

BRIAN WILLIAMS
Mayor

JACKY CAGLE
Councilmember

ANDREA WITT
Councilmember



ESTHER HELTON
Vice Mayor

MIKE CHAUNCEY
Councilmember

CHRIS DORSEY
City Manager

City of East Ridge

*1517 Tombras Avenue
East Ridge, Tennessee 37412
(423) 867-7711*

MONTHLY REPORT

FOR

FEBRUARY 2020

CHRISTOPHER J. DORSEY **CITY MANAGER**

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CHRISTOPHER J. DORSEY
CITY MANAGER

April 2020

To: Mayor and Councilmembers, City Staff and Residents of East Ridge

Please find attached the February 2020 City Manager's Monthly Report. This report includes information submitted by the various departments which is then organized and compiled for your review.

This report recognizes the City's efforts to remain transparent and to keep the City moving forward in a positive direction.

Please feel free to contact me with any questions, comments and/or suggestions regarding this report.

Sincerely,

A handwritten signature in blue ink, which appears to read "Chris Dorsey", is written over a blue line that extends across the page.

Christopher J. Dorsey
City Manager

City Manager

Management Report: February 2020

Legislative Accomplishments

City Council

Council Meeting – February 13, 2020

- **RESOLUTION NO. 3017** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, CONSENTING TO THE ASSIGNMENT OF OSBORNE-LAFAYETTE HOLDINGS, INC.'S INTEREST IN AND TO THAT CERTAIN LEASED PREMISES AS IDENTIFIED IN THE REAL PROPERTY CHARITABLE DONATION AGREEMENT DATED NOVEMBER 7, 2019 - **APPROVED**
- **RESOLUTION NO. 3018** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE PAYMENT TO NABCO ELECTRIC FOR EMERGENCY SERVICES RELATED TO TRAFFIC CABINET INSTALLATION – **APPROVED**
- **RESOLUTION NO. 3019** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE EXECUTION AND DELIVERY OF A DEVELOPMENT AGREEMENT WITH DYNAMIC EAST RIDGE, LLC, RELATING TO A PROJECT IN THE BORDER REGION RETAIL DEVELOPMENT DISTRICT AND AUTHORIZING CERTAIN ACTIONS RELATING THERETO – **APPROVED**

Council Meeting – February 27, 2020

- **RESOLUTION NO. 3020** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING A REQUEST FROM MATTHEW WOOD REPRESENTING EXIT TWO III, LLC, TO PERMIT CERTAIN USES IN A C-1 TOURISM COMMERCIAL DISTRICT AND C-2 GENERAL COMMERCIAL DISTRICT LOCATED ON CAMP JORDAN PARKWAY, TAX PARCELS #170I-A-037, #170I-A-037.03, #170I-A-037.06, #170I-A-037.07, #170I-A-038 AND IN ACCORDANCE WITH CITY CODE ARTICLE V, SECTION 1203 TITLED USES PERMITTED ON REVIEW – **APPROVED**
- **RESOLUTION NO. 3021** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPOINTING MEMBERS TO THE EAST RIDGE PERSONNEL BOARD – **APPROVED**
- **RESOLUTION NO. 3022** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO WAIVE THE FEE FOR THE EAST RIDGE FUTBOL CLUB TO HOST THE SCENIC CITY SOCCER CUP – **APPROVED**

- **RESOLUTION NO. 3023** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY TO DONATE \$500 TO EAST RIDGE MIDDLE SCHOOL FOR THE HEALTHY INITIATIVE PROGRAM – **APPROVED**
- **RESOLUTION NO. 3024** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO PURCHASE A PORTION OF THAT CERTAIN PROPERTY LOCATED AT 517 FRAWLEY ROAD, EAST RIDGE, TENNESSEE, TAX MAP NO. 170G-A-006 – **APPROVED**
- **RESOLUTION NO. 3025** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, MEMORIALIZING THE APPOINTMENT OF LEE RAMEY TO THE EAST RIDGE INDUSTRIAL DEVELOPMENT BOARD TO FILL THE UNEXPIRED TERM OF MS. KELLY STILL – **APPROVED**
- **RESOLUTION NO. 3026** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT WITH ASA ENGINEERING FOR ENGINEERING SERVICES WITH REGARD TO CAMP JORDAN SOCCER AND DRAINAGE IMPROVEMENTS - **APPROVED**

Commissions and Boards

- **Planning Commission** – No meeting in February
- **Board of Zoning Appeals** – No meeting in February
- **Industrial Development Board** – February 4, 2020 – 5:00 pm
 - Discuss/take action – Development agreement with Dynamic East Ridge, LLC – No action was taken.
- **Library Board** – February 11, 2020
 - Approval of Minutes from December 10, 2019: There was not a quorum of Board Members in attendance that could vote as being in attendance at the December 10, 2019 meeting – passed approval until April 11, 2020 meeting
 - Communication from citizens: Board Member Ann Waterhouse (requested to speak as a citizen): praised the work of the library staff and spoke of the Adult Coloring weekly activity and the Knit Wit club weekly activity and the Dinner and a Movie evening saying the community support is good and requested Board Members to attend the weekly activities as they are a good way to connect and support the library.
 - Director's Report: Director Patty Weaver provided statistics about programs held since our December 10 meeting and upcoming events/programs in February and March.

