

**AGENDA
EAST RIDGE CITY COUNCIL**

**CALLED MEETING
November 2, 2018 – 4:00 pm**

1. Call to Order
2. Roll Call
3. Communication from Citizens
4. **ORDINANCE NO. 1084** – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AMENDING TITLE I CHAPTER 4 REGARDING GENERAL ADMINISTRATION (2nd and final reading)
5. Adjourn

ORDINANCE NO. 1084

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF EAST RIDGE, TENNESSEE, AMENDING
TITLE I CHAPTER 4 REGARDING GENERAL
ADMINISTRATION**

WHEREAS, current City Manager Scott Miller has announced his intention to retire effective close of business on November 2, 2018; and

WHEREAS, under Section 5-I of the City Charter, the City Manager is the Chief Administrative Officer of the City of East Ridge, Tennessee and is responsible to the Council for the administration of all City affairs placed in his charge by or under the City Charter; and

WHEREAS, the City Charter does not address the issue regarding the vacancy of the City Manager position; and

WHEREAS, the City Council for the City of East Ridge, Tennessee, on second and final reading on August 11, 2016, approved Ordinance 1014 reorganizing the organizational structure within the City of East Ridge, Tennessee (the "City") by creating ten (10) major departments under Section 1-401 of the City Code entitled "General Administration."; and

WHEREAS, Ordinance 1014 at Section 1-401, subsection 2(a) creates the position of a Deputy City Manager who "shall assume all of the duties of the City Manager when that position is vacant, or the City Manager is unable to perform the duties of that office."; and

WHEREAS, the Organizational Chart attached as Exhibit A to Ordinance 1014 does not reference the position of Deputy City Manager; and

WHEREAS, the position of Deputy City Manager was never filled; and

WHEREAS, the Council finds it in the best interest of the City to remove the position of the Deputy City Manager and to modify the organizational structure of the City to include an Assistant Manager to better tract the language and intent of the City Charter, Section 5-H; and

WHEREAS, in 2017, the position of Building Official/Fire Marshal as contained in Exhibit A to Ordinance 1014 was reclassified as Director of Community Services/WWTA; and

WHEREAS, in 2018, the proposed organizational chart that was presented as a part of the proposed budget for fiscal year 2018-2019 continued the position of Director of Community Services/WWTA; and

WHEREAS, Mr. Kenny Custer is employed as the Director of Community Services/WWTA and has also provided various day-to-day assistance for City Manager Miller; and

WHEREAS, the City Council deems it in the best interest of the City to reclassify the position of Director of Community Services/WWTA to “Assistant City Manager/ Director of Community Services/WWTA” as part of the position; and

WHEREAS, the position of Assistant City Manager/ Director of Community Services/WWTA shall earn an annual salary of Seventy-Eight Thousand Dollars (\$78,000); provided, however, that in the event of a City Manager vacancy, the Assistant City Manager/ Director of Community Services/WWTA shall be paid an additional One Thousand Dollars (\$1,000) per month during said vacancy calculated on a pro rata basis for any partial calendar month.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of East Ridge, Tennessee, that Title 1, Chapter 4 of the East Ridge City Code, as modified pursuant to Ordinance 1014, is hereby amended as follows:

SECTION 1

Section 1-401, subsection (1)(c), as modified by Ordinance 1014, is amended by reclassifying the “Building” Department as follows: “Assistant City Manager/Community Services/WWTA.

SECTION 2

Section 1-401, subsection (2)(a) is deleted in its entirety and replaced with the following:

- (a) The Assistant City Manager/ Director of Community Services/WWTA shall serve to provide day-to-day assistance to the City Manager and shall earn an annual salary of Seventy-Eight Thousand Dollars (\$78,000). In the event of a City Manager vacancy, the Assistant City Manager/ Director of Community Services/WWTA shall assume all of the duties of the City Manager position and shall be paid an additional One Thousand Dollars (\$1,000) per month during said vacancy calculated on a pro rata basis for any partial calendar month.

SECTION 3

BE IT FURTHER ORDAINED that all sections of the City Code that were unaffected by this Ordinance shall remain in full force and effect.

SECTION 4

BE IT FURTHER ORDAINED that this Ordinance take effect from and immediately after its passage, the public welfare requiring it.

Passed first reading _____, 2018.

Passed second reading _____, 2018.

