

**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**

## **APRIL 2020**

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

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

July 2020

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

Please find attached the April 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 that reads "Christopher J. Dorsey". The signature is fluid and cursive, with the first name being particularly prominent.

Christopher J. Dorsey  
City Manager

# City Manager

## Management Report: April 2020

### Legislative Accomplishments

#### City Council

##### **Council Meeting – April 9, 2020**

- **RESOLUTION NO. 3042** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, FOR THE CITY TO PARTICIPATE IN THE TENNESSEE WILDLIFE RESOURCES AGENCY (TWRA) COMMUNITY FISHING PROGRAM - **APPROVED**

##### **Council Meeting – April 23, 2020**

- **ORDINANCE NO. 1126** – AN ORDINANCE ADOPTED FOR THE PURPOSE OF AMENDING THE CITY OF EAST RIDGE, TENNESSEE MUNICIPAL ZONING ORDINANCE REGULATING DEVELOPMENT WITHIN THE CORPORATE LIMITS OF EAST RIDGE, TENNESSEE, TO MINIMIZE DANGER TO LIFE AND PROPERTY DUE TO FLOODING, AND TO MAINTAIN ELIGIBILITY FOR PARTICIPATION IN THE NATIONAL FLOOD INSURANCE PROGRAM (2<sup>nd</sup> and final reading) – **APPROVED**
- **ORDINANCE NO. 1127** - AN ORDINANCE TO AMEND THE EAST RIDGE ZONING ORDINANCE, TITLE 14, CITY OF EAST RIDGE ZONING, ARTICLE VII REGULATIONS FOR USES PERMITTED ON REVIEW, SECTION 113, RADIO, TELEVISION, SATELLITE, CELLULAR, PCS AND MICROWAVE COMMUNICATION TOWERS (2<sup>nd</sup> and final reading) – **APPROVED**
- **RESOLUTION NO. 3043** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AWARDED BIDS FOR THE PURCHASE OF FIRE HOSE FOR THE FIRE DEPARTMENT – **APPROVED**
- **RESOLUTION NO. 3044** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, AWARDED A BID FOR THE EMERGENCY PURCHASE OF ONE HEAVY-DUTY TRASH/BRUSH LOADER, BULK TRASH/JUNK BODY, MOUNTED ON A NEW CAB AND CHASSIS (KNUCKLEBOOM) – **APPROVED**
- **RESOLUTION NO. 3045** – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST RIDGE, TENNESSEE, ADOPTING THE HAMILTON COUNTY DISASTER DEBRIS MANAGEMENT PLAN – **APPROVED**

## **Commissions and Boards**

- **Beer Board – April 6, 2020 – 5:00 pm**
  - **Permit for Ketan, Inc. dba Famous Market – Sureshbhai (Sunny) Prahladbhai Patel, Applicant – Approved.**
- **Housing Commission - No meeting in April**
- **Industrial Development Board – No meeting in April**
- **Library Board – No meeting in April**
- **Planning Commission – April 6, 2020**
  - **Amending the Communications Ordinance - Approved.**
  - **Amending the Municipal Floodplain Zoning Ordinance – Approved**
- **Zoning Appeals – No meeting in April**

## **CITY MANAGER**

**APRIL 2020**

### **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

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

### MEMORANDUM

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

**FROM:** Kenny Custer, Assistant City Manager

**SUBJECT:** April 2020 Report

**DATE:** 5-14-2020

- Attended WWTA Board and Committee Meetings (Virtual)
- Beer Board Meeting (Virtual)
- Planning Commission Meeting (Virtual)
- Continued COVID 19 Planning and Response
- Council Meeting (Virtual)
- Storm Response and Assessments
- Debris assessment and evaluation
- Worked with staff and council on purchase of a new knuckle boom truck
- Meeting with TEMA and Hamilton County EMA for storm declaration
- Conducted site visits to Mission Oaks and Brack Street for drainage review
- CRW Development Meetings
- Camp Jordan Engineering Meetings
- Multimodal Meeting update
- Splashpad Meeting Update
- Budget Preparation



