

**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**

## **MARCH 2020**

# **CHRISTOPHER J. DORSEY** **CITY MANAGER**

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**CHRISTOPHER J. DORSEY  
CITY MANAGER**

June 2020

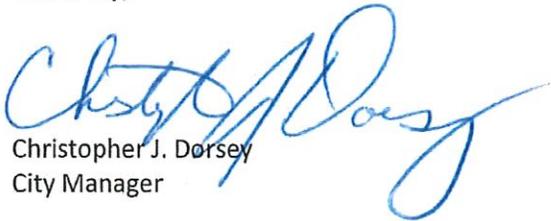
To: Mayor and Councilmembers, City Staff and Residents of East Ridge

Please find attached the March 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,

  
Christopher J. Dorsey  
City Manager

# City Manager

## Management Report: March 2020

### Legislative Accomplishments

#### City Council

##### **Council Meeting – March 12, 2020**

- **ORDINANCE NO. 1124** – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO AMEND THE ZONING REGULATIONS AND THE ZONING MAP OF THE CITY OF EAST RIDGE, TENNESSEE SO AS TO REZONE THE PROPERTY LOCATED AT 5330 RINGGOLD ROAD, TAX MAP #116J-A-031, FROM M-3 MANUFACTURING DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT (2<sup>nd</sup> and final reading) - **APPROVED**
- **ORDINANCE NO. 1125** – AN ORDINANCE TO AMEND TITLE 8, CHAPTER 2 OF THE CITY OF EAST RIDGE MUNICIPAL CODE PERTAINING TO TEMPORARY SPECIAL EVENTS PERMITS ON CITY PROPERTY (2<sup>nd</sup> and final reading) – **APPROVED**
- **RESOLUTION NO. 3030** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE A CONTRACT WITH HHM, CERTIFIED PUBLIC ACCOUNTANTS, FOR AUDITING SERVICES AS REQUIRED BY THE STATE OF TENNESSEE AND OTHER REGULATORY AGENCIES - **APPROVED**
- **RESOLUTION NO. 3031** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, MEMORIALIZING THE APPOINTMENT OF DANNY LANCE BY VICE MAYOR HELTON TO THE EAST RIDGE INDUSTRIAL DEVELOPMENT BOARD TO FILL THE UNEXPIRED TERM OF RICK TOROK – **APPROVED**
- **RESOLUTION NO. 3032** – A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE APPLICATION FOR, AND ACCEPTANCE OF, THE FY 2021 TENNESSEE WILDLIFE RESOURCE AGENCY AQUATIC STREAM CLEANUP GRANT – **APPROVED**
- **RESOLUTION NO. 3033** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE APPLICATION FOR AND ACCEPTANCE OF, THE FY 2021 TENNESSEE DEPARTMENT OF TRANSPORTATION’S TENNESSEE HIGHWAY SAFETY OFFICE GRANT – **APPROVED**
- **RESOLUTION NO. 3034** – A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE APPLICATION FOR, AND ACCEPTANCE OF, THE AMERICAN WATER ENVIRONMENTAL GRANT FY 2021 – **APPROVED**
- **RESOLUTION NO. 3035** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, APPROVING THE APPLICATION FOR AND ACCEPTANCE OF, THE FY 2020 CINCINNATI CHILDREN’S HOSPITAL MEDICAL CENTER AND TOYOTA: BUCKLE UP FOR LIFE: GIFT OF SAFETY PARTNERSHIP GRANT - **APPROVED**

### **Council Meeting – March 26, 2020**

- **RESOLUTION NO. 3036** – 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 FAMILY CONCESSIONS, LLC FOR THE OPERATION OF FOOD AND REFRESHMENT CONCESSIONS FOR THE EAST RIDGE PARKS AND RECREATION DEPARTMENT – **APPROVED**
  
- **RESOLUTION NO. 3037** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, TO WAIVE THE FEE FOR USE OF CAMP JORDAN ARENA FOR THE REMOTE AREA MEDICAL (“RAM”) FREE CLINIC – **APPROVED**
  
- **RESOLUTION NO. 3038** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, MEMORIALIZING THE APPOINTMENT OF STEVE LEACH BY MAYOR WILLIAMS TO THE EAST RIDGE ZONING APPEALS BOARD – **APPROVED**
  
