

## MEMO

To: EBDA Board Members

From: Ben York, EBDA CEO

Date: June 17, 2025

Re: EBDA CEO Report

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The following items are provided for your information.

### **Transfer of Contracts from Metro to EBDA:**

Per the approved Intergovernmental Agreement (IGA) the process of transferring land, staff, contracts and funds from Metro to the EBDA has been initiated. The HDR, Kimley Horn and AECOM contracts have been assigned to and are now being managed by the EBDA.

The plaza land has also been conveyed to the EBDA. Other parcels comprising the initial development area will be conveyed to the EBDA once a final plat with full legal descriptions of the land has been prepared. The plat is proposed to be completed under the Kimley Horn contract referenced above. The contract needs to be amended to add this work. Consideration of this amendment is on the agenda for the upcoming board meeting.

### **EBDA Staffing and Policies Update:**

The EBDA staff have been working with Metro HR on the following positions:

- Finance Deputy Director - The finance position was posted on 5/30 and will close on 6/22. There has been significant interest in this offering. Those selected to move to the interview stage will be notified once the position has closed.
- Public Information and Communications Director – The job description has been finalized, and the position will be posted by Metro HR on 6/23, once the Finance position closes.
- Engineering/ Construction Project Manager – a draft job description is underway.

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- Planning and Design Project Manager – a draft job description is underway.

The EBDA staff prepared a DRAFT of the EBDA team member handbook, and it is attached here as **Exhibit 1**. There are minor revisions/additions to the working draft coming as some additional items are finalized.

## **EBDA Legal Counsel:**

The EBDA staff have prepared a memo to the Board regarding EBDA Legal Counsel. The memo can be seen here as **Exhibit 2**. The EBDA staff is recommending continuing to utilize Metro Legal for staff counsel.

## **HDR Quarterly Report:**

The HDR Quarterly Report for Q1, 2025 can be seen attached as **Exhibit 3**. This is a working draft format. As the first iteration of the report, we will be continuously tweaking the format and information going forward to ensure this is a useful document for the EBDA Board and staff. We look forward to hearing your feedback.

## **The Fallon Company – IDA Parcels:**

The Fallon Company (TFC) was requested at the May 27, 2025 EBDA meeting to give an update on the status of the IDA parcel(s). TFC has previous corporate commitments and are unable to attend the June 2025 EBDA meeting. They have prepared a written update on the status and that can be seen attached here as **Exhibit 4**. They will provide a full, in person, update at the next EBDA meeting.

## **Upcoming EBDA Meeting Dates:**

- July 22, 2024\* - location TBD
- August 26, 2025 – 9am, Nissan Stadium Press Box
- Future meetings for 2025 to be voted on and approved by EBDA members at the August board meeting

\*Board to consider canceling the July meeting due lack of appropriate meeting space.

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## Exhibit 1 – DRAFT - EBDA Team Member Handbook



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# Team Member Handbook

Effective: June 9, 2025  
Latest Revision: June 9, 2025

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DRAFT

## Welcome and Purpose

Welcome to the East Bank Development Authority team! I trust your new job will live up to your expectations and your stay with us will be a rewarding one. You were hired because we believe you have the skills, talents, and dedication to contribute to the East Bank Development Authority's goals and successes. Please feel free to share your ideas and suggestions with us as you learn and grow in your role and responsibilities.

We are pleased to present you with this handbook. It is designed to acquaint you with the East Bank Development Authority and provide you with general information about working conditions, benefits and policies affecting your employment. I am sure this handbook will be a helpful reference in your experience with the East Bank Development Authority.

The information contained in this handbook applies to all team members of the East Bank Development Authority. Many of these policies cover both exempt and non-exempt team members, as well as certain former Metro and Non-metro team members. The few policies that differ among the different groups of team members are designated as such.

Following the policies detailed within the handbook is considered a condition of continuous employment. The content of this manual does not constitute as a promise of employment or as a contract between the East Bank Development Authority and any of its team members.

You are responsible for reading, understanding and complying with the provisions of this handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

We've set high standards for our team because it's necessary to maintain our growth and achievements. You'll find that we're committed to providing team member recognition, as well as appropriate compensation and benefits to help you reach your personal goals and objectives, as you do your part to help us meet our organization's goals. We look forward to working together. Welcome to the team!

Sincerely,

Bejamin L York  
Chief Executive Officer, CEO  
East Bank Development Authority

# Employment At-Will Statement

While we hope to have a long and profitable relationship with you, your employment with the East Bank Development Authority is voluntary and is subject to termination by you or the East Bank Development Authority at will, with or without cause, and with or without notice, at any time.

While the East Bank Development Authority has a disciplinary system in place, this system does not have to be used—the East Bank Development Authority may make the decision to terminate you without first taking these disciplinary steps.

None of the information provided in our policies signifies a contractual agreement or is interpreted to conflict with, eliminate or modify in any way your employment-at-will status with the East Bank Development Authority.

No individual, except for the CEO and/or the East Bank Development Authority can approve any kind of contractual agreement. Should a contractual agreement be signed by this person, it must also be notarized in order to be applicable.

## Definitions of Class and Status

The following terms will be used to describe the classification of team members and their employment status:

**Exempt** - Team members whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and applicable state law and who are exempt from overtime pay requirements.

**Non-exempt** - Team members whose positions and/or pay rate do not meet FLSA and state exemption tests and who are paid a multiple of their regular rate of pay for hours worked in excess of forty per week.

**Grandfathered Metro team members** - These team members are eligible for Metro's pension plan and may choose deferred compensation benefits and were hired before April 1, 2025.

**EAST BANK DEVELOPMENT AUTHORITY team members** - Those team members who were hired by the East Bank Development Authority. Qualifying EAST BANK DEVELOPMENT AUTHORITY team members may choose to enroll in the company 401(k) program.

**Regular Full-time** - Team members scheduled to work a minimum of 40 or more hours per week. A team member in this status is eligible to all team member benefits including paid time off (some team member benefits have length of employment restrictions).

**Part-time** - Team members scheduled to work less than 20 hours per week. Part-time team members are not eligible for benefits.

## Changes to the Team Member Handbook

The objective of the East Bank Development Authority is to ensure the integrity of the Team Member Handbook Manual, through maintaining consistency of content and uniformity of appearance by limiting access to the master copy. Since business is constantly changing, the East Bank Development Authority expressly reserves the right to change any policies/procedures, including those covered here, at any time. All requests for revision, additions, deletions or other changes are made in writing to the Director of Human Resources' office.

When changes to the Team Member Handbook are approved through the proper channels, team members are asked to sign a receipt of acknowledgment of the change. It is each team member's responsibility to review and comply with the changes. Changes are effective on dates determined by the East Bank Development Authority and team members may not rely on policies that superseded.

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***Effective Date: June 9, 2025, Revised TBD***

***This Team Member Handbook supersedes all previous Personnel Policies, Procedures, Team Member Handbooks and memos that have been issued on subjects covered herein.***



# Equal Opportunity

The East Bank Development Authority (EBDA) is an Equal Opportunity Employer. The East Bank Development Authority recognizes that discrimination is unacceptable and that it is in the interest of the East Bank Development Authority to utilize the skills of the total qualified workforce. This means that we extend equal employment opportunity to all individuals without regard for race, religion, color, gender, national origin, age, disability, marital status, veteran's status, or any other factors that are prohibited by law.

The East Bank Development Authority is committed to assuring that:

- All recruiting, hiring, training, promotion, compensation and other employment-related programs are provided fairly to all persons on an equal opportunity basis.
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law.
- Team members and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law; and
- Reasonable accommodations will be made for disabilities and religious beliefs in accordance with the law.

We encourage all Team members to take note of this policy and report any breach of law or any actual occurrence of discrimination to their Supervisor, the Human Resources Department, or the CEO.

## Americans with Disability Act (ADA) ADA

### Amendments Act (ADAAA)

It is the policy of the East Bank Development Authority to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The East Bank Development Authority reasonably accommodates qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the East Bank Development Authority. Contact the Human Resources department with any questions or requests for accommodation.

## Conflicts of Interest

A conflict of interest exists when a team member becomes involved, directly or indirectly, in any activity outside the East Bank Development Authority, which adversely affects his/her business judgment or otherwise diminishes his/her ability to act solely in the best interest of the East Bank Development Authority. This policy requires team members to avoid financial, business, or other relationships that conflict, or appears to conflict with interests of the East Bank Development Authority.

Team members select and deal with vendors and other persons doing or seeking to do business with the East Bank Development Authority without favor or preference based upon any consideration other than the best interest of the East Bank Development Authority.

No East Bank Development Authority team member accepts personal gifts or other special consideration. Team members report anything that is given to him or her to Human Resources.

Accepting kickbacks and/or bribes is illegal, unethical and therefore forbidden under this policy.

Team members do not conduct business on behalf of the East Bank Development Authority with a relative or a business entity with which the team member or relative is associated, except where approved by the CEO.

## Confidentiality

Team members of the East Bank Development Authority have access to information that is confidential and/ or intended for the use of the East Bank Development Authority only. All Team members are required to maintain such information in strict confidence. Team members are expected to protect the strict confidentiality of such information, limiting disclosure to other persons within the East Bank Development Authority whose responsibilities require this information.

All team members participate in the safeguarding of confidential, unique and valuable information from competitors or others.

Should an occasion arise in which a team member is unsure of his/her obligations under this policy, it is the team member's responsibility to consult with Human Resources.

## Acceptance of Gratuities and Services

Per Executive Order 22, the Metropolitan Government of Nashville and Davidson County established an Ethics Committee of Metropolitan Government, and the Ethics, Conflicts of Interest, and Acceptance of Gifts on the Part of Team members of Metropolitan Government. These statements and such amendments as written shall be the policy of the East Bank Development Authority. It is the intent of the East Bank Development Authority to ensure that Team Members do not compromise their positions by the acceptance of gifts and gratuities. To ensure that this does not occur, the following policy has been promulgated.

- A. Team Members of the East Bank Development Authority shall not accept loans, advances, "kickbacks," gifts, gratuities or complimentary tickets from a prospective customer, client, or supplier of services or goods. If such items are provided to a Team Member without his/her knowledge, the item must be directed to the CEO's Office. The item(s) will be returned to the appropriate person and/or company with a "Thank-You" note.
- B. It is understood by the CEO that once a client, customer, or service provider has been selected, working lunches or social functions may be scheduled.
- C. If any Team Member of the East Bank Development Authority is confronted with what they feel is a "gray" area," the Team Member should speak to his/her supervisor and Human Resources.

## Inclement Weather

The CEO or their designee is the only person who may close or alter the work schedule due to inclement weather. In the absence of the CEO, the COO consults with the CEO for a determination on whether or not the offices will be closed or the work schedule altered. The CEO or their designee will then begin the communications to notify team members that the East Bank Development Authority is opening, closing or is having altered work schedules. If you do not hear from your supervisor that the East Bank Development Authority is opening, closing or altered work schedules, then business hours will be as usual.

Due to event activity, staff makes every attempt to arrive to work and be on time during inclement weather. Team members wishing to go home or not report to work before the offices are officially closed gain approval from their immediate supervisor (who in turn must notify the Human Resources Department). Team members understand that they will either have to take leave without pay or vacation during the interim time before the offices are officially closed.

# Health and Safety

It is the policy of the East Bank Development Authority that accident prevention is considered in all phases of operations. The East Bank Development Authority's intention is to provide all team members with a safe and healthy working environment free of recognized hazards that are likely to cause team member accidents and insist upon safe practices at all times by all team members.

It is our goal to have an accident-free environment. To do so requires the help of all team members. The East Bank Development Authority makes every effort to prevent accidents whenever possible. When an accident does occur, it is fully investigated so that any necessary corrections are swiftly made.

Each team member complies with all safety and work rules in effect. Team members report any obvious hazards to a supervisor, so it is corrected. In addition, team members report any injury to a supervisor, no matter how large or small.

The use of heating or cooling units, i.e., space heaters, fans, etc., are prohibited unless during an emergency situation and with the authorization of the CEO.

## General Safety Rules:

Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every team member. To carry out this policy the following rules will apply:

- Team members follow the safe practices and rules.
- Team members report all unsafe conditions or practices to their supervisor.
- Good housekeeping is practiced at all times.
- Anyone under the influence of alcohol or drugs, including prescription drugs, which impair judgment, is not allowed to work.
- Horseplay and other acts that tend to have an adverse influence on safety or well-being of team members are prohibited and are not tolerated.
- Ask questions when there is any doubt concerning safety.
- Do not strain to lift or push objects that are too heavy for you.
- Be sure to lift bending your knees, keep your body erect and then pushing yourself upward with your legs.
- Any and all work-related injuries or illnesses, no matter how minor, are reported to a manager.
- Know where the first aid kit, emergency phone numbers and fire extinguishers are located.
- Do not operate equipment that you are not properly trained on or if all guards and safety devices are not in place and in proper operating condition.
- Equipment or machinery in need of repair is removed for service immediately and not returned to use until properly repaired.
- Filing cabinets and bookcases are firmly based or attached to a wall fitting to prevent tipping.
- When not in actual physical use, all desk and file drawers are kept closed.
- Telephone cords and electrical cords are maintained so that they do not create a tripping hazard. Frayed or badly worn cords are replaced. Cords are not allowed to come in contact with liquid or heat.
- Only ladders or step stools adequate to support the team member's weight are used. Standing on chairs, cabinets or other furniture is prohibited.
- Required personal protective equipment is obtained and worn when and where required.
- All emergency equipment such as fire extinguishers, fire alarms and exit doors are clear of obstacles.