## Finance and Administration Monthly Report April 2020

### FINANCE DIRECTOR – April 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

- Attended weekly staff meetings
- Attended Zoom Meetings (personnel related matters)
- Attended Zoom Meeting for insurance renewal
- Other needs for employee personnel matters and insurance (personal and worker's comp)
- Reconcile and payments of all Insurance Policies
- Filed Quarterly Payroll Returns (941 report, unemployment report, GA State Tax)
- Enrolled new hires into payroll system and all insurance policies
- Budget preparations
- Full-Time Open Positions: Firefighter, Sanitation Driver, Sanitation Collector, Athletics Coordinator
- Part-Time Open Positions: Library Assistant, School Crossing Guard

#### CITY RECORDER – April 2020

- Attended Weekly Staff Meetings
- Prepared packet for Council meetings
- Attended Council Meetings
- Prepared minutes for Council Meeting
- Attended Beer Board – Prepared agenda and minutes
- Issued Beer Permit for Ketan, Inc. dba Famous Market
- Fulfilled Open Records Requests
- Gathered/compiled/edited information for March 2020 Monthly report
- Other day-to-day duties

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

- **Grants Applied For:**
  - N/A
- **Grant Awards Received:**
  - **Firehouse Subs Grant (Fire)** – Extraction tools (items purchased by Foundation) (\$N/A) – 100% Funded – Applied 2/28/20 – Received 4/7/20 (equipment only)
- **Reimbursements Submitted/Received:**
  - **Homeland Security Grant (Police)** – Radios (\$15,000) – 100% Funded – Submitted 4/16/20
  - **Homeland Security Grant (Fire)** – Radios (\$5,000) – 100% Funded – Submitted 4/16/20
  - **PEP Safety Partners Grant (N/A)** – Employee Safety Equipment/Uniform/Shoes (\$6,000) – 50% Funded – Submitted 4/28/20
  - **PEP Driver Safety Grant (N/A)** – Employee Safety Equipment/Uniform/Shoes (\$8,000) – 50% Funded – Submitted 4/28/20 (\$372.80)
  - **THSO Program Grant FY (Police)** – Police Traffic Services (\$27,000) – 100% Funded – Submitted 4/7/20 – Received 4/29/20 (\$12,881.61)

# 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	154
May	114	95	
June	95	74	
<b>TOTALS</b>	<b>932</b>	<b>1220</b>	<b>1479</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	11
May	12	14	
June	11	11	
<b>TOTALS</b>	<b>93</b>	<b>148</b>	<b>143</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	\$ 1,155.00
May	\$ 855.00	\$ 712.50	\$ -
June	\$ 712.50	\$ 555.00	\$ -
<b>TOTALS</b>	<b>\$ 6,990.00</b>	<b>\$ 9,150.00</b>	<b>\$11,092.50</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	0
May	2	4	
June	3	1	
<b>TOTALS</b>	<b>28</b>	<b>18</b>	<b>20</b>



**CITY OF EAST RIDGE**  
**April 2020**  
**NEW BUSINESS LICENSES**

<b>Issue Date</b>	<b>Company Name</b>	<b>Description</b>	<b>Address</b>	<b>Contact Name</b>
4-13-2020	Tri-State Electrical Contractors, Inc	Electrical Contractors	2101 Fort St Chattanooga, TN 37408	George Nelson
4-21-2020	Jackie's Pools/Teeters Construction, LLC	Pool Contractor	2962 N Marbletop Rd. Chickamauga, GA 30707	Stephen Teeters
4-24-2020	DBA Electric	Electrical Contractor	P.O Box 781 Rock Spring, GA 30739	David K. Brown



**APRIL 2020  
NEW BEER PERMITS**

<b>Issue Date</b>	<b>Company Name</b>	<b>Description</b>	<b>Address</b>	<b>Contact Name</b>
4/6/2020	Ketan, Inc. dba Famous Market	Convenience Store	East Ridge, TN 37412	Sunny Patel