- **Events since December 10, 2019 meeting:**
 - 12/13/19 Polar Express movie night -73 attendance
 - 12/17/19 Homeschool Book Club Christmas party - 11 attendance
 - 01/16/20 Valentines for Veterans - 32 attendance
 - 01/24/20 Addam' s Family movie night - 60 attendance
 - 02/03/20 Teen Advisory Board – First Meeting – 9 attendance
 - 02/07/20 Dinner & a movie - 20 attendance
- **Upcoming Events in February and March:**
 - 02/19/20 Library staff to attend a census training class
 - 03/19/20 Harriet movie night 6:30 pm.
 - 03/02/20 Dr. Seuss birthday party 3-5 pm. (drop in)
 - 03/19/20 Adult Spring craft

Library Services statistics through January 2020 provided.

Donna Conway discussed the Teen Advisory Board for ages 12-18 to give teens a voice for the library. Hoping teen involvement will help curb and deter problematic issues.

Director Weaver advised that there's going to be some extra temporary computers set up in the library so citizens can come to the library to fill out the census forms.

- **Old Business:**

Bylaws: Board Member Cathy Cook provided printed copy of the proposed bylaws that she has been working on with City Attorney Mark Litchford and as revised per Board discussions at the December 10 meeting. Motion by Board Member Jessica Crowe to approve Bylaws. Second by Board Member Carolyn Tucker. Unanimously approved.

Board Members present signed the Bylaws as adopted February 11, 2020. Director Weaver to hold and obtain signatures of Board Members Mary Lambert and Diana Mansfield at April 11, 2020 meeting or before.

Election of Chairperson will be at the April meeting as set forth in the Bylaws.

- **New Business:**

Director Weaver presented Board with proposed Patron Code of Conduct for review and approval. There was discussion about prohibition of firearms and if other city property permits the carry of firearms; the age of 10 being mentioned as the age limit for being unattended on premises; and mentioning no liability of library, city, or staff for anything that occurs or happens on library premises. Director Weaver to take back to City Manager Chris Dorsey for discussion.

Closure of the library Saturday, April 11, 2020 (Easter Saturday). Motion to close made by Board Member Waterhouse, seconded by Board Member Tucker. Unanimously approved.

- Communication from board members: None
- Adjourn: Motion to adjourn by Board Member Crowe; seconded by Board Member Tucker at 6:52 pm
- Next Meeting: April 14, 2020 at 6:00 pm
- **Beer Board – February 3, 2020 – 5:00 pm**
 - Temporary Special Events Permit for OLPH Paddy’s and Pints Fundraiser – March 21, 2020 – **Approved.**
 - Approval of six remaining 2020 Beer Renewals - **Approved.**
- **Housing Commission - February 10, 2020 – 5:30 pm**
 - **6619 State Line Road** - Boardmember Stephens made a motion to close the case in its entirety. Motion was seconded by Boardmember Rogers. The vote was unanimous. Motion approved.
 - **1619 Barry Road** - Boardmember Stephens made a motion to pass this case to the March 9, 2020 meeting. Motion was seconded by Boardmember Rogers. The vote was unanimous. Motion approved.
 - **5313 State Line Road** – Vice Chairperson Wilson made a motion to close the case in its entirety. Motion was seconded by Boardmember Stephens. The vote was unanimous. Motion approved.
 - **5001 Fike Drive** – Vice Chairperson Wilson made a motion to have Code Enforcement post immediately on the structure a Notice of No Entry on the structure and for the owner to appear at the next hearing date of March 9, 2020. Motion was seconded by Boardmember Ezell. The vote was unanimous. Motion approved.
 - **3814 Altamira Drive** – Vice Chairperson Wilson made a motion to close the case in its entirety. Boardmember Ezell seconded the motion. The vote was unanimous. Motion approved.
 - **1318 West End Avenue** – Boardmember Rogers made a motion to pass the case to the March 9, 2020 meeting and for the owners to have the completed FEMA substantial improvement form completed. Boardmember Stephens seconded the motion. Roll call vote: Boardmember Ezell – no; Boardmember Rogers – yes; Boardmember Stephens – yes; Vice Chairperson Wilson – yes; Chairman Winters – yes. Motion approved.

- **3707 Wiley Avenue** – Boardmember Stephens made a motion to pass the case to the March 9, 2020 meeting. The owner must obtain the services of a professional exterminator to handle the rodent infestation, also Code Enforcement will do an interior inspection on March 6, 2020. Boardmember Rogers seconded the motion. The vote was unanimous. Motion approved.
- **5346 Ringgold Road** – Boardmember Ezell made a motion to pass this case to the March 9, 2020 meeting. Boardmember Stephens seconded the motion. The vote was unanimous. Motion approved.
- **712 Summit Avenue** – Vice Chairperson Wilson made a motion to continue with the previous order of condemnation of units 15, 16, 17, and 18. The case will be set for March 9, 2020 for an update on improvements of the units. Boardmember Stephens seconded the motion. The vote was unanimous. Motion approved.
- **5504 Clemons Road** – Vice Chairperson Wilson made a motion to close the case in its entirety. Boardmember Stephens seconded the motion. After further discussion it was decided to pass the case to the March 9, 2020 meeting to make sure the property sold. Vice Chairperson Wilson then rescinded his original motion to close the case in its entirety and made a new motion to have the case moved to the March 9, 2020 meeting. Boardmember Stephens seconded the motion. The vote was unanimous. Motion approved.
- **1702 Prigmore Road** – Vice Chairperson Wilson made a motion to pass this case to the March 9, 2020 meeting. Boardmember Ezell seconded the motion. The vote was unanimous. Motion approved.
- **5404 Clemons Road** – Vice Chairperson Wilson made a motion to pass this case to the March 9, 2020 meeting and to have Code Enforcement do an interior inspection of the dwelling on February 21, 2020 at 4:00pm. Boardmember Ezell seconded the motion. The vote was unanimous. Motion approved.