## Team Member Injuries – Worker’s Compensation

This policy applies to all East Bank Development Authority team members unless noted above. The East Bank Development Authority is committed to establishing and maintaining a comfortable and safe working environment for all team members. The East Bank Development Authority recognizes that safety risks are present and takes steps to reduce the risk of injury or illness. Safety is everyone’s responsibility.

All work-related injuries and illnesses are reported immediately to the supervisor, who will go through the *Worker’s Compensation Checklist*, even if you are not sure whether the injury is truly work-related. Even small, seemingly insignificant, injuries left untreated can result in serious conditions. When injuries are reported immediately, the situation is quickly investigated, and corrective action is taken to prevent more injuries.

It is the intent of the East Bank Development Authority management to provide proper procedures for supervisors/team members to follow in the event of a workers compensation injury. East Bank Development Authority team members are covered by Employer paid Worker’s Compensation Insurance to provide medical and lost wage benefits for all work-related injuries and diseases.

The East Bank Development Authority CEO or his/her designee administers Worker’s Compensation with the help of a third-party administrator. With this contract, the third-party administrator thoroughly investigates workers’ compensation cases, resists unwarranted cases, promptly pays cases that are justified, and works with physicians to return the team member to a productive status as soon as possible.

If you see any potential hazards that need attention, notify Human Resources immediately.

**NOTE:** The CEO is notified of all injuries on duty.

## Use of Sick Leave During Worker’s Compensation Leave

A team member who is injured in the course of his/her employment with the East Bank Development Authority may use their accrued sick time until they receive their first Worker’s Compensation check. During the period of time an injured team member is on injury leave, the team member continues to earn sick and vacation leave.

Any team member injured during in-line of duty cannot return to work without being released by his/her physician. If a team member has work restrictions, the team member is assigned tasks in line with the limitations outlined by the physician.

## Appeals Process

It is the responsibility of the Director of Human Resources or his/her designee to determine if a team member reporting an injury or occupational illness is entitled to injury leave. A team member appeals to the CEO if he/she disagrees with the determination.

## Team Member Injuries – Injury on Duty

This policy applies to grandfathered Metro team members hired before April 1, 2025, while employed by the EBDA. The East Bank Development Authority is committed to establishing and maintaining a comfortable and safe working environment for all team members. The East Bank Development Authority recognizes that safety risks are present and takes steps to reduce the risk of injury or illness. Safety is everyone’s responsibility.

The first CEO and COO who were previously employed by Metro and are grandfathered members of the Metro Employee Benefit System are covered by Metro’s Injury on Duty (IOD) program. Any IOD injuries incurred by these two employees would follow the provisions outlined by the Metro Employee Benefit System and Civil Service leave provisions, as applicable, like other Metro employees. These employees and the EDDBA’s Human Resources team

will work directly with Metro Human Resources and their vendors to seek treatment and receive applicable leave and disability pension benefits, where applicable.

## Office Security

The East Bank Development Authority places a high value on the integrity, privacy, and security of its team members, clients, and vendors. The East Bank Development Authority expects that information regarding team members, clients, and vendors remains confidential and is made available only to persons who have a legitimate right to know. The East Bank Development Authority is contractually obligated to comply with the privacy and security provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). In addition, the East Bank Development Authority complies with the Americans with Disabilities Act, the Sarbanes-Oxley Act, the Patriot Act, and the Fair and Accurate Credit Transactions Act all of which govern the handling of employment documents.

The East Bank Development Authority recognizes that all team members, as well as outside contractors, have an ethical and legal obligation to keep certain information about team members, clients, and vendors confidential and to protect and safeguard this information against unauthorized use or disclosure.

The following guidelines are to ensure office security:

- Be mindful of the paperwork you leave out on your desk. A coworker may come into your office and be subjected to view sensitive information.
- Knock before entering another office. A coworker needs time to put away any sensitive information before you enter.
- Never enter an unattended office without the permission of the owner. Entry into another team member's office without his/her approval is subject to disciplinary action, up to and including termination.
- All sensitive discussions involving team members, clients, or vendors occurs in conference rooms behind closed doors.
- Shred documents after you are no longer required to keep them or they are not needed.
- All computers are required to have a desktop screen saver that activates within three minutes of no activity and requires a password prior to re-entering the system.
- Sensitive information should never be sent over email unless in a password protected file.

## Definition of Work Week/ Work Day

A minimum of eight hours constitutes a normal workday, and a minimum of forty hours constitutes a normal workweek. However, team members' schedules vary and adjustments to team members' schedules are possible.

The workweek begins at 12:00 a.m. Saturday and end at 11:59 p.m. Friday.

All team members are required to be present on their assigned jobs for the total hours in the workweek, as directed in their work schedule, provided to the team member by his/her supervisor. The only exception is an absence from duty that is approved by the CEO or their designee in accordance with a leave policy. All absences are properly recorded and charged.

If a non-exempt team member is called in to cover a shift or called back to work, he/she is paid a minimum of three hours. If the team member works over four hours, he/she is paid for actual time worked. If the team member exceeds 40 work hours at the end of the work week, all hours over 40 hours must be paid at time and a half.

Part-time team members are required to be present on their assigned job for the total number of hours, as per a work schedule, provided to the team member by their supervisor. The only exception is an absence from duty that is approved by the CEO or their designee in accordance with a leave policy. All absences are properly recorded and charged.

## Work Schedule

The East Bank Development Authority is designed to accommodate the needs of the EBDA. The CEO/COO will schedule hours accordingly. The East Bank Development Authority reserves the right to re-schedule hours of team members on an as-needed basis.

## Overtime

It is the policy of the East Bank Development Authority to pay overtime at a multiple of one and one-half (1½) times non-exempt team members regular pay rate for all time worked in excess of 40 hours per work week; holidays and paid or unpaid leave time is not calculated for overtime purposes. Team members classified as exempt do not receive overtime pay.

Any overtime is authorized by the team member's supervisor and/or the CEO/COO prior to performing the work; failure to secure prior approval for overtime worked shall be treated as a performance issue. This includes checking email, making calls, or any other business action after hours.

Supervisors require team members to work periods of time in excess of the standard 40-hour work week depending on workload demands and emergency situations.

## Pay

The East Bank Development Authority strives to pay salaries that are competitive with those in the community, industry and organizations of similar size, while recognizing individual effort and contribution to the East Bank Development Authority's success. Team members are paid in accordance with their position duties and responsibilities, qualifications and their respective salary scale. The East Bank Development Authority periodically reviews the position descriptions and salary scale, when appropriate and within financial capabilities it is our policy to grant increases to team members within the salary guidelines.

Team members have 26 pay periods per year, with team members usually being paid every other Friday.

If pay day falls on a recognized holiday, team members pay is available the day before the holiday; if pay day falls on the weekend team members pay is available the Friday preceding pay day.

The most current team member pay records are kept in the Human Resource Department. All pay records are retained as required by law, older pay records may be kept off-site in a secured place.

## Time Keeping System

Our policy is to have an accurate record of the time non-exempt team members work to ensure they receive the pay in which they are entitled and deserve. The East Bank Development Authority pays all non-exempt team members for the time they actually work and maintains a record of all hours worked. If team members do not report time accurately or in accordance with the following procedure, it can lead to disciplinary action, up to and including termination of employment. Proper use of the time reporting system for non-exempt team members is a condition for continued employment.

It is the responsibility of each team member to properly record their time work for each shift to ensure compliance. Team members are responsible for recording their own time.

# Wage Garnishments and Judgments

It is our policy to abide by current federal and state laws regarding the processing and payment of garnishments and judgments against a team member's pay. The East Bank Development Authority notifies team members upon receipt or notification of a garnishment or judgment against their wages from any source. The East Bank Development Authority processes and pays those that are in accordance with and authorized by federal and/or state laws. The East Bank Development Authority deducts the amount that is legal in accordance with federal and state authorized calculations or ordered by an authorized court.

## Remote Work

**Remote Work** - Performing East Bank Development Authority job responsibilities at a non-East Bank Development Authority location.

**Regularly Assigned Worksite** - The location where a team member would be required to work if they were not working remotely.

### *Eligibility Factors when Designating a Position as Suitable for Remote Work*

The East Bank Development Authority may allow certain team members to work remotely. These team members will be advised of such requirements by the CEO/COO. The following factors will be considered when determining which positions may be eligible for remote work:

1. Probationary period successfully completed
2. Nature of work performed
3. Impact on the ability to provide customer service
4. Efficiency of work processes
5. Effectiveness of existing teams
6. Utilization of technology

### *Eligibility of Team Members for Emergency Remote Work*

No Team Member is entitled to or guaranteed the opportunity to work remotely. Providing the opportunity to work remotely is a management decision, based on the discretion of the team member's leadership team (to include Supervisors, Managers, COO, and CEO).

Reasons a team member may not be eligible to participate in remote work include:

1. Their position requires daily on-site work activities that cannot be handled remotely, or.
2. Their manager decides it is in the best interest of the team/East Bank Development Authority for the team member to work at their regularly assigned worksite.

### *Leadership Team's Responsibility During Remote Work*

Managers of team members on remote work have certain responsibilities which include, but are not limited to, the following:

1. Clearly defining and setting expectation for the remote worker's responsibilities.
2. Maintaining effective communication with the remote worker.
3. Ensuring that there is not a hardship or burden placed on other team members.



4. Establishing appropriate measures to protect confidential information.
5. Providing advance notice, as is feasible, to remote team members regarding requests to report to the regularly assigned office location (notice is not required and does not remove the team member's responsibility to be physically present when required.)
6. Consulting with appropriate technical support staff and having any technology requirements satisfied prior to the start of the remote work.

### ***Team Member's Responsibility During Remote Work***

1. Maintain effective communication with manager and team members by using provided tools.
2. During the scheduled remote work schedule, team members who work remotely are expected to be working at their remote work site and are responsive to colleagues.
3. Ensuring that the remote worksite is appropriate and provides the work environment, connectivity, technology, resource access, and security authority consistent with the work in which the team member is engaged.
4. Coordinate with appropriate technical support staff and have any technology requirements satisfied prior to the start of remote work, if a team member requires remote access or technology support to work remotely.
5. Return to the regularly assigned worksite if remote access is unattainable for more than thirty minutes.
6. At any time during the remote work assignment, a manager/director may require the team member to report to their regular work site for any business reason where their physical attendance is required.
7. Team Members who are working remotely will follow all Attendance and Punctuality rules, including reporting in and out of the time keeping system as applicable.

## **Outside Employment**

**Outside Employment** - Any work paid in addition to the East Bank Development Authority wage earned by a team member, including self-employment.

Full-time team members of the East Bank Development Authority consider that employment with the East Bank Development Authority is primary, and no team member of the East Bank Development Authority engages in outside employment that interferes with the performance of his/her duties or that is in conflict of interest of the East Bank Development Authority.

The following are guidelines for other employment outside of the East Bank Development Authority:

- It must not interfere with the team member's duties;
- It does not involve a conflict of interest or the appearance of or potential for a conflict of interest;
- Team members do not use the facilities, equipment, personnel, or supplies of the East Bank Development Authority for anything other than officially approved activities, except to the extent that it is lawfully available to the general public;
- If the team member works for another company, or is self-employed, he/she must provide in writing the name of the employer, type of employment, what functions the team member performs, and the address and phone number of the employer to the CEO for approval; and
- An Outside Employment form is submitted and approved before the team member begins outside employment.



## Attendance

The East Bank Development Authority views punctuality and regular attendance as essential to the proper operation of the company and one of the most important facets of your job responsibilities. Excessive absences and tardies result in disciplinary action, up to and including termination. Team members are expected to be at work on time and to be productively engaged in the East Bank Development Authority's business by their scheduled start time. If a team member knows that he/she will be absent or late for work he/she notifies the appropriate individual at least one hour prior to his/her scheduled start time; if circumstances do not allow, then the team member notifies his/her supervisor as soon as possible.

## Personnel Records

It is important that personnel records of team members are kept accurate. Therefore, team members are responsible for notifying the Department of Human Resources of changes in name, address, telephone number and family status (i.e., births, marriage, death, divorce, legal separation, etc.) or any other relevant information that may affect income tax, team member benefits or team member status. This responsibility extends to team members on leaves of absence and Family Medical Leave.

All records of important events shall be kept in the team member's personnel file, including but not limited to the following examples:

- Performance reviews and evaluations
- Change of status records
- Commendations
- Corrective action warnings and disciplinary actions
- Educational and training attainment records
- Salary increases

Current team member's personnel files are available for its inspection. However, personnel files are the property of the East Bank Development Authority and shall not be reviewed by anyone other than the team member or the East Bank Development Authority management (with the need to know) without the proper authorization of the courts or state and/or federal agencies. Team members and individuals who have voluntarily or involuntarily separated from the EBDA will not be provided copies or access to his/her file without proper legal authorization.

Personnel files are maintained by the East Bank Development Authority and will be retained during the team member's tenure and for a ten-year period following termination, if applicable.

## Background Check

The East Bank Development Authority conducts background checks on all job candidates after a contingent offer of employment is extended. A third-party administrator may be used to conduct the background checks, and all background checks are compliant with applicable laws, such as the Fair Credit Reporting Act.