- **RESOLUTION NO. 3039** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE MAYOR OR HIS DESIGNEE TO ENTER INTO PROFESSIONAL SERVICES AGREEMENTS WITH THIRD-PARTY FIRMS TO PERFORM BUILDING AND CODES PLANS REVIEWS – **APPROVED**
  
- **RESOLUTION NO. 3040** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE AUTHORIZING THE CITY TO DONATE \$500 TO SPRING CREEK ELEMENTARY SCHOOL FOR SUPPORT OF THE ARTS – **APPROVED**
  
- **RESOLUTION NO. 3041** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN INTERLOCAL AGREEMENT TRANSFERRING THE EAST RIDGE ATHLETIC FACILITIES TO THE HAMILTON COUNTY, TENNESSEE BOARD OF EDUCATION – **APPROVED**

### **Commissions and Boards – Some Boards did not meet due to COVID 19**

- **Beer Board – March 2, 2020 – 5:00 pm**
  - Permit for Topgolf USA CERT, LLC – Approved.
  
- **Housing Commission** - No meeting in March
  
- **Industrial Development Board** – No meeting in March
  
- **Library Board** – No meeting in March
  
- **Planning Commission** – No meeting in March
  
- **Zoning Appeals** – No meeting in March

**CITY MANAGER:**

**Administration Meetings**

- Monthly meetings with Department Heads and Supervisory Staff were temporarily suspended.
- 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 via Zoom
- Department Head Weekly Meetings were temporarily suspended

**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
- Working on City's participation in the 2020 Census
- Soccer, Parking and Drainage project at Camp Jordan

**Some employees were being alternated out of the office for COVID-19 and working from home.**

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## **City of East Ridge**

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### MEMORANDUM

**TO:** Mayor and Council, City Manager  
**FROM:** Kenny Custer, Assistant City Manager  
**SUBJECT:** March Report  
**DATE:** 4-20-2020

- Attended WWTB Board and Committee Meetings
- COVID 19 Planning
- COVID 19 Operational Response
- Set up for Virtual Meetings in the Council Chambers
- CRW Development Meetings
- Camp Jordan Engineering Meetings
- Multimodal Meeting Update
- Splashpad Meeting Update
- Budget Preparation



## Finance and Administration Monthly Report March 2020

### FINANCE DIRECTOR – March 2020

- Staff meetings – 4
- Council meeting – 3
- FY 2021 Budget – On going project
- Meetings with Various Department Heads related to financial issues
- Daily accounting functions such as processing purchase orders and payables, deposits, bank reconciliations etc.

### HUMAN RESOURCES MANAGER – March 2020

- Attended Staff Meetings
- Submitted VOE Form (verification of employment) on current employee
- Compiled payroll/personnel data for budget
- Held Interviews for Recreation Maintenance Worker, Athletic Facilities Coordinator, Recreation Assistant, Park Attendant,
- Other needs for employee personnel matters and insurance (personal and worker's comp)
- Reconcile and payments of all Insurance Policies
- Hired: Full-Time: Police Officer, Recreation Maintenance Worker, Athletic Facilities Coordinator  
Part-Time: Recreation Assistant, Park Attendant, Library Assistant
- Resignation: Firefighter, Library Assistant, School Crossing Guard
- Open Positions:
  - Full-Time: Firefighter, Sanitation Driver, Sanitation Collector, Athletics Coordinator
  - Part-Time: Library Assistant, School Crossing Guard

#### CITY RECORDER – March 2020

- Attended staff meetings
- Prepared packet for Council meetings
- Attended Council Meetings
- Prepared minutes for Council Meeting
- Attended Beer Board – Prepared agenda and minutes
- Issued Beer License for Topgolf
- Fulfilled Open Records Requests
- Gathered/compiled/edited information for Hometown News magazine
- Gathered/compiled/edited information for February 2020 Monthly report
- Advertised for bids for Fire Hose – compiled bid packets
- Other day-to-day duties

#### COMMUNITY INVOLVEMENT COORDINATOR – GRANT REPORT – March 2020

- **Grants Applied For:**
  - **THSO Program Grant (Police)** – Police Traffic Services (\$27,111) – 100% Funded – Applied 3/13/20
  - **TWRA Aquatic Streams FY 2021 (N/A)** – To clean waterways (\$1,000) – 100% Funded – Applied 3/18/20
  - **American Water Environmental Grant (N/A)** – To clean waterways (\$6,500) – 100% Funded – Applied 3/19/20
- **Grant Awards Received:**
  - N/A
- **Reimbursements Submitted/Received:**
  - N/A

