tax	0	2,498	1,761	0.00%	50.00%
33512	Sportsbetting	0	0	8,268	0.00%	50.00%
33513	Occupcity Tax	0	0	1,245	0.00%	50.00%
33515	State Sales Tax/Telecommunications	0	0	432	0.00%	50.00%
33520	State Income Tax	0	7,480	0	0.00%	50.00%
33530	** State Beer Tax	13,000	5,174	5,379	41.38%	50.00%
33540	State Mixed Drink Tax	50,000	18,723	37,425	74.85%	50.00%
33552	State-City Streets And Transportation	41,748	17,354	17,101	40.96%	50.00%
33560	Seized/Awarded by State	0	0	0	0.00%	50.00%
33591	* TVA - Gross Receipts Tax	247,552	59,951	57,717	23.31%	50.00%
33593	Corporate Excise Tax	6,000	0	0	0.00%	50.00%
34121	Clerks' Fees - Business Tax	1,500	645	605	40.33%	50.00%
34211	Accident Report Charges	1,000	752	627	62.70%	50.00%
34212	Driver Licenses Reinstatement Fee	2,000	855	1,500	75.00%	50.00%

FISCAL YEAR ENDING 06/30/2022		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2021	FY 2022	YTD	Avg Yr %
34221	Ridgeside Fire Service Contract	107,807	51,831	53,904	50.00%	50.00%
34231	Police Services	0	0	8,876	0.00%	50.00%
34314	Mowing	8,820	0	0	0.00%	50.00%
34500	Donations - New Animal Shelter	2,500	2,000	3,270	0.00%	50.00%
34510	Donations - Dog Park	0	0	0	0.00%	50.00%
34515	Rabies & Spay/Neuter Cert.	500	60	30	6.00%	50.00%
34516	Registration	1,000	210	115	11.50%	50.00%
34517	Adoption	3,000	2,175	1,875	62.50%	50.00%
34518	Board & Impound Fees	1,000	580	195	19.50%	50.00%
34520	A/S Donations-Designated	2,500	1,780	2,590	103.60%	50.00%
34641	Indoor Soccer Income	135,000	79,677	127,754	94.63%	50.00%
34642	Community Center Income	13,000	565	8,995	69.19%	50.00%
34643	Outdoor Soccer Fees	60,000	14,501	28,060	46.77%	50.00%
34644	Baseball Fees	25,000	8,394	7,402	29.61%	50.00%
34645	Softball Fees	19,500	8,660	9,175	47.05%	50.00%
34646	Gate	12,000	0	5,880	49.00%	50.00%
34647	McBrien Indoor Facility	8,000	2,830	150	1.88%	50.00%
34648	Adult League - Softball	35,000	17,460	21,326	60.93%	50.00%
34649	Concerts/Events - Camp Jordan	10,000	2,000	27,649	276.49%	50.00%
34651	Multi-Purpose Building (Arena)	100,000	43,345	57,825	57.82%	50.00%
34652	Pavilion Rental	12,000	7,455	8,405	70.04%	50.00%
34653	Track Rental	3,500	1,661	910	26.00%	50.00%
34654	Field Rental	85,000	65,355	26,193	30.82%	50.00%
34655	Amphitheater	5,000	1,700	2,350	47.00%	50.00%
34656	Concessions	40,000	16,818	23,990	59.97%	50.00%
34657	Overnight - Rv Rental	12,000	5,460	9,760	81.33%	50.00%
34658	Tournament Team Fees	1,500	0	0	0.00%	50.00%
34712	Sponsorship/Parks & Rec	5,000	2,000	0	0.00%	50.00%
34720	Football Gate	1,500	743	4,733	315.50%	50.00%
34751	Basketball Gate	15,000	1,849	1,361	9.07%	50.00%
34742	Basketball Player Fees	7,600	7,867	16,619	218.67%	50.00%
34743	Football Player Fees	10,800	3,658	6,565	60.79%	50.00%
34744	Photography	1,200	0	909	75.72%	50.00%
34745	Vending/Concessions	5,000	2,669	4,296	85.91%	50.00%
34746	Cheerleading	1,000	655	2,675	267.50%	50.00%
34747	Rent-Arena Equipment	37,000	22,673	25,247	68.24%	50.00%
34749	Soccer Field Rentals	60,000	37,230	8,648	14.41%	50.00%
34760	Library Charges	1,200	106	262	21.87%	50.00%
34761	Library - Copies	1,500	236	289	19.25%	50.00%
34794	Community Center M. Fee	1,500	0	0	0.00%	50.00%
35100	Municipal Court Fines & Costs	325,000	125,203	215,478	66.30%	50.00%
35120	Public Defender Fees	0	0	925	0.00%	50.00%
35150	Diversion Filing	300	0	0	0.00%	50.00%
36100	Interest Earnings	5,000	2,924	703	14.06%	50.00%
36211	Rent - Cell Tower	18,000	8,963	6,462	35.90%	50.00%
36330	Sale Of Equipment	20,000	11,727	39,172	195.86%	50.00%
36350	Insurance Recoveries	20,000	85,194	183,447	917.24%	50.00%
36724	Settlements (Lawsuits)	0	6,140	0	0.00%	50.00%
36901	Pipes/Culverts	4,000	1,029	2,709	67.72%	50.00%
36902	Repayment - Damages- Traffic Device	0	0	100	0.00%	50.00%
36903	Christmas Parade	400	0	310	77.50%	50.00%
36905	Designated Police-Sale of Vehicles	0	0	6,390	0.00%	50.00%
36932	Proceeds - Loan/Lease Purchase	0	0	696,079	0.00%	50.00%
36990	Miscellaneous Revenues	20,000	1,728	20,735	103.67%	50.00%
36992	Hamilton County	0	7,500	0	0.00%	50.00%
37200	AHO - Fines/Court Costs	3,000	75	1,100	36.67%	50.00%
	Use of Fund Balance		0	0	0.00%	50.00%

FISCAL YEAR ENDING 06/30/2022		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2021	FY 2022	YTD	Avg Yr %
	<b>Total Revenues</b>	<b>17,474,719</b>	<b>7,561,640</b>	<b>14,185,091</b>	<b>81.17%</b>	<b>50.00%</b>
	<b>EXPENDITURES</b>					
41000	General Government	1,674,315	730,619	845,180	50.48%	50.00%
41100	Administrative	1,034,733	498,025	529,418	51.16%	50.00%
41111	City Council	120,222	44,189	73,612	61.23%	50.00%
41210	Municipal Court	342,755	144,550	191,827	33.62%	50.00%
41520	City Attorney	122,075	54,283	57,552	47.14%	50.00%
41800	Buildings & Grounds Maintenance	305,508	131,375	123,415	40.40%	50.00%
41900	City Hall Complex	43,103	21,495	22,991	53.34%	50.00%
42100	Police	1,619,367	1,070,768	1,417,325	87.52%	50.00%
42121	Criminal Investigation	524,703	350,075	361,438	43.83%	50.00%
42123	Patrol	2,433,035	1,165,343	1,304,329	53.61%	50.00%
42125	Traffic Division	151,586	84,915	73,395	48.42%	50.00%
42200	Fire Department	2,453,986	1,235,822	2,378,651	96.93%	50.00%
42400	Building/Planning/Zoning	655,029	300,065	308,687	47.13%	50.00%
43110	Highway And Street	734,910	188,351	195,112	26.55%	50.00%
43120	Traffic Control & Street Markers	322,798	123,617	136,906	42.41%	50.00%
43150	Grants	0	0	0	0.00%	50.00%
43170	Transfer Station/Brush Pit/Fleet	7,600	3,601	4,749	54.73%	50.00%
44140	Animal Control	262,618	115,267	144,394	54.98%	50.00%
44410	Parks and Recreation	842,536	419,653	437,299	51.90%	50.00%
44420	Multi-Purpose Recreation Bldg	233,692	120,160	122,252	52.31%	50.00%
44430	Community Center	199,773	62,393	81,094	40.59%	50.00%
44440	ERHS Complex	0	0	0	0.00%	50.00%
44450	McBrien Complex	18,350	6,230	5,039	27.46%	50.00%
44610	Soccer - Recreation	55,000	8,614	14,396	26.17%	50.00%
44620	Soccer - Indoor	64,550	14,513	20,357	31.54%	50.00%
44630	Baseball/Softball	59,400	20,762	18,221	30.68%	50.00%
44640	Football/Cheer	10,450	4,034	10,785	103.20%	50.00%
44650	Adult Softball	29,850	0	22,126	74.12%	50.00%
44700	Basketball	14,750	2,138	9,533	64.63%	50.00%
44710	Adult Basketball	4,350	17,985	3,717	85.45%	50.00%
44800	Libraries	218,527	103,864	122,969	56.27%	50.00%
44810	History Museum	400	195	120	29.99%	50.00%
46500	Community Development Programs	5,000	855	4,298	85.95%	50.00%
47200	Economic Development	2,519,431	2,108,709	2,567,240	101.65%	50.00%
49100	Debt Service	90,317	117,020	0	0.00%	50.00%
49400	Capital Projects - Transfer Out	0	0	0	0.00%	50.00%
	<b>Total Expenditures</b>	<b>17,174,719</b>	<b>9,269,482</b>	<b>11,608,426</b>	<b>66.43%</b>	
<b>Total ## General Fund</b>		<b>0</b>	<b>-1,707,843</b>	<b>2,576,666</b>		

FISCAL YEAR ENDING 06/30/2022		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2021	FY 2022	YTD	Avg Yr %
<b>121 State Street Aid</b>						
<b>REVENUE</b>						
33450	State TIP Grant	1,075,085	0	0	0.00%	50.00%
33550	2017 Gas Tax	175,000	83,071	119,930	68.53%	50.00%
33551	State Gasoline And Motor Fuel Tax	570,000	239,093	274,091	48.09%	50.00%
36100	Interest Earnings	100	54	56	56.23%	50.00%
36330	Sale of Equipment	0	0	1,440	0.00%	50.00%
	<b>Total Revenues and Other Sources</b>	<b>1,820,185</b>	<b>322,217</b>	<b>395,517</b>	<b>21.73%</b>	<b>50.00%</b>
<b>EXPENDITURES</b>						
43190	State Street Aid	1,660,856	201,285	143,967	8.67%	50.00%
	<b>Total Expenditures</b>	<b>1,660,856</b>	<b>201,285</b>	<b>143,967</b>	<b>6.29%</b>	<b>50.00%</b>
<b>Total</b>	<b>## State Street Aid Fund</b>	<b>159,329</b>	<b>120,932</b>	<b>251,550</b>		

FISCAL YEAR ENDING 06/30/2022		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2021	FY 2022	YTD	Avg Yr %
<b>122 Grant Fund</b>						
<b>REVENUE</b>						
33114	TML Driver Safety Grant	4,000	0	0	0.00%	50.00%
33425	Aquatic Stream Clean Grant	1,000	1,000	0	0.00%	50.00%
33493	TML Safety Grant	3,000	0	0	0.00%	50.00%
33574	State - Equipment Recycling Grant	0	0	0	0.00%	50.00%
36100	Interest Earnings	0	23	11	0.00%	50.00%
36420	Police Traffic Safety Grant	13,500	4,566	6,344	46.99%	50.00%
36421	TN AM Grants	0	0	1,000	0.00%	50.00%
36422	Target Grant	1,000	1,000	0	0.00%	50.00%
36423	Maddie's Fund	0	0	0	0.00%	50.00%
36424	Governor's Grant	0	493,968	0	0.00%	50.00%
36425	DOJ Covid 19 Grant	0	0	0	0.00%	50.00%
36426	TN Cares Grant - Library	0	0	0	0.00%	50.00%
36427	Covid-19 Homeland Security	0	0	0	0.00%	50.00%
36711	Safety Conservation Grant	4,000	0	0	0.00%	50.00%
36920	THS089-Police	0	0	2,522	0.00%	50.00%
36921	Homeland Security - Police	0	0	0	0.00%	50.00%
36922	Homeland Security - Fire	0	0	0	0.00%	50.00%
36924	GHSO (2016) Traffic	0	0	0	0.00%	50.00%
36925	BYRNE Grants - DOJ	0	0	0	0.00%	50.00%
36962	Operating Transfers-Capital Projects	17,000	0	0	0.00%	50.00%
	<b>Total Revenues and Other Sources</b>	<b>43,500</b>	<b>500,557</b>	<b>9,877</b>	<b>22.70%</b>	<b>50.00%</b>
<b>EXPENDITURES</b>						
41000	General Government	157,000	146,336	0	0.00%	50.00%
43150	Grants	43,500	18,191	362,685	833.76%	50.00%
	<b>Total Expenditures</b>	<b>43,500</b>	<b>164,527</b>	<b>362,685</b>	<b>833.76%</b>	<b>50.00%</b>
<b>Total</b>	<b>## Grant Fund</b>	<b>0</b>	<b>336,030</b>	<b>-352,809</b>		

FISCAL YEAR ENDING 06/30/2022		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2021	FY 2022	YTD	Avg Yr %
<b>127 Drug Investigation Fund</b>						
<b>REVENUE</b>						
33197	Federal/State Grants	10,000	0	10,988	109.88%	50.00%
33560	Seized/Awarded by State	35,000	1,271	34,838	99.54%	50.00%
35200	Drug Fines	20,000	6,275	8,117	40.59%	50.00%
35400	Sale of Confiscated Property	0	0	500	0.00%	50.00%
	<b>Total Revenues and Other Sources</b>	<b>65,000</b>	<b>7,546</b>	<b>54,443</b>	<b>83.76%</b>	<b>50.00%</b>
<b>EXPENDITURES</b>						
42129	Drug Investigation and Control	65,000	56,241	75,495	116.15%	50.00%
	<b>Total Expenditures</b>	<b>65,000</b>	<b>56,241</b>	<b>75,495</b>	<b>116.15%</b>	<b>50.00%</b>
<b>Total</b>	<b>## Drug Investigation Fund</b>	<b>0</b>	<b>-48,695</b>	<b>-21,052</b>		

FISCAL YEAR ENDING 06/30/2022		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2021	FY 2022	YTD	Avg Yr %
<b>130 Economic Development Fund</b>						
<b>REVENUE</b>						
31611	Incremental State Sales Tax Revenue	2,463,461	2,050,453	2,523,468	102.44%	50.00%
	Interest Earnings	150	8	13	8.79%	50.00%
	Transfer In	0	20,000	0	0.00%	50.00%
	<b>Total Revenues and Other Sources</b>	<b>2,463,611</b>	<b>2,070,461</b>	<b>2,523,481</b>	<b>102.43%</b>	<b>50.00%</b>
<b>EXPENDITURES</b>						
	Economic Development	1,868,258	1,888,258	2,697,742	144.40%	50.00%
	Debt Payment	595,173	0	0	0.00%	50.00%
	<b>Total Expenditures</b>	<b>2,463,431</b>	<b>1,888,258</b>	<b>2,697,742</b>	<b>109.51%</b>	<b>50.00%</b>
<b>Total</b>	<b>## Economic Development Fund</b>	<b>150</b>	<b>182,203</b>	<b>-174,261</b>		

FISCAL YEAR ENDING 06/30/2022		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2021	FY 2022	YTD	Avg Yr %
<b>131 Solid Waste Fund</b>						
<b>REVENUE</b>						
34416	Special Assessment - Garbage	1,503,360	200,840	182,870	12.16%	50.00%
34418	Extra Cans	1,000	1,220	940	94.00%	50.00%
34420	Dumpster Rentals	7,500	3,400	1,738	23.17%	50.00%
34421	Recycling Rev	250	0	0	0.00%	50.00%
34422	Recycling - Transfer Station	1,600	1,628	2,331	145.66%	50.00%
34426	Sale Of Mulch	2,500	2,924	40	1.60%	50.00%
34430	Refuse Collection And Disposal	7,500	1,636	1,532	20.43%	50.00%
36330	Sale of Equipment	5,000	0	0	0.00%	50.00%
36350	Insurance Recoveries	0	796	0	0.00%	50.00%
	<b>Total Revenues and Other Sources</b>	<b>1,528,710</b>	<b>212,444</b>	<b>189,450</b>	<b>12.39%</b>	<b>50.00%</b>
<b>EXPENDITURES</b>						
43200	Solid Waste	1,400,041	646,316	599,708	42.84%	50.00%
	<b>Total Expenditures</b>	<b>1,400,041</b>	<b>646,316</b>	<b>599,708</b>	<b>42.84%</b>	<b>50.00%</b>
<b>Total</b>	<b>## Solid Waste Fund</b>	<b>128,669</b>	<b>-433,872</b>	<b>-410,258</b>		