The information that may be collected includes, but is not limited to:

- Criminal background
- Credit
- Employment history
- Professional and personal references
- Education

Information is kept confidential by Human Resources.

# Violations of Conduct

Although there is no way to identify every possible violation of standards of conduct, policies or procedures, the following is a partial list of standards that are not to be violated:

- Falsifying employment application, time reports, personnel records or other documents or records belonging to the East Bank Development Authority
- Unauthorized possession of the East Bank Development Authority's or other team member's property, gambling, carrying weapons or violating criminal laws on premises
- Disrespectful or unprofessional treatment of customers, co-workers or visitors
- Disorderly conduct that may endanger the well-being of others or the East Bank Development Authority's operations
- Engaging in acts of dishonesty
- Committing fraud, theft or sabotage
- Failure to secure approval before working overtime
- Failure to complete mandatory training
- Criminal acts
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties that are assigned
- Incompetence, derelict or poor duty performance
- Unauthorized use of the East Bank Development Authority's materials, time, equipment or property
- Lewd acts of any kind
- Damaging or destroying the East Bank Development Authority's property due to carelessness or willful acts
- Conduct that the East Bank Development Authority feels reflects adversely on it or its team members
- Chronic absenteeism and tardiness
- Violations of electronic communications
- Violations of company policy
- Engaging in such other practices as the East Bank Development Authority determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the organization, its team members, customers or guests

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the team member and the East Bank Development Authority. All team members should treat each other, customers and visitors with respect and in a professional manner.

## Harassment Policy

Harassment occurs as a result of behavior that has the effect of creating a hostile, offensive, or intimidating work environment. Harassment encompasses a broad range of physical or verbal behavior that includes, but is not limited to the following:

- Inappropriate verbal, written, or physical conduct that denigrates or shows hostility towards an individual because of his/her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.
- Unwelcome and unsolicited sexual advances including gestures or physical actions of a sexual nature, requests or subtle pressure for sexual favors used as a condition of employment, or affecting any personnel decisions, such as hiring, promotion, compensation, or separation. For example, sexually oriented gestures,

noises, remarks, jokes or comments about a person's sexuality or sexual experience or physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults, and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body or poking another team member's body.

- Harassing conduct including epithets, slurs or negative stereotyping; sabotaging or undermining another team member's work performance and repeated threatening or intimidating behavior or words.
- Threatening, intimidating or hostile acts including taunting, jeering, mocking or humiliating another person through acts or words intended to provoke a team member, physical or mental abuse.
- Written or graphic material that shows hostility or aversion toward an individual or group that is placed on walls or elsewhere in the facility or circulated via email, phone (including voice mail), text messages, social networking sites, etc.

The East Bank Development Authority is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the East Bank Development Authority expects all relationships among team members to be business- like and free of bias, prejudice, and harassment.

## Equal Employment Opportunity

It is the policy of the East Bank Development Authority to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information or any other characteristic protected by law. The East Bank Development Authority prohibits any such discrimination or harassment.

## Sexual Harassment

Sexual Harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

## Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means. Unacceptable behavior could also include sabotaging or undermining another team member's work performance as well as repeated threatening or intimidating behavior or words to include use of obscenities, profanity, gestures, or screaming/yelling at or around others as well as taunting, jeering, mocking, or humiliating another person through acts or words.

The East Bank Development Authority does not tolerate any form of team member harassment. This conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all team members, clients, customers, guests, vendors, and persons doing business with the East Bank Development Authority. Team members, supervisors, and management are responsible for reporting all alleged incidents of harassment to the immediate supervisor, Human Resources, COO, or CEO, whichever is appropriate. The East Bank Development Authority makes every effort to assure there is no attempt to control, influence, or affect the job, salary, or other employment conditions of an applicant or team member as a result of harassment. All alleged incidents of harassment are quickly addressed and investigated by the Human Resources Department or an outside agency. Complaints and actions taken to resolve complaints are handled as confidentially as possible.

The East Bank Development Authority will courteously treat any person who invokes the complaint procedure, and the company will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action, where warranted. Lodging a complaint will in no way be used against the team member or have an adverse impact on the individual's employment status. Because of the damaging nature of harassment to the victims and to the entire workforce, aggrieved team members are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

It is the East Bank Development Authority's policy to try and make certain that team members feel free to raise concerns in this area without fear of retaliation. However, if after an investigation is completed and there is soundproof that a team member provided false information, disciplinary action may be taken, up to and including termination of employment.

## **Complaint Procedure:**

The East Bank Development Authority has established the following procedure for reporting a complaint of harassment, discrimination, or retaliation. The East Bank Development Authority will treat all aspects of the procedure confidentially to the extent reasonably possible.

- Team members that believe they experienced job-related harassment, discrimination, or retaliation promptly report the incident to the immediate supervisor, Human Resources, COO, or CEO; whichever is appropriate.
- Supervisors and Managers with the knowledge of any type of harassment, discrimination, or retaliation report it to Human Resources, COO, or CEO.
- The CEO or his/her designee will initiate an investigation immediately with Human Resources or other appropriate party; at a minimum the complainant, accused, witnesses, or anyone else with direct knowledge of the situation is interviewed. In the event that an investigation of an alleged incident of harassment proves that a team member engaged in actions or conduct constituting harassment, discrimination, or retaliation, appropriate disciplinary action is taken. The disciplinary action taken with respect to any violation of this policy is corresponding with the seriousness of the particular offense, up to and including termination of employment.

## Dress and Appearance

The East Bank Development Authority believes that pride in both oneself and the East Bank Development Authority is reflected through the appearance of a team member and the image the team member creates. It allows a team member to show the guest a positive attitude displayed toward the East Bank Development Authority. A team member's personal hygiene affects guest and co-worker relations. It can create a favorable or unfavorable impression of oneself and the East Bank Development Authority. Therefore, team member clothing must be neat, clean, wrinkle-free, in good repair, and grooming must project a professional appearance. A team member is expected to dress in a manner suitable to the job duties assigned to him/her. Should a team member have any questions regarding the dress standards for the position one is in, the team member should consult with his/her manager.

## Dress and Appearance

A team member's attire should also be appropriate for the activities in which the person will engage. If there will be contact with outside parties, team members are expected to dress in a manner that meets the level of formality our clients would expect. (In situations where it would be expected, business suits, etc.).

## Workplace Romance

The East Bank Development Authority is committed to maintaining a good relationship with its team members. It is important to the company that workplace romantic or intimate relationships avoid suspicions of favoritism, loss of team member morale, and/or the potential for accusations of harassment.

The East Bank Development Authority prohibits romantic or intimate relationships between a management or other supervisory team member and his/ her staff (a team member who reports directly or indirectly to that person) because such relationships tend to create compromising conflicts of interest or the appearance of such conflicts. In addition, such a relationship may give the perception to others that there is favoritism or bias in employment decisions affecting the team member in the relationship. Additionally, given the uneven balance of power within such relationships, consent by the staff member is suspect and may be viewed by others or, at a later date, by the staff member him/herself as having been given as the result of coercion or intimidation. The atmosphere created by such appearances of bias, favoritism, intimidation or coercion, or exploitation undermines the spirit of trust and mutual respect that is essential to a healthy work environment.

While the East Bank Development Authority has no intention of controlling team member actions outside of work or violating team member privacy, there are instances where consensual romantic or intimate workplace relationships need to be disclosed. The potential issues regarding "quid pro quo" harassment causes the East Bank Development Authority to make this a mandatory requirement.

If there is such a relationship, the parties need to be aware that this information must be disclosed to the Director of Human Resources.

## Workplace Violence

***Violence and threats of violence include, but are not limited to:***

- An act that is physically assaultive.
- A substantial, communicated or suggested intent to harm another, endanger the safety of team members, customers and visitors or destroy property.
- Behavior or actions that carry a potential for violence (throwing objects, waving fists, destroying property, etc.).
- Obsessively directed behavior (i.e., stalking, intensely focusing on a grudge, grievance or romantic interest in another team member).

The East Bank Development Authority is committed to providing a work environment free from violence for all team members, customers and visitors. We do not tolerate acts of violence in the workplace including verbal or physical threats or intimidation. Team members, customers and visitors are prohibited from bringing weapons and objects whose purpose is violent or threatening onto the East Bank Development Authority's premises. Violent actions on the East Bank Development Authority's property or while on Authority business will not be tolerated or ignored. Any unlawful violent actions committed by team members, customers or visitors will be prosecuted as appropriate. We use reasonable legal, managerial, and disciplinary procedures to secure the workplace from violence and to reasonably protect team members, customers and visitors. Team members are encouraged to raise workplace concerns with their supervisor. If the supervisor is unavailable or if the nature of the complaint is such that the team member does not feel he/she can discuss it with the supervisor; the team member should bring their concerns to Human Resources. The East Bank Development Authority immediately investigates concerns or incidents of workplace violence and will guard against retribution and adverse treatment of team members who bring concerns, incidents or who participate in an investigation. If evidence exists to support the allegations and the offender is a team member, violence or threats of violence may result in disciplinary action, up to and including immediate termination. If the offender is not a team member, other appropriate action will be taken. This policy extends to those who may be victims of domestic violence that has potential to spill over into the workplace.

## Weapons in the Workplace

Weapons of any kind are not permitted on the East Bank Development Authority property, including any and all buildings and grounds. Team Members who bring weapons on to the premises will be subject to discipline, up to and including termination.

Under Tennessee law, team members are allowed to bring the weapon and ammunition on to the East Bank Development Authority parking lot provided that the permitted weapon is kept in the team member's locked vehicle while it is parked on the premises and so long as the weapon is not visible and is locked in the trunk, glove box or gun safe if the vehicle is not occupied. The weapon may not be removed from the vehicle while it is on the East Bank Development Authority's property.

The East Bank Development Authority reserves the right to require any team member to advise it if a firearm is brought onto its property in a vehicle.

## Electronic Communications

**Electronic Media** - Is defined as e-mail (including attachments), documents (print or picture) and any other information that is transmitted or received electronically.

All electronic and telephonic communication systems (including e-mail, voice mail, etc.), and all communication and information transmitted by, received from, or stored in the East Bank Development Authority's systems, are the property of the East Bank Development Authority and are to be used solely for job-related purposes.

The use of any software and business equipment (including but not limited to facsimiles, telecopiers, computers, cell phones, and copy machines) for private purposes is strictly forbidden, unless expressly permitted by a designated manager.

To prevent spreading viruses, violating licensing agreements, etc., team members are prohibited from installing any software, including computer games, on the East Bank Development Authority-owned computers or cell phones without management's consent.

Team members are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from an authorized East Bank Development Authority representative of the Technology Department. All pass codes are property of the East Bank Development Authority. No team member may use a pass code that has not been issued to that team member or that is unknown to the East Bank Development Authority's technology management. Team members who violate this policy are subject to disciplinary action, up to and including termination.



Assigned personal passwords are not to be given out to anyone. Passwords are changed quarterly in order to maintain security. We monitor messages randomly to determine whether any outsiders are using the system or whether any violations of the East Bank Development Authority's policy occurred.

To ensure that the use of electronic and telephonic communication systems and business equipment is consistent with the East Bank Development Authority's legitimate business interests, authorized representatives may monitor the use of such equipment from time to time.

The East Bank Development Authority does not tolerate defamatory or threatening messages, or messages that will create a hostile work environment. Violation of this policy will lead to disciplinary action, up to and including termination.

Electronic media transmissions are the East Bank Development Authority's property; therefore, team members have no expectation of privacy. The East Bank Development Authority reserves the right to monitor all electronic media messages and may override any individual password in order to ensure compliance with this policy.

The East Bank Development Authority permits team members to send and/or receive personal electronic media messages, within reason. Personal use of electronic media does not interfere with or conflict with business use. Team members use their discretion when using the company electronic media system for personal use, since these messages will be treated the same as other messages and may be subject to monitoring.

Misuse of electronic media can result in disciplinary action, up to and including termination. Examples of misuse include, but are not limited to:

- Transmitting profane, obscene, or offensive material;
- Sending messages or jokes that violate the East Bank Development Authority's harassment policy or otherwise create a hostile work environment;
- Forwarding confidential information to unauthorized individuals;
- Using an unauthorized password to break into the system;
- Soliciting or advertising matters unrelated to business.

Only authorized persons can use e-mail. If team members have not been issued an e-mail password or account, they may not use the e-mail system. Team members do not use unauthorized codes, passwords, or other means to gain access to e-mail belonging to others.

The East Bank Development Authority prohibits the sending or receiving of proprietary information, trade secrets, or confidential information via electronic media.

Electronic media users should draft messages with the awareness that they are a permanent record. "Deleted" messages may exist on a hard drive, in a backup system, etc., and may be discoverable in a lawsuit. For this reason, e-mail must be treated as any other final work product that could be read in the future by a third party.

E-mails are treated with the same respect as telephone calls or delivered mail. It is treated as a formal document with proper business standards being followed.

## Department PC Network Use

**No hardware or software of any kind may be installed or copied onto the equipment or network of the East Bank Development Authority or its affiliates without the prior approval of the Information Technology Department.** This includes the copying of music, in any form and any other item that would be copied to the hard drive or network storage of the East Bank Development Authority that is personal in nature. Unauthorized hardware, software or other documents installed or copied onto the equipment or network of the East Bank Development Authority, or its affiliates is subject to removal without notice as well as disciplinary action, up to and including termination.