# 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	169
March	102	96	154
April	76	117	
May	114	95	
June	95	74	
<b>TOTALS</b>	<b>932</b>	<b>1220</b>	<b>1325</b>
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	17
March	10	10	18
April	9	12	
May	12	14	
June	11	11	
<b>TOTALS</b>	<b>93</b>	<b>148</b>	<b>132</b>
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	\$ 1,267.50
March	\$ 765.00	\$ 720.00	\$ 1,155.00
April	\$ 570.00	\$ 877.50	\$ -
May	\$ 855.00	\$ 712.50	\$ -
June	\$ 712.50	\$ 555.00	\$ -
<b>TOTALS</b>	<b>\$ 6,990.00</b>	<b>\$ 9,150.00</b>	<b>\$ 9,937.50</b>
Increase/Decrease		\$2,160	
*Numbers from Sept-June		\$510	

## NEW USERS (per month)

MONTHS	FY 18	FY 19	FY 20
July	0	0	1
August	0	5	3
September	1	2	3
October	4	1	2
November	10	3	1
December	2	0	2
January	1	0	1
February	3	1	4
March	1	0	3
April	1	1	
May	2	4	
June	3	1	
<b>TOTALS</b>	<b>28</b>	<b>18</b>	<b>20</b>



**CITY OF EAST RIDGE**

**March 2020  
NEW BUSINESS  
LICENSES**

<b>Issue Date</b>	<b>Company Name</b>	<b>Description</b>	<b>Address</b>	<b>Contact Name</b>
3-5-2020	Tech Pilots, LLC	Consulting & Staffing	31 Woodard Circle East Ridge, TN 37412	Morris Bradley
3-5-2020	Stellawise, LLC	Online Retail Sales	31 Woodard Circle East Ridge, TN 37412	Morris Bradley
3-5-2020	Computer Car Care	Automotive Repair	1411 Boyd St East Ridge, TN 37412	Susan Birkhead
3-6-2020	Lucky Mart	Retail Store	5815 Ringgold Rd. Chattanooga, TN 37412	Colin Li
3-10-2020	TJG Media & Design	Graphic Design	1510 Waterhouse St East Ridge, TN 37412	Phillip Green
3-16-2020	Belle Fresh Market	Produce Retail	3660 Ringgold Rd East Ridge, TN 37412	Ferdinand Santiago
3-12-2020	Famous Market	Convenience Store	1301 Greenslake Rd East Ridge, TN 37412	Suseshbhai Patel
3-12-2020	Tata's Grill	Restaurant	5716 Ringgold Rd Ste 108 East Ridge, TN 37412	Amir Crnalic
3-10-2020	The Crib Boutique	Resale Shop	4100 Bennett Rd Ste C East Ridge, TN 37412	Alexys Ingram
3-13-2020	Star Sign	Sign Contractor	5859 New Peachtree Rd Ste 108 Doraville, GA 30340	Kathy Ha
3-23-2020	Best Brand, Inc	Retail General Merchandise	6511 Slater Rd Ste 101 East Ridge, TN 37412	Victor Miller



**MARCH 2020  
NEW BEER PERMITS**

<b>Issue Date</b>	<b>Company Name</b>	<b>Description</b>	<b>Address</b>	<b>Contact Name</b>
3/2/20	Topgolf USA CERT, LLC		500 Camp Jordan Parkway East Ridge, TN 37412	Richard Werhle

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

**COURT**

NUMBER OF CITATIONS ISSUED IN FEBRUARY 2020: 153

NUMBER OF DEFENDANTS APPEARING IN COURT:

MARCH 3, 2020	187
MARCH 10, 2020	155
MARCH 17, 2020 (INMATES ONLY)	21
MARCH 24, 2020 (INMATES ONLY)	13
MARCH 31, 2020 (INMATES ONLY)	6

TOTAL FOR MONTH 619

\*\*\*\*\* DUE TO COVID-19, ONLY CUSTODY CASES WERE BEING HELD FROM  
3/17/2020, UNTIL FURTHER NOTICE . ALL CASES WERE/ARE BEING RE-  
SCHEDULED \*\*\*\*\*