FISCAL YEAR ENDING 06/30/2022		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2021	FY 2022	YTD	Avg Yr %
<b>212 TML Loan Fund</b>						
<b>REVENUE</b>						
31920	Room Occupancy Tax	400,000	233,235	317,146	79.29%	50.00%
36100	Interest Earnings	1,000	324	380	75.96%	50.00%
37940	Transfer In	887,931	286,793	0	0.00%	50.00%
	<b>Total Revenues and Other Sources</b>	<b>1,288,931</b>	<b>520,353</b>	<b>317,525</b>	<b>24.64%</b>	<b>50.00%</b>
<b>EXPENDITURES</b>						
49100	CJ Parkway Streetscape	74,518	8,059	0	0.00%	50.00%
49110	Camp Jordan - Phase One - 2019	168,111	125,016	0	0.00%	50.00%
49111	Camp Jordan - Phase Two - 2020	144,450	0	115,357	79.86%	50.00%
49114	Refunding Bond Issue - 2021	0	0	99,352	0.00%	50.00%
49200	2004 - Camp Jordan/Fire Station 2	203,480	3,444	0	0.00%	50.00%
49300	2015 - BAN Conversion	90,317	7,651	0	0.00%	50.00%
49310	2015 - Exit One/Capital Projects	207,325	69,363	68,663	33.12%	50.00%
49320	2017 - Exit One - I75	313,330	258,541	0	0.00%	50.00%
49410	Public Safety - Capital Outlay Note	66,910	66,502	67,249	100.51%	50.00%
49411	Public Safety - Capital Outlay Note	35,924	1,429	962	2.68%	50.00%
49412	Public Safety - Capital Outlay Note	30,000	60,000	30,000	100.00%	50.00%
49420	Public Works - Capital Outlay Note	35,235	2,180	0	0.00%	50.00%
	<b>Total Expenditures</b>	<b>1,369,600</b>	<b>602,185</b>	<b>381,582</b>	<b>27.86%</b>	<b>50.00%</b>
<b>Total</b>	<b>## TML Loan Fund</b>	<b>-81,169</b>	<b>-81,832</b>	<b>-64,057</b>		

FISCAL YEAR ENDING 06/30/2022		Year-To-Date by Amount			Variance	
Account	Description	BUDGET	FY 2021	FY 2022	YTD	Avg Yr %
<b>341 Capital Projects Fund</b>						
<b>REVENUE</b>						
33113	LPRF 2018 - Pioneer Playground	500,000	0	33,924	6.78%	50.00%
33120	TDOT 2015 Multi Modal Grant	2,722,562	0	0	0.00%	50.00%
33559	Grant - State of TN	0	0	0	0.00%	50.00%
34510	Dog Dash Grant/Donations	0	0	30,450	0.00%	50.00%
36915	Bond Proceeds	763,366	40,383	664,713	87.08%	50.00%
37940	Operating Transfers - Other Funds	299,181	115,852	451,968	151.07%	50.00%
	<b>Total Revenues and Other Sources</b>	<b>4,285,109</b>	<b>156,235</b>	<b>1,181,054</b>	<b>26.98%</b>	<b>50.00%</b>
<b>EXPENDITURES</b>						
41100	Administrative	0	235	67	0.00%	50.00%
41800	Bldg & Grounds/Maintenance	338,341	0	79,971	15.29%	50.00%
43110	Highway And Street	2,000,000	12,095	18,646	0.93%	50.00%
43121	North Mack Smith Road	50,000	26,740	282,707	514.22%	50.00%
43122	Resurfacing Projects	156,968	0	230,370	0.00%	50.00%
44410	Parks & Recreation	763,366	229,381	600,274	67.28%	50.00%
44421	Splash Pad/Playground	931,434	0	910,449	1.44%	50.00%
44422	Springvale Park	15,000	0	0	0.00%	50.00%
44423	Dog Park - Town Center	0	0	6,127	0.00%	50.00%
47200	Economic Development	30,000	0	0	0.00%	50.00%
	<b>Total Expenditures</b>	<b>4,285,109</b>	<b>268,450</b>	<b>2,128,611</b>	<b>49.67%</b>	<b>50.00%</b>
<b>Total</b>	<b>## Capital Projects Fund</b>	<b>0</b>	<b>-112,216</b>	<b>-94,756</b>		



# City of East Ridge

1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423)867-7711 • [www.eastridgetn.gov](http://www.eastridgetn.gov)

**Building and Codes Department**

## ORDINANCE NO. 1156

### AGENDA MEMORANDUM

**TO:** Mayor, Council; City Manager

**FROM:** Michael Howell

**SUBJECT:** Rezone of properties from R-2, C-1, and O-2 to C-4 Planned Commerce Center District.

**DATE:** January 18<sup>th</sup>, 2022

On January 12, 2022, Asa Engineering petitioned the East Ridge Planning Commission to rezone the following properties to C-4 zoning:

- 930 Hurst St, tax parcel (169E D 007.01) (R-2)
- 931 Hurst St, tax parcel (169E C 001) (R-2)
- 1000 Floyd Drive, tax parcel (169E D 007) (R-2)
- 1004 Floyd Drive, tax parcel (169E D 006) (R-2)
- 6517 McCall Road, tax parcel (169E D 001.01) (R-2)
- 1403 Mack Smith Road, tax parcel (169L K 020) (O-2 & C-1)

The request to rezone would continue the townhome development for the project property. Council approved the rezone of 6500 McCall Rd. in 2019 to C-4 Planned Commerce Center District.

The Planning Commission approved the request. Asa Engineering has requested the rezone cases move forward to city council for review and approval.

**ORDINANCE NO. 1156**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTIES LOCATED AT 930 AND 931 HURST STREET, 1000 AND 1004 FLOYD DRIVE, 6517 MCCALL ROAD, AND 1403 MACK SMITH ROAD, FROM R-2 RESIDENTIAL DUPLEX DISTRICT, C-1 COMMERCIAL DISTRICT, AND O-2 HOSPITAL AND INSTITUTION DISTRICT TO C-4 PLANNED COMMERCE CENTER DISTRICT**

**WHEREAS**, Asa Engineering and Consulting, on behalf of the owner Sterling Holdings, LLC, has petitioned the East Ridge Planning Commission to recommend to the Mayor and Councilmembers of the City of East Ridge, Tennessee, the rezoning of the following properties from R-2 Residential Duplex District, C-1 Commercial District, and O-2 Hospital and Institution District to C-4 Planned Commerce Center District.

- 930 Hurst St, tax parcel (169E D 007.01) (Currently R-2)
- 931 Hurst St, tax parcel (169E C 001) (Currently R-2)
- 1000 Floyd Drive, tax parcel (169E D 007) (Currently R-2)
- 1004 Floyd Drive, tax parcel (169E D 006) (Currently R-2)
- 6517 McCall Road, tax parcel (169E D 001.01) (Currently R-2)
- 1403 Mack Smith Road, tax parcel (169L K 020) (Currently O-2 & C-1)

The properties are more particularly described as follows:

*Lot F, Amended Landsdell Addition, Plat Book 18, Page 79, ROHC, being the property described as Tract 1 in Deed Book 11723, Page 649, ROHC, Lot 4, Revised Plan of Lots 3 and 4, the Southern Inn Subdivision, Plat Book 69, Page 144, ROHC, Deed Book 11675, Page 418 (part), ROHC, Lot B, Amended Landsdell Addition, Plat Book 18, Page 79, ROHC, Deed Book 11721, Page 234, ROHC, Lot A and A-1, Osborne's Subdivision, Plat Book 38, Page 106, ROHC, being the properties described as Tracts 2 and 3 in Deed Book 11934, Page 866, ROHC, and Lot 1, Final Plat of The Southern Inn Subdivision, Plat Book 43, Page 24, ROHC, being the property described as Tract 1, Deed Book 12504, Page 582, ROHC. Tax Map 169E-C-001, 169E-D-001.01, 006, 007, 007.01 and 169L-K-020*

**WHEREAS**, the East Ridge Planning Commission held a public hearing on this petition on January 12, 2022, 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 January 12, 2022; 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 approve 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 February 10, 2022, 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 following properties from R-2 Residential Duplex District, C-1 Commercial District, and O-2 Hospital and Institution District to C-4 Planned Commerce Center District for uses consistent with such zoning.

- 930 Hurst St, tax parcel (169E D 007.01) (Currently R-2)
- 931 Hurst St, tax parcel (169E C 001) (Currently R-2)
- 1000 Floyd Drive, tax parcel (169E D 007) (Currently R-2)
- 1004 Floyd Drive, tax parcel (169E D 006) (Currently R-2)
- 6517 McCall Road, tax parcel (169E D 001.01) (Currently R-2)
- 1403 Mack Smith Road, tax parcel (169L K 020) (Currently O-2 & C-1)

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

Passed on First Reading \_\_\_\_\_, 2022

Passed on Second Reading \_\_\_\_\_, 2022

\_\_\_\_\_  
Brian W. Williams, Mayor

ATTEST:

\_\_\_\_\_  
Christopher J. Dorsey, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark W. Litchford, City Attorney



# City of East Ridge

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

Department of Building & Codes

## Rezone Application

### Applicant Information

**Date of Application:** 11-19-21

**Applicant Name:** Asa Engineering & Consulting

**Applicant Address:** 714 Cherry Street Chattanooga Tn

**Applicant Phone Number(s):** 423-805-3700

### Property Information

**Property Address:** 930,931 Hurst St., 1000, 1004 Floyd Dr, 6517 McCall Rd. 1403 Mack Smith **Tax Parcel Number:** 169E-C-001, 169E-D-001.01, 169E-D-007, 169E-D-007.01,

**Property Zoning:** R-2, C-1, O-2 **Requested Zoning:** 169L-K-020  
C-4

**Requested Rezone Purpose:** \_\_\_\_\_

Rezone from R-2 Residential Duplex District, C-1 Commercial District and O-2 Hospital Institutional District to C-4 Planned Commerce Center District to develop new townhomes and parking areas.

\$200.00 Fee Paid \_\_\_\_\_

Method of Pmt. \_\_\_\_\_

  
Signature of Applicant

- A map showing location of property, all adjacent streets and/or rights-of-way, property boundaries, and frontages should be included with this application. Such information is obtainable at <http://gis.hamiltontn.gov/mapmaker/home.asp>.
- Proof of ownership of the property must be included with application.
- Use an additional sheet to attach any comments on case background or information that are pertinent to this application.

**Brian Williams**  
Mayor

**Mike Chauncey**  
Vice-Mayor

**Jacky Cagle**  
Councilmember

**Esther Helton**  
Councilmember

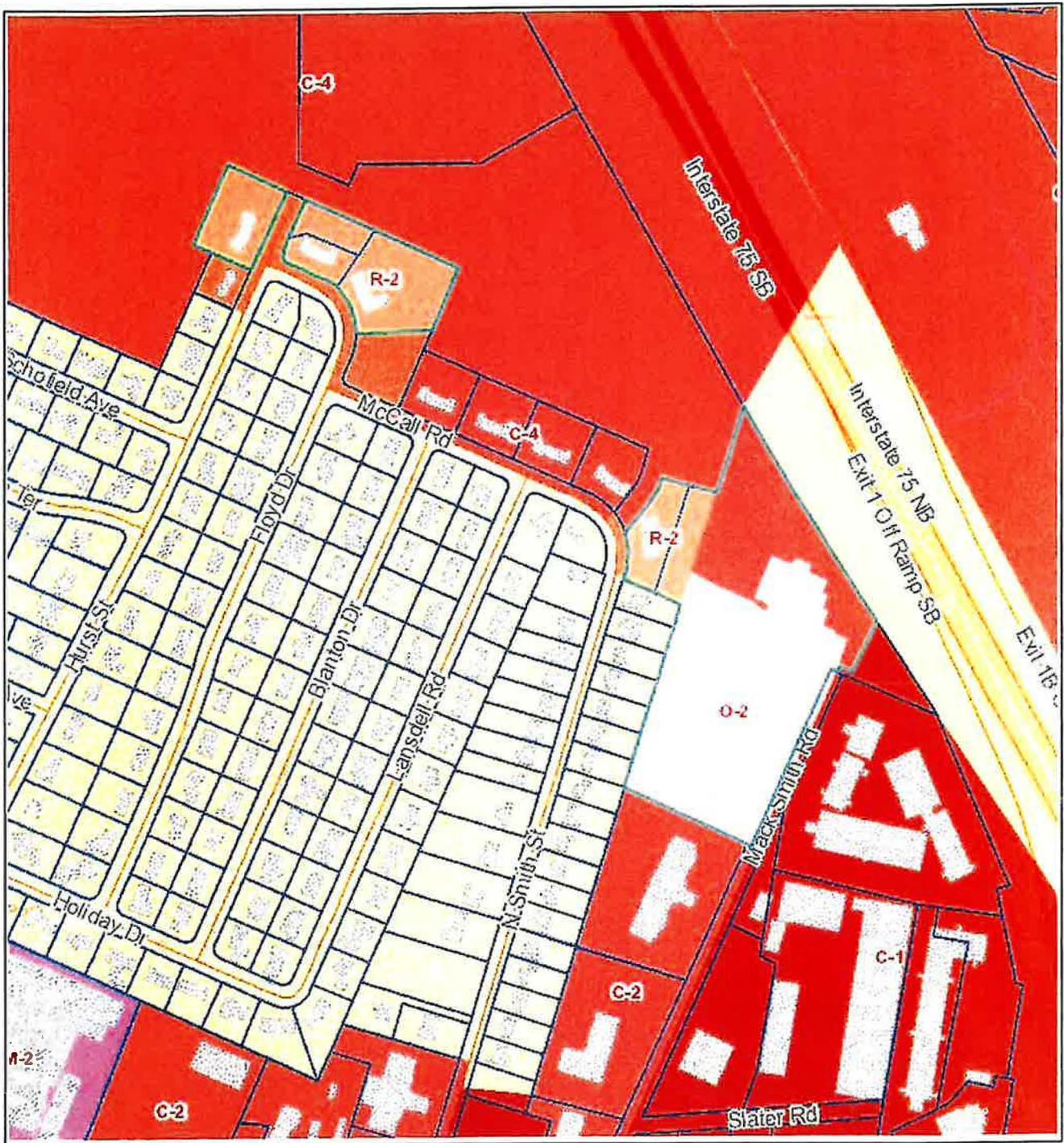
**Andrea Witt**  
Councilmember

**Chris Dorsey**  
City Manager



<b>CASE NUMBER: 2022-0011</b>		<b>Date Submitted: 11/22/2021</b>					
<i>Sections 1-7 below to be filled out by Applicant- RPA staff will assist if needed</i>							
<b>1 Applicant Request</b>							
<b>Rezone From: R-2, C-1, O-2</b>		<b>Rezone To: C-4</b>	<b>Total acres in request area: 10.3</b>				
<b>2 Property Information</b>							
Property Address: 930 & 931 Hurst St, 1000 & 1004 Floyd St, 6517 McCall Rd, 1403 Mack Smith Rd		Property Tax Map Number 169E-C-001, 169E-D-001.01, 006, 007, 007.01, and 169L-K-020					
<b>3 Proposed Development</b>							
Reason for request/Project description:		New Townhomes and Parking					
<b>4 Site Characteristics</b>							
Current Use:		Duplexes and Vacant					
Adjacent Uses:		Residential, Soccer Stadium, Commercial					
<b>5 Applicant Information</b>							
Name: ASA Engineering (c/o Kenny Custer)							
Address (street, city, state, zip): 714 Cherry St, Chattanooga, TN 37402							
Phone: 423-805-3700		Email: ckuster@asaengineeringinc.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.							
<b>6 Property Owner Information</b> <i>Only fill out this section if applicant is <b>not</b> the property owner. RPA requires a letter of authorization from the property owner confirming that the applicant has permission to file this application on their behalf. Owner Authorization Letters are available through the RPA.</i>							
Name: Sterling Holdings, LLC							
Address (street, city, state, zip): 2720 Homestead Rd, Suite 200, Park City, UT 84098							
Phone:		Email:					
<b>7 Applicant Signature and Consent</b>							
<b>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.</b>							
Signature: See Submitted Application		Date:					
<b>Office Use Only:</b>							
<b>Checklist</b>							
<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: \$705	<input type="checkbox"/>	Cash	<input type="checkbox"/>	Credit	<input checked="" type="checkbox"/>	Check 3834
<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: East Ridge		Application processed by: Jennifer Ware					
<u>Staff Recommendation :</u>		<u>PC Action/Date:</u>		<u>Legislative Action/Date/Ordinance:</u>			