Brent Lambert, Mayor

ATTEST:

J. Scott Miller, City Manager

APPROVED AS TO FORM:

Mark W. Litchford, City Attorney

J. Scott Miller

From: J. Scott Miller
Sent: Tuesday, October 30, 2018 4:54 PM
To: Brent Lambert; Larry Sewell; Jacky Cagle; Esther Helton; Brian Williams
Cc: Mark Litchford; Kenny Custer
Subject: Amended Organizational Chart
Attachments: 20181030163309115.pdf

Mayor and City Council - Attached hereto please find a copy of the present organizational chart of the City of East Ridge as approved in the FY 18-19 Budget AND a copy of the proposed amended organizational chart that will become effective upon the adoption of the ordinance regarding general administration before you at the special meeting on Friday, November 2nd. Scott Miller

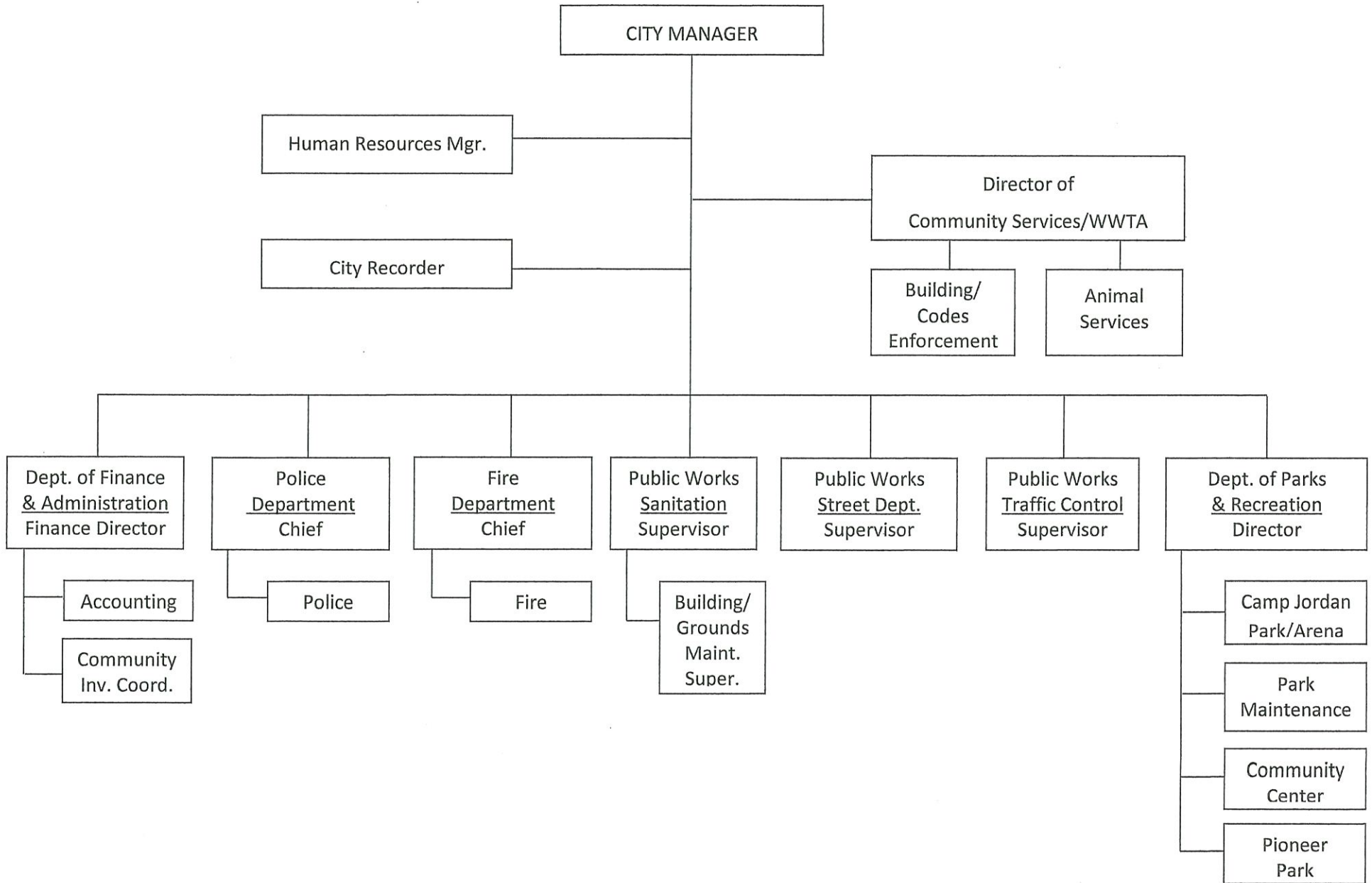
-----Original Message-----

From: scanner@eastridgetn.gov <scanner@eastridgetn.gov>
Sent: Tuesday, October 30, 2018 4:33 PM
To: J. Scott Miller <JSMiller@eastridgetn.gov>
Subject: Message from "RNP002673F58F7F"

This E-mail was sent from "RNP002673F58F7F" (MP C6503).

Scan Date: 10.30.2018 16:33:09 (-0400)
Queries to: scanner@eastridgetn.gov

**CITY OF EAST RIDGE
ORGANIZATIONAL CHART
JULY 2018**



**CITY OF EAST RIDGE
ORGANIZATIONAL CHART
NOVEMBER 2018**