The East Bank Development Authority is a professional organization. In an effort to maintain a professional appearance, the East Bank Development Authority configures all desktop and laptop computers to have a uniform appearance. Team members will at no time make personal changes to the equipment that would alter this appearance and potentially cause the equipment to become unstable. This includes but is not limited to:

1. Changing backgrounds to anything other than the uniform standard
2. Changing the screen saver to anything other than the uniform standard
3. Changing the power settings or display settings without the approval of the Information Technology Department.

No equipment of the East Bank Development Authority or its affiliates may be taken off the premises without the prior approval of the team member's supervisor, COO, or CEO.

Team members are responsible for logging in and out of the network as instructed by the Technology Department. Failure to log out properly may result in incomplete backups and the inability to restore important files. Improper logging out also causes corruption of applications, files and critical system components when applications and files are open and a team member just turns off the power without closing applications. Failure to follow network use procedures may result in the loss of computer privileges and/or disciplinary action, up to and including termination.

## Internet Use

Team members are authorized to use internet access at the discretion of their supervisor. Inappropriate use of the internet may result in the loss of computer privileges and/or disciplinary action, up to and including termination.

No e-mail or other electronic communications is sent that attempts to hide the identity of the sender or represent the sender as someone else.

Electronic media and services are not used in a manner that is likely to cause unnecessary network congestion or significantly hinder the ability of other team members to access and use the network. This includes, but is not limited to:

1. The use of streaming audio or video which seriously degrades the overall performance of the internet functionality.
2. The use of any type of news or weather streamers or ticker tapes that requires a constant internet connection for real time updating.
3. Downloading any non-work-related items such as pictures, backgrounds, screensavers, etc.
4. Installing any type of instant messaging service.
5. Team members are strictly forbidden from making any changes to or adding any utilities to the Web Browser (i.e., popup blockers, hotbar, spyware utilities, etc...)

## Social Media Policy

**Social Media** - Also called Social Networking, is defined as any activity that involves interaction in on-line communities. This interaction includes, but is not limited to, browsing profiles and photos, reading messages sent through social networking forums, and participating in instant messaging services.

**Social Networking Sites** - Any website that links individuals electronically and provides a forum where users can connect and share information. These websites can be tailored to specific interests or to certain types of users. Examples of popular social networking sites include Facebook, Twitter, LinkedIn, Instagram, YouTube, BlueSky, Tik- Tok, and WhatsApp. The list of social networking sites is constantly growing and changing because of the nature of the Web.



**Social Networking Profile** - A user's personalized page within a specific social networking site, usually containing personal information such as name, birthday, photo and interests.

**Micro-blogging** - The practice of publishing your recent whereabouts, thoughts or activities on a social networking site for other users to see. While not all social networking sites use micro-blogging, this is a primary focus of sites such as Twitter and Facebook.

**Business Purposes** - Using a social networking site for the company's gain, usually as a task or assignment given by a manager or supervisor. This is done either through a specific company account on a given social networking site or through a personal account set up for the purposes of recruiting or marketing for the company.

**Working Hours** - Includes any time team members are being paid to conduct company business.

The East Bank Development Authority is committed to maintaining a good relationship with its team members and the marketplace. The way the public views the East Bank Development Authority is vital to maintaining business, gaining new business, retaining first-class team members, recruiting new team members, and marketing its services.

While the East Bank Development Authority has no intention of controlling team member actions outside of work, team members should practice caution and use discretion when posting content on the Web. Team members have the right to use social media for personal expression on their own time and the East Bank Development Authority will not violate team member privacy by attempting to access content that has not been made available publicly. Team Members are expected to use good judgment while participating in social networking. As a reminder any content placed on the web is available for anyone to see for an indefinite length of time. Any time that team members identify themselves as being a team member of and/or associated with the East Bank Development Authority, this policy applies to his/her internet activities. This policy serves as a notice on the practice of social networking for all team members to read and understand. As more concerns develop and legislation is released, this policy is subject to change.

## Prohibited Use

It is important that team members use his or her time at work for business purposes. Team members are not blocked from access to social networking sites on computers because, under some circumstances, social networking is a powerful business tool that can be channeled to gain positive publicity for the company and to connect with clients. However, access to such websites should follow company policy. The following actions are prohibited during working hours:

- Using social networking sites to conduct personal or non-company business with a company computer or device.
- Browsing social networking sites for non-company business on company time with a company computer or device.
- Reading email alerts regarding personal social networking account activity or using email to correspond with personal social networking contacts.
- Updating information, uploading photos or otherwise engaging with one's personal social networking profile for non-business purposes with a company computer or device.
- Micro-blogging for a non-business purpose on a social networking site throughout the day, whether or not it is on a company-provided computer.

## Prohibited Conduct

Having your own individual social networking account and using it on your own time is certainly permissible. However, keep in mind that some actions on your personal site are visible for the entire social networking community and may no longer be considered private matters. The East Bank Development Authority put in place a set of conduct guidelines to protect its brand and prevent the unwanted disclosure of confidential information. The following items are prohibited and may lead to disciplinary action up to and including termination.

Please follow these guidelines:

- Do not use micro-blogging features to disclose trade secrets, publish internal reports, provide tips based on inside information, or participate in other activities that may be considered insider trading.
- We urge you to consider resolving workplace grievances internally. If you choose to address a grievance using social media, refrain from posting comments and materials that could be viewed as malicious, obscene, threatening, intimidating, or that could create a hostile environment on the basis of race, sex, disability, religion or any other status protected by law.
- Refrain from posting any reckless or maliciously untrue comments. These communications may not be protected by law.
- Do not create any Internet activity, posting, or content or use social media in any way that disparages the East Bank Development Authority's operations, products, services, team members or former team members
- Do not engage in or reference any social media communication regarding any past, present, or future customer, vendor, and/or team member, regardless of the source of the initial post or comment.

## Conclusion

As stated above, the purpose of this policy is to protect the brand and prevent the disclosure of the East Bank Development Authority's confidential information. It is not the company's intent to interfere with its team members' legal rights. Whenever state or federal law governs an area of social media participation, the East Bank Development Authority's policies should be interpreted as to comply with them.

## Cell Phone, Smart Phone, and Internet on Mobile Device Usage

### Use During Work Hours

This policy is written to reduce distractions, improve safety, and ensure team members report time worked correctly.

Team members may carry and use personal cell phones while at work so long as use does not interfere with productivity or customer interactions and should be limited. If team member use of a personal cell phone causes disruptions or loss in productivity, the team member becomes subject to disciplinary action up to and including termination.

### Use While Driving

Mobile Device use while driving is a common, often harmful, distraction. The East Bank Development Authority is concerned about your safety as well as the safety of others. For this reason, the use of mobile devices while driving is not permitted. Wait to accept or place phone calls when you safely pull off the road or until you arrive at your destination. If you must use your cellphone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.). Failure to follow this policy results in disciplinary action up to and including termination.

### Use of Mobile Devices for Business During Off- hours

The East Bank Development Authority has a legal obligation under FLSA to know when team members are working so that team members are properly paid. Non-exempt team members are not permitted to use their cell

phones, smartphones, or internet for work purposes while off-duty, unless they are reporting issues regarding their attendance at work. If there is a situation where a non-exempt team member needs to work at a time that is considered “after hours,” for his/her position, the team members must obtain prior approval, so that comp time or overtime can be properly documented and issued, as appropriate; including after-hours cell phone conversations, emails, or looking up information on-line for business purposes.

## East Bank Development Authority Travel

Any work-related travel must be approved in advance by the CEO or their designee. All work-related travel policies, procedures, and expenses will be handled in accordance with the Metro Government’s travel policy. Information and provisions are available under the Metro Travel Policy page through the Metro Finance Department.

## Entertainment Policy

Given the nature of the East Bank Development Authority business, it is understood that, on occasion, entertainment expense within reasonable limits that are not lavish, excessive or inappropriate, may be incurred in order to further business objectives of the East Bank Development Authority. Any entertainment expense must be approved in advance by the CEO, COO, or designee prior to the occurrence. All relevant documentation (sales receipts, etc.) must be retained for audit purposes.

## Political Activity

A team member does not use his/her official authority as a team member to influence or attempt to influence, coerce or attempt to coerce a political body or to in anyway interfere with any nomination or election of any person to public office.

The use of the East Bank Development Authority’s team member work time or equipment, supplies, or funds to assist political parties or candidates for public offices is prohibited.

Nothing prohibits any team member from expressing his/her opinion on any candidate, on issues, or from participating in any political campaign during his/her off-duty hours.

## Litigation Hold Policy

Should a team member become aware of litigation involving the East Bank Development Authority, he/she should notify his/her supervisor immediately. The Litigation Hold Policy advises all relevant team members to preserve all records, including documents and electronically stored information that may relate to a pending or anticipated legal action involving the East Bank Development Authority. This request is to ensure that the records in question will be available for the discovery process as part of litigation. A legal hold may be issued in an electronic or paper- based format. An agency must take reasonable steps to preserve records when it learns of pending or imminent litigation, or when litigation is reasonably anticipated.

Litigation holds seek to prevent spoliation (destruction, alteration, or mutilation) of evidence which is relevant to or discoverable in a subject dispute. The Litigation Hold applies not only to paper-based documents but also to electronically stored information (ESI), including email and draft documents.

## Media Inquiry

Any interaction with news media is handled by the CEO or their designee. The East Bank Development Authority’s CEO and/or the East Bank Development Authority authorized agency is the sole originator of the news releases or news conferences concerning the East Bank Development Authority and its personnel. All news releases on behalf

of the East Bank Development Authority are approved by the CEO.

The following requires prior written approval from the CEO or their designee:

- All interior photography or video taping of the East Bank Development Authority by the media
- All advertising, endorsement, or testimonial requests of an East Bank Development Authority team member
- Speaking on the East Bank Development Authority's behalf

The supplemental public information policy as written by the EBDA Public Information Officer, CEO, and COO offers additional detail and direction regarding media coordination.

## Tobacco Usage

The East Bank Development Authority strives to provide a healthy workplace environment. Therefore, team members, customers or visitors are not allowed to smoke, use tobacco products, or electronic (e-cigarettes) cigarettes in any areas of the buildings.

Smoking, use of tobacco products, or electronic (e-cigarettes) cigarettes is only permitted in designated areas. Team members must abide by this policy and should advise, as well as enforce when necessary if customers or visitors are in violation.

## Performance Reviews and Written Evaluations

Each team member is given an annual written evaluation of his/her work based on regular supervisory performance reviews. The performance review and written evaluation is the result of participation by the supervisor and team member and based on achievements of position goals and standards of performance. The performance review and written evaluation takes into consideration both position duties and responsibilities.

All team members receive an annual written performance evaluation by their immediate supervisor.

Team members are eligible at the time of their annual written evaluation for a merit pay increase based on performance, their contribution and the East Bank Development Authority's budgetary limitations.

## Resignation

Team members are requested to provide their supervisor written notice of resignation of at least two weeks in advance in order to allow for a smooth transition.

The CEO has the discretion whether or not to allow a team member to work out the duration of his/her notice. This in no way affects "Employment at Will". The team member or the East Bank Development Authority reserves the right to terminate the employment relationship with or without cause or notice.

## Designated Holidays

All full-time team members on an active payroll on the date of the holiday are eligible for holiday pay at their regular rate of pay. Team members on vacation or sick leave during periods when designed holidays occur do not have the day of holiday counted against their accrued paid time off. If conditions warrant, a holiday may be canceled, or it may be observed at an earlier or later date at the CEO's discretion.

A paid holiday **does not count** as a day worked in calculating overtime for the work week. The following will be declared official holidays, and all employees will be excused without charge to leave:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25

Holidays that fall on Sunday will be observed on the following Monday and holidays that fall on Saturday will be observed on the Friday before by those employees working Monday through Friday. On those occasions when Christmas Day falls on Monday, the Christmas Eve holiday will be observed on the Tuesday following Christmas Day; on those occasions when Christmas falls on Saturday, the Christmas holiday will be observed on the subsequent Monday. If a holiday is observed on an employee's day off, the employee may be scheduled for a floating holiday during the week of the holiday or the following week.

## Work During Holidays

Each eligible team member is given the number of designated holidays each year. If the work requirements of the East Bank Development Authority are such that the team member is required to work on any of the holidays designated, the team member is given another day off thirty days before or after that holiday. The team member may schedule another day off with approval from the CEO or their designee. The team member is required to submit a signed statement with his/her approved choice documented.

## Vacation Leave

All full-time team members earn Vacation Leave. Part-time, emergency, temporary, or seasonal team members are not eligible to accrue vacation time. Accrual begins at the first full month of employment and is accrued in equal amounts on a monthly basis at the end of the month. Team members of the East Bank Development Authority may only take the amount of vacation time accrued as of the date when requested. Team members may not "borrow" against future vacation accrual. Team members roll over no more than 15 days/120 hours from year to year. The vacation plan for full-time team members of the East Bank Development Authority is as follows:

Service with the East Bank Development Authority	Days per Year	Hours per Month
0-4 Years (0-59 months)	15	10
5+ Years (60+ months)	20	13.333

Employment years are based upon the team member's original or adjusted date of hire. Any team member hired before April 2025 who were Metro employees directly prior to their hire will be allowed to keep accrued vacation beyond 15 days, but not more than three times the annual maximums listed above.

If a team member, for any reason other than approved leave, misses three days of work (unpaid status) within a 30- day period, he/she is not eligible to accrue vacation leave for one month.

