

## *City of Red Bank*

### **BOARD OF COMMISSIONERS WORK SESSION**

Work Session Agenda

July 18, 2023

4:30 PM

The purpose(s) of the meeting shall be for the Commission to receive, consider, discuss, deliberate, and debate the matters listed herein below and such other public business as may lawfully be undertaken provided that no formal votes are to occur and no matters or issues will be formally decided upon at this meeting.

- I. **Amend the R-4 zone Ord No. 23-1238 (Planner Pham)**
- II. **Native Plants Ord No. 23-1239 (Planner Pham)**
- III. **Discuss Stormwater changes (DPWD Johnson)**
- IV. **Update information from Community Planning Steering Committee - July Meeting**
- V. **Public Hearings**
  - **To receive public comments on an amendment to the R-4 Special Zone Ord No. 23-1238 (Planner Pham)**
  - **To receive public comments on adopting a Native Plants Ordinance Ord No. 23-1239 (Planner Pham)**
  - **To receive public comments on a sign variance at 641 Morrison Springs Rd Res No. 23-1585 (Building Official Clinton)**
- VI. **Establish the Red Bank Parks and Recreation Advisory Board Res No. 23-1589 (DPWD Johnson)**
- VII. **Sign Variance Res No. 23-1585 641 Morrison Springs Rd (BO Clinton)**
- VIII. **Apply for the Firefighter Grant - TAWC - Res No. 23-1584 (FC Sylar)**
- IX. **Authorize membership in the Omnia Partners Cooperative Purchasing program Res No. 23-1586 (DPWD Johnson)**
- X. **Authorize use of Purchasing Cards (P-Cards) Res No. 23-1587 (DPWD Johnson & FD Alexander)**
- XI. **Authorize membership in the NNPGov Cooperative Purchasing program Res No. 23-1588 (FC Sylar)**
- XII. **Any other business to discuss**

# **City of Red Bank**

## **Storm Water Utility Service Charge Credits Policy**



**August 2023**

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## 1.0 Overview

In June 2002 the Red Bank City Commission passed a stormwater utility service charge ordinance (02-853) to establish a rate structure for a dedicated user fee to support the stormwater program and to include exemptions and credits applicable to storm water service charges.

The stormwater user service charge is intended to provide a stable and adequate source of revenue for the stormwater management program that allocates the costs of stormwater services across every stormwater “user” in the Red Bank stormwater service area through a stormwater utility service charge (or fee).

Developed land is charged a fee based on the amount of impervious surface area on the property. The stormwater utility service charge that a property owner pays is directly proportional to the impervious area found on the property. A credit is an ongoing downward adjustment in the service charge.

The storm water utility service charge ordinance provides for adjustments to the stormwater user fee for properties that reduce demand on the Public System.

The purpose of the credit policy is to provide properties with credit for mitigating stormwater runoff impacts through education, or source controls for water quantity or quality. The available credits are:

- Detention Credit (water quantity) up to 20%
- Water Quality Credit up to 20%
- Stormwater Education Credit up to 25%
- Single Family Residential Lot Credit up to 50%

To qualify for credits, the stormwater user must submit a credit application form (Appendix 1) and submit it to the Red Bank Stormwater Manager. The application will be evaluated to determine the amount of credit the user will receive. The application can be submitted electronically to [ljohnson@redbanktn.gov](mailto:ljohnson@redbanktn.gov) or mailed to:

**Red Bank Stormwater  
3105 Dayton Blvd.  
Red Bank, TN 37415**

The Stormwater Utility Service Charge Credit Policy stipulates the design and performance standards of on-site systems, facilities, activities, and services that qualify for application of a stormwater user fee credit.

## 2.0 Definitions

**Department** shall mean the Red Bank Stormwater Department.

**Detention facility** shall mean a stormwater structure that, by means of a single control point, provides temporary storage of stormwater runoff for future release, and is used to delay and attenuate peak flow.

**Developed land** shall mean property altered from its natural state by construction or installation

of improvements such as buildings, structures, or other impervious surfaces, or by other alteration of the property that results in a meaningful change in the hydrology of the property during and following rainfall events.