# 2022-0011 Rezoning from R-2, C-1 and O-2 to C-4



# 2022-0011 Rezoning from R-2, C-1 and O-2 to C-4



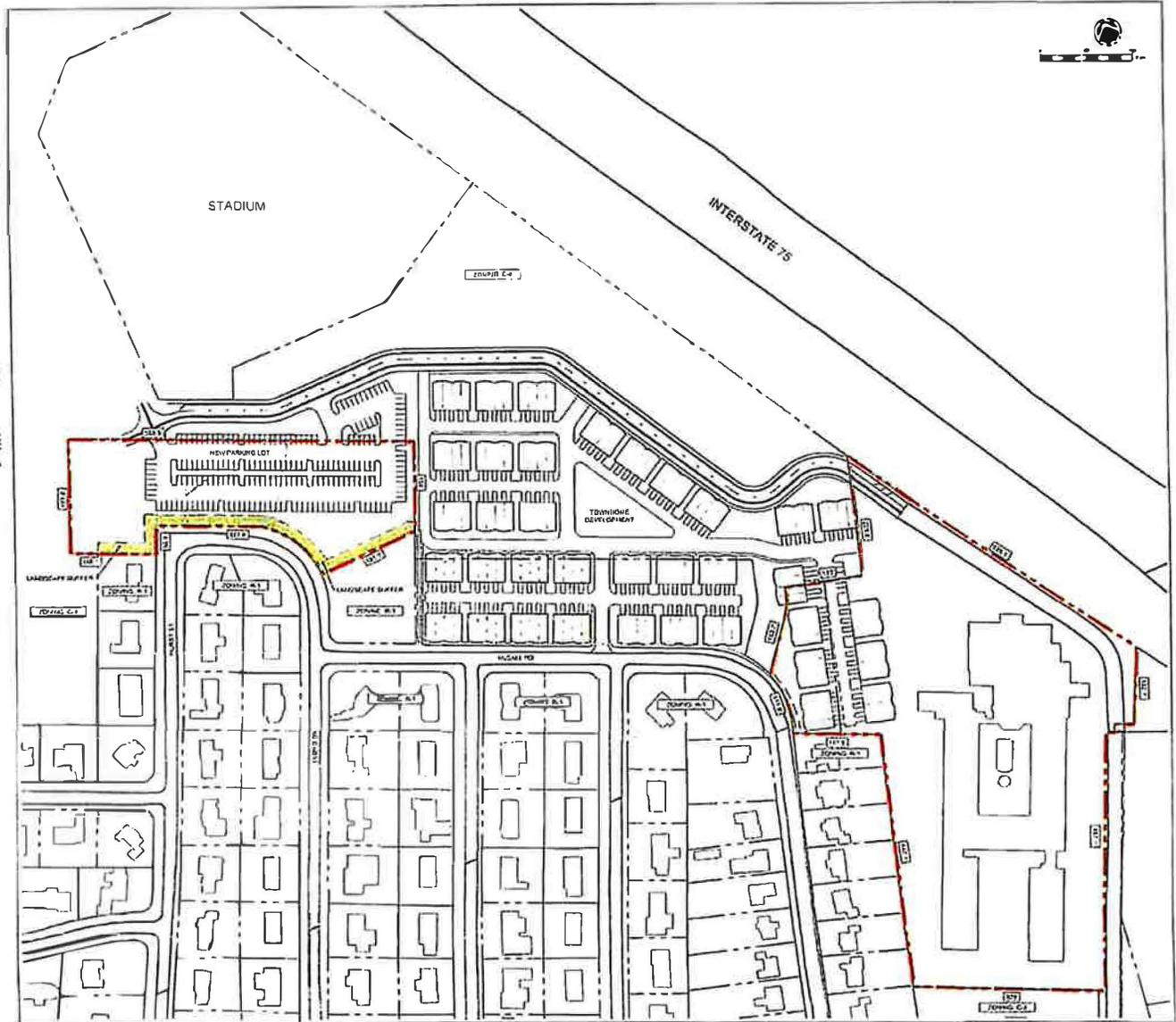


**SITE DATA**

Owner: STERLING HOLDINGS LLC  
 Street Address: 930 & 931 HURST ST, 1000 & 1004 FLOYD ST, 9517 McCALL RD, 1407 MACK SMITH RD  
 Tax Map: 169E C 001; 169E D 007 & 007 01; 169E D 008, 169E D 001 01; 169L K 020  
 Lot Size: 10.3± AC  
 Council District: CITY OF EAST RIDGE  
 Current Zone: R-2, C-1, O-1  
 Proposed Zone: C-4  
 Proposed Use: TOWNHOMES & PARKING

**Project Contact**

Kenny Custer  
 Asa Engineering & Consulting, Inc  
 714 Cherry St  
 Challaononga, TN 37402  
 kcuster@asaengineerinc.com  
 473 695 3700



**Chattanooga-Hamilton County Regional Planning Agency  
PLANNING COMMISSION STAFF REPORT**

**CASE NUMBER:** 2022-0011      **PC MEETING DATE:** 01/10/2022      **APPLICANT:** ASA Engineering (c/o Kenny Custer)

**PROPERTY OWNER:** Sterling Holdings, LLC      **PROPERTY ADDRESS:** 930, 931 Hurst St., 1000, 1004 Floyd St., 6517 McCall Rd., 1403 Mack Smith Rd.      **TAX MAP PARCEL ID:** 169E-C-001, 169E-D-001.01, 169E-D-006, 169E-D-007, 169E-D-007.01, 169L-K-020

**SIZE OF REQUEST AREA:** 10.3 acres      **JURISDICTION:** East Ridge      **REQUEST:** Rezone from R-2, C-1, and O-2 to C-4.

**REASON FOR REQUEST/PROJECT DESCRIPTION:** Rezone from R-2 Residential Duplex District, C-1 Commercial District, and O-2 Hospital & Institution District to C-4 Planned Commerce Center District to develop new townhomes and parking areas. This case is associated with MR 2022-0012 to abandon the 900 Block of Hurst Street R-O-W.

PROPERTY DESCRIPTION		
<b>EXISTING LAND USE</b> Two-Family Residential Vacant Assisted Living Facility	<b>SURROUNDING LAND USES</b> <u>North:</u> Vacant, Recreational/Commercial <u>East:</u> Two-Family Residential, Single-Family Detached, Recreational/Commercial <u>South:</u> Commercial, Single-Family Detached <u>West:</u> Commercial, Single-Family Detached	<b>ACCESS</b> Parcels are accessed from Hurst Street, Floyd Street, McCall Road, and Mack Smith Road
<b>PROPOSED RESIDENTIAL DENSITY</b> 12.8 du/ac	<b>ADJACENT RESIDENTIAL DENSITY</b> 3 du/ac	<b>NATURAL RESOURCES</b> The parcels are located within the 100-year Floodplain.

**ZONING**

**ZONING HISTORY**

- Case 2021-0120, a request to rezone 1410 N. Mack Smith Road from C-1 to R-3 for proposed apartments.
- Case 2020-0106, a request to rezone 6501, 6505, 6509, and 6513 McCall Road from R-2 to C-4 for residential townhomes. Request was approved with conditions by City Council of East Ridge by Ordinance No. 1136. Conditions state only apartment, townhouses, and condominiums shall be permitted with specific requirements for entrances, parking, etc.
- Case 2019-0081, a request to rezone the 6500 Block of McCall Road from R-1, R-2, C-2, and O-2 to C-4 zone to construct multi-use development consisting of retail, residential, and commercial spaces. Request was approved by City Council of the City of East Ridge by Ordinance No. 1108.

**ZONE DISTRICT COMPATIBILITY**

USE	CURRENT R-2 ZONE	CURRENT C-1 ZONE	CURRENT O-2 ZONE	PROPOSED C-4 ZONE
Single-Family Residential	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two-Family Residential	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Family Residential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Commercial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Institutional	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Lodging	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Warehousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>DEVELOPMENT STANDARDS</b>	<b>CURRENT R-2 ZONE</b>	<b>CURRENT C-1 ZONE</b>	<b>CURRENT O-2 ZONE</b>	<b>PROPOSED C-4 ZONE</b>
Lot Size	10,000 SF	N/A	N/A	N/A
Lot Frontage	75'	N/A	N/A	N/A
Setbacks	Front: 25' Side: 10' Rear: 25'	Front: 25' Side: 10' Rear: 25' against R-1, R-2, R-3, R-55, RZ-1, or RT-1	Front: 25' Side: 15', 20' when abutting Residential Rear: 30'	Front: 25' Side: 10' abutting residential zone Rear: 25' abutting residential zone
Building Height	2 ½ stories or 35'	No building shall exceed in height the shortest distance from building to nearest boundary of a Residential district	4 stories or 45'	No portion of any structure shall project through imaginary planes leaning inward from lot lines at an angle of 45 degrees, nor necessitate an increase in established glide angles or raise elevations of established turning circles in relation to any airport, contingent upon FAA approval.

**OTHER DEPARTMENT COMMENTS**

EBP commented, "need to retain a 20' easement for existing power and communication lines along the southwestern boundary line."

**DISCUSSION OF STAFF RECOMMENDATION**

Yes     No     See Comments

**COMPATIBILITY WITH COMPREHENSIVE PLAN**

The RPA does not have an adopted area plan currently on file; however, The Hamilton County Comprehensive Plan shows development intensity level 1 on this site. Level 1 areas are culturally, environmentally, or aesthetically significant but are not managed or protected. These areas tend to have limited transportation facilities or road networks that can support intensive development.

Yes     No     See Comments

**COMPATIBILITY WITH ADJACENT LAND USES**

The proposed residential townhomes are compatible with the surrounding single family, two-family residential, hotel/motel, and assisted living uses, but may require additional conditions in order to mitigate any potential nuisances such as excess lighting, noise, and traffic.

Yes     No     See Comments

**COMPATIBILITY WITH DEVELOPMENT FORM**

The proposed townhome development will be located between existing single-family homes and a soccer stadium. The townhomes, while currently not a development

form present in the area, may serve as a transitional area between the existing residences and the new commercial development to the north.

There is an existing assisted-living facility, as well as hotels to the east of the proposed townhome development. These uses illustrate an existing multi-unit development form that the townhomes will mimic.

The proposed parking (unclear if for townhomes or soccer stadium as townhomes are shown with driveways) will have a landscape buffer along the south parcel line abutting the existing residential subdivision.

Yes     No     See  
Comments

**CONCERNS REGARDING LOCATION, LIGHTING, OR HEIGHT**

There is a height restriction contingent on FAA approval, but no specific height or story restriction. This may be of concern if the proposed townhomes are significantly taller than the existing Single-Family and Commercial structures.

Landscaping should be considered along the southern parcel line to separate the townhomes and parking lot from the existing Single-Family subdivision.



# City of East Ridge

1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423)867-7711 • [www.eastridgetn.gov](http://www.eastridgetn.gov)

*Building and Codes Department*

## ORDINANCE NO. 1157

### AGENDA MEMORANDUM

TO: Mayor, Council; City Manager  
FROM: Michael Howell  
SUBJECT: Abandon dead end portion of Hurst Street  
DATE: January 18<sup>th</sup>, 2022

On January 12<sup>th</sup>, 2022, Asa Engineering petitioned the East Ridge Planning Commission to abandon a portion of the 900 block of Hurst Street. The abandonment would utilize the Hurst St right of way, an area of approximately 155 feet x 50 feet for continued development of the C-4 Planned Commerce Center District.

The right of way abandonment is associated with the rezones of 930 Hurst St, (tax map 169 E D 007.01), 931 Hurst St, (tax map 169E C 001) and 1000 Floyd Dr, (tax map 169E D 007).

The Planning Commission approved the request, Asa Engineering has requested the case move forward to city council for review and approval.

**ORDINANCE NO. 1157**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, CLOSING AND ABANDONING A PORTION OF THE RIGHT-OF-WAY LOCATED AT THE 900 BLOCK OF HURST STREET, A PORTION OF TAX MAP NOS. 169E-C-001, 169E-D-007 AND 169E-D-007.01 AS DETAILED ON THE ATTACHED MAP, SUBJECT TO CERTAIN CONDITIONS**

**WHEREAS**, Section 2.15 of the Corporate Powers of the East Ridge City Charter empowers the City of East Ridge to establish, open, relocate, and vacate real property, including public streets, public sidewalks, and public alleys; and

**WHEREAS**, the Applicant, ASA Engineering and Consulting, Inc., on behalf of the owner Sterling Holdings, LLC, has submitted an application for closure/abandonment to the Hamilton County Regional Planning Agency in accordance with T.C.A. § 13-4-104 for mandatory referral related to the following properties:

169E-C-001  
169E-D-007  
169E-D-007.01

**WHEREAS**, it has been determined that Hurst Street bisects these respective properties and the Applicant wishes to abandon a portion of the end of the right-of-way of Hurst Street; and

**WHEREAS**, the portion of the street to be abandoned is attached hereto as Exhibit A; and

**WHEREAS**, the East Ridge Planning Commission held a public hearing on this matter on February 7, 2022, where it reviewed the Applicant's application and heard and considered all statements concerning the petition at a public hearing; and

**WHEREAS**, after conducting and closing the public hearing, the Commission voted to recommend approval of the application to the City Council; and

**WHEREAS**, it has been properly advertised in a paper of general circulation in the City of East Ridge that an application has been submitted to the City Council of the City of East Ridge to abandon the portion of Hurst Street as depicted in Exhibit A; 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 in accordance with applicable law; and

**WHEREAS**, the East Ridge City Council held a public hearing on February 10, 2022 at which time all interested parties were given an opportunity to be heard; and

**WHEREAS**, the City Council, after consideration of recommendations of the RPA staff are of the opinion that it is proper, necessary and in the best interests of the health, safety, morals and general welfare of the City to abandon the portion of the right-of-way of Hurst Street as reviewed and approved by the Planning Commission and to transfer the unrestricted title and use of the abandoned portion to the adjacent owner Sterling Holdings, LLC.

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

Section 1. That the right-of-way portion of Hurst Street as depicted in Exhibit A hereto is abandoned and the City does henceforth close, abandon, relinquish, and quitclaim any and all title it may have, either legal or equitable, in the underlying right-of-way to Sterling Holdings, LLC.

Section 2. The Mayor is hereby authorized to execute any and all deeds, documents or agreements to transfer the said underlying right-of-way in accordance herewith, subject to the review and approval of the City Attorney.

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

Passed on First Reading \_\_\_\_\_, 2022

Passed on Second Reading \_\_\_\_\_, 2022

\_\_\_\_\_  
Brian W. Williams, Mayor

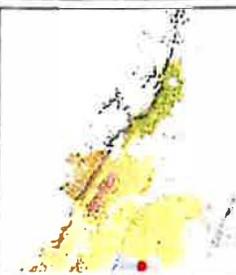
ATTEST:

\_\_\_\_\_  
Christopher J. Dorsey, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark W. Litchford, City Attorney

# GISMO 5 - Exhibit A



Legend  
Parcels



0 100.00 200.0 Feet

NAD\_1983\_StatePlane\_Tennessee\_FIPS\_4100\_Feet  
© Latitude Geographics Group Ltd.



Disclaimer: This map is to be used for reference only, and no other use or reliance on the same is authorized. This map was automatically generated using HCGIS Mapping System. Parcel lines are shown for reference only and are not intended for conveyances, nor is it intended to substitute for a legal survey or property abstract.