No team member may give or loan vacation time to another team member. Vacation leave is requested and approved by the supervisor and the CEO prior to the team member starting vacation leave.

The CEO of the East Bank Development Authority or their designee schedule vacations. Vacation schedules take into consideration the needs of the service and the ability of the staff to perform the work required of the Authority. Vacation leave is scheduled in advance with the team members' immediate supervisor in order to try to satisfy preferences, as well as meet the staffing needs and requirements of the East Bank Development Authority.

The minimum charge for vacation leave is a unit of one-half hour.

## **Payment for Earned Vacation Leave**

Upon termination of the employment relationship, team members receive pay for earned but unused vacation days up to the maximum amount as noted above (120 hours or 3 times annual maximum where applicable).

Payment is made at the team member's current rate of pay.

In case of the death of a team member, payment of unused vacation leave is made to the team member's beneficiary, estate, or as provided by law.

## **Sick Leave**

### **Accruing Sick Leave**

Sick days accrue at the rate of one working day per month of service for all full-time team members of the East Bank Development Authority. This is equivalent to eight hours of sick time accrued per month. Accrual begins at the first full month of employment. The maximum number of accrued days that can be rolled over year to year is 120 days or 960 hours.

For Grandfathered Metro team members days that are accrued more than the 120 days are placed in a separate "bank" to be applied as credit towards a service pension (as outlined by benefit board guidelines and where applicable). Once in this bank, it cannot be transferred back to be used as regular sick leave. Days in the bank are never available to be used for sick leave.

If a team member, for any reason other than approved leave, misses work in an unpaid status, he/she is not eligible to accrue sick leave for that month.

### **Use of Sick Leave**

Team members use their accrued sick leave for absences due to their own illness, non-occupational injury, or due to exposure to a contagious disease that might endanger the health of other team members. Sick leave is also used for appointments with a licensed doctor, dentist, optometrist, or other recognized practitioners. The minimum charge for sick leave is a unit of 30 minutes.

If a team member is unable to work due to illness or injury, the team member notifies his/her immediate supervisor, immediate manager, COO, or CEO as soon as the onset of the illness or injury, at minimum of at least one hour before his/her scheduled work time. The team member may call, leave a voicemail, or text chain of command above. Team members will be required to receive a response from chain of command contact. If a response is not received within 30 minutes, the team member must call the next person in the chain of command.

Up to five days/40 hours in a calendar year may be used for the illness of a team member's spouse, domestic partner, parent, or child, who lives in the team member's household or for whom the team member is the primary caretaker. This limit does not apply if the requested time off for the relative is approved under FMLA.

It is not allowed for a team member to be gainfully employed elsewhere while out on sick leave. Any team member doing so is considered to have voluntarily resigned from employment with the East Bank Development Authority.

No team members may give or loan sick leave to another team member.

Compensation for sick leave is computed on a straight time basis and is not to be considered in tallying time for overtime. Sick leave is payable at the same rate as regular pay and is subject to the same withholding elections.

**Note:** Accrued sick time is not paid out at time of termination.

## Personal Leave

### Converting Personal Leave

In January of each year, each staff member will have the ability to convert one day of sick to one day of personal for up to three sick days within a calendar year providing that he/she has been has a balance of at least 40 days of sick leave available after requesting personal leave. Personal days not used in that calendar year will be forfeited.

### Use of Personal Leave

Converted days must be requested in eight-hour increments. Personal days may only be used if scheduled in advance. If a staff member wishes to use his/her available personal days, a request will be made using the time off request form in Kronos prior to the day off work.

## Bereavement Leave

In the event of a death in a team member's immediate family, the team member is granted reasonable paid absences, up to five days. Only full-time team members are eligible for bereavement leave. A team member is given up to one full work shift to attend the funeral of a member of his/her extended family. The CEO determines the number of days of leave with pay for immediate and/or extended family, considering the team member's relationship to the deceased, the team member's responsibilities, logistics, travel, etc.

Any additional leave taken will be charged to vacation leave or unpaid leave.

Compensation for bereavement leave is not considered time worked and is not considered in tallying time for overtime. Bereavement leave is payable at the same rate as regular pay and is subject to the same withholding elections.

## Family Medical Leave Act (FMLA)

The East Bank Development Authority is required by law to comply with the Family Medical Leave Policy. Team members must be employed by the East Bank Development Authority at least 12 months (this period does not have to be consecutive) and worked at least 1,250 hours of service during the twelve-month period prior to the request. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by a team member. The FLSA does not include time spent on paid or unpaid leave as hours worked.

Therefore, these hours of leave should not be counted in determining the 1,250 hours eligibility test for a team member under FMLA. Forms for leave requests are available in the human resources office. It is not permitted for a team member to be gainfully employed elsewhere while on FMLA. Any team member doing so is considered to have voluntarily quit.



Under the leave policy a total of up to 12 weeks unpaid leave of absence is available to eligible team members under the following circumstances:

- The birth of a child, but only within the first 12 months of the birth.
- The placement of a child for adoption or other legal placement, within the first 12 months of adoption or placement.
- The need to care for a dependent, domestic partner, spouse, or parent that has a serious medical condition.
- The serious health condition of the requesting team member, which renders the team member unable to perform the functions of his/her position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or as a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. Generally, a chronic or long-term health condition that result in a period of three consecutive days of incapacity with the first visit to the health care provider within seven days of the onset of the incapacity and a second visit within 30 days of the incapacity is considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Team members with questions about what illnesses are covered under this FMLA policy or under the company's sick leave policy are encouraged to speak with Human Resources.

If a team member takes paid sick leave for a condition that progresses into a serious health condition and the team member requests unpaid leave as provided under this policy, the company may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

The twelve weeks of unpaid leave is using a rolling twelve (12) month period.

During the unpaid leave, team members retain the same healthcare coverage but contribute the same amount towards these benefits as he/she paid before the leave began (i.e. premiums for dependent(s)). The East Bank Development Authority reserves the right to recover premiums paid by the company from team members who fail to return to work at the end of leave. Upon return to the company at the end of the leave, the team member is restored to his/her former position with the same rights, benefits, pay, and other terms and conditions that existed prior to the leave; or to an equivalent position with equivalent rights, benefits, pay, and other terms and conditions of employment.

A team member who is out for more than 20 consecutive days in an unpaid status, will have his/her continuous service date adjusted.

**Note:** While seniority-related dates are adjusted for unpaid leave, FMLA leave cannot be considered in evaluation ratings, disciplinary actions, or in any other manner that adversely affects the team member.

If the team member requests the leave due to his/her own serious health condition, the team member may also be eligible for available sick leave or short term and/or long-term disability payments if the condition of the leave meets the qualifications of those plans.

Team members requesting leave for his/her own or an eligible family member's serious health condition will be required to provide medical certification. Medical certification must be provided 30 days in advance of the request for leave when possible.

## Other Exceptions/Provisions:

If both spouses work for the East Bank Development Authority, their combined leave in any twelve-month period is limited to twelve (12) weeks total, if the leave is taken for the birth or adoption of a child.



Intermittent or reduced leave may be taken in case of a serious health condition, either a team member's own or that of a child, spouse or parent, when medically necessary. The birth or placement of a child does not qualify for intermittent or reduced leave.

Team members out on unpaid leave are required to contact his/her supervisor, at least every four weeks, to report on his/her status and intention to return to work at the end of his/her leave.

Benefits based on time of service (i.e. vacation, sick leave, personal days, etc.) will not accrue during unpaid leave under this policy.

All other provisions under FMLA will be followed in accordance with federal law. More information can be found at [www.dol.gov](http://www.dol.gov) or by contact the Human Resources team.

## Paid Family Leave

Full-time employees who have been employed with Metro for at least six (6) months are eligible for up to thirty (30) work days of Paid Family Leave (approximately six business weeks) for the birth or adoption of a child and/or to provide care for a spouse, parent, or child as defined by the Federal Family and Medical Leave Act (FMLA). The Paid Family Leave program will be administered within the guidelines of the FMLA Policy Handbook maintained by Metro Government Human Resources Department and publicly available to all employees. Paid Family Leave time will run concurrently with time designated as FMLA leave.

## Military Leave

The East Bank Development Authority complies with the Uniformed Services Employment and Reemployment Act ("USERRA") and grants leave for team members to perform their duty, including training obligations in the military or other uniformed services as defined in USERRA, not to exceed 20 working days per calendar year. Team members give their immediate supervisor as much advance notice as possible concerning the dates for reserve/ guard training or other uniformed services. Team members in the military reserve/guard provide a copy of their reporting orders to their immediate supervisor as soon as possible. Additional guidelines for Special Military Leave can be discussed with Human Resources.

**Note:** This pertains only to reserve/guard training camp; team members entering the active-duty military service should see human resources about laws and policies pertaining to that phase of military service.

## Nursing Mothers

For up to one year after a child's birth, any team member who is breastfeeding her child will be permitted flexible scheduling for expressing breast milk for her baby. The supervisor and the team member will agree upon a plan prior to the start of the flexible scheduling as the frequency of breaks as well as the duration and location of each break may vary. The East Bank Development Authority will designate a private lactation space to be used temporarily for this purpose. The temporary lactation space will be made available upon the return of the breastfeeding team member from maternity leave and made available to the breastfeeding team member when needed. The space will be secure, have an electrical outlet, and will be easily accessible to a refrigerator and sink. Any breast milk stored in the refrigerator must be labeled with the name of the team member and the date and time of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Team members storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering.

## Jury and Witness Duty Leave for Business Related Reasons

A team member is allowed time off with pay if summoned for jury duty or to appear as a witness in a court of law. A team member submits a copy of the summons directing him/her to serve or appear as soon as it is received. This paid time off is for business related reasons. It does not cover time for personal reasons.

A team member is paid his/her usual wages for hours missed due to jury or witness duty. If court is not held on a particular day or a team member is released for the day (unless the team member is serving on a sequestered jury) the team member is expected to report for work.

The East Bank Development Authority reserves the right to request the court excuse or postpone jury duty if it causes adverse and/or economic affects to the East Bank Development Authority's operations.

Jury and Witness Duty leave is payable at the same rate as regular pay and is subject to the same withholding elections.

## Administrative Leave with Pay

Absences with pay for administrative purposes are approved the CEO only. The leave will not exceed more than five working days.

## Leave without Pay

Any team member of the East Bank Development Authority can request leave without pay, only when all paid leave is exhausted. The CEO, or a designee, reviews and approves requests for leave without pay.

For an approved leave in excess of 30 days, the team member makes arrangements to pay the necessary premiums in order to maintain insurance coverage without interruption prior to that amount of leave taken.

## Team Member Insurance Benefits

The East Bank Development Authority provides insurance benefits to all full-time team members as designed by the Employee Benefit Board. Benefits include health, dental, vision, short-term disability, long-term disability, and life insurance. Coverage begins the first of the month following 30 days of employment. The various health plans are presented to new team members during the new hire process. Team members can choose to enroll in the plans during the waiting period, or during the annual open enrollment. Team members can also enroll or change coverage options when there is a qualifying event, such as marriage, birth or adoption of a child, or loss of previous coverage.

## COBRA

The East Bank Development Authority is in compliance with the Consolidated Omnibus Budget Reconciliation Act (COBRA). Under this Act, the company allows workers and their families who lose their health benefits the right to continue group health benefits for limited periods of time under certain circumstances such as voluntary or involuntary job loss, reduction in the hours worked, transition between jobs, death, divorce, or other life events. Under the Act, qualified individuals may be required to pay the entire premium for coverage up to 102% of the cost of the plan. You will be provided notice if you qualify for this Act.

**Contact the Metro Human Resources Benefit Services team, 615-862-6700 or [HRBenefitServices@nashville.gov](mailto:HRBenefitServices@nashville.gov), with any questions regarding these insurance plans.**

You can also visit the link: <http://www.nashville.gov/Human-Resources/Benefits/Employee-Benefits.aspx>, for benefit information.

## Social Security

As a team member of the East Bank Development Authority, team members are covered under the Federal Insurance Contribution Act (FICA). The East Bank Development Authority pays the current tax assessed by the federal government; the team member pays a matching amount through payroll deduction.

## Retirement Plan

### East Bank Development Authority Team Members

For team members hired under the East Bank Development Authority, the East Bank Development Authority has a 401 (k) investment plan to help team members prepare for their retirement. The East Bank Development Authority matches a team member's contribution up to 5% of the team member's annual salary. Eligibility for this plan is the first of the month following 30 days of employment.

Grandfathered employees under the Metro Employee Benefit System and hired before April 1, 2025, may not participate in the 401 (k) investment plan, but are eligible to participate in the Metro pension plan and MetroMax 457 deferred compensation plan.

Specific details on coverage and benefits are outlined on the benefit summary statement, which is provided during new-team member orientation.

# Team Member Handbook Acknowledgment Form

This team member handbook was prepared for your information and understanding of the policies, procedures, practices, and benefits of the East Bank Development Authority.

**PLEASE READ IT CAREFULLY.**

On completion of your review of this handbook, please sign the statement below, and return to the Human Resources office by the due date. A reproduction of this acknowledgment appears at the back of this booklet for your records.

I, \_\_\_\_\_, received and read a copy of the Team Member Handbook that outlines the policies, procedures, practices, benefits, and expectations of the East Bank Development Authority, as well as my responsibilities as a team member.