CITY MANAGER:

Administration Meetings

- Monthly meetings with Department Heads and Supervisory Staff
- Advanced Discussions of new development interest for property bordering I-75
- Working with TDEC and NPS on the Camp Jordan Conversion
- Small Cities City Manager Meeting
- Department Head Weekly Meetings
- Legislative luncheon
- TPO Executive Board
- Joint Economic and Community Development Board

Ongoing Work

- Camp Jordan Conversion Process – Working on environmental review on Camp Jordan Conversion
- Sidewalk design and ROW acquisition from tunnels east towards McBrien Road
- Updating codification of Municipal Code
- Updating draft of Human Resources Manual
- Working on economic development projects
- Jonathan Rush is an intern from UTC that is helping us on various projects this spring
- Working on City's participation in the 2020 Census
- Soccer, Parking and Drainage project at Camp Jordan
- Softball field drainage repair

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*1517 Tombras Avenue
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MEMORANDUM

TO: Mayor and Council; City Manager
FROM: Kenny Custer Assistant City Manager
SUBJECT: **February Report**
DATE: 3-20-2020

- Attended WTA Board and Committee Meetings
- Attended AHO Hearing
- Meeting with First Volunteer Insurance
- Meeting on Codes issue South Seminole
- Meeting with Park Ridge East Hospital
- Meeting with SETDD
- Meeting with S&ME on conversion
- Meeting with CFCA Leadership
- Meeting with JECDB
- Meeting TPO Executive Board Meeting
- Meetings on various engineering projects
- Conducted a site visit of various areas of concern related to drainage
- Weekly construction update call
- Weekly staff meetings



Finance and Administration Monthly Report February 2020

FINANCE DIRECTOR

- Staff meetings - 4
- Council meeting – 2
- ERFC Board Meeting
- Prepared Financial Reports for January 2020
- Prepared travel requests for various departments
- Begin work on FY 2021 Budget
- Meetings with Various Department Heads related to financial issues
- Meeting – Southeast Development
- Filed Claims with Public Entity Partners (formerly The Pool)
- Prepared 2019 Annual Survey of Local Government Finances – U S Census Bureau
- Prepared ADA Self Certification – TN TDOT
- Daily accounting functions such as processing purchase orders and payables, deposits, bank reconciliations etc.

HUMAN RESOURCES MANAGER

- Attended Staff Meetings
- Prepared and submitted 1095-C Forms to employees (insurance verification)
- Submitted VOE Form (verification of employment) on current employee
- Held Interviews for Part-Time Park Attendant and Part-Time Recreation Assistant
- Meeting with MTAS HR Consultant
- Met with Cigna Representative
- Other needs for employee personnel matters and insurance (personal and worker's comp)
- Reconcile and payments of all Insurance Policies
- Resignation: Sanitation Driver, Recreation Maintenance Worker, Recreation Assistant (Part-Time), Library Assistant (Part-Time)
- Full-Time Open Positions: Sanitation Driver, Sanitation Collector, Police Officer, Recreation Maintenance Worker, Athletic Facilities Coordinator
- Part-Time Open Positions: Recreation Assistant, Park Attendant, Library Assistant

CITY RECORDER

- Attended Weekly Staff Meetings
- Prepared packet for Council meetings
- Prepared minutes for Council Meeting
- Attended Beer Board – Prepared agenda and minutes
- Issued Beer Licenses
- Fulfilled Open Records Requests
- Gathered/compiled/edited information for Hometown News magazine
- Gathered/compiled/edited information for January 2020 Monthly report
- Sent out RFQ for 3rd party plans review
- Other day-to-day duties

COMMUNITY INVOLVEMENT COORDINATOR – GRANT REPORT

- **Grants Applied For:**
 - **Firehouse Subs Grant (Fire)** – Extraction tools (items purchased by Foundation) (\$N/A) – 100% Funded – Applied 2/28/20
- **Grant Awards Received:**
 - **Homeland Security Grant (Fire)** – Purchase radios (\$15,000.00) – 100% Funded – Applied 9/26/19 – Awarded 2/5/20
 - **Homeland Security Grant (Police)** – Personal safety equipment (\$2,500.00) – 100% Funded – Applied 9/26/19 – Awarded 2/5/20
- **Reimbursements Submitted/Received:**
 - **Byrne Grant FY 2018 (Police)** – Bulletproof Vests (\$11,833) – 100% Funded – Submitted 2/18/20 – Received 2/21/20

CARTA CARE-A-VAN PROGRAM

TRIP TOTALS

MONTHS	FY 18	FY 19	FY 20
July	0	101	100
August	0	119	78
September	28	127	103
October	46	150	158
November	79	102	191
December	132	72	204
January	153	82	168
February	107	85	
March	102	96	
April	76	117	
May	114	95	
June	95	74	
	932	1220	1002
Average/Mo	77.66	101.66	
*Sept-June		83.33	
Increase average		5.67	

USER TOTALS

MONTHS	FY 18	FY 19	FY 20
July	0	14	9
August	0	14	12
September	1	16	16
October	5	16	16
November	11	14	14
December	11	10	15
January	10	8	15
February	13	9	
March	10	10	
April	9	12	
May	12	14	
June	11	11	
	93	148	97
Average/Mo	7.75	12.33	
*Sept-June		10	
Increase average		2.25	

COST TOTALS (\$7.50/per trip)