**\*\*\*\* 340 cases total were rescheduled in the month of March, so far \*\*\*\***



# East Ridge Police Department

## Chief's Monthly Report March 2020

- March 4 – Staff meeting at City Hall with PD command staff – budget discussed
- March 12– Chief Allen attended City Council Meeting
- March 17 - Chief Allen attended a monthly meeting with City Manager Dorsey
- March 17 – safety measures were put in place to reduce possible exposure to corona virus
- March 19 – Four ERPD officers were quarantined due to possible exposure to an arrestee suspected of being infected with corona virus. The quarantine lasted until April 2.

Several scheduled meetings and activities were cancelled due to corona virus concerns.



## 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

# March 2020

### **Administrative Division – Lt. Daniel Stephenson**

- Warrants / Records / Property and Evidence / Accreditation
  - 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
  - Set up and organized meeting with representatives from RJ Young to further discuss software and ongoing project
  - Conducted employee applicant interviews
  - Finalized contracted bottled water service agreement and delivery
  - Conducted Reserve Officer applicant interviews
  - Reviewed ERPD policies
  - Entries into PowerDMS for TLEA accreditation
  - Provided proposal to implement a telephone prompt greeting to the Police and Fire Service Center to increase efficiency and reduce unnecessary tasks – the telephone service can be done at no cost
  - Set up two office spaces for officers to spread out the workspace of essential workers.
  - Set up remote work options for two employees to help prevent the unnecessary potential exposure to the COVID-19 Virus

### **Warrants Division – Sgt. Tim Spires**

- Provided fingerprinting service to **5** people with a total of **8** fingerprint cards.
- **57** Warrants were issued
- **11** Misdemeanor Citations were processed
- **0** Subpoenas executed for Codes Enforcement
- **18** Subpoenas issued

### **ERPD Property and Evidence Division**

- Items Entered: **131**
- Items Disposed: **178**
- Narcotics Disposed: **50**
- Vehicles Sold: **0**
- Firearms: **3** disposed / **3** Total for trade at GT Distributors

### **Drugs Seized – Department monthly total**

- Hash: **0** grams
- Pills: **54** Dosage Units
- Cocaine: **2.8** grams
- Heroin: **0** grams
- Meth: **58.7** grams
- Marijuana: **91** grams
- Fentanyl: **0** grams
- THC Vape Cartridges: **1**
- Ecstasy: **1.3** grams



City of East Ridge  
Police Department

MEMORANDUM:

TO: Chief S. Allen

FROM: Lt. J. Creel

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

CID Statistics

Offense Reports Assigned: 40  
Offense Reports Cleared: 21  
Clearance Rate: 52.50%

CSU Statistics

Misdemeanor Arrests: 0  
Felony Arrests: 4  
Narcotics Seized: 2.8g Cocaine, 80g  
Marijuana, 8 DU Fentanyl, 1.3g Mollie, 2 DU  
MDMA  
Firearms: 1  
Assets: \$0USC  
Recovered Stolen Auto: 2  
Search Warrants: 0  
Cases for Fed Prosecution: 0  
(Several in Progress)  
Gang Validations: 4

K-9 Statistics

Days worked: 8  
Calls for Service: 11  
SIA Park/Walk: 0  
Stops: 5  
Arrests: 1  
Assist Other Agency: 0  
Stop Assist: 2  
Citations: 8  
K9 deployments: 6







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

OFFICER'S NAME: S. Stojnic #549		SIGNATURE:		REPORT MONTH: 03/2020	DATES: 03/01-03/31/2020						
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
20-001714	AUTO BURGLARY	P	C							X	
20-001827	AUTO THEFT	P	C							X	
20-001858	AUTO THEFT	P	C							X	
20-002028	THEFT	P	C							X	
20-002049	BURGLARY	P	C							X	
20-002319	HARASSMENT	P	N						X		
20-002454	ASSAULT	P	N							X	
20-002633	THEFT (SHOPLIFTING)	P	N						X		
20-002650	AUTO THEFT	P	N						X		
20-002880	DOA	P	N				X				
20-002905	AUTO THEFT	P	N						X		
20-002933	BURGLARY/THEFT	P	N							X	
20-003065	AUTO THEFT	P	N							X	
20-003377	AUTO THEFT	P	N		X						
20-003499	AUTO THEFT	P	N	X							CPD
20-003500	THEFT (LICENSE PLATE)	P	N							X	
BACKGROUND	ALLEN, CHRISTOPHER	P	N				X				
BACKGROUND	KAGAN, NEAL	P	N				X				
N/A	FBI ASSIST (GANG INV.)	P	C					X	FBI		
TOTAL # CASES LISTED	19	DISPOSITION		1	1	0	3	1	4	9	
TOTAL # CASES CLEARED	10	TOTALS		1	1	0	3	1	4	9	