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

**COURT**

NUMBER OF CITATIONS ISSUED IN APRIL 2020: 54

NUMBER OF DEFENDANTS APPEARING IN COURT:

APRIL 7, 2020 (INMATES ONLY)	5
** 174 RE-SCHEDULED CASES ****	
APRIL 14, 2020 (INMATES ONLY)	4
** 209 RE-SCHEDULED CASES ****	
APRIL 21, 2020 (INMATES ONLY)	5
** 89 RE-SCHEDULED CASES ****	
APRIL 28, 2020 (INMATES ONLY)	6
** 110 RE-SCHEDULED CASES ****	
TOTAL FOR MONTH	20
<b>** TOTAL RE-SCHEDULED CASES **</b>	<b>582</b>

\*\*\*\*\* DUE TO COVID-19, ONLY CUSTODY CASES ARE BEING HEARD \*\*\*\*\*



## **East Ridge Police Department**

### **Chief's Monthly Report April 2020**

- April 9 – City Council meeting held online. The officers of the Police Department donated \$575.00 to the East Ridge Food Pantry through the ‘No Shave’ April event.
- April 24– Chief Allen had a virtual meeting with Tony Martino with the Red Wolves concerning the PD satellite office at the Red Wolves stadium.

Most 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

April 2020

### Lt. Daniel Stephenson - Administrative Division

Warrants / Records / Property and Evidence / Accreditation

CAR 44 – 40,080 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.
- Assisted officers, personnel, and citizens with various requests
- Reviewed ERPD policies
- Entries into PowerDMS for TLEA accreditation
- Edited/Revised various ERPD policies

### Sgt. Tim Spires - Warrants Division

CAR 23 – 87,272 miles

- Provided fingerprinting service to 4 people with a total of 5 fingerprint cards.
- 36 Warrants were issued
- 0 Misdemeanor Citations were processed
- 0 Subpoenas executed for Codes Enforcement
- 1 Subpoenas issued

**ERPD Property and Evidence Division**

- Items Entered: **107**
- Items Disposed: **190**
- Narcotics Disposed: **59**
- Vehicles Sold: **0**
- Firearms: **3** disposed / **6** Total for trade at GT Distributors

**Drugs Seized – Department monthly total**

- Hash: **0** grams
- Pills: **48** Dosage Units
- Cocaine: **0** grams
- Heroin: **0.5** grams
- Meth: **11** grams
- Marijuana: **44.24** grams
- Fentanyl: **0** grams
- THC Vape Cartridges: **1**
- Ecstasy: **0** grams
- Bottled THC: **16**



City of East Ridge  
Police Department

MEMORANDUM:

TO: Chief S. Allen

FROM: Lt. J. Creel

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

CID Statistics

Offense Reports Assigned: 46  
Offense Reports Cleared: 25  
Clearance Rate: 54.34%  
\*Some cases remain uncleared due to unavailability of Grand Jury presentment.

Meetings/Training/Miscellaneous

CID was assigned to telecommute for the entire month. CSU and K9 were observing restricted encounter protocol.

CSU Statistics

Misdemeanor Arrests: 0 (COVID Protocol)  
Felony Arrests: 0  
Narcotics Seized: 80 bottles THC oil, 14.2g Marijuana  
Firearms: 0  
Assets: \$23,572.16  
Recovered Stolen Auto: 1  
Search Warrants: 1  
Cases for Fed Prosecution: 0

Vehicles/Mileage

Car 13: 105409  
Car 27: 313  
Car 41: 65613  
Car 50: 21425  
Car 52: 21393  
Car 53: 22757  
Car 54: 16967  
Car 55: 21220  
Car 70: 109557

K-9 Statistics

Days Worked: 12  
Calls for Service: 14  
SIA Park/Walk: 0  
Stops: 1  
Arrests: 1  
Assist Other Agency: 0  
Stop Assist: 1  
Citations: 1  
K9 deployments: 4