# City of East Ridge

1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423)867-7711 • [www.eastridgetn.gov](http://www.eastridgetn.gov)

Department of Building & Codes

## Rezone Application

### Applicant Information

**Date of Application:** 11-19-21

**Applicant Name:** Asa Engineering & Consulting

**Applicant Address:** 714 Cherry Street Chattanooga Tn

**Applicant Phone Number(s):** 423-805-3700

### Property Information

**Property Address:** \_\_\_\_\_ **Tax Parcel Number:** 169E-C-001, 169E-D-007  
 169E-D-007.01

**Property Zoning:** \_\_\_\_\_ **Requested Zoning:** \_\_\_\_\_

**Requested Rezone Purpose:** \_\_\_\_\_

To abandon a portion \_\_\_\_\_ of Hurst Street at the dead end to  
 allow for continuity of the existing development.

\$200.00 Fee Paid	_____
Method of Pmt.	_____

\_\_\_\_\_  
 Signature of Applicant

- A map showing location of property, all adjacent streets and/or rights-of-way, property boundaries, and frontages should be included with this application. Such information is obtainable at <http://gis.hamiltontn.gov/mapmaker/home.asp>.
- Proof of ownership of the property must be included with application.
- Use an additional sheet to attach any *comments* on case background or information that are pertinent to this application.



Closure/Abandonment Application Form

**CASE NUMBER: MR 2022-0012** Date Submitted: 11/22/2021

Sections 1-7 below to be filled out by Applicant- RPA staff will assist, if needed

**1 Applicant Request** (Mandatory Referral per TCA 13-4-104)

Closure/Abandonment	<input type="checkbox"/>	Alley	<input checked="" type="checkbox"/>	Street	<input type="checkbox"/>	Other	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	Open	<input type="checkbox"/>	Unopened	<input checked="" type="checkbox"/>	Improved	Unimproved

**2 Property Information**

Closure area 7920 sq feet	Length/Width: 155 x 50
	Beginning NW Corner 169E-D-007.01 Ending: S line 169E-D-007
Block ranges of closure: 900 block of Hurst St	Tax map parcels: 169E-C-001, 169E-D-007 & 007.01

**3 Proposed Development**

Reason for Request and/or Proposed Use:	To remove access from development to neighborhood and the addition of a new parking lot
---	---

**4 Site Characteristics**

Current Zoning:	R-2
Current Use:	Public Right of Way

**5 Applicant Information**

Name: ASA Engineering and Consulting
Address (street, city state, zip): 714 Cherry St, Chattanooga, TN 37402
Phone: 423-805-3700 Email: kcuster@asaengineeringinc.com
Primary Contact (if different than applicant information):
Address (street, city state, zip):
Phone: Email:

☐ If the Applicants Information is the same as the Property Owners, please check the box to the left.

**6 Property Owner Information** Only fill out this section if applicant is not the property owner. RPA requires a letter of authorization from the property owner confirming that the applicant has permission to file this application on their behalf. Owner Authorization Letters are available through the RPA.

Name: Sterling Holdings, LLC
Address (street, city state, zip): 2720 Homestead Rd, Suite 200, Park City UT 84098
Phone: Email:

**7 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: See Submitted Application 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: \$350	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit
<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: East Ridge	Application processed by: Jennifer Ware	

Staff Recommendation :	PC Action/Date:	Legislative Action/Date/Ordinance:

Chattanooga-Hamilton County Regional Planning Agency  
**PLANNING COMMISSION STAFF REPORT**

**CASE NUMBER:** MR2022-0012

**APPLICANT:** ASA Engineering and Consulting

**PROPERTY OWNER:** Sterling Holdings, LLC

**PROPERTY ADDRESS:** 900 Block of Hurst Street

**TAX MAP PARCEL ID:** 169E-C-001, 169E-D-007, 169E-D-007.01

**SIZE OF PROPERTY:** 0.18 acres

**REQUEST:** Requesting to remove access from development to neighborhood and the addition of a new parking lot.

**PROPERTY DESCRIPTION**

**ROAD STATUS**  
Open

**IMPROVEMENT STATUS**  
Improved

**R.O.W. DIMENSIONS**  
155' X 50'

**ZONING**

**ZONING HISTORY** • The right-of-way is currently zoned R-2.

**REGULATIONS** Tennessee Code Annotated (13-4-104) requires the Planning Commission to review the widening, narrowing, relocation, vacation, change in use, acceptance, acquisition, sale or lease of any street or public way, ground, place, property or structure within municipalities.

**OTHER DEPARTMENT COMMENTS**

EBP commented, "need to retain a 20' easement for existing power and communication lines along the northern boundary line."

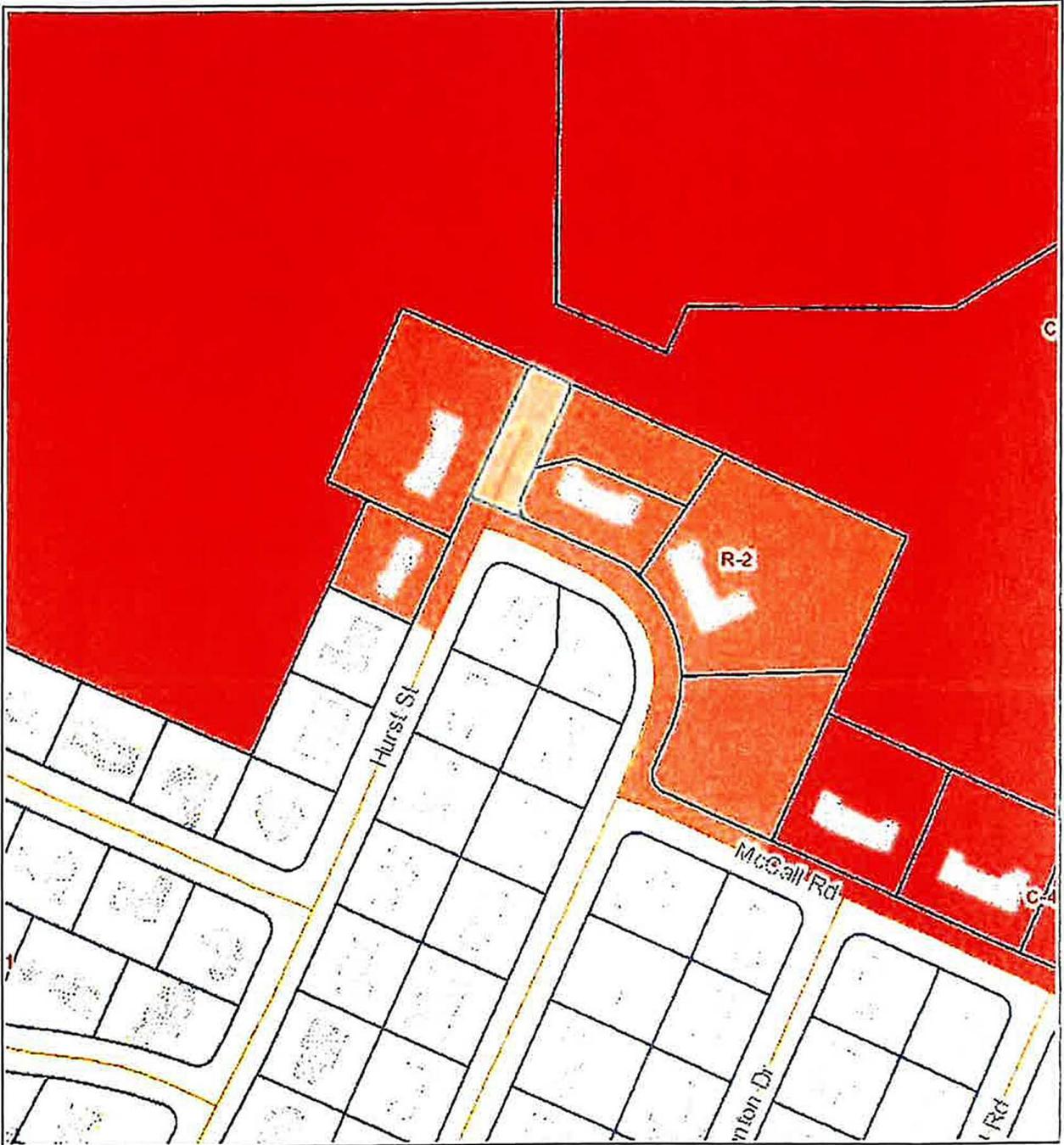
**DISCUSSION OF STAFF RECOMMENDATION**

- Yes    No   **THE R-O-W PROVIDES EXISTING OR POTENTIAL SERVICE OR ACCESS TO ADJACENT PROPERTIES**  
 See Comments   The Hurst Street Right-of-Way (900 Block) currently provides access to 900, 911, and 933 Hurst Street. The proposed site plan shows the demolition/removal of any existing dwellings to be replaced with a shared parking lot for the proposed townhouse development. Access will be relocated to a different location on site and the R-O-W does not provide future connectivity, because it dead ends into a private commercial property. Therefore, the closure of the R-O-W should not affect service or access to adjacent properties.
- Yes    No   **THE CLOSURE WILL NOT LAND-LOCK ANY PROPERTY**  
Property at Property at 1003 and 1004 Hurst Street will still have frontage and access to Hurst Street. 930, 931, 933 Hurst and 1000, 1002, 1004, 1006 Floyd Drive will be demolished to construct the new parking lot for the townhouse development, therefore parcels will not be landlocked by Right-of-Way closure.
- Yes    No   **TOPOGRAPHY, GRADE OR OTHER NATURAL RESOURCES ON SITE**  
There is no topography in R-O-W. The R-O-W is located within the 100 Year Floodplain.

**STAFF RECOMMENDATION**

Staff finds the closure of the right-of-way does not negatively impact the health, safety and well-being of the public.

# MR 2022-0012 Abandonment



MR 2022-0012 Abandonment



**ORDINANCE NO. 1158**

---

**MEMORANDUM**

TO: East Ridge City Council

FROM: Mark W. Litchford

DATE: January 25, 2022

RE: Rezoning: 495 Camp Jordan Parkway

---

Applicant Exit One III, LLC has requested rezoning of approximately 1.71 acres at Jordan Crossing from C-1 to O-2 to build a new emergency care facility. The purpose for constructing the facility is to provide additional emergency amenities for the city and guests at Camp Jordan Park.

## ORDINANCE NO. 1158

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 495 CAMP JORDAN PARKWAY, TAX MAP #170I-A-037.09, FROM C-1 COMMERCIAL DISTRICT TO O-2 HOSPITAL AND INSTITUTION DISTRICT

WHEREAS, Exit One III, Ethan Wood, has petitioned the East Ridge Planning Commission to recommend to the Mayor and Councilmembers of the City of East Ridge, Tennessee, the rezoning of the property located at 495 Camp Jordan Parkway, Tax Map #170I-A-037.09 ("Property"), from C-1 Commercial District to O-2 Hospital and Institution District, subject to a right of reverter back to C-1 in the event Hospital uses cease operations. The Property is more particularly described as follows:

*Being a portion of Lot 5, Best Value Inn Subdivision recorded in Plat Book 119, Page 9 in the Register's Office of Hamilton County, Tennessee, and being more particularly described as follows: COMMENCING at a rod/ cap found at the Northwest corner of said Lot 5; and being a point on the eastern right-of-way of Camp Jordan Parkway; thence with right-of-way of said Parkway, South 12 degrees 47 minutes 36 seconds West a distance of 66.29 feet to the TRUE POINT OF BEGINNING and being the northwest corner of the herein described property; thence leaving the right-of-way of said Parkway, South 77 degrees 12 minutes 24 seconds East a distance of 13.35 feet to a point; thence with a curve to the right having a radius of 62.50 feet and an arc length of 32.02 feet (a tangent of 16.37 feet and a delta angle of 29 degrees 21 minutes 25 seconds) to a point; thence South 47 degrees 50 minutes 59 seconds East a distance of 104.00 feet to a point; thence with a curve to the left having a radius of 112.50 feet and an arc length of 18.13 feet (a tangent of 9.08 and a delta angle of 09 degrees 13 minutes 58 seconds) to a point; thence South 57 degrees 04 minutes 57 seconds East a distance of 106.00 feet to a point at the northeast corner of the herein described property; thence South 13 degrees 48 minutes 11 seconds West a distance of 248.87 feet to a point at the southeast corner of the herein described property; thence North 76 degrees 26 minutes 23 seconds West a distance of 246.25 feet to a point on the eastern right-of-way of said Parkway at the southwest corner of the herein described property; thence with the right-of-way of said Parkway North 12 degrees 47 minutes 36 seconds East a distance of 348.59 feet to the POINT OF BEGINNING and containing 1.71 acres more or less.*

WHEREAS, the purpose for the petition is to permit the Property and the owners to enter into a lease agreement with HCA Healthcare system for the development of an emergency hospital facility; and

**WHEREAS**, the Property is located within the Border Region District as certified by the Tennessee Department of Revenue pursuant to the Border Region Retail Tourism Development District Act, codified as Tenn. Code Ann. §§ 7-40-101 et seq. ("Border Region Act"); and

**WHEREAS**, the East Ridge Planning Commission held a public hearing on this petition on February 7, 2022, 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 February 7, 2022; 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 approve 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 February 24, 2022, at which time all interested parties were given an opportunity to be heard; and

**WHEREAS**, the City finds that it is in the best interest of the City to rezone the Property subject to the condition that such Property automatically reverts back to C-1 Commercial District in the event the hospital facility ceases operations.

**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 495 Camp Jordan Parkway, Tax Map #170I-A-037.09, from C-1 Commercial District to O-2 Hospital and Institution District, for uses consistent with such zoning, subject to the following condition.

- A. In the event the hospital facility ceases operations, the Property shall automatically revert back to C-1 Commercial 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.

Passed on First Reading \_\_\_\_\_, 2022

Passed on Second Reading \_\_\_\_\_, 2022

\_\_\_\_\_  
Brian W. Williams, Mayor

ATTEST:

\_\_\_\_\_  
Christopher J. Dorsey, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark W. Litchford, City Attorney



Chattanooga-Hamilton County Regional Planning Agency  
**Zoning Change Application Form**

<b>CASE NUMBER: 2022-0035</b>		<b>Date Submitted: 01/06/2022</b>					
<i>Sections 1-7 below to be filled out by Applicant- RPA staff will assist if needed</i>							
<b>1 Applicant Request</b>							
<b>Rezone From: C-1</b>		<b>Rezone To: O-2</b>	<b>Total acres in request area: 1.71</b>				
<b>2 Property Information</b>							
Property Address: 495 Camp Jordan Pkwy		Property Tax Map Number 170I-A-037.09					
<b>3 Proposed Development</b>							
Reason for request/Project description:	Build a new Emergency Care Facility						
<b>4 Site Characteristics</b>							
Current Use:	Vacant						
Adjacent Uses:	Retail/Hospitality						
<b>5 Applicant Information</b>							
Name: Exit One III, LLC Ethan Wood							
Address (street, city, state, zip): 115 Cedar Ln, Chattanooga, TN 37421							
Phone: 423-899-7737		Email: ewood@mplconstruction.com					
Primary Contact (if different than applicant information):							
Address (street, city, state, zip):							
Phone:		Email:					
x	← If the Applicants Information is the same as the Property Owners, please check the box to the left.						
<b>6 Property Owner Information</b> Only fill out this section if applicant is <u>not</u> the property owner. RPA requires a letter of authorization from the property owner confirming that the applicant has permission to file this application on their behalf. Owner Authorization Letters are available through the RPA.							
Name:							
Address (street, city, state, zip):							
Phone:		Email:					
<b>7 Applicant Signature and Consent</b>							
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: See Submitted Application		Date:					
<b>Office Use Only:</b>							
<b>Checklist</b>							
x	Application	x	Site Plan	x	Ownership Authorization		
x	Property Cards	x	Deeds	x	Plats		
x	Application Fee: \$635	x	Cash	x	Credit	x	Check 30893
x	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: East Ridge		Application processed by: Jennifer Ware					
Staff Recommendation :		PC Action/Date:		Legislative Action/Date/Ordinance:			

**Chattanooga-Hamilton County Regional Planning Agency  
PLANNING COMMISSION STAFF REPORT**

**CASE NUMBER:** 2022-0035

**APPLICANT:** Exit One III, LLC Ethan Wood

**PROPERTY OWNER:** Exit One III LLC

**PROPERTY ADDRESS:** 495 Camp Jordan Parkway

**TAX MAP PARCEL ID:** 171-A-037.09

**JURISDICTION:** East Ridge

**SIZE OF PROPERTY:** 1.71 acres

**REQUEST:** Rezone from C-1 to O-2 to build a new emergency care facility.

**REASON FOR REQUEST/PROPOSED USE:** A request to rezone from C-1 Commercial District to O-2 Hospital and Institution District to build a new emergency care facility.