MONTHS	FY 18	FY 19	FY 20
July	\$ -	\$ 757.50	\$ 750.00
August	\$ -	\$ 892.50	\$ 585.00
September	\$ 210.00	\$ 952.50	\$ 772.50
October	\$ 345.00	\$ 1,125.00	\$ 1,185.00
November	\$ 592.50	\$ 765.00	\$ 1,432.50
December	\$ 990.00	\$ 540.00	\$ 1,530.00
January	\$ 1,147.50	\$ 615.00	\$ 1,260.00
February	\$ 802.50	\$ 637.50	\$ -
March	\$ 765.00	\$ 720.00	\$ -
April	\$ 570.00	\$ 877.50	\$ -
May	\$ 855.00	\$ 712.50	\$ -
June	\$ 712.50	\$ 555.00	\$ -
	\$ 6,990.00	\$ 9,150.00	\$ 7,515.00
Increase/Decrease		\$2,160	
*Numbers from Sept-June		\$510	

NEW USERS (per month)

MONTHS	FY 18	FY 19	FY 20
July			
August			
September			3
October			2
November			1
December			2
January			1
February			
March			
April			
May			
June			



CITY OF EAST RIDGE
February 2020
NEW BUSINESS LICENSES

Issue Date	Company Name	Description	Address	Contact Name
2/3/2020	Custom Concepts Ink	Tattoo shop	3917 Ringgold Rd. East Ridge, TN 37412	Larry Joffman
2/4/2020	Travel Mom	Travel agency	115 Fawn Dr East Ridge, TN 37412	Mattic McCroskey
2/5/2020	Nulife Senior Care of	Home care	6254 Ringgold Rd Chattanooga, TN 37412	Erica Clay
2/7/2020	Bare Necessities Shop	Skin care-waxing	6802 Ringgold Rd. Ste 103 East Ridge, TN 37412	Ashley Ramirez
2/14/2020	Topgolf Chattanooga	Entertainment complex with full restaurant	490 Camp Jordan Parkway East Ridge, TN 37412	TG Flex Holdings, LLC
2/10/2020	Taqueria Azteca	Restaurant services	3970 Ringgold Rd. East Ridge, TN 37412	Fredy Esteban Jesus Domingo
2/12/2020	3AM Customs	Auto accessories, detailing, repair	701 Shady Dr Chattanooga, TN 37412	Whitney Roach
2/21/2020	E&W Remodeling & Painting	Remodeling	3818 Altamira Dr. East Ridge, TN 37412	Wendy Orellana Franco



**February 2020
NEW BEER PERMITS**

Issue Date	Company Name	Description	Address	Contact Name
2/3/2020	OLPH Paddy's and Pints	Fundraiser	505 S. Moore Road East Ridge, TN 37412	Cecilia West
2/3/2020	2020 Renewals	6 that paid in January 2020		

**CITY OF EAST RIDGE
MONTHLY MANAGEMENT REPORT
MONTH OF FEBRUARY 2020**

COURT

NUMBER OF CITATIONS ISSUED IN FEBRUARY 2020: 381

NUMBER OF DEFENDANTS APPEARING IN COURT:

FEB 4, 2020	143
FEB 11, 2020	163
FEB 18, 2020	174
FEB 24 & 25, 2020	139

TOTAL FOR MONTH 619



East Ridge Police Department

Chief's Monthly Report February 2020

- February 4 – Chief Allen and A/C Uselton met with ??? from the Family Justice Center about their services
- February 11 - Chief Allen attended a monthly meeting with City Manager Dorsey
- February 12 – PD Command Staff conducted a Use of Force review for 2019
- February 13 – Chief Allen attended City Council Meeting
- February 19 – Chief Allen held a PD staff meeting
- February 27 – Chief Allen, City Manager Dorsey, Lt. Stephenson, and Detective Massengale went to Oak Ridge for a firearms simulator
- February 27 – Chief Allen attended City Council Meeting
- February 28 – Chief Allen, A/C Uselton, and City Manager Dorsey met with representatives from N-Start about their services



EAST RIDGE POLICE DEPARTMENT

4214 Ringgold Road ❖ East Ridge, TN 37412

Police Administration
(423) 867-3718
Fax (423) 867-9418

Stan Allen
Chief of Police

February 2020 Events

Administrative Division – Lt. Daniel Stephenson

(Warrants/Records/Property and Evidence/Accreditation)

CAR 44 – 39,340 miles

- Daily completion of Activity Reports (including weekend) for public view at the police department and provided to ERNO.
- Met with Records staff, warrants officer, and Property and Evidence staff on multiple occasions.
- Attended Command Staff Meeting
- Assisted officers, personnel, and citizens with various requests
- Researched information for Police training with simulators
- Set up and participated in Globalsearch training with Records staff
- Set up and participated in annual use of force review meeting with supervisory staff
- Set up Virtra 300 demo in Oak Ridge, TN and attended with Firearms instructor J. Massengale, Chief Stan Allen, and City Manager Dorsey
- Moved and set up new office
- Set up acquisition of new water/coffee station through contracting services
- Created a new breakroom for employees
- Set up a squad room for shift roll calls/briefings
- Cleaned out the Records Division files room and moved cabinets from building to begin using unused space.
- Reviewed policies

Warrants Division – Sgt. Tim Spires

CAR 23 – 86,569 miles

- Provided fingerprinting service to **10** people with a total of **17** fingerprint cards.
- **69** Warrants were issued
- **20** Misdemeanor Citations were processed
- **0** Subpoenas executed for Codes Enforcement
- **23** Subpoenas issued

ERPD Property and Evidence Division

- Items Entered: **175**
- Items Disposed: **155**
- Narcotics Disposed: **44**
- Vehicles Sold: **0**
- Firearms: **4** disposed / **2** Total for trade at GT Distributors