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



## 2019 Monthly Report

SHIFT/DIVISION: Patrol		432		67	22	205	20	101	527	536	1244	872	30	18	11	15	5
FOR THE MONTH OF: March		DAYS WORKED		ARREST		OFFENSE REPORTS	SUPPLEMENT REPORTS	CRASH REPORT	TRAFFIC STOPS	TRAFFIC CITATIONS	SERVICE CALLS	CALLS ASSIST	FIELD INTERVIEW	AOA WARR.		WARRANTS	
DATE SUBMITTED: 4/8/2020		A	B.	A	B.									A.	B.	A.	B.
		ARREST		OFFENSE REPORTS		SUPPLEMENT REPORTS	CRASH REPORT	TRAFFIC STOPS	TRAFFIC CITATIONS	SERVICE CALLS	CALLS ASSIST	FIELD INTERVIEW	AOA WARR.		WARRANTS		
		ARREST		OFFENSE REPORTS		SUPPLEMENT REPORTS	CRASH REPORT	TRAFFIC STOPS	TRAFFIC CITATIONS	SERVICE CALLS	CALLS ASSIST	FIELD INTERVIEW	AOA WARR.		WARRANTS		
S. Butcher	15	0	0	1	0	0	0	0	0	0	20	30	0	0	0	0	0
H. Duncan	20	0	4	0	3	0	1	0	0	0	0	53	0	0	0	0	0
J. Crowe	14	0	0	0	0	0	17	9	16	41	24	0	0	0	0	1	0
J. Daverson	15	0	0	12	1	0	0	1	0	75	31	0	0	0	0	0	0
C. Hinsch	15	2	0	5	1	0	0	10	7	67	41	1	0	0	0	0	0
A. Chavez	15	1	1	7	1	1	0	9	9	56	8	3	0	0	1	5	1
M. Noeller	13	0	0	12	0	0	2	8	10	36	8	0	0	0	0	0	0
B. Beadle	11	3	2	16	0	0	0	17	10	38	20	1	0	0	1	0	0
Chadwick	16	0	0	0	0	0	1	1	2	9	57	0	0	0	0	0	0
Talley	14	1	1	3	0	0	1	8	10	20	39	0	0	1	0	0	0
Darwin	15	1	0	8	0	0	5	20	36	67	34	1	0	0	0	0	0
Harding	13	9	0	10	0	0	1	2	5	42	50	0	0	0	0	0	0
Hackett	15	5	2	26	0	0	1	5	9	44	24	0	0	0	0	0	0
Myrick	13	6	2	8	0	0	2	29	37	42	16	1	4	0	0	0	0
Rhudy	13	3	0	9	4	0	0	11	6	107	26	5	1	0	0	1	0
T. Prescott	13	0	0	0	1	1	3	6	7	12	23	0	0	0	1	1	0
J. Jansen	9	1	0	3	1	0	0	8	6	26	60	0	0	1	0	0	2
D. Boyd	15	5	0	15	1	0	3	21	23	47	7	0	0	0	0	0	0
A. Genovesi	14	0	0	7	1	0	3	7	6	43	2	0	0	0	0	1	0
T. Dyer	15	7	0	13	1	1	3	30	20	61	23	2	2	1	0	0	0
S. Roistacher	13	4	0	8	1	0	0	6	8	44	56	0	0	1	1	1	1
C. Cleek	16	1	1	3	2	0	0	4	7	28	49	2	2	2	1	0	0
M. Crisp	10	2	4	4	1	0	0	19	25	32	33	0	0	1	0	0	0
A. Carter	9	2	1	6	0	0	36	20	21	31	31	0	0	2	1	2	0
D. Burgess	17	5	0	4	0	0	7	32	45	56	55	10	0	0	3	0	0
S. Lively	12	1	0	12	1	0	0	8	7	52	11	0	0	0	0	1	1
C. Smith	16	1	1	4	0	0	2	16	12	60	27	4	0	0	0	0	0
A. Richardson	16	6	3	9	0	0	1	37	33	57	15	0	0	2	2	2	0
W. Johnson	19	1	0	0	0	0	8	40	52	15	8	0	0	1	0	0	0
T. Smith	21	0	0	0	0	0	4	143	107	16	11	0	0	0	0	0	0