**PROPERTY DESCRIPTION**

<b>EXISTING LAND USE</b> Vacant	<b>SURROUNDING LAND USES</b> <u>North:</u> Vacant <u>East:</u> Single-Family Residential <u>South:</u> Commercial <u>West:</u> Commercial	<b>ACCESS</b> Camp Jordan Parkway
<b>TRANSPORTATION</b> Camp Jordan Parkway is a Local Street.	<b>PROPOSED RESIDENTIAL DENSITY</b> N/A	<b>ADJACENT RESIDENTIAL DENSITY</b> N/A
		<b>NATURAL RESOURCES</b> The floodway and 100 year flood plain are present on parcel.

**ZONING**

- ZONING HISTORY**
- Case 2016-0087, a request to rezone 495 Camp Jordan Highway from R-1 Residential District to C-1 Tourism Commercial District. The request was approved by East Ridge City Council through ordinance #1008.

**ZONE DISTRICT COMPATIBILITY**

USE	CURRENT C-1 ZONE	PROPOSED O-2 ZONE
Single-Family Residential	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Family Residential	<input type="checkbox"/>	<input type="checkbox"/>
Commercial	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Office	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Institutional	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Lodging	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hospital/Emergency Services	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DEVELOPMENT STANDARDS	CURRENT C-1 ZONE	PROPOSED O-2 ZONE
Lot Size	N/A	N/A
Setbacks	Front: 25' Side: 10' Rear: 25' when abutting R-1, R-2, R-3, R-5, RZ-1, Rt-1.	Front: 25' Side: 15', 20' when abutting residential Rear: 30'
Building Height	Height should not exceed the shortest distance from building to nearest boundary of residential district	4 stores or 45' in height

to service existing and growing populations.

Yes    No    See Comments

**COMPATIBILITY WITH ADJACENT LAND USES**

The parcel is surrounded by commercial uses to the south and west. The area north of the site is vacant with some stormwater resources. The area to the east of the parcel contains existing single-family residences.

Yes    No    See Comments

**COMPATIBILITY WITH DEVELOPMENT FORM**

The surrounding development form includes a large commercial development immediately adjacent to the site that extends down to Ringgold Road. The area to the west is an older single-family suburban neighborhood with single and two-story homes. The area immediately north of the site is vacant. Farther north is a recreational park.

Yes    No    See Comments

**CONCERNS REGARDING LOCATION, LIGHTING, OR HEIGHT**

The O-2 Hospital and Institution district allows for hospitals, medical offices, and emergency services like helipads and ambulance services. These uses have the potential for high traffic volume and noise.

Yes    No    See Comments

**COMPATIBILITY WITH NATURAL RESOURCES**

The site contains the floodway and 100-year floodplain. The applicant will not be permitted to construct in the floodway without proper approvals from FEMA. The applicant will be required to address stormwater management through the permitting process.

DISCUSSION OF STAFF RECOMMENDATION

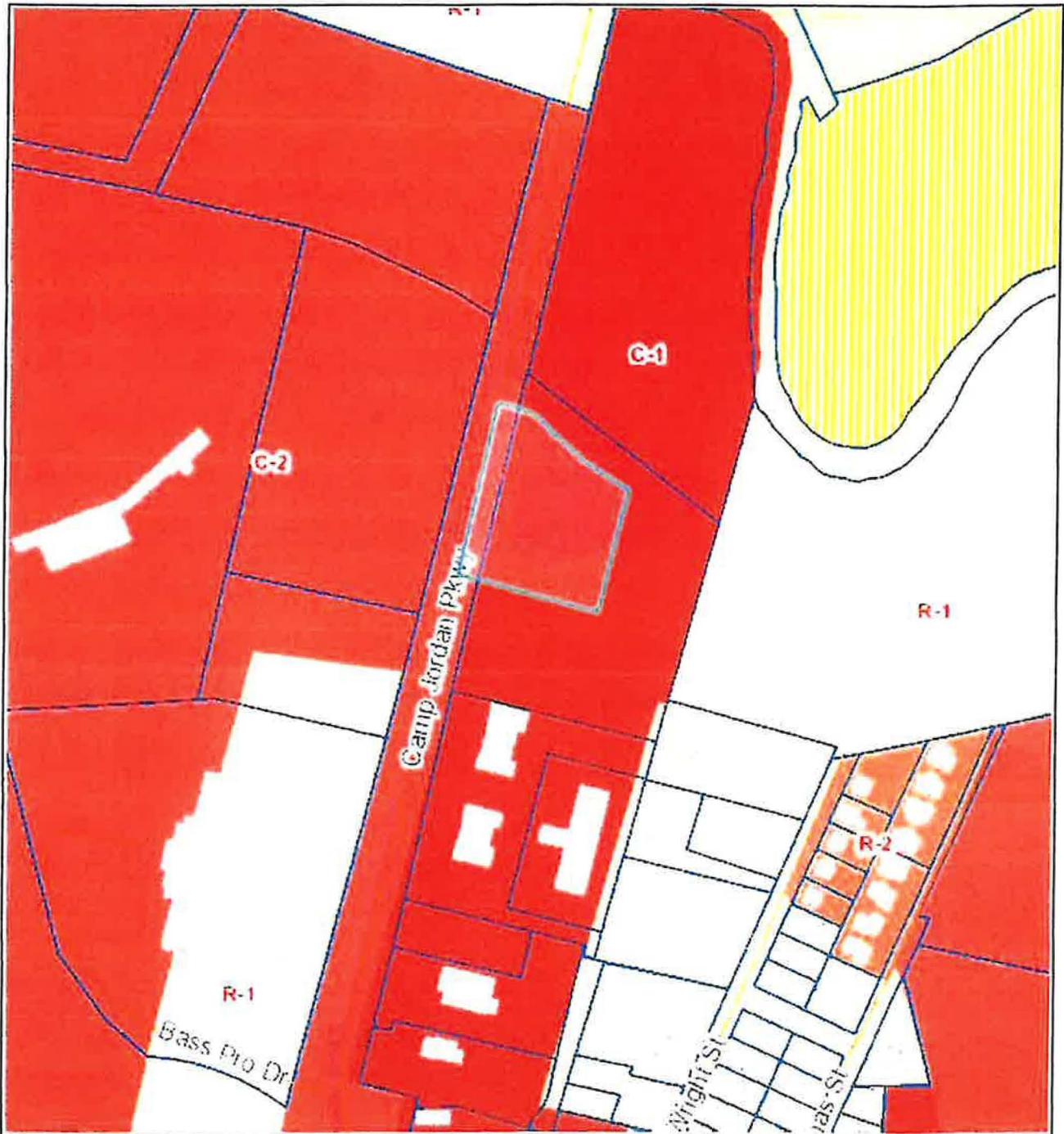
Yes     No     See Comments

**COMPATIBILITY WITH COMPREHENSIVE PLAN**

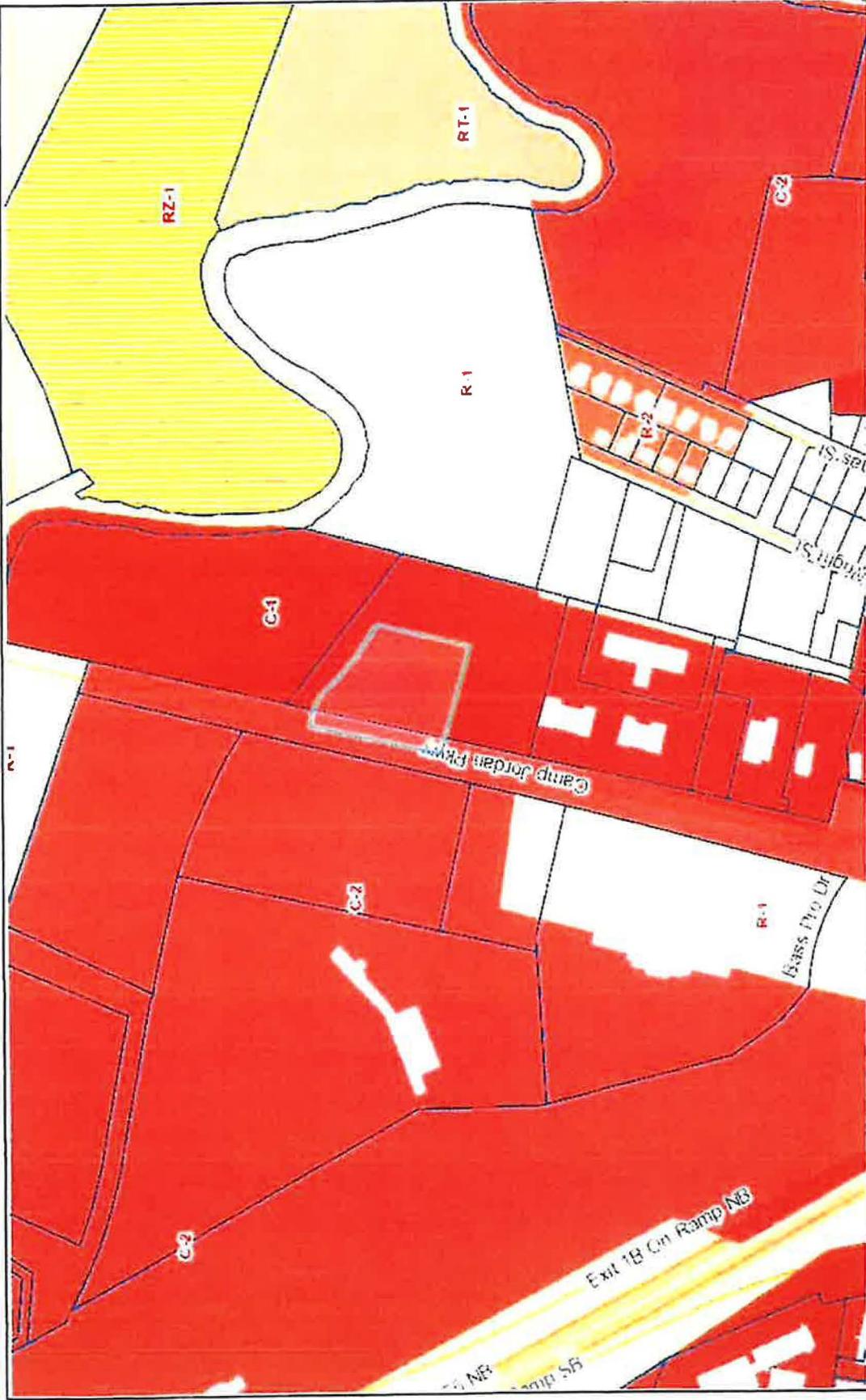
The Hamilton County Comprehensive Plan's Development Policy Identifies these parcels as falling within Development Intensity Level 5. Level 5 areas are considered areas that have a high road network density and are in close proximity to a major road intersection, and have the most potential for infill and redevelopment that is urban, walkable, and the most potential for future public services and facilities. These areas are usually highly populated and developed, and development patterns include a wide range of residential and non-residential uses and densities. The proposed zone will allow for public services to be developed in a high-intensity area



# 2022-0035 Rezoning from C-1 to O-2



2022-0035 Rezoning from C-1 to O-2



# 2022-0035 Rezoning from C-1 to O-2



2022-0035 Rezoning from C-1 to O-2





# City of East Ridge

1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423)867-7711 • [www.eastridgetn.gov](http://www.eastridgetn.gov)

## ORDINANCE NO. 1159

### AGENDA MEMO

**TO:** Mayor and Council

**FROM:** Chris Dorsey, City Manager

**SUBJECT:** An Ordinance to Amend Title 4 for the new East Ridge Human Resources Manual

**DATE:** February 21, 2022

Mayor and Council,

As you know, we have been working to update the personnel policies for the City of East Ridge. Title 4 of the Municipal Code currently holds the City's personnel policies. We worked with MTAS to look at all sections of Title 4 and created a Human Resources Manual (Rules and Regulations) which will take its place. Title 4 would be amended to delete all of the sections as they pertain to Personnel and instead have it contained in this Manual. A new Chapter 1 would now just refer to the HR Manual. In the future, changes could be made with Council approval by a simple resolution.

Respectfully,  
Chris Dorsey

**ORDINANCE NO. 1159**

**AN ORDINANCE OF THE CITY COUNCIL OF THE  
CITY OF EAST RIDGE TO AMEND TITLE 4 OF THE  
EAST RIDGE MUNICIPAL CODE PERTAINING TO  
MUNICIPAL PERSONNEL**

**WHEREAS**, the City of East Ridge currently codifies all items related to Municipal Personnel under Title 4 in the East Ridge Municipal Code; and

**WHEREAS**, the current personnel policies are out of date and need major revisions to bring it in step with current state and federal laws and regulations; and

**WHEREAS**, the Council of the City of East Ridge desires to remove all codes related to Municipal Personnel and instead approve these by resolution in order to keep these more current.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of East Ridge, Tennessee, that Title 4 of the East Ridge Municipal Code is hereby amended by deleting Chapter 1 through Chapter 5 in their entirety and replacing Chapter 1 as follows:

**TITLE 4  
CHAPTER 1  
MUNICIPAL PERSONNEL MANUAL**

**4-101. Municipal Personnel Manual Established.** The City of East Ridge Personnel Manual, also known as Human Resources Rules and Regulations, shall be approved by resolution of the City Council.

**4-102. Personnel Manual revisions.** The City Manager shall present amendments and other revisions to the Personnel Manual to the City Council for approval by resolution.

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

Passed on First Reading \_\_\_\_\_, 2022

Passed on Second Reading \_\_\_\_\_, 2022

\_\_\_\_\_  
Brian W. Williams, Mayor

ATTEST:

\_\_\_\_\_  
Christopher J. Dorsey, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Mark W. Litchford, City Attorney



# City of East Ridge

1517 Tombras Avenue  
East Ridge, Tennessee 37412  
(423)867-7711 • [www.eastridgetn.gov](http://www.eastridgetn.gov)

## RESOLUTION NO. 3241

### AGENDA MEMO

**TO:** Mayor and Council

**FROM:** Chris Dorsey, City Manager

**SUBJECT:** A Resolution to approve the City of East Ridge Human Resources Manual

**DATE:** February 21, 2022

Mayor and Council,

This resolution is the final step in implementing a new Human Resources Manual. As you know, Title 4 would be amended to delete all of the sections as they pertain to Personnel and instead have it contained in this Manual. A new Chapter 1 would now just refer to the HR Manual. This vote by the Council approves this HR Manual. In the future, changes could be made with Council approval by a simple resolution.

Respectfully,  
Chris Dorsey

**RESOLUTION NO. 3241**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF EAST RIDGE, TENNESSEE  
APPROVING THE CITY OF EAST RIDGE  
HUMAN RESOURCES MANUAL**

**WHEREAS**, the City of East Ridge has outdated Personnel Policies which were previously codified in Title 4 of the City of East Ridge Municipal Code; and

**WHEREAS**, in order to effectively keep these policies continuously up to date the City of East Ridge has removed these policies from the Municipal Code and instead will approve the Human Resources Manual and future updates by resolution; and

**WHEREAS**, the City of East Ridge has worked with the University of Tennessee Municipal Technical Advisory Service (MTAS) to develop a Human Resources Manual for approval by the City Council, which is attached; and

**WHEREAS**, this manual will need periodic revisions and updates which will be submitted to the City Council for their approval in the future.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of East Ridge that the attached Human Resources Manual for the City of East Ridge be and is hereby approved.