I familiarized myself, at least generally, with the contents of this handbook. By my signature below, I acknowledge, understand, accept, and agree to comply with the information contained in the Team Member Handbook provided to me. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the procedures, practices, benefits, and expectations of the East Bank Development Authority.

I understand employment with the East Bank Development Authority is “at will” and entered into voluntarily, and that I am free to resign at any time, for any reason, with or without notice. Likewise, the East Bank Development Authority is free to terminate my employment relationship at any time, with or without cause.

\_\_\_\_\_

Team member signature

## Exhibit 2 – EBDA Staff Legal Counsel Memo

## MEMO

To: EBDA Board Members

From: Ben York, EBDA CEO

Date: June 11, 2025

Re: EBDA Legal Representation

Staff for the East Bank Development Authority (EBDA) have been working diligently to establish standard business practices and procedures for this new Authority. One of the day-to-day operational items that the CEO and COO are to establish is EBDA Legal Representation. We have met both with outside counsel and with Metro Legal to thoroughly understand the options and weigh the benefits of each. At this time, we have decided to utilize the Metro Legal Department for our legal representation. Below is a summary of the reasons behind our decision.

- Metro Legal represents all of the Metropolitan Government's boards and commissions as well as two of its Authorities. Metro Legal attorneys have deep experience in municipal and Tennessee law and are familiar with the kinds of issues that EBDA is likely to encounter.
- EBDA is utilizing a number of Metro Government Departments and their resources on a daily basis including Finance, ITS, HR, and Planning.
- Cost effective decision. EBDA will rely on the Metro budget for several years to cover its operating budget. Outside counsel will add a substantial expense to EBDA's operating budget.
- Specialized knowledge. Metro Legal has indicated that Tom Cross will be our primary POC. Mr. Cross has almost 30 years of municipal law experience and has worked on the East Bank with the CEO and COO for almost 5 years. He therefore has a deep understanding of the day-to-day operations of the EBDA and legal matters related to the East Bank. Given his history in Metro Government, he will be an asset to assist the EBDA in efforts related to development on the EB.
- Quick, reliable advice on day-to-day legal business. The EBDA will continue to have numerous routine and predictable legal needs. Metro Legal can quickly

# EAST BANK

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and efficiently answer our inquiries without the need to wait for an appointment or spend time on background information.

- EBDA reserves the right to terminate and hire independent counsel at any time. We are confident that both the EBDA and Metro Legal will be judicious in determining when to engage outside counsel.

Exhibit 3 –  
HDR Quarterly Report  
Q1 2025



Exhibit 4 –  
The Fallon Co  
IDA Status Memo

# **EAST BANK**

## **QUARTERLY REPORT**

**East Bank Development  
Authority**

**DRAFT**

March 31, 2025



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# 1. INTRODUCTION

## 1.1 PURPOSE OF THE QUARTERLY REPORT

This report provides a high-level summary of progress made during the reporting period, capturing key milestones, decisions, and developments that are shaping the trajectory of the East Bank Program. It serves as a critical communication tool for stakeholders, including the East Bank Development Authority (EBDA), Metro leadership, project partners, funding agencies, and the public, ensuring transparency and accountability in the program's execution.

The report highlights advancements in program management, design, construction, regulatory compliance, and community engagement, while also addressing challenges, risks, and mitigation strategies. Additionally, this report provides a structured overview of financial status, right-of-way acquisitions, schedule progress, and key milestones achieved, offering a snapshot of program health and momentum. By documenting these updates, the report supports informed decision-making, facilitates coordination among project teams, and maintains alignment with the program's overarching vision and objectives.

## 1.2 IMAGINE EAST BANK VISION PLAN OVERVIEW

The Metro Planning Commission adopted the [\*Imagine East Bank Vision Plan\*](#) on October 6, 2022, following nearly two years of extensive community engagement. This process shaped four core vision concepts— *Equitable and Affordable East Bank*, *Safe and Simple Multimodal Connections*, *Respect for the River*, and *Neighborhoods for Nashvillians*. These principles lay the foundation for transforming 550 acres of underutilized land along the East Bank into vibrant, connected neighborhoods that reflect Nashville's future.

### CORE VISION CONCEPTS

- Equitable and Affordable East Bank
- Safe and Simple Multimodal Connections
- Respect for the River
- Neighborhoods for Nashvillians

## 2. EAST BANK DEVELOPMENT AUTHORITY

### 2.1 GOVERNANCE

#### 2.1.1 ESTABLISHMENT OF THE AUTHORITY

The East Bank Development Authority (EBDA) is authorized under Chapter 68 of the State of Tennessee Private Acts of 2024, as adopted by [BL2024-428](#) during the August 20, 2024 Metropolitan Council Meeting. This ordinance authorized the establishment of the East Bank Development Authority with particular power in the area bordered by the Cumberland River to the west and south, by Interstate 24 to the east, and by Interstate 65 to the north.

The Authority can enter into contracts, own and manage real and personal property, issue bonds, undertake projects, and exercise the powers of industrial development boards, housing authorities, parking authorities, and port authorities. The Authority administers the existing development agreements and expected future agreements for the use of publicly owned East Bank property. The Authority also oversees and manages the design of public infrastructure within the East Bank and coordinates the public and private projects to ensure East Bank development is consistent with the community's vision for the development.

The Authority does not have the power of eminent domain over any real property. Any issuance of bonds, notes, or other debt obligations require approval from the Metropolitan Council by resolution. The Metropolitan Government is not liable for the payment of any bonds issued by the Authority or any bonds, agreements, or obligations of the Authority.

#### 2.1.2 EBDA BYLAWS

The EBDA Board approved the [Bylaws](#) on February 26, 2025. The Bylaws established the purpose of the Authority, membership and officers, meetings, ethical standards and training, CEO policies, interpretation, and amendment of Bylaws, and filing procedures and effective date.

#### 2.1.3 EBDA LEADERSHIP AND STAFF

On March 28, 2025, Mayor Freddie O'Connell announced the appointment of Ben York as the first Chief Executive Officer (CEO) of the EBDA. As one of Ben's first official acts as CEO, he appointed Anna Grider as the Chief Operating Officer (COO). Ben and Anna will look to fill additional staff positions in the coming months.

Substantial "extension of staff" resources are also supporting the program through Metro's East Bank Program Management contract. The Program Management contract will transfer from Metro Planning to the EBDA, and the program management team will adjust resources to complement and support EBDA's future staff as required.



## **2.2 THIRD PARTY AGREEMENTS**

### **2.2.1 INTERGOVERNMENTAL AGREEMENT**

A draft Intergovernmental Agreement (IGA) between Metro and EBDA was presented to the Board on March 25, 2025. This agreement is being reviewed by EBDA legal counsel and delineates the rights and responsibilities of Metro and the Authority, relative to the activities of the Authority for the entirety of the 550 acres of the East Bank Development.

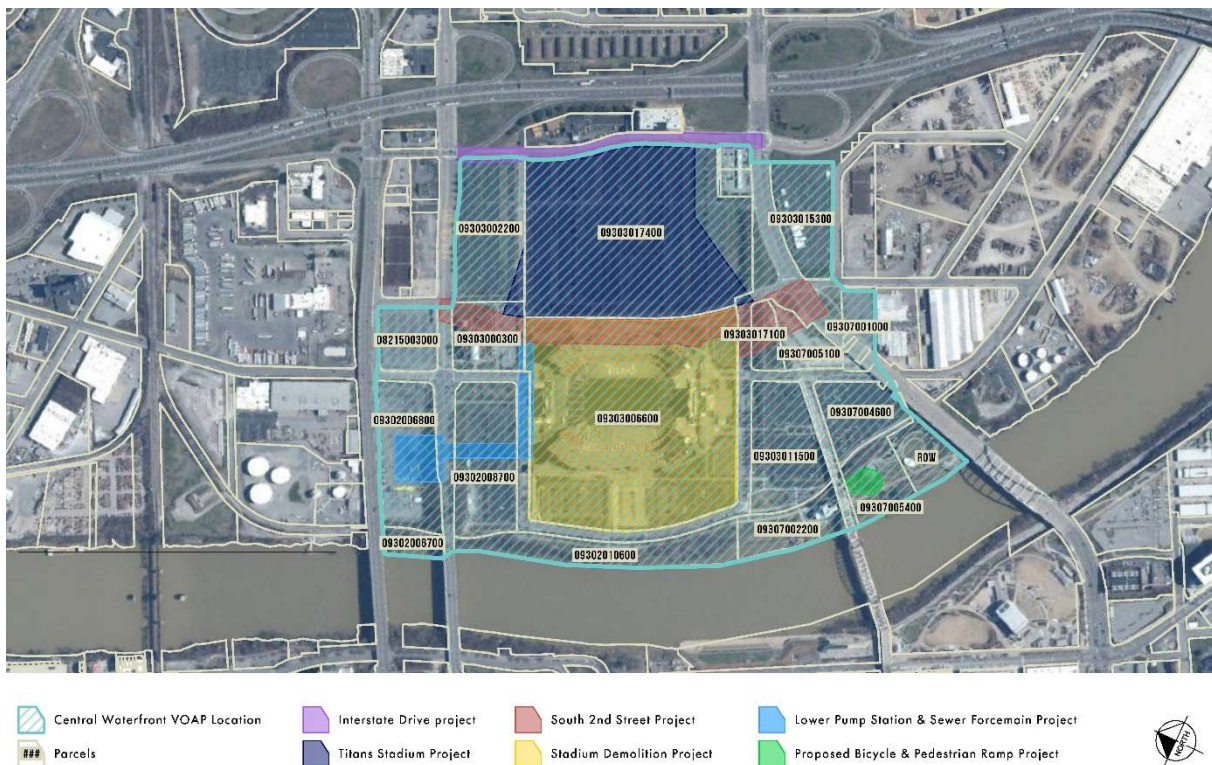
### **2.2.2 MASTER DEVELOPMENT AGREEMENT**

Metro Council unanimously approved the Master Development Agreement between Metro Nashville and the Fallon Company to develop 30 acres of Metro-owned land on the East Bank on April 16, 2024. This area is referred to as the Initial Development Area (IDA). The Fallon Company was selected based on their ability to develop and deliver a neighborhood that best serves Nashville, including green spaces, affordable housing, multimodal infrastructure, and high-quality design. The agreement includes provisions for market-rate and affordable residential units, daycare, retail space, office space (pending market demand), and hotels. Fallon will help to fund the public infrastructure required to support the development.

### **2.2.3 BROWNFIELD VOLUNTARY OVERSIGHT AND ASSISTANCE PROGRAM (VOAP)**

Metro submitted an application to the Tennessee Department of Environment and Conservation (TDEC) Division of Remediation (DoR) for inclusion into the VOAP. The DoR accepted the East Bank site into the program via a letter dated January 4, 2024. The site includes 130 acres of Metro owned property in the Central Waterfront area. Through VOAP, owners can obtain a No Further Action letter from TDEC, confirming the satisfactory resolution of contamination and providing liability coverage for past issues on the property.

**FIGURE 2-1: FIGURE FROM VOAP APPLICATION**



## 2.2.4 BROWNFIELD VOLUNTARY AGREEMENT (BVA)

Metro and East Bank representatives have met with TDEC to discuss several site investigations and a pending Brownfield Voluntary Agreement (BVA). The BVA will be a legally binding agreement between the State of Tennessee and the owner. This agreement will outline the owner’s obligations to fully remediate environmental conditions encountered at the site. The primary objective of the BVA is to ensure that the identified environmental impacts and conditions do not pose any threat to human health or the environment.

### BVA PRIMARY OBJECTIVE

To ensure that the identified environmental impacts and conditions do not pose any threat to human health or the environment.

In the interim, TDEC is to complete their review of the technical reports and issue a Site Characterization Letter. Additional investigations may be requested per the forthcoming letter. A draft BVA has been prepared and reviewed by Metro legal and provided to TDEC on February 3, 2025. The current approach is to execute and manage one agreement to include the 130 acres of Metro owned property, and for TDEC to provide “clearance” for individual parcels/properties after TDEC requirements have been met for those specific properties.

## 2.3 PROCUREMENT

The EBDA is planning to advertise a Request for Qualifications for On-Call/IDIQ Planning and Engineering Services in the Fall of 2025. Multiple Master Services Agreements (MSAs) are likely to be awarded, providing the EBDA a pool of consultant resources to utilize on an as-needed basis. Having the MSA's in place will allow the EBDA to expedite planning and engineering efforts via the negotiation of Task Orders with "pre-qualified" firms, rather than managing "open procurements" for each assignment.

The EBDA may also advertise a Request for Qualifications for on-call/IDIQ Construction Services. This would help to expedite select construction projects. Most of these projects would be focused on roadways, utility installations, temporary infrastructure, ROW maintenance, and other public infrastructure.

Procurement efforts will be supported by Metro in the near term. As such, the EBDA intends to follow Metro's best practices and policies, including S/D/W/MBE participation.