**Director** shall mean the Director of the Department of Public Works or his/her designee.

**Impervious Area** shall mean the portion of a parcel of property that is covered by any material, including without limitation roofs, streets, sidewalks and parking lots paved with asphalt, concrete, compacted sand, compacted gravel or clay, that substantially reduces or prevents the infiltration of stormwater. Impervious Area shall not include natural undisturbed surface rock.

**National Pollutant Discharge Elimination System (NPDES)** - As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating point source and non-point source discharges into waters of the United States. Phase I of the NPDES Storm Water Program began in 1990 and applied to large and medium municipal separate storm sewer systems (MS4) and 11 industrial categories including construction sites disturbing five acres of land or more. Phase II of the NPDES Storm Water Program began in 2003 and applies to additional MS4s and construction sites disturbing equal to or greater than one but less than five acres of land. Operators of MS4s covered by Phase I and II must obtain an NPDES permit for their storm water discharges. Once they receive their discharge permit, they must fully implement all storm water runoff control practices identified in the permit.

**Residential Property** shall mean any property whose primary use, as shown on the use and occupancy permit issued by the department of codes administration, is residential single-family or residential two-family.

**Non-Residential Property** shall mean a parcel of property which is not Residential Property as defined in this section.

The **Public System** shall mean and include stormwater and flood control devices, structures, conveyances, facilities or systems, including natural watercourses, streams, creeks and rivers used wholly or partly to convey or control stormwater or flood water within the jurisdictional boundaries of the City of Red Bank. The Public System shall include, without limitation, natural conveyances (a) for which the City of Red Bank has assumed maintenance responsibility; (b) to which the City of Red Bank has made improvements; (c) which have or may pose a threat to public property because of flooding; or (d) for which the City of Red Bank is accountable under federal or state regulations governing protection of water quality.

**Stormwater**, also referred to as runoff, surface water, or wet weather flow, shall mean rain or snow that falls on streets, parking areas, rooftops, and other hard surfaces and either flows directly into nearby streams or travels there through drainage systems, such as curbs and gutters, inlets, ditches, pipes, storm sewers, and detention ponds.

**Stormwater Utility Service Fees** shall mean the periodic service charges imposed pursuant to the Red Bank Stormwater User Fee Ordinance for the purpose of funding costs related to stormwater management services and stormwater management systems and facilities.

**Qualified Control Structure** shall mean a device or structure meeting design standards and approved by the Department that substantially limits the discharge of stormwater from a parcel of property into or through any Public System or that substantially improves the purity of stormwater so discharged.

**User** shall mean the owner of record of a non-exempt Residential or Non-Residential Property or the person or entity in possession if other than the owner.

**User Fee Credit** is a downward adjustment in the amount of the stormwater user fee given to properties for maintaining qualified control structures or implementing an approved education program as discussed herein and as permitted.

### ***3.0 User Fee Credits***

General policies for stormwater utility service fee credits are listed below. See the following pages for policies and details of individual credits.

- Credit is given to eligible properties only, as described in the credit policies presented in this manual and/or in the credit application(s).
- It is the responsibility of the User to apply for fee credits, and to provide the necessary substantiating information with the credit application, as described herein.
- Credit applications are available from the Public Works Department. The Department shall not be responsible for initiating applications, performing engineering calculations, or otherwise assisting with the preparation of credit applications.
- The Department will review complete credit applications within four (4) weeks after a complete application is submitted. If approved, the credit will be applied for the billing cycle in which it was received complete by the Department.
- Partial credits, if given, will only be given in 10% increments. The detention (quantity), quality, and education credits can be combined for a maximum credit of 50%. The Department maintains the right to inspect the property at the time of credit application and at any time that the site is receiving credit to ascertain credit applicability.
- Credit can be revoked or reduced at any time that it is determined by the Department that the qualified control structures or educational activities are not performing to the credit standard, that the qualified control structures are not being maintained to function as designed, or that the qualified control structures or educational activities no longer meet the purpose of the credit.