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

Brian W. Williams, Mayor

ATTEST:

Christopher J. Dorsey, City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

## CITY OF EAST RIDGE

# HUMAN RESOURCES REGULATIONS

Draft  
February 18, 2022

**Developed with the Assistance of**  
Municipal Technical Advisory Service  
Institute of Public Service  
The University of Tennessee  
TN Municipal League Risk Management Pool

## CONTENTS

SECTION I – HUMAN RESOURCES POLICIES.....	7
A.    INTRODUCTION TO HUMAN RESOURCES REGULATIONS .....	7
B.    PURPOSE AND OBJECTIVES .....	7
C.    HUMAN RESOURCES POLICY STATEMENT .....	8
D.    COVERAGE .....	9
E.    ADMINISTRATION .....	9
F.    AMENDMENTS TO HUMAN RESOURCES POLICIES.....	10
G.    SEVERABILITY.....	10
SECTION II – CLASSIFICATION PLAN .....	10
A.    PURPOSE.....	10
B.    COMPOSITION OF THE CLASSIFICATION PLAN .....	10
C.    USE OF JOB TITLES.....	11
D.    USE OF JOB DESCRIPTIONS.....	11
E.    USE OF THE CLASSIFICATION PLAN .....	11
F.    ADMINISTRATION OF THE CLASSIFICATION PLAN.....	11
G.    ALLOCATION OF POSITIONS.....	12
H.    NEW OR RECLASSIFIED EMPLOYMENT POSITIONS .....	12
SECTION III – COMPENSATION .....	12
A.    PURPOSE.....	12
B.    MAINTENANCE OF THE PAY PLAN .....	13
C.    SALARY LIMITS .....	13
D.    PAY FOR REGULAR PART TIME WORK .....	13
E.    HOURLY RATES .....	13
F.    MINIMUM WAGES.....	13
G.    OVERTIME PAY .....	13
H.    CALL-BACK PAY.....	14

I.	PAY RATES FOR CHANGES IN STATUS .....	14
J.	PAYCHECKS .....	15
K.	TRAVEL REIMBURSEMENT .....	15
L.	PAYROLL DEDUCTIONS.....	15
SECTION IV – EMPLOYMENT.....		16
A.	EQUAL EMPLOYMENT OPPORTUNITY.....	16
B.	AMERICANS WITH DISABILITIES ACT (ADA/ADAAA) .....	16
C.	JOB ANNOUNCEMENTS.....	18
D.	APPLICATIONS.....	19
F.	RECRUITMENT BY EXAMINATION .....	20
G.	TYPES OF EXAMINATIONS.....	20
H.	NOTIFICATION AND INSPECTION OF EXAMINATION RESULTS .....	21
I.	RESIDENCY .....	21
J.	MEDICAL EXAMINATIONS, GENERAL PHYSICALS AND FIT-FOR-DUTY EVALUATIONS ..	21
K.	MINIMUM AGE .....	22
L.	TYPES OF EMPLOYEES.....	22
M.	NEW HIRES, PROMOTIONS, DEMOTIONS, TRANSFERS AND REHIRS .....	23
N.	CITIZENSHIP AND IMMIGRATION STATUS VERIFICATION.....	24
O.	AT WILL EMPLOYMENT.....	25
P.	FIRST DAY OF EMPLOYMENT / ORIENTATION .....	25
Q.	OUTSIDE EMPLOYMENT.....	25
R.	WORK PERIOD .....	25
S.	HOURS OF WORK .....	26
T.	ATTENDANCE.....	26
U.	LUNCH PERIOD.....	26
V.	TIME-RECORDS .....	26
W.	NEPOTISM .....	27
X.	USE OF POSITION OR AUTHORITY .....	27

Y.	PERSONAL RELATIONSHIPS.....	27
Z.	PERFORMANCE REVIEWS .....	28
SECTION V – LEAVE POLICIES.....		28
A.	PAID HOLIDAYS.....	28
B.	PAID LEAVE .....	29
C.	VACATION LEAVE .....	29
D.	SICK LEAVE .....	31
E.	APPROVAL OF PAID LEAVE, VACATION LEAVE, AND SICK LEAVE.....	32
F.	LEAVE WITHOUT PAY .....	33
G.	FAMILY AND MEDICAL LEAVE ACT.....	33
H.	MILITARY LEAVE .....	39
I.	MILITARY RESERVISTS LEAVE.....	39
J.	ADMINISTRATIVE LEAVE .....	40
K.	JURY DUTY LEAVE .....	40
L.	COURT LEAVE.....	41
M.	SEVERE WEATHER LEAVE.....	41
N.	VOTING LEAVE.....	41
O.	BEREAVEMENT LEAVE .....	42
P.	TENNESSEE MATERNITY/PARENTAL LEAVE ACT .....	42
SECTION VI – SAFETY.....		43
A.	WORKPLACE SAFETY .....	43
B.	WORKERS' COMPENSATION .....	46
C.	TEMPORARY MODIFIED DUTY.....	47
D.	SAFE USAGE OF CELL PHONES.....	47
SECTION VII – EMPLOYEE BENEFITS .....		47
A.	INSURANCE BENEFITS .....	48
B.	COBRA – CONTINUATION COVERAGE .....	49
C.	LIFE INSURANCE .....	50

D.	UNEMPLOYMENT COMPENSATION INSURANCE.....	50
E.	RETIREMENT.....	51
F.	HOLIDAY BONUS.....	51
G.	LONGEVITY PAY .....	51
H.	TRAINING.....	51
I.	UNIFORMS.....	52
J.	EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM.....	52
K.	EMPLOYEE ASSISTANCE PROGRAM (EAP).....	54
	SECTION VIII – DRUG AND ALCOHOL TESTING POLICY .....	54
	SECTION IX – WORKPLACE VIOLENCE AND HARASSMENT .....	56
	SECTION X – POLITICAL ACTIVITIES/PROTECTED SPEECH.....	59
A.	POLITICAL ACTIVITY.....	59
B.	COMMUNICATING WITH ELECTED PUBLIC OFFICIALS .....	60
C.	CANDIDACY FOR OR ELECTION TO OTHER PUBLIC OFFICES .....	60
	SECTION XI – CODE OF ETHICS .....	60
A.	APPLICABILITY .....	60
B.	DEFINITION OF PERSONAL INTEREST .....	60
C.	DISCLOSURE OF PERSONAL INTEREST BY OFFICIAL WITH A VOTE .....	61
D.	DISCLOSURE OF PERSONAL INTEREST IN NON-VOTING MATTERS.....	61
E.	ACCEPTANCE OF GRATUITIES, ETC.....	61
F.	USE OF INFORMATION .....	61
G.	USE OF MUNICIPAL TIME, FACILITIES, ETC.....	61
H.	USE OF POSITION OR AUTHORITY .....	62
I.	OUTSIDE EMPLOYMENT.....	62
J.	ETHICS COMPLAINTS .....	62
K.	VIOLATIONS.....	63
	SECTION XII – MISCELLANEOUS POLICIES.....	63
A.	USE OF CITY VEHICLES AND EQUIPMENT .....	63

B.	DRIVERS LICENSES .....	65
C.	SOLICITATION .....	65
D.	PERSONAL COMMUNICATIONS.....	65
E.	CITY-OWNED ELECTRONIC COMMUNICATION DEVICES .....	65
F.	CUSTOMER COURTESY .....	66
G.	PERSONAL CONDUCT .....	66
H.	FIGHTING, DISRUPTIVE BEHAVIOR, DAMAGING CITY PROPERTY.....	66
I.	GAMBLING .....	66
J.	LOCKERS.....	66
K.	BULLETIN BOARDS.....	67
L.	NON-SMOKER PROTECTION ACT .....	67
M.	HUMAN RESOURCES RECORDS.....	67
N.	COMPUTER USE AND MONITORING.....	69
O.	SOCIAL MEDIA USE AND INTERNET POSTING .....	71
P.	RECORDING AND CAMERA DEVICES .....	73
Q.	DRESS CODE .....	73
R.	WEAPONS POLICY.....	74
	<b>NO RETALIATION .....</b>	<b>74</b>
SECTION Xiii – SEPARATIONS AND DISCIPLINARY ACTIONS.....		75
A.	TYPES OF SEPARATIONS.....	75
B.	RESIGNATION .....	75
C.	LAYOFF/REDUCTION IN FORCE .....	75
D.	DISABILITY.....	75
E.	RETIREMENT.....	76
F.	DEATH .....	76
G.	DISMISSAL/DISCHARGE .....	76
H.	DISCIPLINARY ACTION .....	76
I.	DISMISSAL.....	77

J. GRIEVANCE PROCEDURES ..... 77

ACKNOWLEDGEMENT OF RECEIPT ..... 78

**SECTION I – HUMAN RESOURCES POLICIES**

**A. INTRODUCTION TO HUMAN RESOURCES REGULATIONS**

The City of East Ridge Human Resources Policies and Procedures, hereinafter referred to as "Human Resources Regulations," adopted by resolution, is applicable to all employees of the City of East Ridge whose activities and functions are subject to the control and direction of the City Manager. These policies and procedures and all other City manuals do not bestow any additional rights to employees regarding employment or employment benefits in addition to those granted by the City charter. These policies and procedures are not part of a contract and no employee has any contractual right to the matters set forth herein. This will serve as notice to all employees that the employment relationship may be terminated by either the City or the employee at any time for any reason. All employees are "at will" and the City is an "at will" employer under Tennessee law. Employees have no property rights to employment. **The City reserves the right to change any and all such policies, practices, and procedures in whole or in part at any time, with or without notice to employees.**

**This handbook also voids any previous Ordinance or Resolutions pertaining to Personnel /Human Resources Management.**

These Human Resources Regulations shall be made available to all employees. Regular employees will receive a hard copy of the regulations upon employment. As an option, the employee may be provided digital access to this document. In either case, an acknowledgement of receipt shall be obtained from the employee. A copy may also be available in the Human Resources office. Any employee, who desires to review the regulations during work hours, may also review the departmental copy.

**B. PURPOSE AND OBJECTIVES**

The main purpose of these policies is to establish a high degree of understanding, cooperation, efficiency, and unity among City employees fostered by a systematic application of good procedures in human resources administration. Another purpose is to provide uniform policies for all employees with all the benefits such a program ensures, without regard to race, color, religion, gender or gender identity, age, national origin, disability, military status, communication with elected public officials, free speech, refusing to participate in or remain silent about illegal activities exercising a statutory constitutional right or any right under clear public policy, political affiliation, genetic information or any other basis protected by law.

The City complies with Title VI of the Civil Rights Act of 1964. Title VI requires that no person shall, on the grounds of race, color or national origin, be excluded from participation in, be denied

the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

The fundamental objectives of these human resources administration policies are to:

1. Promote and increase efficiency and economy among employees of the City of East Ridge;
2. Provide fair and equal opportunity to all qualified individuals based on demonstrated merit and fitness as ascertained through fair and practical methods of selection;
3. Develop a process of recruitment, placement, and advancement that will make employment with the City attractive as a career and encourage each employee to render the best service;
4. Establish and maintain a uniform plan of evaluation and compensation; and
5. Establish and promote high morale among the employees by providing good working relationships, a uniform human resources policy, opportunity for advancement, and consideration for employee needs and desires.

### **C. HUMAN RESOURCES POLICY STATEMENT**

It is the policy of the City of East Ridge to apply and foster a sound program of Human Resources management. The policies of the City are established to address the following:

1. Employment and Placement
  - a. Fill all positions without undue delay in accordance with job qualifications and requirements without discrimination to race, color, religion, gender or gender identity, age, national origin, disability, military status, communication with an elected public officials, free speech, refusing to participate in or remain silent about illegal activities, exercising a statutory constitutional right or any right under clear public policy, political affiliation, genetic information or any other basis protected by law; and
  - b. Establish programs for the promotion, transfer, demotion, dismissal, reassignment and/or retention of personnel.
2. Position Classification and Pay Administration
  - a. Establish and maintain job descriptions for every position with the descriptions maintained on file with the Human Resources Manager and department head;
  - b. Review position descriptions periodically and systematically with the employee to ensure currency and accuracy;
  - c. Establish appropriate position standards and to group positions in classes with similar standards;
  - d. Conduct area wage and salary surveys periodically to provide competitive wage and salary scales; and
  - e. Oversee the processing of the payroll department to ensure accuracy and efficiency.
3. Employee Relations and Services
  - a. Establish rules and standards governing employee conduct both on and off the job;
  - b. Administer a uniform leave program;
  - c. Develop a handbook to inform employees of their responsibilities, rights, and privileges; and
  - d. Provide and maintain a safe and healthy work environment.
4. Employee Development and Training

- a. Establish training standards and requirements for all positions; and
  - b. Motivate and stimulate employees to achieve their highest potential usefulness.
5. Ensure that all Employment Law Regulations are followed for employees of the City of East Ridge including but not limited to:
- a. FMLA, HIPAA, ADA, FLSA, ERISA, etc.
6. Records
- a. Establish and maintain comprehensive and uniform human resources records; and
  - b. Maintain confidentiality and privacy of employees to the extent allowed by law.

#### **D. COVERAGE**

The Human Resources regulations will apply to all employees unless otherwise classified under exempted service. Temporary, seasonal, and regular part time employees are subject to all regulations but may not have access to insurance benefits, leave accrual, holiday pay, or retirement benefits.

Offices and positions of the city that are classified as exempted service are:

- 1. All elected officials and persons appointed to fill vacancies in elective offices
- 2. Members of appointed boards and commissions
- 3. Consultants, advisers, and legal counsel rendering temporary professional service
- 4. The City Attorney
- 5. Independent contractors

Some policies apply to all employees and officers of the city, for example, policies such as, but not limited to, harassment and discrimination, and policies required by state or federal law.

#### **E. ADMINISTRATION**

These rules will be administered by the City Manager under the direction of the Council and in conformity with the established Human Resources regulations.

The Council is responsible for the appointment of the City Manager establishment of overall policy guidelines for the operation of City government including adoption of the Human Resources Regulations and amendments thereto, and adoption of an annual fiscal budget.

The City Manager is the Chief Administrative Officer for the City of East Ridge. The City Manager is hired and serves at the pleasure of the Council. He or she is responsible to the Council for the proper operations of all City functions. The City Manager is responsible for hiring all personnel. He or she may have a designated representative to interview job applicants and make recommendations for hiring new employees and for promoting current employees.

The City Manager oversees the administration of discipline and discharge of employees in accordance with these approved Human Resources regulations.

Department heads and supervisors are responsible for the administration and enforcement of the Human Resources Regulations for employees in their respective program areas. The Human Resources Department's responsibility and functions regarding the administration of the Human Resources Regulations shall include, but not be limited to, the development and presentation of human resources regulations and recommended amendments consistent with proper

employment practices to the City Manager. The Human Resources Department shall also provide technical assistance to department heads and supervisors on the interpretation and application of the Human Resources Manual.

Amendments to the rules and regulations shall be made in accordance with the procedures herein. The City reserves the right to alter or change any or all of these rules without prior notice to employees.

**F. AMENDMENTS TO HUMAN RESOURCES POLICIES**

Amendments or revisions to these regulations, policies and procedures may be recommended for adoption by the City Manager.

All departmental regulations, policies, standard operating procedures, and standard operating guidelines as presently constituted or hereinafter adopted, which are not in conflict with these regulations, policies, and procedures, shall be in effect.

**G. SEVERABILITY**

If any chapter or section of these regulations is found to be in conflict with Federal, State or city laws and regulations, or court decision, that chapter or section will continue in effect only to the extent permitted by such law, regulation or court decision. If any chapter or section of these regulations is, or becomes, invalid or unenforceable, such invalidity or unenforceable nature will not affect or impair any other chapter or section of these regulations.

**SECTION II – CLASSIFICATION PLAN**

**A. PURPOSE**

The City will maintain a Position Classification Plan that provides a listing of employment positions in the City. The classification plan provides a complete inventory of all positions in the City's service and job descriptions and specifications for each employment class. The plan standardizes titles, each of which is indicative of a definite range of duties and responsibilities and has the same meaning throughout the City service.

The Human Resources Department will be responsible for maintaining accurate job descriptions in the Positions Classification Plan in conjunction with department heads and incumbent employees. The Human Resources Department will maintain a copy of all City job descriptions.

Employees and his/her supervisor will maintain open communications and dialogue to ensure that job descriptions are periodically reviewed and updated as appropriate. Any employee may ask to review the master copy of the Position Classification Plan.

**B. COMPOSITION OF THE CLASSIFICATION PLAN**

The classification plan may consist of:

1. A grouping of classes of positions that are approximately equal in difficulty and responsibility that call for the same general qualifications and that can be equitably compensated within the same range of pay under similar working conditions;
2. Class titles descriptive of the work of the class;
3. Written specifications for each class of positions; and
4. Physical standards for performance of the duties of the position.