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

OFFICER'S NAME: S. Stojnic #549		SIGNATURE:		REPORT MONTH: 04/2020	DATES: 04/01-04/30/2020						
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
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	
19-012206	AUTO THEFT/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	X	
19-013984	AUTO THEFT	P	C							X	
19-013307	SEXUAL ASSAULT	P	C							X	
20-000011	THEFT	P	C						X		
20-000771	AUTO THEFT	P	C							X	
20-001014	RAPE	P	C							X	
20-001031	AUTO THEFT	P	C						X		
20-001204	AUTO THEFT	P	C							X	
20-001663	AUTO THEFT	P	C							X	
20-001665	AUTO THEFT	P	C							X	
20-001696	AUTO THEFT	P	C							X	
TOTAL # CASES LISTED		19	DISPOSITION								
TOTAL # CASES CLEARED		3	TOTALS	0	0	0	0	0	0	16	0

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



## 2020 Monthly Report - April 2020

SHIFT/DIVISION: Patrol		450		31		20		233		23		43		346		318		1338		976		13		10		4		12		8	
FOR THE MONTH OF: April		DAYS WORKED		ARREST		OFFENSE REPORTS		SUPPLEMENT REPORTS		CRASH REPORT		TRAFFIC STOPS		TRAFFIC CITATIONS		SERVICE CALLS		CALLS ASSIST		FIELD INTERVIEW		AOA WARR.		A.		B.		WARRANTS			
DATE SUBMITTED: 5/8/2020		A		B.		A		B.		A		B.		A		B.		A		B.		A		B.		A		B.			
TOTALS		450		31		20		233		23		43		346		318		1338		976		13		10		4		12		8	
OFFICER	DAYS WORKED	A	B.	OFFENSE REPORTS	SUPPLEMENT REPORTS	CRASH REPORT	TRAFFIC STOPS	TRAFFIC CITATIONS	SERVICE CALLS	CALLS ASSIST	FIELD INTERVIEW	AOA WARR. A.	AOA WARR. B.	WARRANTS A.	WARRANTS B.																
S. Butcher	16	0	1	1	0	0	0	0	16	35	0	0	0	0	0																
H. Duncan	20	0	0	0	1	0	0	0	21	0	0	0	0	0	0																
J. Crowe	16	0	0	1	1	12	19	29	31	31	0	0	0	0	0																
J. Daverson	16	0	0	14	2	0	1	1	68	31	0	0	0	0	0																
C. Hinsch	16	0	0	4	0	0	2	0	39	55	0	2	0	0	0																
A. Chavez	14	0	0	10	1	0	1	0	56	4	0	0	0	0	0																
M. Noeller	16	0	0	14	2	0	9	12	81	13	0	0	0	0	0																
B. Beadle	16	3	5	14	0	0	34	13	52	18	1	0	2	2	1																
Chadwick	9	0	0	0	0	0	0	0	13	43	0	0	0	0	0																
Talley	13	0	0	4	0	0	0	0	23	32	0	0	0	0	0																
Darwin	13	0	0	8	0	4	13	19	35	36	0	0	0	0	0																
Harding	13	0	1	5	0	0	0	0	28	65	0	0	0	0	0																
Hackett	15	3	1	30	3	1	1	3	32	40	0	0	0	4	2																
Myrick	14	1	0	5	0	0	16	28	39	25	1	0	1	0	0																
Rhudy	14	2	0	21	3	1	5	0	73	40	2	2	0	1	0																
T. Prescott	16	0	0	0	0	0	1	3	8	28	0	0	0	0	0																
J. Jansen	13	2	0	8	0	3	0	0	48	95	0	0	0	3	1																
D. Boyd	16	6	1	20	1	2	1	1	73	9	1	2	0	1	0																
A. Genovesi	16	2	0	11	1	0	0	0	54	3	0	0	0	0	0																
T. Dyer	16	4	2	10	3	2	10	9	48	25	3	0	0	0	0																
S. Roistacher	16	3	0	13	1	0	11	5	51	75	0	4	0	0	0																
C. Cleek	13	1	0	1	1	0	0	0	25	48	0	0	0	0	0																
M. Crisp	12	0	1	0	0	0	3	1	34	50	0	0	0	0	0																
A. Carter	14	0	1	4	0	0	11	12	34	69	0	0	0	0	2																
D. Burgess	14	0	0	2	0	4	1	5	113	24	0	0	0	0	2																
S. Lively	14	2	0	11	0	1	3	1	75	30	5	0	0	0	0																
C. Smith	13	0	0	8	0	0	0	0	79	10	0	0	0	0	0																
A. Richardson	17	1	7	12	3	0	6	2	61	10	0	0	1	1	0																
W. Johnson	18	1	0	2	0	5	53	43	15	17	0	0	0	0	0																
T. Smith	21	0	0	0	0	8	145	131	12	15	0	0	0	0	0																