### 3.1 Stormwater Detention Credit (Water Quantity)

Non-residential properties with structural controls or measures that meet Red Bank's current design standards and performance criteria for reducing peak demand and controlling the rate at which the runoff volume enters Red Bank's stormwater system as regulated in the Red Bank Municipal Code – Chapter 7: Stormwater and in compliance with federally mandated National Pollutant Discharge Elimination System (NPDES) and the Clean Water Act may be eligible for a Stormwater Detention Credit up to 20%. The site should be designed at a minimum so that the post-developed hydrologic performance of the area is like or greater than that of the pre-developed land.

A partial credit of 10% may be given to properties that were not originally required to meet current design standards and therefore only partially meet City of Red Bank's current design standards and performance criteria as identified in the Red Bank Municipal Code – Chapter 7: Stormwater.

#### Conditions of Credit:

1. The property owner must submit a site plan, design calculations, as-built drawings, and/or other data signed and sealed by a professional engineer that are sufficient for the Red Bank Stormwater Manager or his/her designated engineer consultant to render an opinion regarding the applicability of credit; and
2. The property owner must submit a maintenance plan and annual documentation of maintenance on all structural controls and non-structural activities that serve as the basis for the credit approved by the Stormwater Manager or Director of Public Works.

### 3.2 Stormwater Quality Credit

Based on the requirements in the City's NPDES MS4 permit, the City of Red Bank Stormwater Management Ordinance requires implementation of runoff reduction practices to improve water quality for all new and re-development projects. This standard requires the use of low impact development (LID) and/or green infrastructure practices to reduce the amount of runoff leaving a site, with the goal of also reducing the corresponding pollution loads of the discharged stormwater.

The City of Red Bank will offer stormwater quality credit to those non-residential properties that meet or exceed the minimum runoff reduction requirements being the first inch of rainfall must be 100% managed with no discharge to surface waters. The amount of the stormwater quality credit to be awarded based on the following table:

| Range of Rainfall Capture | Stormwater Quality Credit Opportunity |
|---------------------------|---------------------------------------|
| Less than 1 inch          | 0%                                    |
| 1.0 to 1.25 inches        | 10%                                   |
| 1.26 – 1.50 inches        | 15%                                   |
| Greater than 1.50 inches  | 20%                                   |

#### Conditions of Credit:

1. The property owner must submit a site plan, design calculations, as-built drawings, and/or other data signed and sealed by a professional engineer that are sufficient for the Red Bank Stormwater Manager or his/her designated engineer consultant to render an opinion regarding the applicability of credit; and
2. The property owner must submit a maintenance plan and annual documentation of maintenance on all structural controls and non-structural activities that serve as the

basis for the credit as approved by the Stormwater Manager or Director of Public Works.

### 3.3 Stormwater Education Credit

A stormwater education credit is available to public and private schools, which have appropriate accreditation and develop a lesson plan that is consistent with the educational content deemed appropriate and identified by the United States – Environmental Protection Agency (EPA) for stormwater education (refer to: <http://www.epa.gov/owow/nps/eduinfo.html> for information on appropriate education programs such as Project WET) and is approved by the Red Bank Stormwater Manager or his/her designee. The credit for stormwater education with an approved curriculum shall be 25 percent.

The Stormwater Education Credit may also be received in addition to the other credits offered in this manual for a total, maximum credit of up to 75 percent. To qualify for the credit, a public or private school must have a documented enrollment of 50 students or more and must provide an environmental science curriculum approved by the Red Bank Stormwater Manager or his/her designee.

Stormwater Education Credits are based on the ratio of students taught in the stormwater curriculum, by teacher(s), to the total number of students enrolled in the school. The credit will go into effect after the material has been taught to at least one classroom and after this application for credit has been submitted to and approved by the Red Bank Stormwater Manager or his/her designee.

The rationale behind this credit is that stormwater education provided by the institution will not only assist Red Bank in meeting NPDES permit requirements, but will also instill an appreciation and stewardship of water resources that will benefit and/or decrease the demand on the Red Bank stormwater system or program in the long term.