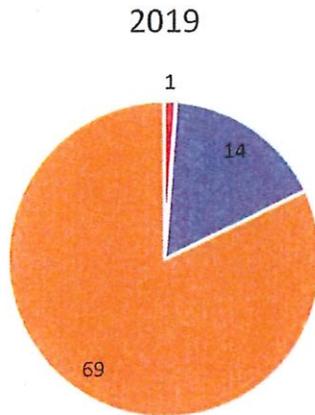
# CITY OF EAST RIDGE

## March 2020

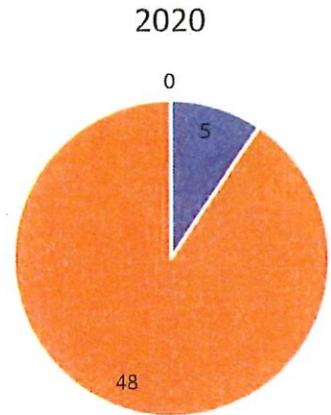
### TRAFFIC CRASHES

**2019**  
**84**

**2020**  
**57**



■ Fatal Crashes ■ Injury Crashes ■ Property Damage



■ Fatal Crashes ■ Injury Crashes ■ Property Damage

# EAST RIDGE FIRE RESCUE

## Summary of the Month's Activities March 1 – March 31, 2020

### ***Fire Operations***

The Department responded to **293 calls for service** in the month of March.

### ***Fire Administration***

- We have attended several phone conference meetings. These have been with Homeland Security, Tri State Mutual Aid Association and Hamilton County Emergency management. All these conference calls have been on the discussions focusing around the Coronavirus (COVID-19)
- We have been working on plans for Mutual coverage of all departments in our area, if stations or manpower were to be affected.
- We receive daily updates on the pandemic in Hamilton County.
- We have put several new responses in place during the COVID-19 to limit exposure to our first responders and the citizens.
- We have supplied our first responders with the best PPE (Personal Protection Equipment). Which consist of, N-95 respirators, SCBA (air packs), safety glasses, safety goggles, turn out gear, hazmat suits and gloves.
- We have created new SOP's (standard operating procedures) for responses and decontamination.
- We have created SOP's for shift change and decontamination of the stations, apparatus and stations daily.
- We have suspended all travel, training, department meetings, public events and smoke alarm installation at this time.
- We have put together BIDS for fire hose to replace some of our older fire hose. These BIDS have been sent out and will opened on 4-8-2020
- Fire department command staff is currently working on upcoming budget needs.

## ***Training***

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

- Firefighter Safety, PPE-complete ensemble, proper care & cleaning (2 hrs.)
- Severe weather emergencies, ERFD SOP review (2hrs)
- Fire service ropes and knots, types and applications (2hrs)
- District Review, streets and hydrant locations (2hrs)
- Fire behavior, balloon frame construction (2hrs)
- VK Free/CPR/AED refresher, annual in service (SUSPENDED) (2hrs)
- EVOC refresher, annual in service (SUSPENDED) (2hrs)
- RIT/Safety/search & rescue, annual in service (SUSPENDED) (2hrs)
- Vehicle extrication, annual in service (SUSPENDED) (2hrs)
- Hazardous material refresher, annual in service (SUSPENDED) (3hrs)

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

## ***Maintenance***

- The generator on Squad 1 has been repaired and placed back in service on the apparatus.
- Staff car 1 had new brakes and rotors.
- Truck 1 (command truck) had a tire repair
- PM has begun on all small engines and hand tools.

## ***Special Projects***

- Working with the command staff on department needs for this upcoming budget.
- We are putting together a large list of surplus items.