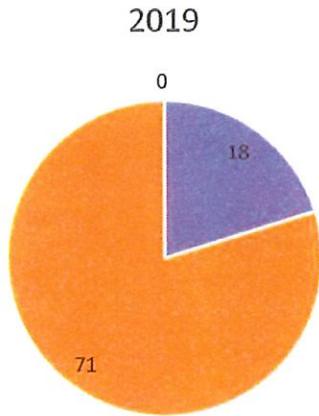
# CITY OF EAST RIDGE

## April 2020

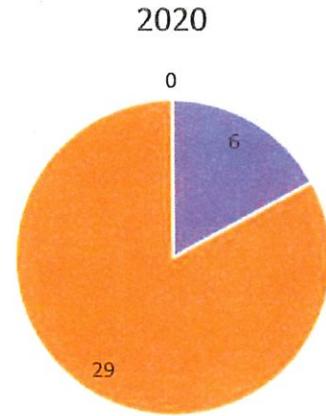
### TRAFFIC CRASHES

**2019**  
**89**

**2020**  
**35**



■ Fatal Crashes ■ Injury Crashes ■ Property Damage



■ Fatal Crashes ■ Injury Crashes ■ Property Damage

# EAST RIDGE FIRE RESCUE

## Summary of the Month's Activities April 1 – April 30, 2020

### ***Fire Operations***

The Department responded to **344 calls for service** in the month of April.

### ***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 sent BIDS out for fire hose. Council approved the lowest BID and we have ordered fire hose.
- We continue to receive daily updates on the pandemic in Hamilton County.
- We have continued to put out new responses in place during the COVID-19 to limit exposure to our first responders and the citizens.
- We have continued to supply 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 placed a TEMA order for COVID-19 supplies for all city employees. We have received these items and distributed to all departments.
- We have made two fog machines, that can be used to decontaminate our vehicles and city buildings.
- We have used the new fog machines on the Library and the city workout room. It appears to work well.

- We continue to suspend all travel, outside department training, department meetings, public events and smoke alarm installation at this time.
- We have ordered a new washer /extractor for turnout gear.
- We have completed all required forms for FEMA for the Tornado and Flood expenses.

### ***Training***

Each shift completes a minimum of two hours of training each shift. Training topics for April were suspended to limit the crew's exposure. We will start our training back next month.

Crews have suspended their monthly inspections of commercial businesses.

### ***Maintenance***

- PM (preventive maintenance) has been ongoing on all equipment.
- We are in the process of purchasing paint for station one. We are updating the needed repairs for station one as well.

### ***Special Projects***

- We are putting together a large list of surplus items. This has been delayed due to the COVID-19 and the storms. We should have it completed by next month.