Drugs Seized – Department monthly total

- Hash: **0** grams
- Pills: **123** Dosage Units
- Cocaine: **0.5** grams
- Heroin: **0** grams
- Meth: **58.2** grams
- Marijuana: **357.09** grams
- Fentanyl: **0** grams
- THC Vape Cartridges: **0**
- Testosterone: **3** Vials



City of East Ridge
Police Department

MEMORANDUM:

TO: Chief S. Allen

FROM: Lt. J. Creel

SUBJECT: February 2020 CID/CSU/K-9 Statistics

CID Statistics

Offense Reports Assigned: 43
Offense Reports Cleared: 26
Clearance Rate: 60.46%

CSU Statistics

Misdemeanor Arrests: 2
Felony Arrests: 9
Narcotics Seized: 47.9g Meth, 6.7g
Marijuana
Firearms: 1
Assets: \$0
Recovered Stolen Auto: 0
Search Warrants:
Cases for Fed Prosecution: 0 (Several in
Progress)

K-9 Statistics

Days Worked: 18
Calls for Service: 17
SIA Park/Walk: 5
Stops: 6
Arrests: 2
Assist Other Agency: 1
Stop Assist: 7
Citations: 11
K9 deployments: 10

Meetings/Training/Miscellaneous

-FBI Intel/Case Brief: GFG Operation
-Beck: Cell extract/forensics (4 week)
-ATF Indictment operation: 3 arrested
on Fed Indictments, 2 on state warrants

Vehicles/Mileage

Car 13: 103675
Car 41: 64558
Car 50: 18868
Car 52: 19571
Car 53: 21883
Car 54: 16134
Car 55: 20200
Car 56: 13848
Car 70: 107000

**C.I.D. MONTHLY ACTIVITY REPORT
OFFICERS CASE LOG AND DISPOSITION**

OFFICER'S NAME: S. Stojnic #549		SIGNATURE:		REPORT MONTH:		DATES:					
CASES THIS MONTH											
CASE #	TYPED OF CASE	P/S	C/N/R	ARREST	UNFND	EXCPT MEANS	ADMIN CLEAR	TRANSFER TO OTHER OFFICER	INAC CASES	CARRIED OVER	NUMBER OF CHARGES
19-008529	THEFT	P	C						X		
19-009223	DOA (FATAL OD)	P	C							X	
19-009554	AUTO BURGLARY	P	C							X	
19-010182	FORGERY	P	C							X	
19-011074	AUTO THEFT	P	C							X	
19-011202	AUTO THEFT	P	C						X		
19-011275	BURGLARY	P	C						X		
19-012206	AUTO THEFT/THEFT	P	C							X	
19-013008	AUTO BURGLARY/THEFT	P	C						X		
19-013326	BURGLARY	P	C							X	
19-013476	AUTO THEFT	P	C							X	
19-013683	DOA (FATAL OD)	P	C							X	
19-013955	BURGLARY	P	C							X	
19-013984	AUTO THEFT	P	C							X	
19-010696	RAPE	P	C		X						
19-013307	SEXUAL ASSAULT	P	C							X	
20-000011	THEFT	P	C							X	
20-000434	THEFT	P	C						X		
20-000771	AUTO THEFT	P	C							X	
TOTAL # CASES LISTED		19	DISPOSITION								
TOTAL # CASES CLEARED		6	TOTALS	0	1	0	0	0	5	13	

DO NOT COUNT PERSONS MORE THAN ONCE / IF THE SAME PERSON IS/WAS ARRESTED ON PRIMARY & SECONDARY CASES LIST ONLY THE PRIMARY CASE