### 3.4 Single Family Residential Lot Credit

Individual, single family lot owners that implement certain stormwater best management practices (BMPs) to reduce the stormwater rate or volume flowing from their properties to the storm system or surrounding bodies of water, can qualify to receive a reduction in their stormwater fee. An application (Appendix A) must be submitted to the Red Bank Stormwater Manager and if approved, each practice defined below will earn the single-family residential property owner a credit of 25 percent of the stormwater utility fee, up to a maximum credit of 50 percent of the fee.

The following two (2) best management practices are eligible for credit:

#### 3.4.1 Rain Gardens

A rain garden is a landscaped area in a depression designed to capture and filter stormwater runoff from an impervious surface. Installation and maintenance of a rain garden is eligible for a 25 percent credit on your stormwater utility fee.

**Minimum Design Requirements** At least 50% of a property's impervious surface area must drain to the rain garden. The rain garden must be designed according to guidelines in the linked TDEC manual: <http://www.tnpermanentstormwater.org/> Rain gardens are covered in Section 5.4.6 of the TDEC Manual under Bioretention and are referred to as "Micro-Bioretention."

### **3.4.2 Rainwater Harvesting**

The temporary storage of stormwater runoff using rain barrels and/or cisterns can reduce peak runoff volumes while also providing alternative water supply for non-potable uses on your property, such as lawn watering, etc.

Installation of a rainwater harvesting system meeting the minimum guidance below is eligible for a 25 percent credit on your fee.

**Minimum Design Requirements** At least 50% of a property's roof area must drain to a rain barrel or other storage device. Additional sizing criteria for storage can be found in Section 5.4.10 in the TDEC manual <http://www.tnpermanentstormwater.org/> linked here. Overflows from storage must be directed to appropriate outlets or areas and away from neighboring properties, sidewalks, steep slopes or retaining walls.

## ***4.0 Review of Impervious Area***

The Red Bank Stormwater Manager with assistance from the Hamilton County Water Quality Department and the Hamilton County GIS Department will review all User properties at least once every five years to ensure Users are being billed for the correct amount of Impervious Area. Upon completion of the periodic review, if a User's amount of Impervious Area has changed, the Department will adjust such User's stormwater fee accordingly to reflect the updated amount of Impervious Area.

## **5.0 Enforcement**

Inspections and annual documentation are the primary methods employed to monitor credits. For structural stormwater controls, failure to maintain and operate the Stormwater Facility in compliance with City Standards and as permitted will result in the loss of the credit and possible surcharge to recapture improper credits. All credited Stormwater Facilities are subject to nuisance ordinances of the City as well. For non-structural controls (rain gardens, rain barrels, drainage swells, etc.), annual documentation to the Stormwater Manager of on-going, credited activities will be required to maintain the Credit and is the Users responsibility to provide such documentation.

## ***APPENDICES***

## City of Red Bank – Appendix A

### Application for Stormwater User Fee Credit – GENERAL INFORMATION

|                                                                                                                                                                                                                                                                                                                                                                    |                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| Owner or Owner's Representative (Contact):                                                                                                                                                                                                                                                                                                                         | Property Parcel Number: |
| Property Address:                                                                                                                                                                                                                                                                                                                                                  |                         |
| Contact Phone Number:                                                                                                                                                                                                                                                                                                                                              | Contact Email:          |
| Mailing Address (if different than property address):                                                                                                                                                                                                                                                                                                              |                         |
| <b>Credits for Consideration</b> (check all that apply):                                                                                                                                                                                                                                                                                                           |                         |
| <input type="checkbox"/> <b>Detention (Quantity) Credit</b> – Attached:<br><input type="checkbox"/> Supporting drawings and calculation                                                                                                                                                                                                                            |                         |
| <input type="checkbox"/> <b>Quality Credit</b> – Attached:<br><input type="checkbox"/> Supporting drawings and calculations                                                                                                                                                                                                                                        |                         |
| <input type="checkbox"/> <b>Education Credit</b> – Attached:<br><input type="checkbox"/> Description of education program<br>(list of education tools used, est. number of students that will complete education)<br><input type="checkbox"/> Stormwater Education Credit Form<br><input type="checkbox"/> Stormwater Education Credit Application & Annual Report |                         |
| <input type="checkbox"/> <b>Single Family Residential Lots</b><br><br><input type="checkbox"/> Rain Gardens with supporting documentation.<br><input type="checkbox"/> Rainwater Harvesting with supporting documentation.                                                                                                                                         |                         |
| This application is to request credit or adjustment to the assigned stormwater utility user fee for the property at the above location.                                                                                                                                                                                                                            |                         |
| Owner's Signature                                                                                                                                                                                                                                                                                                                                                  | Date                    |