# EAST RIDGE FIRE RESCUE

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

April 1- April 30, 2020

**Total Calls – 344**

Category	Totals	Category	Totals
Structure Fire	2	Rescue and EMS Calls	164
Vehicle Fire	1	MVC (Vehicle Accidents)	15
Brush/Grass Fires	2	Citizen Assist/Other	112
Trash/Rubbish Fires	9		
Fire Alarms/Investigations	39	Mutual Aid Received	0
<b>Total Fire Calls</b>	<b>53</b>	Mutual Aid Given	9
Fire Service Injuries	0	Civilian Fire Injuries	1
Fire Service Deaths	0	Civilian Fire Deaths	0
<b>Fire Dollar Loss</b>			
Property	\$ 12,000.00		
Contents	\$ 2,000.00		
Other	\$ 0.00		
<b>Total Dollar Loss</b>	<b>\$ 14,000.00</b>		
<b>Fire Dollar Saved</b>			
Property	\$ 1,500,000.00		
Contents	\$ 15,000.00		
Other	\$ 0.00		
<b>Total Dollar Saved</b>	<b>\$ 1,515,000.00</b>		



**BUILDING MAINTENANCE  
MONTHLY REPORT  
April 2020**

**WORK ORDERS**

<b>PROJECTS</b>	<b>COMPLETE</b>	<b>NOTES</b>
Bathroom 1-8 C.J.	Y	Lighting
C.J. Brackets for A/C Units	y	Raised condensers up off sidewalks
Street Dept.	y	Repairs on street sweeper
P.D.	Y	Lexan cover over service window

**Notes :**



# City of East Ridge

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

## CITY OF EAST RIDGE SOLID WASTE REPORT APRIL 2020

Solid Waste collected (tons)	819.02
Recycled materials collected (tons)	42.17
Dumpster Junk (tons)	44.50
Dumpster rentals	4
Brush Collected (loads)	112
Metal Collected (tons)	4
Cart Repairs/Replacement (lids/cans)	50/40
New/Extra Garbage Cans	12
New Recycle Cans	27



**STREET DEPARTMENT  
MONTHLY REPORT  
APRIL 2020**

**WORK ORDERS**

<b>TYPE OF TASK</b>	<b>PRODUCED</b>	<b>NOTES</b>
Ditch Patrols	72 Locations	Cleaned
Drainage Repairs	4 Locations	Cleaned out with Backhoe
Mowing, City Property	25 Locations	Cut grass/Weeded/Picked up trash
Mowing, Exit 1	3 Days	Cut grass/Weeded/Picked up trash
Miscellaneous	2 Locations	Fixed cracks in sidewalks
TreeCutting/Clean-up	7 Days	14 Places Done

**Notes :**



**TRAFFIC CONTROL  
MONTHLY REPORT  
April 2020**

**WORK ORDERS**

TYPE OF TASK	PRODUCED	NOTES
New Signage	24	
Signs Installed	12	
Sign Maintenance	40	
Shop Tasks	20	
Miscellaneous	29	
Resident Requests	10	
Street Light Requests	2	
Banners		
Signal Repairs	24	
Sign Posts	5	
ERPD Requests	10	

**Notes :**

Responded to tornado and flood events.

Worked on annual maintenance of traffic islands and curbs with weed killer.

Annual striping paint order received.

Studies: Missionaire Ave and Laredo Ave.

**Signals:**

New MMU Smart Monitor received.

Repaired PS-175 Card Rack Power Supply received.

Secured all School Zone Boxes checked for locks in place.



## April 2020

### Administration

- Agreed to participate in the TWRA Community Fishing Program.
- Interlocal agreement between the City of East Ridge and Hamilton Co. Board of Education to transfer ownership of East Ridge High School athletic facilities back to HCDE.
- Awarded the concessions contract July 2020 – June 2023 to Family Concessions, LLC.
- Submitted FEMA damage documentation to CFO after April 13-14 tornado and flood damages were discovered.
- Worked on Playground / Splashpad LPRF Grant Project with Amanda Bowers.
- Approved new parking lot design (additional 200 spaces) from ASA Engineering at Camp Jordan.
- Worked on Community Center Security Camera Grant Scope of Work.
- Submitted requested budget for FY2021 to CFO and City Manager for review.
- Participated in virtual ZOOM conference calls with colleagues from the City of Chattanooga and Hamilton County Parks and Recreation as well as the Chattanooga Sports Committee in an effort to create a phased timeline for safely reopening facilities, programming and special events.
- Attended virtual Chamber of Commerce board meeting via ZOOM.