## 3. ACTIVE DEVELOPMENTS

### 3.1 FALLON COMPANY INITIAL DEVELOPMENT AREA (IDA)

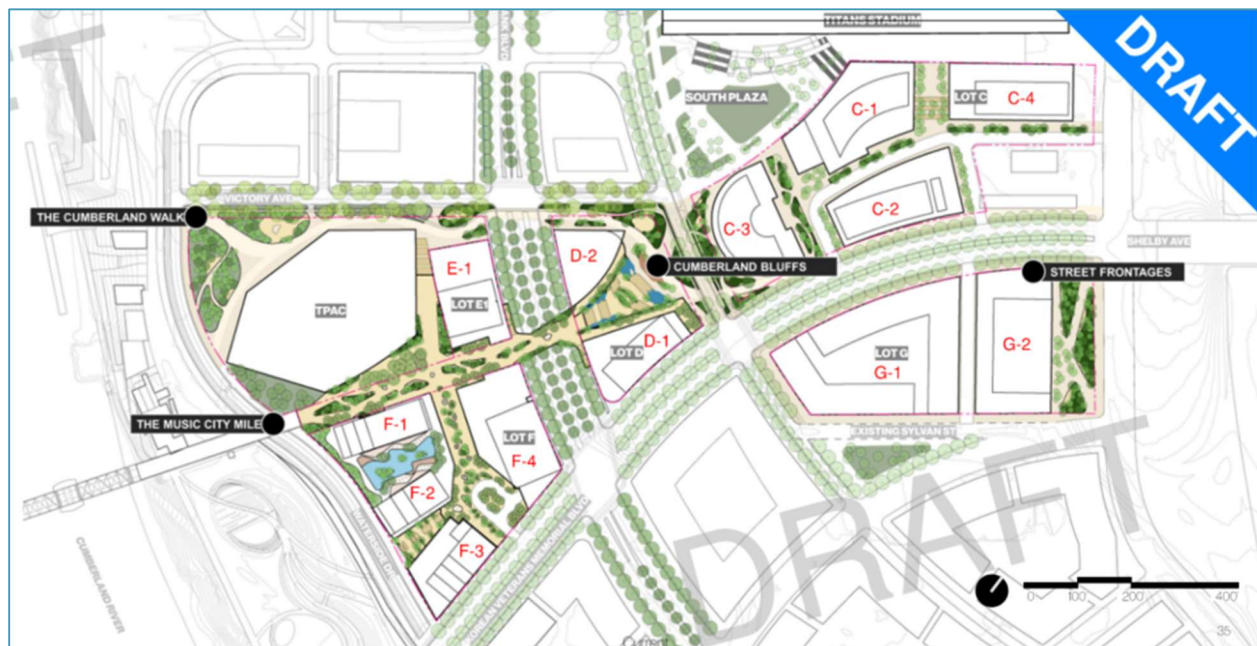
In February 2024, Mayor Freddie O’Connell’s administration filed two pieces of legislation related to the initial development of Metro-owned land on the East Bank. The legislation was in the format of an ordinance authorizing Metro and The Fallon Company to develop the 30 acres of the Metro-owned East Bank land identified as the IDA.

Fallon’s near-term priority investments are focused on properties proximate to the new stadium. More specifically Phase 1 includes Parcel G-1 (affordable housing), C-1 (Hotel), and C-2 (market rate residential). Phase 2 includes Parcel C-3 (hotel/residential). Phase 3 includes Parcel D-1 and D-2 (residential). Phase 4 includes Parcel C-4 (hotel), Parcels F1-F3 (residential) and Parcel E1 (hotel/residential).

Parcel A will house the East Bank Transit Center (see section 6.3.1 for more information), affordable housing and retail, and Parcel B is intended to have hotel, retail and plaza space. There are two parcels (Parcel F4 and Parcel G-2) that are currently being held for office space but may change intended use after 10 years depending on market conditions.

The East Bank team is actively working on public infrastructure projects needed to support these investments such as the design and installation of utilities on Interstate Drive, S. 2nd St., and Shelby Ave. The specific timing of future phases is to be determined.

**FIGURE 3-1: DRAFT OF THE FALLON COMPANY IDA**





## 4. ACTIVE PROJECTS

### 4.1 METRO PLANNING/EBDA PROJECTS

#### 4.1.1 CIVIL ENGINEERING SERVICES FOR THE EAST BANK VISION PLAN

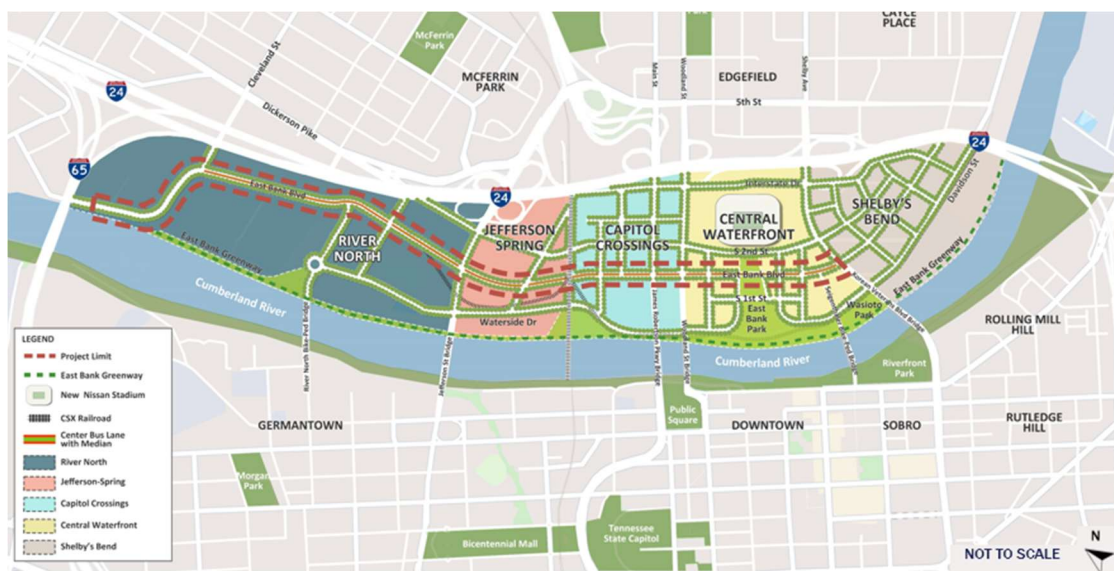
In early 2024, Kimley-Horn began to prepare horizontal and vertical alignments for roadways, define roadway rights-of-way and developable parcel boundaries, develop a district-wide stormwater management plan, and prepare a master utility plan for the Central Waterfront area. This work was substantially completed in March 2025, with some coordination efforts to follow. This contract may be amended to accommodate additional survey and utility work in Central Waterfront.

#### 4.1.2 EAST BANK BOULEVARD NEPA/PE

AECOM has been selected to prepare the environmental documentation and preliminary engineering plans for East Bank Boulevard (EBB). Their scope includes environmental evaluation, preliminary engineering, and right-of-way plans from Shelby Ave. to the future extension of Cleveland Street in River North. The AECOM contract contains an option for the preparation of final design plans/construction documents. AECOM began working on this project in late 2024 and the first public involvement meeting is anticipated to occur in April to gather public feedback on the project per NEPA policy.

The contract also includes the preparation of conceptual plans from 5th Street to Shelby Ave. through Shelby's Bend. Further development of EBB plans in this area are pending future development plans.

**FIGURE 4-1: EAST BANK BOULEVARD PROJECT AREA**



### 4.1.3 EAST BANK PARKS PROGRAMMING

The East Bank parks programming effort began in February 2025 and is planned to be completed in late summer/early fall of this year. This project will provide an inventory of park assets, identify gaps and park program needs, and provide a recommended distribution of open spaces and facilities across the East Bank. It will also include the preparation of the East Bank Greenway and Network Plan. This work is being conducted through the Metro Parks Project Management and Design Services contract with Collier Engineering Co. Inc. and the technical work is being done by their subconsultant HDLA. The East Bank team is managing the work.

### 4.1.4 BRAG PHASE 2

Metro applied for and received a Brownfield Redevelopment Area Grant (BRAG) from TDEC for \$99,750 to perform a Phase II Environmental Site Assessment (ESA) in the vicinity of Wasioto Park, the Bridge Building, the future East Bank Greenway, and the future East Bank Park. The Governmental Grant Contract was fully executed and recorded on December 4, 2024. The effective date of the grant is August 1, 2024 and extends for a period of 24 months. The HDR team is planning for this work to occur in May 2025 and be completed within a few months thereafter.

### 4.1.5 MUSIC CITY MILE PEDESTRIAN STRUCTURE AND BIKE RAMP

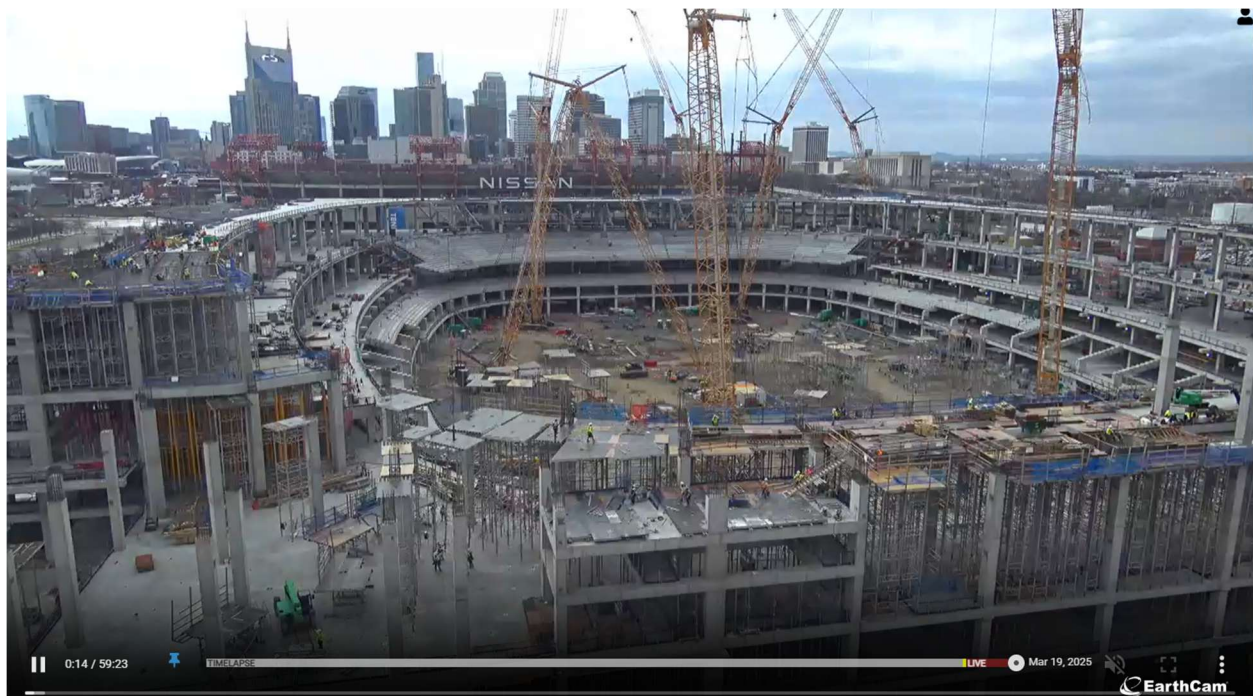
The Fallon Company is leading the design effort for the Bike Ramp and the Pedestrian Structure via their consultants (Field Operations and Barge Design Solutions, Inc.). The construction plans for the bike ramp and pedestrian structure are scheduled to be completed near the end of 2025. The pedestrian structure will ultimately extend from the Seigenthaler Bridge expansion joint, just east of the existing elevator, and land at the west side of S 2nd St. The pedestrian structure is likely to be constructed in phases pending the timing of adjacent developments. Demolition of the existing eastern approach of the Seigenthaler pedestrian bridge would not occur until completion and opening of the proposed bike ramp.

## 4.2 SPORTS AUTHORITY PROJECTS

### 4.2.1 TITANS STADIUM

The New Nissan Stadium will host Titans games, TSU football games and community activities, and aim to attract the world's largest and most prestigious events such as Super Bowls, Final Fours, College Football Playoffs and WrestleManias. The three-year project is roughly one-third complete, and the project remains on schedule to open in February 2027. There are currently about 1,000 workers on site with the peak number climbing to about 1,700.

**FIGURE 4-2: SCREENSHOT FROM LIVE CONSTRUCTION CAMERA AT TITANS STADIUM**



The Titans and Metro continue to coordinate weekly with respect to utility services, parking provisions, temporary roadways, detours, and access. However, the Sports Authority is responsible for the construction of the new stadium and related projects as summarized in the following sections. As such, the Sports Authority has hired the Cumming Group to serve as their Program Manager to oversee the Titans' stadium and contractually related projects.

Metro is required, per agreement, to provide 2,000 parking spaces for the Titans' use. Based on a recent study by the East Bank Program Management Team, Metro will be able to fulfill that obligation for the foreseeable future without constructing new parking facilities.

### 4.2.2 LOWER PUMP STATION

Metro Water Services (MWS) is installing a sanitary pump station between James Robertson Parkway and Woodland Street just east of the existing NES substation near the river. Metro has entered into a financial participation agreement with the Titans based on usage. The Titans are

providing the engineering and construction resources for the delivery of this project. The pump station is needed to serve much of East Bank's Central Waterfront District. Construction is currently underway and is scheduled to be completed near the end of 2026.

### 4.2.3 INTERSTATE DRIVE

Presently, there are two independent projects being constructed within Interstate Drive between Woodland Street and Shelby Avenue. As part of the Titans/Sports Authority stadium project, power from the Finn Street NES substation is being brought to the stadium to provide a secondary feed to supplement the East Bank substation. Portions of this stadium feed is overhead east of I-24 and the remaining route via Woodland Street and Interstate Drive is through a new underground duct bank to the stadium. This project is projected to be completed in late spring of 2025.