# EAST RIDGE FIRE RESCUE

## East Ridge Fire Rescue 2020 Incident Report / Incident Totals

March 1- March 31, 2020

Total Calls – 293

Category	Totals	Category	Totals
Structure Fire	1	Rescue and EMS Calls	167
Vehicle Fire	1	MVC (Vehicle Accidents)	19
Brush/Grass Fires	0	Citizen Assist/Other	59
Trash/Rubbish Fires	8		
Fire Alarms/Investigations	38	Mutual Aid Received	0
Total Fire Calls	48	Mutual Aid Given	3
Fire Service Injuries	0	Civilian Fire Injuries	0
Fire Service Deaths	0	Civilian Fire Deaths	0
<b>Fire Dollar Loss</b>			
Property	\$ 10,000.00		
Contents	\$ 5,000.00		
Other	\$ 0.00		
Total Dollar Loss	\$ 15,000.00		
<b>Fire Dollar Saved</b>			
Property	\$ 85,000.00		
Contents	\$ 20,000.00		
Other	\$ 0.00		
Total Dollar Saved	\$ 105,000.00		



**BUILDING MAINTENANCE  
MONTHLY REPORT  
March 2020**

**WORK ORDERS**

PROJECTS	COMPLETE	NOTES
Bathroom 1-8 C.J.	N	Ongoing [sheetrock complete]
Hauled scrap PD	y	
Santitation - steps on truck 16	y	
Tinted windows Comm. Center	y	

**Additional Comments:**



## City of East Ridge

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

### CITY OF EAST RIDGE SOLID WASTE REPORT MARCH 2020

Solid Waste collected (tons)	708.39
Recycled materials collected (tons)	44.40
Dumpster Junk (tons)	77.33
Dumpster rentals	3
Brush Collected (loads)	33
Metal Collected (tons)	3
Cart Repairs/Replacement (lids/cans)	9/10
New/Extra Garbage Cans	0
New Recycle Cans	10



**STREET DEPARTMENT  
MONTHLY REPORT  
MARCH 2020**

**WORK ORDERS**

<b>TYPE OF TASK</b>	<b>PRODUCED</b>	<b>NOTES</b>
Ditch Patrols	181 Locations	Cleaned
Drainage Opened	5 Locations	Opened
Mowing, City Property	12 Locations	
Code Enforcement	Demo House	3222 Gleason Dr.
Miscellaneous	3 Days	7 Locations Done
Street Sweeping	1 Days	30 Streets
Pipe Installations	8 Hours	Installed 80 ft. Of 15 in. Pipe
Street repairs (Potholes)	15 Locations	29 Bags Used
ERHS	4 Days	Installed 45 ft. of 48 in. Pipe

**Additional Comments:**



**TRAFFIC CONTROL  
MONTHLY REPORT  
MARCH 2020**

**WORK ORDERS**

TYPE OF TASK	PRODUCED	NOTES
New Signage	15	
Signs Installed	21	
Sign Maintenance	19	
Shop Tasks	29	
Miscellaneous	24	
Resident Requests	6	
Street Light Requests	6	
Banners	9	
Signal Repairs	10	
Sign Posts	7	
ERPD Requests	5	

**Additional Comments:**

Attended Staff Meetings.

Annual striping paint and glass beads ordered.

Rec. Center new Hours signs produced and installed.

EPB installed new streetlighting in Brush Pit lot.

Traffic 14 Ford recall completed.

Studies: Bennett Rd, Bennett Rd and Tombras Ave.

**Signals:**

Bales Ave at Ringgold Rd: card rack power supply card PS-175 sent for repairs.



## March 2020

### Administration

- Worked on Playground / Splashpad LPRF Grant Project with Amanda Bowers.
- Met with TWRA representative re: stocking fishing pond at Camp Jordan.
- Review Camp Jordan Parking Lot Plans with ASA Engineering.
- Review Camp Jordan Soccer Field Plans with ASA Engineering.
- Hired Zach Hampton Full-Time Park Maintenance Job Position.
- Promoted Alex Harrison to Full-Time Athletic and Facilities Coordinator.
- Facilitated the Concessions RFP Pre-Proposal Walkthrough meeting at Camp Jordan.
- Attended Chamber of Commerce luncheon and board meeting.

### Athletic Programming

- Administered spring sports (baseball, softball and soccer) registrations.
- Ordered uniforms for spring sports (baseball, softball and soccer).
- Selected coaches for each team.
- Drafted players for each team.
- Created a practice schedule for each team participating in spring sports.
- Created preliminary game schedules for spring sports.
- Registered teams for the Adult Softball league.