P-PRIMARY CASES
S-SECONDARY CASES

C-CARRY OVER FROM PREVIOUS MONTH
N-NEW CASE (INITIATED OR ASSIGNED)
R-REACTIVATED CASE

February 2020 Monthly Report

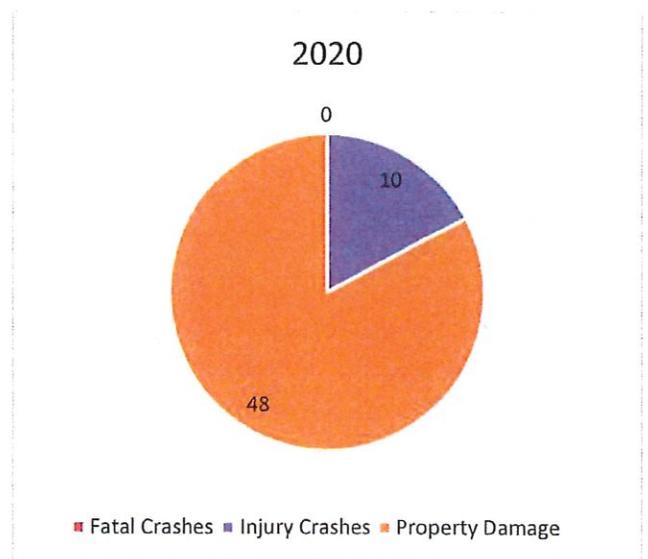
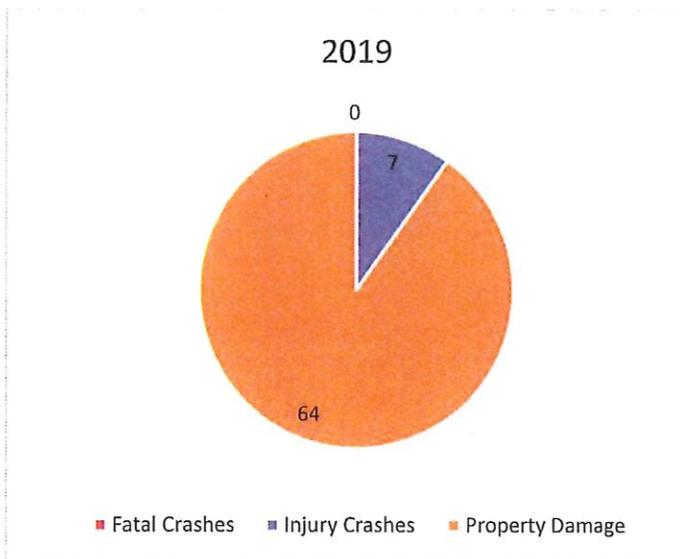
SHIFT/DIVISION: Patrol		FOR THE MONTH OF: January		DATE SUBMITTED: 2/10/2020		A= MISD.		B= FELONY							
OFFICER	DAYS WORKED	90	22	263	14	88	811	840	1227	1018	22	24	8	47	12
		ARREST		OFFENSE REPORTS	SUPPLEMENT REPORTS	CRASH REPORT	TRAFFIC STOPS	TRAFFIC CITATIONS	SERVICE CALLS	CALLS ASSIST	FIELD INTERVIEW	AOA WARR.		WARRANTS	
		A	B.									A.	B.	A.	B.
S. Butcher	15	0	0	3	0	0	3	4	17	43	0	0	0	2	0
H. Duncan	21	0	0	1	0	0	0	0	66	0	0	0	0	0	0
J. Crowe	15	0	0	0	0	27	31	53	43	21	0	1	0	2	0
J. Daverson	15	1	0	27	1	0	2	2	66	21	0	0	0	1	0
C. Hinsch	10	1	0	1	0	0	6	10	26	40	1	0	0	0	0
A. Chavez	15	1	2	13	0	0	11	10	43	15	0	2	0	1	0
M. Noeller	15	1	0	17	3	0	27	27	72	19	0	0	0	2	0
B. Beadle	15	4	3	18	0	2	86	97	57	45	0	5	1	1	1
E. Chadwick	16	0	0	2	0	1	3	0	17	65	0	0	0	0	0
S. Darwin	12	4	0	5	0	5	34	48	54	37	0	0	0	3	0
D. Harding	15	6	2	11	2	4	5	9	61	55	0	0	0	0	0
G. Hawks	16	1	0	12	1	3	25	27	50	37	1	2	0	3	2
A. Hackett	16	3	1	23	3	1	25	33	49	60	0	0	0	6	0
D. Myrick	16	2	1	18	0	5	35	51	66	39	1	2	3	5	2
T. Prescott	15	0	0	0	0	0	2	3	11	32	0	0	0	0	0
J. Jansen	14	1	2	11	0	0	22	23	33	72	0	0	0	1	2
S. Rhudy	15	7	0	7	1	1	29	23	69	69	6	0	0	0	0
D. Boyd	15	13	1	16	0	4	41	62	31	4	1	1	0	3	1
A. Genovesi	14	1	0	7	0	1	17	14	36	2	0	0	0	5	0
T. Dyer	15	12	0	20	0	2	40	42	52	11	4	1	0	0	0
S. Roistacher	15	5	1	6	0	3	5	1	47	49	1	1	0	0	0
A. Hewitt	7	0	0	0	0	0	1	0	3	14	0	0	0	0	0
M. Crisp	15	2	0	4	0	0	29	37	7	53	1	0	0	1	0
A. Carter	15	10	3	4	0	1	54	35	19	89	0	0	1	0	0
D. Burgess	15	1	0	13	0	13	33	39	34	30	1	0	1	1	1
S. Lively	16	3	0	13	1	0	18	16	68	27	1	0	0	4	1
A. Richardson	16	5	3	3	2	2	45	52	38	24	1	9	2	2	1
C. Smith	15	5	2	18	0	1	23	13	60	39	3	0	0	2	0
W. Johnson	19	1	1	2	0	6	12	14	9	1	0	0	0	2	1
T. Smith	21	0	0	0	0	6	147	95	23	5	0	0	0	0	0



CITY OF EAST RIDGE February 2020 TRAFFIC CRASHES

2019
71

2020
58



YEAR TO DATE

EAST RIDGE FIRE RESCUE

Summary of the Month's Activities
February 1 – February 29, 2020

Fire Operations

The Department responded to **320 calls for service** in the month of February.

Fire Administration

- We have attended the Tri State Mutual Aid monthly meeting, Homeland Security meeting, City Staff meetings, and 911 Communications meetings.
- We are continuing the smoke alarm saturation. Currently each shift is installing smoke alarms in approximately 69 apartments located at Belvoir Hill Estates.
- We have purchased new equipment, such as Hose Nozzles, Hose appliances, Blitz fire attack monitor, etc.
- We have put together BIDS for fire hose to replace some of our older fire hose.
- Fire department command staff is currently working on upcoming budget needs.
- The new turnout gear that was ordered has arrived. It has been inventoried and issued to each career member. Now each member has two good sets of turnout gear.

Training

Each shift completes a minimum of two hours of training each shift. Training topics for February were.

- Firefighter Safety, SCBA normal and emergency operations (2 hrs.)
- Firefighter Safety, Highway Scene Safety, parking and TIM'S (2hrs)
- Fire Suppression, firefighting foam, types and uses (NFPA 298) (2hrs)
- District Review, streets and hydrant locations (2hrs)
- Fire Service Aerial, proper placement for safe overhead operations (2hrs)
- Fire Service Hose, nozzles and adapters (2hrs)
- FDC, sprinkler connections & systems in the City of East Ridge (2hrs)
- Building Construction, understanding loads and loading (2hrs)
- Haz/Mat, ERG review and familiarization (2hrs)
- EMS, AED, operations, care and maintenance (3hrs)

Crews completed their monthly inspections of commercial businesses, typically each shift has between 7-10 inspections each month. Totaling 21-30 a month.