The second project along Interstate Drive involves the installation of NES power and Metro ITS communications underground via a shared duct bank. The project begins near the intersection of Woodland Street and Interstate Drive and will end at the intersection of Shelby Avenue. It is anticipated that the EBDA will utilize an existing NES on-call construction contract with Garney to install this infrastructure. Costs for construction of the duct bank project will be shared between Metro and Nashville Electric Service with construction to begin immediately following the Titans/Sports Authority project.

### 4.2.4 SOUTH 2ND STREET REALIGNMENT

The new, realigned South Second Street is critical to the integration of the Stadium into the Central Waterfront District and is a joint project between the Titans and Metro. The project extends from Shelby Avenue to Woodland Street (approximately 0.38 miles). The typical section includes two travel lanes, protected bicycle lanes, sidewalks, landscaping amenities and stormwater infrastructure.

The Titans/Sports Authority prepared the final design plans and intend to advertise for construction bidding in April 2025. Construction will occur in phases and begin in the Summer of 2025 with completion anticipated in early 2028.

### 4.2.5 NISSAN STADIUM DEMOLITION

Once construction of the new, fully enclosed Titans Stadium is completed in February 2027, Renascent, under contract with the Titans, will begin demolition activities of the existing stadium. The demolition of the stadium and surrounding infrastructure is planned in six phases with final restoration of the 29-acre site brought to existing grade in February of 2028.

## 4.3 NDOT PROJECTS

### 4.3.1 SPOKES

The SPOKES project includes the provision of bike lanes and amenities on Woodland Street, S 5th Street, and S 10th Street. Environmental evaluation and documentation together with



conceptual engineering began in 2022. This phase (NEPA) is expected to be completed in 2025 and followed by the preparation of final design plans.

NDOT was awarded a \$9.4 million grant for the Connected, Active Transportation Infrastructure Projects through the U.S. Department of Transportation's Federal Highway Administration (FHWA) in January 2025. Since then, the funding has been frozen, and Nashville joined five other cities and nearly a dozen nonprofits in a lawsuit seeking to halt the federal funding freeze. Construction of the project is pending the resolution of funding.

#### 4.3.2 JEFFERSON STREET

This bikeway improvements project is a restriping and signage project to reallocate space for bikes. The project extends from 3rd Avenue N. and Jefferson Street, it follows Jefferson Street across the Cumberland River, extending north on N. 1st Street, crosses under I-24 and ends at Grace Street. Final design plans have been prepared, and construction is anticipated in Spring 2025.

#### 4.3.3 GALLATIN PIKE AND MAIN STREET

This project extends along Main Street and Gallatin Pike from Interstate Drive to Briley Parkway. The near-term improvements are focused on the area extending from Interstate Drive to Eastland Avenue, while the remainder of the corridor will be addressed as part of the [Choose How You Move Program](#). Engineering plans are currently being developed for the area between Interstate Drive and Eastland Avenue. This area is following a complete streets approach and will likely include dedicated transit and bike lanes together with other pedestrian-friendly amenities. The timeline for construction is to be determined. This will be an important connection to the East Bank and will be a direct extension of the work proposed for the lowering/reconstruction of the James Robertson Parkway east approach.

#### **4.3.4 TRAVEL DEMAND MANAGEMENT PLAN**

The East Bank Program Management Team is developing a special events strategy with a focus on comprehensive transportation demand management practices. Early deliverables included a Special Events Communications Plan and Special Events Transportation Demand Management Plan. The consultant team helped organize and implement a Ridehail Zone Pilot at the Tennessee Performing Arts Center (TPAC) from January 28 to February 23, 2025. A geographic information systems (GIS) dashboard has been created to display events within the Nashville Downtown core. A separate GIS dashboard has been created for Metro agencies to visualize transportation control plans for special events. Transportation control plans will be developed for four venues: Nissan Stadium, Bridgestone Arena, closures on Broadway, and multi-venue events (i.e. CMA Fest).

### **4.4 MWS PROJECTS**

#### **4.4.1 CENTRAL WATERFRONT DISTRICT REGIONAL SANITARY SEWER TRUNK LINE**

MWS is leading the design of a sanitary sewer trunk line extending from the intersection of Shelby Avenue and S. 2nd St. to a manhole just south of Woodland Ave. This regional sewer trunk line will ultimately feed into the new Lower Pump Station. Kimley-Horn is preparing the design plans through an on-call contract with MWS. MWS and Kimley-Horn are actively working on final design for the section to be installed in S. 2nd St. in 2025. The remaining section is to be designed and installed concurrent to the demolition of the existing stadium and the restoration of the site in 2027.

### **4.5 TDOT PROJECTS**

#### **4.5.1 EARLY ROW ACQUISITION**

The Early Right of Way (ROW) Acquisition for the future East Bank Boulevard is being administered through TDOT's Local Programs Development Office. The work is being conducted by Ragan Smith, and the scope includes field survey, environmental technical studies and documentation, preliminary engineering, and ROW acquisition services. Up to six parcels are included from near the intersection of Jefferson Street and Cowan Street to near the intersection of Woodland Street and South 2nd Street. Individual properties are in various phases of the acquisition process. Acquisition efforts are following the Uniform Relocation Assistance and Real Property Acquisition Policy act of 1970 (Uniform Act) for Federal and federally assisted programs.

#### **4.5.2 CLEVELAND STREET EXTENSION**

A direct connection from East Bank to East Nashville was contemplated in the East Bank Vision. This connection would help to provide needed east-west access to and from River North and the potential Oracle Campus. As such, TDOT Region 3 has developed a few concepts to provide this connectivity. Feasibility, timing, and funding for this project are pending further collaboration with the Mayor's Office, TDOT, and other East Bank stakeholders.

### 4.5.3 MARINE DRIVE EXTENSION

Similar to the Cleveland Street Extension, an extension of existing Marine Drive is being contemplated to connect East Bank with an east-west connection. TDOT Region 3 has also prepared concepts of this connection. The feasibility, timing, and funding for this project is pending further collaboration.

## 5. EMERGING DEVELOPMENTS

### 5.1 ORACLE CAMPUS

Oracle has disclosed their intent to locate their world headquarters in East Bank. Early concepts have been shared publicly, and they have incrementally invested \$379M for more than 70 acres of land. Oracle is planning to house 8,500 jobs on this campus, representing the single-largest economic development deal in the city and state history.

**FIGURE 5-1: RENDERING OF THE ORACLE CAMPUS**



### 5.2 STATION EAST

In 2020, the RMR Group announced a transformative redevelopment project in East Bank, known as Station East. This development is planned to connect Downtown Nashville, East Bank, and East Nashville and deliver over 3 million square feet of mixed commercial, office, residential, and retail space. Further, it is envisioned to be oriented around nearly three acres of publicly accessible green space with year-round programming that includes art, music, food, and special events. It is important to note the successful implementation of this development is in part dependent upon the lowering of the James Robertson Parkway east approach.

**FIGURE 5-2: RENDERING OF THE STATION EAST DEVELOPMENT**



## 5.3 TPAC

The Tennessee Performing Arts Center (TPAC) and Metro signed a non-binding agreement in February 2024 that reserves 3.3 acres of land for a new TPAC facility in East Bank at the base of the John Seigenthaler Pedestrian Bridge. The state announced a plan to provide up to \$500 million with TPAC contributing \$100 million for the development. The state has approved half of the \$500 million in prior budgets, with the other half included in the state 2025-2026 budget, which must be reviewed and approved via the General Assembly. TPAC has until the end of the calendar year to execute a formal agreement with Metro.

## 6. EMERGING PROJECTS

### 6.1 EBDA PROJECTS

#### 6.1.1 SHELBY AVENUE/SYLVAN STREET UTILITIES

This project will include the design and installation of new utilities in Shelby Avenue and/or Sylvan Street from the future East Bank Boulevard to Interstate Drive. It also includes the removal of existing utilities in Parcel C to unencumber the land for Fallon’s development. The new utilities will provide service to Fallon’s proposed developments on Parcels G and D. The first step of this initiative is to determine the final location of all subsurface improvements and to help determine the cost and potential timeline of the construction work. The installation of utilities may be done all at once or in phases pending availability of funding, timing of other developments, and in consideration of construction project schedules. Design for this project is likely to begin in summer 2025.

### 6.2 MWS PROJECTS

#### 6.2.1 EAST BANK BLVD. STORMWATER PUMP STATION

The future East Bank Blvd. will create a low point where it will pass under the existing CSX main line. As such, a stormwater pump station is required to discharge the water into the Cumberland River. Under the current conditions, approximately eight acres of runoff will be directed to the pump station. The East Bank team is collaborating with MWS to scope and “right-size” the pump station project and then work toward design procurement and construction. The construction timeline for this pump station will be coordinated with the construction of East Bank Blvd.

#### 6.2.2 UPPER SANITARY SEWER PUMP STATION

MWS has been planning for the design and installation of a new sanitary pump station in River North. This pump station is required to support the anticipated Oracle campus and other developments in River North. Advancing the planning and design of the Upper Sanitary Pump Station is pending future development plans by Oracle and others.

### 6.3 MAYOR’S OFFICE/WEGO/NDOT

#### 6.3.1 EAST BANK TRANSIT CENTER

The East Bank Transit Center is a proposed multimodal transportation facility supporting Nashville’s East Bank redevelopment in coordination with Nashville’s new *Choose How You Move Transportation Improvement Plan* (TIP). Designed as a Mobility Hub, it will integrate Bus Rapid Transit (BRT), local and regional bus services, pedestrian infrastructure, and vehicular access. The facility is planned for a site adjacent to the intersection of East Bank Boulevard and James Robertson Parkway, positioned to optimize access to the downtown core and surrounding neighborhoods. Both James Robertson Parkway and East Bank Boulevard are planned to feature



dedicated transit lanes, signal prioritization, and expanded pedestrian zones. The center is part of a restructured street grid aimed at improving multimodal circulation. Planned features include multiple bus bays, passenger amenities, structured parking, and mixed-use development with affordable housing above.

### 6.3.2 OTHER COORDINATED EAST BANK AND CHOOSE HOW YOU MOVE PROJECTS

The East Bank team continues to collaborate with the Mayor's Office, WeGo, and NDOT with respect to the implementation of the *Choose How You Move TIP* on the East Bank. More specifically:

- **East Bank Boulevard** has been designated as a transit-priority street with dedicated bus lanes and transit stations in the Vision Plan and part of the All-Access network in the TIP. See section 4.1.2 for additional project information.
- **James Robertson Parkway** has been identified as an All-Access Corridor in the TIP and may include dedicated bus lanes. See section 6.4.1 for additional project information.
- **Shelby Ave.** (from the Korean War Veterans Memorial Bridge to East Bank Boulevard) has also been identified as an All-Access Corridor in the TIP and may include transit specific infrastructure. See section 6.1.1 for additional project information.



## 6.4 TDOT PROJECTS

### 6.4.1 JAMES ROBERTSON PARKWAY (JRP) MODIFICATION

Modifications to JRP is a foundational transportation project shown in the East Bank Vision Plan. The concept lowers the east approach to match the existing street network's grade. The current proposal would increase the safety and capacity of JRP with the planned provision of two general purpose lanes, a dedicated transit lane and a 10' sidewalk in each direction. Metro has requested federal funding through FY 2025 and FY 2026 Community Project Funding (earmarks). The FY 2025 request was unsuccessful, and the FY 2026 request is pending congressional review and approval of the federal budget.

It is important to note, James Robertson Parkway is a TDOT asset, and the East Bank team is working in collaboration with TDOT on a regular basis.

# **EAST BANK**

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<https://www.nashville.gov/eastbank>





**June 23, 2025**  
**Statement of Progress**  
**East Bank Development Authority**

The Fallon Company continues to progress the predevelopment efforts of the East Bank Project. The most notable recent progress includes:

**IDA-wide Master Planning Activities**

- Adoption of the Public Realm Design Framework by the Downtown Code Design Review Committee – April 3, 2025
- Fallon continues to work closely with Metro Planning and EBDA on the review of the East Bank Streetscape Design Guidelines
- Fallon continues close coordination with the Tennessee Titans on their implementation of the new 2nd Street, the coordination of the South 2<sup>nd</sup> Street Plaza and have started discussing construction coordination issues.
- Fallon, in cooperation with Metro/EBDA has commenced schematic design on a new bike ramp and reconfiguration of the pedestrian bridge that will enable development on the IDA Parcels to commence while maintaining continuous access to Titans stadium events and East Nashville.

**Parcel G1 – Affordable Housing Development**

- Selection of Elmington Affordable as the housing developer for Parcel G1 which will deliver over 300+ units of affordable housing at or below 60% and 80% AMI along with a 75+ child day care.
- Elmington will present their concept design plans to the MDHA Design Review Committee on July 1<sup>st</sup>.
- Current design includes more than 300 units, 12,000 SF of retail, 384 parking spaces, and 8,000 SF for daycare.
- Construction is expected to begin in the summer of 2026 with completion in the fall of 2028.

**Parcel C – Phase 1**

- For the Parcel C Development of a hotel, a multifamily, and ground level retail, Fallon issued a RFP and conducted interviews in May. The selected firm(s) will be reviewed with the East Bank CEO and COO then announced in early July. Design work for the 1st phase will commence immediately following that announcement.
- Construction for first vertical development on Parcel C is expected to begin in Q4 2026 with completion in early 2029.