#### **C. USE OF JOB TITLES**

Job titles are to be used in all personnel, accounting, budget appropriation, and financial records of the City. No person will be appointed or employed in a City service position under a title not included in the classification plan and not approved by the City.

#### **D. USE OF JOB DESCRIPTIONS**

Job descriptions are a mechanism of communicating goals, objectives, values, and expectations. The job descriptions will contain a general description of the position, essential functions, and additional duties of the job. The elements listed are not entirely inclusive or descriptive of all duties.

The job description will also contain minimum training and qualifications required to perform essential job functions. The minimum qualification standards on job descriptions should serve as norms for applicants coming into the job setting and should also serve as a basis for performance indicators in meeting the expectations of the City for each employment position.

#### **E. USE OF THE CLASSIFICATION PLAN**

The classification plan may be used:

1. As a guide in recruiting and examining candidates for employment;
2. In determining lines of promotion and developing employee training programs;
3. In determining salaries to be paid for various types of work;
4. In determining personal service items in departmental budgets; and/or
5. In providing uniform job terminology understandable by all City officers and employees and by the public.

#### **F. ADMINISTRATION OF THE CLASSIFICATION PLAN**

The City Manager is charged with maintaining the classification plan of the city so that it will reflect the duties performed by each employee in the service of the city and the class to which each position is allocated. It is the duty of the City Manager to examine the nature of the position classes, make such changes in the classification plan as are deemed necessary by changes in the duties and responsibilities of existing positions, and periodically review the entire classification plan and recommend appropriate changes in allocations or in the classification plan itself.

## **G. ALLOCATION OF POSITIONS**

Whenever a new position is established or duties of an old position change, department heads will submit in writing a comprehensive job description listing in detail the duties of such a position to the Human Resources Manager and/or City Manager. The Human Resources Manager and/or City Manager will investigate the actual or suggested duties and recommend the appropriate class allocation or the establishment of a new class. The Council will then approve or change such recommendations if there is a budgetary impact.

## **H. NEW OR RECLASSIFIED EMPLOYMENT POSITIONS**

When a new position is established, or duties of an existing position substantially change, the department head is to submit, in writing, to the City Manager, a comprehensive job description that describes in detail the duties of the position. City Manager will review the actual and recommended duties provided by the department head and provide an assessment to the department head on whether the duties are sufficiently changed to warrant a change in pay classification. The job description for the new position or the revised description of an old position will be approved by the City Manager prior to inclusion in the Position Classification Plan for the City.

The City Manager shall have the authority to create or reclassify any position if such position has been approved in the budget or will be submitted as a budget amendment.

To the maximum extent possible, requests for the creation of a new position or reclassification of an existing position should be submitted during the annual budget process. If a department head considers a position to be improperly compensated, a request for a pay reclassification and/or wage adjustment should be submitted as soon as practical.

# **SECTION III – COMPENSATION**

## **A. PURPOSE**

It shall be the policy of the City to strictly adhere to the provisions of the Fair Labor Standards Act as applied to Tennessee municipalities. The City may establish and maintain a Compensation Plan that assigns pay ranges to each employment position identified in the Position Classification Plan for the City. Salaries of individual employees will be set within those ranges as approved by the City, within budgeted fiscal resources. Exceptions must be specifically approved by the City. These exceptions should be approved during the budget approval process by the Council.

The compensation plan is intended to provide fair compensation for all classes of positions in the classification plan. The compensation plan is to be used in consideration of pay ranges for other classes, general pay rates for similar employment in private establishments and other public jurisdictions in the area, cost of living data, the financial condition of the City, and other factors. To this end, the City may develop, with the assistance from staff, comparative studies of factors affecting the level of salary ranges and recommend to the City Manager during the budget approval process such changes in salary ranges as appear to be in order. If changes are necessary for budgetary reasons the appropriate amount will be submitted to council for approval.

**B. MAINTENANCE OF THE PAY PLAN**

The City Manager may make comparative studies of appropriate factors affecting the level of salary ranges and will recommend to the Council changes in the salary ranges as appear to be in order. Adjustments will be made by increasing or decreasing the salary ranges as provided in the compensation plan.

A department head may submit a pay reclassification or wage adjustment request to the City Manager during the budget approval process if he/she considers a position in the department to be improperly compensated. If the duties of a position have substantially changed or a new position is established, a new job description is required, and the process outlined in this document must be followed. The City may authorize pay reclassifications or wage adjustments submitted by department heads outside of the time period stated.

A written recommendation will be forwarded to the City for consideration. The decision of the City shall be final in accordance with these Human Resources regulations.

**C. SALARY LIMITS**

Employee may not be paid at a rate less than the minimum, nor more than the maximum pay range prescribed for the class in which the employee is working as set forth in the compensation plan, with the following exception:

**D. PAY FOR REGULAR PART TIME WORK**

When an employment decision is for a regular part time position, the individual will be paid the equivalent hourly rate for the time worked. Regular part time and seasonal employees may not be eligible for benefits.

**E. HOURLY RATES**

Employees paid on an hourly rate basis are paid at minimum for all hours worked.

**F. MINIMUM WAGES**

In accordance with the FLSA, no employee, whether regular full time, regular part time, or on an introductory period, will be paid less than the federal minimum wage unless they are expressly exempt from the minimum wage requirement.

**G. OVERTIME PAY**

When it becomes necessary for an employee to work overtime hours or return to duty from off-duty hours due to an emergency, regular full time employees, regular part time employees, and temporary/seasonal employees will be paid according to the provisions of the FLSA. Overtime work will be compensated according to the FLSA provisions at a rate of 1 ½ times the employee's regular rate. Generally, overtime work must be authorized by the department head, or acting department head. An employee must have physically performed work beyond the overtime threshold to be eligible for overtime. Hours worked during a legal paid holiday, will not be paid at

the overtime rate unless the number of hours worked exceeds the overtime threshold for the position as measured in that specific work period.

Hours worked is calculated within a defined work period. The work period for non-fire and non-law enforcement employees of the City of East Ridge is 7 days beginning Sunday morning at 12:01am ending Saturday night at midnight. Employees engaged in fire protection and law enforcement are covered under section 7(k) of the FLSA. Law enforcement's work period begins Monday morning at 6:00am and goes for 2 weeks to the following Monday morning at 5:59am. Those employees in fire protection are paid based on a 27-day work period following the FLSA guidelines.

#### **H. CALL-BACK PAY**

A call-back will be compensated at their regular rate of pay for a minimum of two (2) hours. If additional calls occur within the 2-hour pay window, they will be treated as inclusive of the initial call-back. If any call-back requires work to be performed past the 2-hour window, time will be paid for actual hours worked. Only hours worked in excess of the overtime threshold for the position will be paid at the overtime rate of pay.

If holiday, paid leave, sick, or vacation time is used during that week, no overtime rate will be paid until the overtime threshold for that particular position work period has been exceeded by hours physically worked.

#### **I. PAY RATES FOR CHANGES IN STATUS**

The following pay policies shall be effective in relation to promotions, demotions, transfers, and reclassifications. This list is not all inclusive. Other possibilities may exist that have not been provided. This provision will also apply to uncertified police officer candidates who upon completion of the Tennessee Law Enforcement Training Academy will have a change in status from uncertified to certified.

**Promotion** - A promotion is an assignment of an employee from one position to another, which has a higher maximum rate of pay, rank and responsibility. Vacancies in positions above the lowest rank in any category shall be filled as far as practical by the promotion of employees. If the City Manager determines there are no qualified employees eligible for promotion, then the position will be filled from a list of eligible applicants as determined by the recruitment process. Promotions in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of affecting an increase in compensation. When an employee in one classification is promoted to a position in another classification and the employee's current rate of pay is less than the minimum rate, for the new position, the employee's salary shall be raised to that minimum rate. When the employee's salary falls above the new minimum rate, the employee will move to the new skill level at a rate to be determined by the Human Resources Manager and City Manager

**Demotion** - In case of demotion, the employee's rate of pay may be reduced to a lower rate comparable to other employees performing similar job duties as recommended by the department head and Human Resources Manager and approved by the City Manager. Demotions may result in a loss of pay due to re-assignment in order to be in compliance with the appropriate pay classification. Demotions shall result in a reduction in pay when a result of a disciplinary action.

**Transfer** - When an employee in a position of one class is transferred to the position of another class of the same or equal pay grade level, he/she shall continue to be paid at the same base pay rate. The transfer shall have no effect on his/her anniversary date in regard to benefits.

**Reclassification** - The salary of an employee whose position is reclassified and allocated to another class in the same or higher level shall be determined by the rules for transfer and promotion. The salary of an employee whose position is reclassified and allocated to another class at a lower level shall be determined by the rules for demotion.

**Acting Supervisor** – In the event that a supervisor is out of work 30 days or more, the acting supervisor may receive a 5% increase to their current pay or an increase to the affected supervisor's pay whichever is less. The increase may be retroactive to the beginning of the 30-day period.

#### **J. PAYCHECKS**

All employees of the City will be paid on a bi-weekly basis. Employees will receive their pay via direct deposit. If questions arise about your work time, salary, or paycheck, bring it to the attention of your supervisor who will then contact the HR Dept. within the pay period in question or immediately thereafter.

Final Pay may be issued to the employee at the time of dismissal or resignation. The City is required by law to issue final pay by the next regular payday, or no later than 21 days following the date of dismissal or resignation.

#### **K. TRAVEL REIMBURSEMENT**

Employees of the City may at times be asked to, or authorized to, travel on City Business. It is the intent of the City to provide a reasonable and systematic means by which the cost of travel may be estimated for budget preparation and controlled for purpose of economy. For any travel expenses to receive reimbursement the appropriate request forms must be completed in advance of travel and must be pre-authorized by the City Manager. Often a travel advance may be given before the travel takes place in lieu of reimbursement after the fact. All approved travel per diem will be reimbursed in accordance with the Federal Travel Regulations Guide. For specific details see the Finance Director and/or the Travel Reimbursement policy of the City Finance Department.

#### **L. PAYROLL DEDUCTIONS**

By law, the City is required to deduct, where applicable, federal withholding taxes, Social Security taxes, and garnishments from an employee's pay. The following deductions will be made:

1. **Federal Income Tax** – Federal taxes are withheld from employees' paychecks based on the number of dependents claimed by each individual. Employees are required to file with the city a copy of the W-4 form. In the event of changes in the employee's exemption status, a revised W-4 form must be filed before payroll deduction adjustments will be made.

2. **Social Security** – Social Security payments and deductions will be made according to the Social Security Act. Human Resources Department shall keep such records and make such reports as may be required by applicable state and federal laws or regulations.
3. **Others** – With the exception of Mandatory deductions such as the pension plan, then other City-authorized deductions will be made from an employee's pay with either the employee's signed consent or pursuant to a valid court order.
  - a. Health/hospitalization insurance (medical service premiums)
  - b. Life insurance
  - c. Dental insurance
  - d. Vision insurance
  - e. Deferred compensation payments
  - f. Supplemental insurance approved by the City
  - g. Child support or other garnishments
  - h. Cost of uniforms, safety footwear, and other applicable equipment during employment.
4. **Separations** – Upon separation failure to return items such as uniforms, footwear and other applicable equipment will result in a deduction from the employees' final paycheck.

## SECTION IV – EMPLOYMENT

### A. EQUAL EMPLOYMENT OPPORTUNITY

It is the obligation and policy of the City of East Ridge to provide equal opportunity employment to all employees and applicants for employment. No person will be discriminated against in employment because of race, color, religion, gender or gender identity, age, national origin, disability, military status, communication with an elected public official for job-related purposes, free speech, refusing to participate in or remain silent about illegal activities, exercising a statutory constitutional right or any right under clear public policy, political affiliation, genetic information, or any other basis protected by law. The City will provide reasonable accommodation to qualified individuals with a disability unless the accommodation would pose an "undue hardship" on the City or presents an unsafe work environment for themselves or others.

This policy applies to all terms, conditions, and privileges of employment and all policies of the city including hiring, placement, training, employee development, promotion, transfer, compensation, benefits, educational assistance, layoffs, termination, and retirement.

### B. AMERICANS WITH DISABILITIES ACT (ADA/ADAAA)

#### Purpose

The purpose of this policy is to provide a policy in compliance with 42 U.S.C. 12101 et. seq. This policy also provides changes to the ADA as amended by the Americans with Disabilities Act Amendment Act of 2008.

The City of East Ridge is committed to the fair and equal employment of individuals with disabilities under the Americans with Disabilities Act (ADA). It is the City of East Ridge's policy to

provide reasonable accommodation to individuals with disabilities who are qualified for the job in question unless the accommodation would impose an undue hardship on the organization, or present an unsafe work environment for the employee or others. The City prohibits any harassment or discriminatory treatment of employees on the basis of a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA as amended, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. This policy applies to all applicants for employment and all employees.

#### **Eligibility**

The ADA policy is applicable to any qualified individual with a disability who can perform the essential functions of the job with, or without, a reasonable accommodation.

#### **Disability**

"Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. A "qualified person with a disability" means an individual with a disability who has the requisite skills, experience, and education for the job in question and who can perform the essential functions of the job with or without reasonable accommodation.

#### **Reasonable Accommodation**

The City will seek to provide reasonable accommodation for a known disability or at the request of an individual with a disability. A "reasonable accommodation" is any change or adjustment to the job application process, work environment, or work processes that would make it possible for the individual with a disability to perform the essential functions of the job.

#### **There are three types of reasonable accommodation that may be considered:**

- Changes to the job application process so that a qualified applicant with a disability will receive equal consideration for the job opportunity.
- Modifications to the work environment so that the qualified individual with a disability can perform the essential functions of the job; or
- Adjustments that will allow a qualified individual with a disability to enjoy the same benefits and privileges of employment as other similarly situated employees without disabilities.

#### **Essential Job Functions**

For each position, the job description typically will identify essential job functions. The Human Resources department generally will review job descriptions on a periodic basis to evaluate job functions designated as essential. An employee's questions about a job's requirements should be directed to the employee's supervisor.

#### **Requesting a Reasonable Accommodation**

An employee with a disability should indicate a need for an accommodation from his/her supervisor, who shall immediately notify the Human Resources Manager, thereby engaging in an informal process to clarify what the employee needs and to identify possible accommodations.

The Human Resources Manager will provide notice of the employee's rights under the ADA and document the interactive process discussions. If requested, the employee is responsible for providing medical documentation regarding the disability.

The employee should describe the problem created by a workplace barrier so that an appropriate accommodation may be considered. Typically, the Human Resources Manager will work with the employee to identify possible reasonable accommodations and to assess the effectiveness of each in allowing the employee to perform the essential functions of the job.

Based on this interactive process, a reasonable accommodation will be selected that is appropriate for both the City and the individual employee. While an individual's preference will be considered, the City is free to choose between equally effective accommodations with consideration toward expense and impact on the rest of the organization.

A request for reasonable accommodation may be denied if it would create an undue hardship for the City. The Human Resources Manager will provide notification in writing of denial based on undue hardship. Factors to be considered when determining whether an undue hardship exists include the cost of the accommodation, the City's overall financial resources, the financial resources of the particular facility at which the accommodation is to be made, the number of employees at the facility, the total number of employees of the organization, and the type of operation.

#### **Safety**

All employees are expected to comply with all safety procedures. The City will not place qualified individuals with disabilities in positions in which they will pose a direct threat to the health or safety of others or themselves. A "direct threat" means a significant risk to the health or safety of one's self or others that cannot be eliminated by reasonable accommodation. The determination that an individual with a disability poses a direct threat typically will be made by the Human Resources department and will be based on factual, objective evidence. A written copy of the determination will be given to the employee so that he or she may submit additional information and/or challenge the determination that he or she poses a direct threat.

#### **Confidentiality**

All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

#### **Complaints**

It is the policy of the City to prohibit any harassment or discriminatory treatment of employees because of a disability or because an employee has requested a reasonable accommodation. If an employee feels he or she has been subject to such treatment or has witnessed such treatment, the situation may be reported to any supervisory employee of the City, including the City Manager.

The City's policy prohibits retaliation against an employee for exercising his or her rights under the ADA or applicable state fair employment laws. Any employee found to have engaged in retaliation against an employee for exercising his or her rights or for making a request for reasonable accommodation under this policy will be subject to disciplinary action up to and including discharge. If an employee feels he or she has been retaliated against, the situation may be reported to any supervisory employee of the City, including the City Manager.