Total Cumulative Hours of Training for January– 300

We have had four members test for further State of Tennessee certifications.

Maintenance

- The generator on Squad 1 (Rescue engine) has broken. We have removed it and sent it to be repaired under a warranty.
- Staff car was taken to the dealership for several recalls, warranty work, CAR 1 (Fire Chief vehicle)

Special Projects

Working with the command staff on department needs for this upcoming budget.

Working on options to move the sleeping quarters at station one.

We are putting together a large list of surplus items.



East Ridge Fire Rescue 2020 Incident Report / Incident Totals

February 1- February 29, 2020

Total Calls – 320

Category	Totals	Category	Totals
Structure Fire	3	Rescue and EMS Calls	192
Vehicle Fire	0	MVC (Vehicle Accidents)	23
Brush/Grass Fires	0	Citizen Assist/Other	80
Trash/Rubbish Fires	0		
Fire Alarms/Investigations	22	Mutual Aid Received	2
Total Fire Calls	25	Mutual Aid Given	1
Fire Service Injuries	0	Civilian Fire Injuries	1
Fire Service Deaths	0	Civilian Fire Deaths	0
Fire Dollar Loss			
Property	\$ 102,000.00		
Contents	\$ 80,000.00		
Other	\$ 0.00		
Total Dollar Loss	\$ 182,000.00		
Fire Dollar Saved			
Property	\$300,000.00		
Contents	\$ 127,000.00		
Other	\$ 0.00		
Total Dollar Saved	\$ 427,000.00		



**BUILDING MAINTENANCE
MONTHLY REPORT
FEBRUARY 2020**

WORK ORDERS

PROJECTS	Complete Y / N	NOTES
Backflow valve inspections	Y	
Backflow valve repairs	Y	New checks in 6" at C.Jordan
Bathroom 1-8 C.J.	N	(old portion) remodel in progress
Brush Pit Lighting	Y	Area lighting replaced
Fence C.J. Arena	Y	

Notes :



City of East Ridge

1517 Tombras Avenue
East Ridge, Tennessee 37412
(423) 867~7711

CITY OF EAST RIDGE SOLID WASTE REPORT FEBRUARY 2020

Solid Waste collected (tons)	574.78
Recycled materials collected (tons)	44.27
Dumpster Junk (tons)	63.48
Dumpster rentals	4
Brush Collected (loads)	42
Metal Collected (tons)	3
Cart Repairs/Replacement (lids/cans)	34/80
New/Extra Garbage Cans	30
New Recycle Cans	50



**STREET DEPARTMENT
MONTHLY REPORT
February 2020**

WORK ORDERS

TYPE OF TASK	PRODUCED	NOTES
Ditch Patrols	296 Locations	Cleaned 8 Days.
Jet out Drainage Pipe	9 Locations	2 Days
Litter Collection		
Miscellaneous	2 Days	Yard work,cleaning
Steet Sweeping	29 Locations	4 Days
Repair Yard, Fire Dept.	1 Day	Cedar Glen Cir.
Street repairs (Potholes)	5 Locations	2 Days

Notes :



**TRAFFIC CONTROL
MONTHLY REPORT
FEBRUARY 2020**

WORK ORDERS

TYPE OF TASK	PRODUCED	NOTES
New Signage	12	
Signs Installed	10	
Sign Maintenance	24	
Shop Tasks	13	
Miscellaneous	14	
Resident Requests	4	
Street Light Requests	5	
Banners		
Signal Repairs	18	
Sign Posts	9	
ERPD Requests	7	

Notes :

Main banner site cables relocated to new utility pole.

[Brooklet Trl 4200] at Marlboro Ave signage installed, requested by Hamilton GIS.

Traffic Radar Recorder new software installed.

EPB to install new lighting in Brush Pit lot.

Attended Staff Meetings.

Studies: S. Seminole Dr 1100, S. Seminole Dr 1500, Bennett Rd 3500.

Signals:

John Rd at Bennett Rd relocated signal cable to new utility pole.

Spring Creek Rd 1000 Blk (NB) Hospital Flashing sign updated.

Tombras Ave at R.R. MMU Smart Monitor tested and reinstalled in signal cabinet.

I-75 (SB) Exit 1 Ramp at R.R. replaced Gridsmart Processor picked up by Rep.



February 2020

Administration

- Met with Chattanooga Coca-Cola re: soccer stadium scoreboard.
- Met with TWRA representative re: stocking fishing pond at Camp Jordan.
- Participated in an operations meeting for the Coker Tire Cruise In with Fire and Police administration.
- Review Camp Jordan Parking Plans with ASA Engineering.
- Review Camp Jordan Soccer Field Plans with ASA Engineering.
- Meeting with Tournament Director Josh Pelfrey Re: Southern Showcase Baseball Tournament 3/20 – 3/22, 2020.
- Posted Full-Time Park Maintenance Job Position
- Posted Full-Time Athletic Facilities Coordinator Position
- Posted Part-Time Park Attendant Position
- Posted Part-Time Recreation Assistant Position
- Conducted sports registrations for youth soccer, baseball and softball as well as adult softball.

Projects – Parks and Recreation

- Installed new 50 Amp breakers at RV Camping Lot Parking Spots.
- Broke down indoor soccer walls; prepared for coin show set up.
- Unwinterized all bathrooms at Camp Jordan.
- Installed concrete forms for signage.
- Sprayed Camp Jordan Parkway Medians with herbicide.