### Athletic Programming

- Daily administration duties and communications with parents and coaches regarding springs sports.
- Readjusted practice schedules for each team participating in spring sports as timelines were pushed back (COVID-19).
- Readjusted game schedules for each team participating in spring sports as timelines were pushed back (COVID-19).
- Sorted spring sports uniforms by team and size.
- Registered teams for the Adult Softball league.

### Maintenance / Projects – Parks and Recreation

- Pressure washed soccer stadium bleachers.
- Sanitized Community Center.
- Cleaned soccer concession stand.
- Sprayed and fertilized soccer fields.
- Removed debris at Camp Jordan Park after April 13-14 tornado / flood.
- Removed tree in the amphitheater lot in anticipating of the new parking lot.
- Add scoreboard conduit and receptacles to baseball fields 5-8 upstairs balcony.
- Serviced and repaired zero turn mowers that needed attention.
- Sprayed Camp Jordan Parkway Medians with herbicide.
- Pressure washed and painted baseball storage building located at the end of baseball field 4.
- Painted park entrance / exit gates and RV swing gates navy blue.
- Mowed / weedeated, Camp Jordan Parkway.

### Special Events Events

- **April 1 – April 30:** All programs / events suspended due to COVID-19 virus.



## CITY OF EAST RIDGE - Codes/Building Activity Report April 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	63 permits
Fire Code Inspections	Inspect existing businesses within city limits -Hotels, Restaurants, Stores, etc.	6 inspections
Building Inspections	Building, Mechanical, Plumbing, Electrical, Energy.	114 inspections
Re-inspections	Trades that have failed first inspection	10
Signs Removed	Illegal signs removed from city limits	1
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.	1 Case
Plan Reviews	In-house plan reviews commercial/Residential	6 reviews
Unsafe Structure Abatement	Demolition of unsafe structure	0 structure
Citations to Court	Property Maintenance Violations	0 citation
Customer Service Calls	Facilitate calls and inquiries citizens and contractors may have	Daily



**ANIMAL CONTROL  
MONTHLY REPORT  
April 2020**

	#
Dogs in Shelter as of April 1, 2020	12
Dogs Adopted in April	13
Cats in Shelter as of April 2020	3
Cats Adopted in April	1
Other Animals in Shelter	0
Animals Returned to Owner	5
Animals Returned to Shelter	2
Animals Released to Wild	0
Animals Spayed/Neutered in April	2
Animals Euthanized or Died	2
Number of Calls	33

**FY19/20 Library Services Statistics as of April 30, 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	76			29283
CIRCULATION E-BOOKS	69	71	53	46	39	30	35	24	35	51			453
COMPUTER USERS	473	560	488	553	427	520	526	541	316	60*			4464
NEW CARDS ISSUED	45	54	33	41	23	29	36	32	28	0			321
PROGRAMS/ ATTENDANCE	11/ 245	9/ 113	12/ 126	21/ 314	16/ 263	16/ 325	17/ 219	17/ 153	7/ 126	5/361 **			131/ 2245
DOCUMENTS NOTORIZED	11	25	28	7	19	13	20	23	6	0			152
PAGES FAXED	80	107	46	68	59	79	139	68	33	3			682
JOBS SCANNED	21	50	52	10	13	18	35	25	19	3			246
COPIES MADE	2384	2934	2595	2424	2488	2685	2640	2753	1896	432 ***			23231
IN-DEPTH COMP ASSISTANCE	57	115	123	151	89	79	108	112	48	0			882
ITEMS CATALOGUED	199	125	136	112	105	97	129	108	55	71			1137
ITEMS DELETED	10	18	109	32	3	137	42	13	325	121			810

**Library was closed entire month due to COVID-19.**

\*Wireless users

\*\*\* inhouse copies

**\*\*3 Virtual Storytime programs – 197 live views/453 total views  
Virtual Chickens with Becky – 122 live views/275 total views  
Make a bunny craft – 42 live views/179 views**