## City of Red Bank - Appendix B

### Application for Stormwater User Fee Credit – EDUCATION CREDIT FORM

**Instruction:** Applicant must provide adequate documentation to demonstrate to Red Bank Stormwater Division that sufficient focus and instruction upon Stormwater management issues and water quality protection are covered in the time frame suggested.

Please complete and submit electronically.

Institution \_\_\_\_\_

Parcel No. \_\_\_\_\_

Owner \_\_\_\_\_

Property Address \_\_\_\_\_

Contact Person: \_\_\_\_\_

Person Responsible for Implementing Stormwater Pollution Prevention and Education Plan

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Parcel Contains (check all that apply; if more than one of any type applies, please indicate how many):

\_\_\_ Building

\_\_\_ Parking Lot

\_\_\_ Field/Lawn

#### POLLUTION PREVENTION & EDUCATION PLAN ELEMENTS

##### 1. Educational Messages and Activities

- Must be site specific.
- Must be accessible to, and directed towards, the regular users of the impermeable portions of the parcel.
- Messages will explain why an issue is important to water quality and what actions individuals can take to improve water quality.
- Activities will occur regularly enough to prevent pollution or sewer clogs and to reinforce pollution prevention habits in parcel users.
- EXAMPLES:
  - At a ball field: "Keep our waterways clean. Pick up litter." signs are posted and a litter clean up activity is announced immediately after each ball game, encouraging attendees to pick up throw away litter around their seats.
  - At a parking lot: No littering signs are posted at each exit and a regular Adopt-A-Drain volunteer event is implemented to clean parking lot storm drains.

Institution: \_\_\_\_\_ Parcel # \_\_\_\_\_

2. Reporting

- The Annual Report is due on January 1.
- Please update the Annual Report section of the Application summarizing activities.
  - Submit the Annual Report electronically to  
Maxine.Stevenson@nashville.gov \_\_\_\_\_.

I certify that the activities proposed in the Pollution Prevention and Education Plan will be implemented during the time period January \_\_\_\_\_ December \_\_\_\_\_.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

---

**Red Bank Stormwater Use only:**

- ☐ Pollution Prevention & Education Plan **is accepted** as detailed above.

Stormwater Education Credit Awarded: \_\_\_ 20% \_\_\_ 10% for the time period Jan.-Dec., \_\_\_\_\_.

- ☐ Pollution Prevention & Education Plan **is not accepted** for the following reasons:

☐ Paperwork is incomplete. Notes: \_\_\_\_\_

\_\_\_\_\_

- ☐ Plan does not involve parcel users OR Plan does not involve a significant percentage of parcel users.

Red bank Stormwater Manager

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Institution: \_\_\_\_\_ Parcel # \_\_\_\_\_

**STORMWATER EDUCATION CREDIT APPLICATION:**

We propose to engage in the following activities:

**ANNUAL REPORT**

From January – December, \_\_\_\_\_, we engaged in the following activities

| ACTIVITIES                      | Select at least 1 activity                                                                                                                               | Anticipated % of users of this part of the parcel who will participate | How often will this activity take place throughout the year? | Date(s) of Activity | % of users of this part of the parcel who participated in the activity | Additional information to attach to annual report                                                         |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------|---------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Parking Lot, Field, Lawn</b> | <input type="checkbox"/> Volunteer Litter Clean Ups (Contact Metro Public Works for supplies)                                                            |                                                                        |                                                              |                     |                                                                        | <ul style="list-style-type: none"> <li>• Photo of activity</li> </ul>                                     |
|                                 | <input type="checkbox"/> Volunteer Adopt-A-Drain (Sign up at nashvilleh2o.org)                                                                           |                                                                        |                                                              |                     |                                                                        | <ul style="list-style-type: none"> <li>• Photo of activity</li> <li>• Proof of Drain adoption</li> </ul>  |
|                                 | <input type="checkbox"/> Volunteer Adopt-A-Stream (if a stream is adjacent to the parcel) – Contact Cumberland River Compact                             |                                                                        |                                                              |                     |                                                                        | <ul style="list-style-type: none"> <li>• Photo of activity</li> <li>• Proof of Stream adoption</li> </ul> |
|                                 | <input type="checkbox"/> Volunteer Adopt-A-Stop (if a bus stop is adjacent to the parcel) – Contact Nashville MTA/WeGo Transit                           |                                                                        |                                                              |                     |                                                                        | <ul style="list-style-type: none"> <li>• Photo of activity</li> <li>• Proof of Stop adoption</li> </ul>   |
| <b>Buildings</b>                | <input type="checkbox"/> Kitchen: Install kitchen grease collection station, with instructional and educational signs, maintenance plan.                 |                                                                        |                                                              |                     |                                                                        | <ul style="list-style-type: none"> <li>• Photo</li> <li>• Maintenance plan</li> </ul>                     |
|                                 | <input type="checkbox"/> Bathroom: Install trash bin for non-flushable items next to each toilet, instructional and educational signs, maintenance plan. |                                                                        |                                                              |                     |                                                                        | <ul style="list-style-type: none"> <li>• Photo</li> <li>• Maintenance plan</li> </ul>                     |
| <b>EDUCATION</b>                | Select at least 1 educational message                                                                                                                    | Anticipated % of users of this part of the parcel who will participate | How often will this activity take place throughout the year? | Date(s) of Activity | % of users of this part of the parcel who participated in the activity | Additional information to attach to annual report                                                         |

Institution: \_\_\_\_\_ Parcel # \_\_\_\_\_

|                             |                                                                                                                                                                                                                                                                                                          |  |  |  |  |                                                                                                                                                                                  |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Parking Lot,<br>Field, Lawn | <input type="checkbox"/> Litter prevention:<br>Wind and weather, traffic, and animals move litter from gutters, fields, lawns and landscaped areas, alleyways, and parking structures and eventually into our streams and waterways.                                                                     |  |  |  |  | <ul style="list-style-type: none"> <li>• Image of message and materials</li> <li>• Photo illustrating where on the parcel the information is displayed or distributed</li> </ul> |
|                             | <input type="checkbox"/> Proper lawn chemical use: Rain water can run off yards and to the nearest storm drain, or ditch, to a stream. The runoff can carry pollutants from yards into our community's water. Always read use and warning labels on lawn chemicals and limit chemical use when possible. |  |  |  |  | <ul style="list-style-type: none"> <li>• Image of message and materials</li> <li>• Photo illustrating where on the parcel the information is displayed or distributed</li> </ul> |
|                             | <input type="checkbox"/> Pick up dog waste: Dog waste contains harmful bacteria such as <i>E. coli</i> . The bacteria can be carried by rain to our waterways or by pets and owners into your home. Pick it up and put it in the trash.                                                                  |  |  |  |  | <ul style="list-style-type: none"> <li>• Image of message and materials</li> <li>• Photo illustrating where on the parcel the information is displayed or distributed</li> </ul> |