Programs and Events

- Afterschool Program Monday – Friday – Community Center
- Senior Fit Program Monday – Friday – Community Center
- Aerobics and Line Dancing - Community Center
- Pickleball - Community Center
- Rec Basketball League Games
- Indoor Soccer League Games
- Ultimate Frisbee League Games
- Baseball / Softball Practice Field Rentals

Parks and Recreation Monthly Financials

- See attached

**REVENUE - PARKS AND RECREATION
MARCH 2020**

Code	Description	Gross
110-34640	ERHS Complex Rentals	\$400.00
110-34641	Indoor Soccer	\$180.00
110-34642	Community Center	\$2,575.00
110-34643	Outdoor Soccer	\$16,159.81
110-34644	Baseball Registrations	\$4,365.00
110-34645	Softball Registrations	\$3,150.00
110-34647	Hitting Facility - McBrien School	\$1,210.00
110-34648	Adult Softball Team Fees	\$450.00
110-34651	Arena	\$700.00
110-34652	Pavillion Rentals	\$350.00
110-34654	Field Rentals	\$2,010.00
110-34655	Amphitheater	\$0.00
110-34656	Concessions	\$3,482.96
110-34657	Overnight RV Rental	\$970.00
110-34712	Commissions (ATM)	\$0.00
110-34721	Basketball Gate	\$3,613.00
110-34742	Basketball Registrations	\$0.00
110-34745	Vending	\$0.00
110-34747	Rent Arena Equipment	\$264.00
110-34749	Select Soccer - Field Rental (CFCA)	\$3,666.67
110-34794	Community Center Membership Fees	\$200.00



CITY OF EAST RIDGE - Codes/Building Activity Report February 2020

EMPLOYEES: 7

Kenny Custer – Assistant City Manager	
Michael Howell - Chief Building Official	
Mike Flynn, Jr. – Fire Code Official/ Building Inspector	
Melissa Mahoney – Administrative Assistant/Codes Tech Clerk	
Sarah Stageberg – Codes Enforcement Director	
Cameron McAllister- Codes Enforcement Officer	
Chris Gilbert – Codes Enforcement Officer	
<i>The purpose of the Codes Department is to ensure that all citizens and contractors are assisted concerning the issues of: Building Codes and safety, Fire Marshal Duties, and Property Maintenance Codes. The duty of this department is to inspect and enforce these regulations in a certified and professional manner.</i>	
<u>Activity</u>	<u>Scope of Activity</u>
Issuing of Permits	Building (Commerc. & Resid.), Building, Electrical, Plumbing, Mechanical, Fire, Sign
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.
Building Inspections	Building, Mechanical, Plumbing, Electrical, Energy.
Re-inspections	Trades that have failed first inspection
Signs Removed	Illegal signs removed from city limits
Continuing Education	Training for the departments required certification test/International Building Certif.
Property Maint. Liens	Unpaid property maint. issues including grass cutting, demo of unsafe structures, etc.
Housing Board	Cases involving repair or demo of structure
Zoning Board	Cases involving zoning ordinance.
Planning Commission	Cases involving rezoning, subdivision regulations and plat signing.
Plan Reviews	In-house plan reviews commercial/Residential
Unsafe Structure Abatement	Demolition of unsafe structure
Citations to Court	Property Maintenance Violations
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have
	<u>Total Monthly</u>
	44 permits
	14 inspections
	55 inspections
	6
	0
	0 Hours
	0 Liens
	13 Cases
	0 Cases
	0 Cases
	3 reviews
	0 structures
	21 citations
	Daily



**ANIMAL CONTROL
MONTHLY REPORT
FEBRUARY 2020**

	#
Dogs in Shelter as of February 1, 2020	15
Dogs Adopted in February	10
Cats in Shelter as of February 2020	10
Cats Adopted in February	7
Other Animals in Shelter	1
Animals Returned to Owner	9
Animals Returned to Shelter	2
Animals Released to Wild	1
Animals Spayed/Neutered in February	1
Animals Euthanized or Died	1
Number of Calls	43

FY19/20 Library Services Statistics as of February 29, 2020

	JULY FY19	AUG. FY19	SEPT. FY19	OCT. FY19	NOV. FY19	DEC. FY19	JAN. FY20	FEB. FY20	MAR. FY20	APR. FY20	MAY FY20	JUNE FY20	YTD FY20
CIRCULATION (BOOKS/AUDIO)	3826	3615	3399	3426	3133	3392	3280	3299					27370
CIRCULATION E-BOOKS	69	71	53	46	39	30	35	24					367
COMPUTER USERS	473	560	488	553	427	520	526	541					4088
NEW CARDS ISSUED	45	54	33	41	23	29	36	*32					293
PROGRAMS/ ATTENDANCE	11/ 245	9/ 113	12/ 126	21/ 314	16/ 263	16/ 325	17/ 219	17/ 153					119/ 1758
PAGES FAXED	80	107	46	68	59	79	139	68					646
JOBS SCANNED	21	50	52	10	13	18	35	25					224
COPIES MADE	2384	2934	2595	2424	2488	2685	2640	2753					20903
IN-DEPTH COMPUTER ASSISTANCE	57	115	123	151	89	79	108	112					834
ITEMS CATALOGUED	199	125	136	112	105	97	129	108					1011
ITEMS DELETED	10	18	109	32	3	137	42	13					364

*24 Adult/8 Juvenile Teen Advisory-9 attendance Valentines Dinner & Movie-20 attendance Homeschool Book Club-4 programs/19 attendance
 Story Time-4 programs/56 attendance Movie Night-15 attendance Knitters-4 programs/25 attendance Adult Coloring-2 programs/ 9 attendance