### Maintenance / Projects – Parks and Recreation

- Repaired sinkhole on the East Ridge High School softball outfield caused by a collapsed drain tile.
- Repaired plumbing to dated men's restroom at Building # 3 located between Baseball fields 1-4 and 5-8.
- Added a sheetrock ceiling inside the utility chase at Building # 3 located between Baseball fields 1-4 and 5-8.
- Installed new 50 Amp breakers at RV Camping Lot Parking Spots.
- Serviced and repaired zero turn mowers that needed attention.
- Sprayed Camp Jordan Parkway Medians with herbicide.

### Special Events Events

- **March 6-8:** TSNS Coin Show – Camp Jordan Arena
- **March 7:** "Deep Freeze" Ultimate Frisbee Tournament – Camp Jordan Frisbee Fields
- **March 12-14:** JBF Consignment Sale – Camp Jordan Arena
- **Mid March:** All programs / events suspended due to COVID-19 virus.



## CITY OF EAST RIDGE - Codes/Building Activity Report March 2020

DEPARTMENT OF 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>		
Activity	Scope of Activity	Total Monthly
Issuing of Permits	Building (Commerc. & Resid.), Building, Electrical, Plumbing, Mechanical, Fire, Sign	69 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	2 inspections
Building Inspections	Building, Mechanical, Plumbing, Electrical, Energy.	93 inspections
Re-inspections	Trades that have failed first inspection	10
Signs Removed	Illegal signs removed from city limits	2
Continuing Education	Training for the departments required certification test/International Building Certif.	0 Hours
Property Maint. Liens	Unpaid property maint. issues including grass cutting, demo of unsafe structures, etc.	0 Liens
Housing Board	Cases involving repair or demo of structure	0 Cases
Zoning Board	Cases involving zoning ordinance.	0 Case
Planning Commission	Cases involving rezoning, subdivision regulations and plat signing.	0 Case
Plan Reviews	In-house plan reviews commercial/Residential	5 reviews
Unsafe Structure Abatement	Demolition of unsafe structure	1 structure
Citations to Court	Property Maintenance Violations	0 citation
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	Daily

Due to COVID-19, all meetings for the month of March were cancelled.



**ANIMAL CONTROL  
MONTHLY REPORT  
MARCH 2020**

	#
Dogs in Shelter as of March 1,2020	27
Dogs Adopted in March	11
Cats in Shelter as of March 2020	5
Cats Adopted in March	6
Other Animals in Shelter	0
Animals Returned to Owner	8
Animals Returned to Shelter	0
Animals Released to Wild	3
Animals Spayed/Neutered in March	10
Animals Euthanized or Died	2
Number of Calls	37

### FY19/20 Library Services Statistics as of March 31, 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	1837				29207
CIRCULATION E-BOOKS	69	71	53	46	39	30	35	24	35				402
COMPUTER USERS	473	560	488	553	427	520	526	541	316				4404
NEW CARDS ISSUED	45	54	33	41	23	29	36	32	*28				321
PROGRAMS/ ATTENDANCE	11/ 245	9/ 113	12/ 126	21/ 314	16/ 263	16/ 325	17/ 219	17/ 153	**7/ 126				126/ 1884
DOCUMENTS NOTORIZED	11	25	28	7	19	13	20	23	6				152
PAGES FAXED	80	107	46	68	59	79	139	68	33				679
JOBS SCANNED	21	50	52	10	13	18	35	25	19				243
COPIES MADE	2384	2934	2595	2424	2488	2685	2640	2753	1896				22799
IN-DEPTH COMP ASSISTANCE	57	115	123	151	89	79	108	112	48				882
ITEMS CATALOGUED	199	125	136	112	105	97	129	108	55				1066
ITEMS DELETED	10	18	109	32	3	137	42	13	325				689

**Library closed on 03/16/20 due to COVID-19.**

\*28 New Cards – 23 Adults/5 Juvenile

Story-time-2 programs/33 attendance

Dr. Seuss Birthday-70 attendance

7 virtual online programs with 1782 views.

\*\* Homeschool Book Club – 2 programs/9 attendance

Knitting Club-1 program/6 attendance

Teen Advisory-8 attendance