### **C. JOB ANNOUNCEMENTS**

Department heads who need to fill a job opening should contact the Human Resources department to begin the recruitment process. The Human Resources Manager will prepare and

publicize job announcements to bring notice of vacancies to as many qualified persons as possible.

**In-House Posting** - Notice of vacant regular positions will be distributed to all departments for posting on employee bulletin boards or for circulation among employees within that department, as applicable. All efforts will be made to ensure all qualified employees absent from work will be notified of these postings.

**Public Advertisement** - Applicants shall be recruited from a geographic area as wide as necessary and for a period of time sufficient to ensure that qualified applicants are obtained for City service. The City Manager, or designee, and the department head will determine what forms of media to extend the advertisement. The advertisement may also be included on the City website. The type of advertisement used will be based on, but not be limited to position, skill requirement, and the level of response from other means of recruitment.

#### **D. APPLICATIONS**

The City will make every effort to attract qualified applicants for every position. The appointing authority, or designee, will prepare and publish a public notice of vacancies in various media, tailored to attract potential candidates. The City may also provide notice of vacancies in alternate media, radio announcements, or other methods as applicable to ensure effective communication to someone with disabilities.

All employment applications are received at City Hall by the Human Resources Department

**An applicant may be removed from consideration if the applicant:**

1. Declines an appointment when offered;
2. Cannot be located by the postal authorities – it will be deemed impossible to so locate an applicant when a communication mailed to the last known address is returned unclaimed;
3. Cannot be located via appropriate alternative means of communication;
4. Is currently using illegal drugs or narcotics as determined by a post-offer, pre-employment drug test;
5. Is found to have been convicted of a felony or misdemeanor dependent upon the nature and gravity of the offense, the time passed since the offense, and the nature of the job sought;
6. Has made a false statement on the application;
7. Does not file the application within the period specified in the application/examination announcement or does not use the prescribed form or uses a different format than allowed as a reasonable accommodation; and/or
8. Does not possess the minimum qualifications for the position.

Applications are only accepted when vacancies exist and will only be considered for the specific position applied. The Human Resources Manager has the discretion to have applications remain

active once a position has been filled. Applications will be retained according to the time frame as required by the records retention schedule.

## **F. RECRUITMENT BY EXAMINATION**

All appointments in the City will be made according to merit and fitness and may be subject to competitive examination. All such examinations will fairly and impartially test those matters relevant to the capacity and fitness of the applicant to efficiently discharge the duties of the position to be filled.

## **G. TYPES OF EXAMINATIONS**

The examinations held to establish eligibility and fitness for any job class may consist of one or more of the following types of examinations as determined by the City Manager, or designee. The City will make reasonable accommodations in the examination process for applicants with disabilities requesting such accommodations.

1. **Written Test** – This validated test, when required, will include a written demonstration designed to show the applicant's familiarity with the knowledge involved in the class of positions to which he/she is seeking employment.
2. **Verbal Test** – This test, when required, will include a personal interview where the ability to deal with others, to interact with the public, and/or other personal qualifications are to be evaluated. A verbal interview may also be used in examinations where a written test is unnecessary or impractical or as a reasonable accommodation to someone unable to take a written test due to a disability.
3. **Performance Test** – This test, when required, will involve performance tests as would aid in determining the ability and manual skills of applicants to perform the work involved. The performance test may be given weight in the examination process or may be used to exclude from further consideration applicants who:
  - a. Cannot perform the essential functions of a specific position due to a disability that cannot reasonably be accommodated
  - b. Pose a direct threat to themselves or others
4. **Physical Agility Test** – When required, this consists of job-related tests of bodily conditioning, muscular strength, agility, and physical fitness of job applicants for a specific position. This test may be given weight in the examination process or may be used to exclude from further consideration applicants who do not meet the minimum required physical job-related standards.
5. **Psychological Test** – When required, this will include any test to determine mental alertness, psychological state/stability, general capacity of the applicant to adjust his/her thinking to new problems, or to ascertain special character traits and attitudes.
6. **Pre-employment Drug Test** – Pre-employment drug testing will be conducted on all applicants offered employment. Positive results on the drug test can result in an applicant being denied employment.

## **H. NOTIFICATION AND INSPECTION OF EXAMINATION RESULTS**

Each person who takes an examination will be notified by first-class mail or other appropriate means of his/her standing on the eligibility list (if one is maintained) or of his/her passing or failing. Inspection of examination results will be permitted only during regular business hours at the Human Resources Department.

## **I. RESIDENCY**

Individuals will be recruited from a geographic area as wide as necessary to assure obtaining well-qualified applicants for the various types of employment positions. Recruitment, therefore, will not be limited to the residents of the municipality or county. All applicants for positions including new hires as well as promotional advancements which require the potential for call-back to respond to emergency situations shall be required to live within twenty-five (25) road miles of the East Ridge city limits. If such employees live outside of this area, they must relocate within the area within six (6) months or request an exemption from the department head with approval of the City Manager. Present employees who were employed by the City of East Ridge prior to January 1, 2022 and were in violation of this section as of January 1, 2022, are exempted from this eligibility rule.

## **J. MEDICAL EXAMINATIONS, GENERAL PHYSICALS AND FIT-FOR-DUTY EVALUATIONS**

### **Pre-employment, post offer**

Following a conditional offer of employment, any prospective employee, based on job/position requirements, may be examined by a licensed medical physician designated by the City. This exam will determine whether prospective employees can perform the essential functions of the position offered. The cost of this medical examination will be borne by the City.

Prospective employees who are unable to successfully perform the essential functions tested for in the medical examination shall have their offer of employment by the City withdrawn only if they:

1. Cannot perform the essential functions due to a disability that cannot reasonably be accommodated; or
2. Pose a direct threat to themselves and/or others.

### **Post-hire/Fit-for-Duty**

All employees of the City may, during their employment, be required by their department head, with the approval of the City Manager to undergo an initial and/or periodic examination to determine their physical and mental fitness to continue to perform the work of their position. These examinations shall be at no expense to the employee. Determination of physical or mental fitness will be made by a physician designated by the City. The purpose of these examinations is to determine if the employee meets the necessary physical fitness standards of the position for which he/she was selected for. The cost of these medical examinations will be paid for by the City.

A medical examination may be required when an employee is exposed to toxic or unhealthful conditions, requests an accommodation for a disability or has a questionable ability to perform current job duties or the duties of the job for which the employee is being considered.

When a City employee is reported by the examining physician to be physically or mentally unfit to perform work in the position for which he/she is employed, the employee may, within five (5) City business days from the date of his/her notification of such determination, indicate in writing to the Human Resources department his/her intention to submit the question of his/her physical or mental unfitness to a physician of his/her own choice.

In the event there is a difference of opinion between the examining physician and the physician chosen by the employee, a physician will be mutually agreed upon and designated by both physicians. The third physician's decision will be final and binding as to the physical or mental fitness of the employee. The City will pay for its physician, the employee will pay for his/her physician, and the third physician will be paid by the employee.

Employees determined to be physically or mentally unfit to continue in their positions may be demoted, or they may be separated from the City service only after it has been determined that they:

1. Cannot perform the essential functions due to a disability that cannot reasonably be accommodated; or
2. Pose a direct threat to themselves and/or others.

#### **K. MINIMUM AGE**

The FLSA requires that employees of state and cities be at least 16 years old for most non-farm jobs and at least 18 years old for non-farm jobs declared hazardous by the Secretary of Labor. Other age requirements may apply for positions that operate vehicles and equipment at the discretion of the City Manager.

#### **L. TYPES OF EMPLOYEES**

Employees of the City are generally classified as one of the following:

1. **Regular Full Time Employee** – A regular full time employee is an employee who typically is scheduled to work forty (40) hours per week, is subject to all conditions of employment, and eligible for benefits offered by the City unless specifically excluded by the city charter, code, or ordinance. Regular full-time employees serve an introductory period for purposes of benefit eligibility, depending on the benefit. All employees are "at will" and the City is an "at will" employer under Tennessee law. Employees have no property rights to employment.
2. **Regular Part Time Employee** – A regular part time employee is an employee whose hours cannot exceed an average of 29 hours/week. Regular part time employees may not be eligible for City benefits.
3. **Temporary/Seasonal Employee** – A temporary or seasonal employee may not work more than six (6) months per year.

4. **Volunteer Employee-** A volunteer is an individual who works for the City for no compensation. (The City may provide uniforms and worker's compensation benefits)
5. **Police Reserves-** Reserve officers are volunteers appointed by the Police Chief. Reserve officers receive no compensation and no other benefits. (The City may provide uniforms and worker's compensation benefits.)
6. **Volunteer Firefighters-** Volunteer firefighters are appointed by the Fire Chief and receive no compensation and no other benefits. (The City may provide uniforms and worker's compensation benefits.)

An employee may not concurrently work as a volunteer or an independent contractor (1099) for any department of the City of East Ridge without prior authorization and written consent from the HR Manager or the Finance Director.

#### **M. NEW HIRES, PROMOTIONS, DEMOTIONS, TRANSFERS AND REHIRS**

Pursuant to the city charter, the City Manager has the authority to hire, promote, transfer, demote, suspend, and remove employees of the City. All vacancies in the City service will be filled by new hires, re-employments, promotions, transfer, or demotion.

Whenever a vacancy exists, a request must be submitted to the Human Resource department.

1. **New Hires** – The initial employment to a position with the City falls into three categories. They are:
  - a. **Original Hires** – When a non-employee passes all the tests of employability and is offered conditional employment.
  - b. **Provisional Appointment** - When the City is unable to fill a vacancy because of insufficient number of applicants or lack of qualified applicants, the City Manager may authorize the department heads to fill the vacancy by a provisional appointment. Provisional appointments require the prior approval of the City Manager and no payments will be made for services rendered by the appointee prior to the appointment. The tenure of the conditional hire will be limited to a period not to exceed (6) months in a (12) month period.
  - c. **Student Internship** – Students majoring in a field of value to the City from a qualified, cooperating educational institution may be employed on an "internship" basis for a period not to exceed (6) months. The appointment must be approved by the City Manager.
2. **Promotions** – A promotion is assigning an employee from one position to another that has a higher maximum pay rate, rank, and responsibility. Promotions in every case must involve a definite increase in duties and responsibilities and shall not be made merely for the purpose of affecting an increase in compensation. A promotion may require a competitive examination and application process.

3. **Transfers** – When an employee desires to transfer from one department to another, it must be agreeable to both department heads involved and/or approved by the City Manager. Transferring an employee from one position to another without significant change in the responsibility level may be effective:

- a. When the employee meets the qualification requirements for the new position
- b. If it is in the best interest of the City
- c. If it meets the personal needs of the employee as consistent with the other requirements of this rule; and/or
- d. As a reasonable accommodation when an employee is unable, due to a disability, to continue to perform the essential functions of the job.

Nothing in this section shall impair or limit the City's ability to transfer employees from one position to another position if the city determines that it is in the best interest of the City to affect such a transfer.

4. **Demotions** – A demotion is a voluntary or involuntary assignment of an employee from one position to another that has a lower maximum pay rate, rank, and/or responsibility that could result in a reduction of pay. All employees are "at will" and the City is an "at will" employer under Tennessee law. Employees have no property rights to employment. An employee may be demoted for any of the following reasons:

- a. Because his/her position is being abolished and he/she would otherwise be laid off
- b. Because his/her position is being reclassified to a higher grade, and the employee lacks the necessary skills to successfully perform the job
- c. Because there is a lack of work
- d. Because there is a lack of funds
- e. Because another employee, returning from authorized leave granted in accordance with the rules on leave, will occupy the position to which the employee is currently assigned
- f. Because the employee does not possess the necessary qualifications to render satisfactory service for the position, he/she holds;
- g. Because the employee voluntarily requests such a demotion, and it is available
- h. As a reasonable accommodation when an employee, due to a disability, becomes unable to perform the essential functions of the job; and/or
- i. As a form of disciplinary action.

The above list is not all inclusive and the City Manager may demote an employee for other unspecified reasons.

5. **Rehires** - Former regular full-time employees of the city, who are offered re-employment with department head recommendation and City Manager approval, shall not be entitled to prior service credit based on his/her previous City employment.

## **N. CITIZENSHIP AND IMMIGRATION STATUS VERIFICATION**

The City will not discriminate on the basis of a person's national origin or citizenship status with regard to recruitment, hiring, or discharge. However, the City will not knowingly employ any person who is or becomes an unauthorized immigrant. In compliance with the Immigration

Reform and Control Act, all employees hired after November 6, 1986, regardless of national origin, ancestry, or citizenship, must provide suitable documentation to verify identity and employability. The documentation must be provided within three days of employment or the individual will be subject to separation.

#### **O. AT WILL EMPLOYMENT**

This will serve as notice to all employees that the employment relationship may be terminated by either the City or the employee at any time for any reason. All employees are "at will" and the City is an "at will" employer under Tennessee law.

#### **P. FIRST DAY OF EMPLOYMENT / ORIENTATION**

New employees shall be required to complete or provide the following documents and forms before beginning work:

1. W-4 form;
2. Signed acknowledgement form from the employee handbook/Human Resources manual (if available);
3. Immigration Control and Reform Act Form (I-9)
4. A copy of educational certification, professional license, or certificate required per the job description
5. Emergency telephone numbers
6. A copy of driver's license or some type of government issued identification

New employees are required to attend a new employee orientation. At this orientation, employees will be provided with relevant documentation which may include:

1. Copy of policy handbook and other city pamphlets
2. Benefit handout
3. Telephone numbers and locations of key personnel and operations

#### **Q. OUTSIDE EMPLOYMENT**

See Section XI – Code of Ethics.

#### **R. WORK PERIOD**

Pursuant to the FLSA, a work period is a regular recurring period of 168 hours consisting of seven consecutive 24-hour periods. Generally, seven days per week constitute a work period for regular employment. The work period for the City of East Ridge (non-law enforcement personnel, non-fire protection personnel) is Sunday morning at 12:00am for 7 days forward until 11:59pm Saturday night. Public safety employee schedules may entail more or fewer days in the work period. The work period for Law Enforcement Officers at the City of East Ridge is from Monday morning at 6:00am ending 2 weeks later at 5:59am Monday morning. The work period for Fire Protection personnel at City of East Ridge is a 27-day period measured forward from 8:00am until 27 days later at 7:59am. The work period serves as the window of measurement to determine when the City is required to pay the overtime rate for hours that exceed the maximum in the work period.

## **S. HOURS OF WORK**

The City Manager, in conjunction with department heads, shall establish hours of work for each position and the hours during which offices shall be open for business. Public service needs will be considered in determining regular working hours. The City Manager shall have the discretion based upon staffing levels to establish a flex schedule, depending on the needs of the particular department.

## **T. ATTENDANCE**

Punctual and regular attendance is necessary for the City to operate efficiently. The City provides a variety of forms of leave to cover absence from work. Employees are expected to report for duty and be ready to begin work by the start of the regular workday or their regular shift, unless on approved leave.

Employees unavoidably late or absent from work due to illness or other causes must notify their supervisor within the time frame established by each department, unless unusual circumstances prevent the employee from making proper notification.

Employees must explain the reason for the absence and, if possible, the anticipated time and date they will return to work. When this is not possible due to sudden illness or emergency, the employee is to notify his/her supervisor as soon as possible, and in all cases, prior to the start of the workday in which the employee will be absent. Failure to notify one's supervisor of absences may result in disciplinary action. Employees found excessively tardy and/or absent may be subject to disciplinary action.

## **U. LUNCH PERIOD**

A lunch period of up to sixty minutes may be provided to employees except in cases of emergency or operational need. If the employee is not relieved from duty during the lunch period, the employee will receive pay for working during the lunch period. The duration of the lunch period for specific employees, work sites or crews shall be determined by the department head with the approval of the City Manager and in accordance with all provisions under the Fair Labor Standards Act. Additional breaks may be necessary and are the discretion of the Department Head in conjunction with the Human Resources Manager.

## **V. TIME-RECORDS**

All non-exempt employees shall record actual hours worked on a time-record. Department heads and supervisors shall review and sign all time-records.

The following rules shall apply to the use of time records:

1. Employees are responsible for recording/stamping/entering their starting time, quitting time and total hours worked for each workday;
3. Employees shall not remove time-records from the designated employee area or leave the premises with said time-records;