Institution: \_\_\_\_\_ Parcel # \_\_\_\_\_

| EDUCATION | Select at least 1 educational message                                                                                                                                                                                                                                                                                                                                                | Anticipated % of users of this part of the parcel who will participate | How often will this activity take place throughout the year? | Date(s) of Activity | % of users of this part of the parcel who participated in the activity | Additional information to attach to annual report                                                                                               |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------------------------|---------------------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Buildings | <input type="checkbox"/> Proper disposal of kitchen grease:<br>Grease from cooking and dirty dishes can cause drain and sewer clogs. Pour used cooking grease into a can, allow the grease to cool and become solid, and dispose of in the trash or take to a grease recycling facility. Before rinsing dishes or placing them in the dishwasher, wipe off leftovers into the trash. |                                                                        |                                                              |                     |                                                                        | <ul style="list-style-type: none"> <li>• Image of message and materials</li> <li>• Photo illustrating where the message is displayed</li> </ul> |
|           | <input type="checkbox"/> Proper disposal of non-flushable items:<br>Toilet paper is the only material designed to disintegrate in the sewer system. All other items cause toilet and sewer clogs and overflows. Put everything else in the trash can, including: personal and cleaning wipes, feminine hygiene products, cotton swabs, dental floss, etc.                            |                                                                        |                                                              |                     |                                                                        | <ul style="list-style-type: none"> <li>• Image of message and materials</li> <li>• Photo illustrating where the message is displayed</li> </ul> |



Community Planning Steering Committee: July 12, 2023

1. Commission Goals FY24

- a. Revamp Stormwater ordinance, process, and fee structure (July Commission Agenda)
- b. Multi-Modal transportation network improvements
- c. Develop a Comprehensive Plan, fulfill to include opportunities for conversion agreement compliance with NPS and develop a small area study of former Red Bank Middle School site
- d. Create a Red Bank Community Library and Civic Center
- e. Develop parks, trails and recreation services

2. Update on RPA – Area Study of Red Bank

- a. A consultant has been hired and should produce approximately 80% of historical data for inclusion of the City's Comprehensive Plan.

3. Update on various planning efforts:

- a. Red Bank Community Mobility Plan – Public Meeting for final plan – July 25 @ Community Center – 5-7pm
- b. RFP for Red Bank Comprehensive Plan – timeline pushed out to late fall 2023
- c. RFP for Small Area Study for FRBMS – will release with Comprehensive Plan
- d. Conversion roadmap with TDEC & NPS – working with new PARTAS representative.
- e. Establishment of a parks and recreation advisory board – July 2023 –
- f. PARTAS will provide training to Parks and Recreation Advisory Board
- g. RFP for Parks, Trails and Recreation Needs Assessment and Master Plan - release July 16<sup>th</sup> with deadline for submittals of August 25, 2023.
- h. Grant application submitted for inclusive park facility – no match required. Award notification will happen in late August

4. Update on new staff:

- a. Community Planner – Michael Pham
  - i. CNU Conference (Congress for the New Urbanism) June 1 – June 3
  - ii. Smart Growth America – Complete Streets Ordinance – Draft in progress

- b. Parks Manager – Jeffrey Grabe
  - i. Is attending the TDEC - 2023 TN Greenways & Trails Forum – July 11 – 13
  - ii. Updating contracts with current third-party groups
  - iii. Continuing to establish community events and programming.
  - iv. Will take the lead in RFP

5. Status update on current grant/capital projects:

- a. TDEC Stormwater Grant – RFP out now for asset inventory and assessment
- b. TDEC Stormwater Grant – new Jet/Vac truck ordered, delivery in September
- c. CMAQ Grant - Bicycle Blvd – still active but TDOT funding pushed to 2026
- d. Mobility Plan – Public Meeting scheduled for July 25 @ the Community Center
- e. Multi-Modal Grant project – collaboration with City of Chattanooga – underway (will include TDOT for a road diet as recommended from last cycle.
- f. TDOT projects: (yes, they take FOREVER)
  - i. Signalization – progress has been slow due to supply issues. Anticipate completion of installation in September
  - ii. Resurfacing - Release for BID expected late July early August
  - iii. ADA intersection improvements – design still in process
  - iv. Lullwater Bridge replacement – NEPA final approval and Design in progress

6. Other Business

- a. SETD updates:
  - i. Hamilton County grant application for “gap analysis” with TPL for park/open space access to county residents
  - ii. Other
- b. Planning Commission Meetings and “Public Comment” agenda item.
- c. Other business to discuss

## **RESOLUTION NO. 23-1586**

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE CITY OF RED BANK, TENNESSEE AUTHORIZING PARTICIPATION BY THE CITY OF RED BANK IN A COOPERATIVE PURCHASING MASTER AGREEMENT WITH NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE COMPANY, A DELAWARE CORPORATION D/B/A OMNIA PARTNERS, PUBLIC SECTOR AND/OR COMMUNITIES PROGRAM MANAGEMENT, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY D/B/A U.S. COMMUNITIES (COLLECTIVELY, “OMNIA PARTNERS”)**

**WHEREAS**, the City Commission of the City of Red Bank wishes to conserve resources and reduce the costs of procuring necessary equipment, supplies and services; and

**WHEREAS**, purchasing cooperatives agree to aggregate demand to get lower prices from select suppliers on behalf of its member agencies, saving both time and money for its users; and

**WHEREAS**, the City of Red Bank wishes to participate in a Master Agreement with National Intergovernmental Purchasing Alliance Company, a Delaware corporation d/b/a OMNIA Partners, Public Sector and/or Communities Program Management, LLC, a California limited liability company d/b/a U.S. Communities (collectively, “**OMNIA Partners**”) the following purchasing cooperative: hereinafter referred to as “OMNIA PARTNERS;” and

**WHEREAS**, multiple/certain of the bidding and purchasing procedures and Master Intergovernmental Co-Operative Purchasing Agreements as to which OMNIA PARTNERS provides access comply with the purchasing requirements of the Tennessee Code Annotated and the City Charter and Municipal Code of the City of Red Bank; and

**WHEREAS**, the Tennessee Interlocal Cooperation Act (T.C.A. 12-9-101 through 12-9-109) authorizes the City of Red Bank to jointly exercise its purchasing powers with any jurisdiction in any state which also authorizes such interlocal agreements, and T.C.A. 12-3-1205 authorizes the City of Red Bank to jointly exercise its purchasing powers by adopting a resolution accepting the terms of a master agreement between the parties.

**NOW, THEREFORE BE IT RESOLVED** that the City of Red Bank is authorized to participate in cooperative purchasing through current Master Intergovernmental Co-Operative Purchasing Agreements under the OMNIA PARTNERS umbrella, subject to continued compliance with all State and City of Red Bank statutes, ordinances, rules and regulations which may apply, as well as regulations of the participating purchasing cooperative including but not limited to the requirement that as to each Master Agreement and each purchase by Red Bank, through or utilizing OMNIA PARTNERS shall furnish, or cause to be furnished, all supporting documentation of each and every underlying procurement, advertisement for bids, bidding results and all purchasing requirements compliance for and together with each such purchase contract entered for each and every purchase as to which Red Bank shall choose to rely for City and State of Tennessee purchasing policy and compliance review by City Personnel prior to entering into any purchasing contract with and or utilizing any vendor-participant in any such Master Agreement(s).

**BE IT FURTHER RESOLVED** that as to any and each such purchase by the City of Red Bank utilizing the OMNIA PARTNERS Master Agreement sources, all evidence of compliance by the 3<sup>rd</sup> party vendor with bidding, advertisement and purchasing requirements which meet or exceed the requirements of all applicable State of Tennessee and or City of Red Bank requirements shall be preserved as official records of the City of Red Bank.

**BE IT FURTHER RESOLVED** that the City Manager is authorized to enter and execute such Master Agreement(s) and or Membership Agreements as hereinabove referenced upon approval of the form and content by the City Attorney.

**BE IT FURTHER RESOLVED** that this Resolution take effect immediately after its passage, the public welfare of the City requiring it.

Resolved this 18<sup>th</sup> day of July 2023.

\_\_\_\_\_  
Vice Mayor Stefanie Dalton (date)

Attest:

\_\_\_\_\_  
City Recorder Tracey Perry (date)