

City of Red Bank

BOARD OF COMMISSIONERS WORK SESSION

Work Session Agenda

November 21, 2023

5:00 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. Employee Recognitions**
 - Kyle Dennis promoted to Violent Crimes Detective (PC Seymour)**
- II. Present business plans to Commission (CM Granum)**
 - Court (Court Clerk Alicia Donahue)**
 - Public Works Department (PWD Tate, DPWD Johnson)**
- III. Update on the purchase of 4839 Dayton Blvd (DPWD Johnson)**
- IV. BZA appointments (Discussion)**
- V. Hamilton County Schools Joint Proposed Facilities Plan Discussion**
- VI. Appoint final member to the Non-Profit Citizens' Advisory Board Res No. 23-1634 (CM Granum)**
- VII. Temporary Employment Service for Public Works Res No. 23-1635 (PWD Tate)**
- VIII. Award to TSW-Design for Comprehensive Plan and Small Area Study Res No.23-1636 (DPWD Johnson)**
- IX. Citizen comments on items on this Work Session Agenda**
 - 5:45 PM Hard stop to allow citizen comments on items on this Work Session Agenda (CM Granum)**
- X. Any other business to discuss**

Red bank Court

General information about our court and goals I set when I assumed the role of court clerk.

Meet our staff

- Judge: The Honorable Johnny Houston, Jr
- Court Clerk: Alicia Donahue
- Deputy Court Clerk: Alley Hindmon
- Special Assistant: Christian Byrd

A large, circular inset image on the left side of the slide shows the Statue of Liberty in New York City. The statue is green and stands on a stone pedestal. In the background, the New York City skyline is visible under a blue sky with some clouds. The water of the harbor is in the foreground.

Our mission and general function

- To effectively support and defend the Constitution of the United States and the State of Tennessee and all laws and statutes of both, as well as all ordinances of the City of Red Bank, Tennessee, and perform with fidelity the duties assigned to us
- Maintain all court records
- Assist the Judge and Prosecutor
- Prepare Court Dockets and Litigation

Office upgrade-goal achieved



Luxury vinyl flooring



New paint



Standup desk and
chairs



File cabinets

Training and networking- goal achieved

- MTAS (Municipal Technical Advisory Service) Municipal Clerks conference
- TAMCAR (Tennessee Association of Municipal Clerks and Records) Spring conference
- During these two conferences, we learned how to handle First Amendment Auditors, updates to the court clerk world, and adversity among a few other things.
- Alley and I also attended the MTAS Foundations and Updates seminar.

Technology-the big goal

procure services and software to scan and store all the court records.

- This will enable us to no longer have to go to the archives building and go through boxes to find a past records which means a quicker turnover of getting records to the requestor.
- Other tech goals are to explore using the same CJUS system Hamilton County uses so that we can see and share information with other local courts and utilize the electronic bond system.
- Install kiosks in the courtroom to lessen the amount of paper used and make forms more legible

New goals coming soon

The next step is to start exploring new ideas and goals.

We will continue training to increase our knowledge and bring a better service model to our community.

Ultimately, my goal is to have a more productive and streamlined court clerk's office with a knowledgeable staff.



Public Works Department

Fiscal Year 2024 Annual Plan

August 11, 2023

Revised: November 20, 2023

Memorandum for The City Manager, City of Red Bank Tennessee, 3105 Dayton Blvd,
Red Bank, TN 37415

Subject: Budget Year 2024 Annual Report

The City of Red Bank Public Works Department is proud to present to you this report detailing the lists of endeavors, projects and purchases we will follow up with during this fiscal year. This report also includes ongoing transportation projects that were in the works prior to this budget year. When known, we have also included the anticipated completion timeline for each project.

The information is broken down by budget line, division or a combination of both:

- **Community Development:** While this is not a single line budgeted division at this time it does merit its own stand-alone category due to the financial aspect and type of services provided.
 - **Initiate RFP for Parks Needs Assessment**—in progress as of this date. COMPLETED
 - Closing Date: 15 August
 - Staff will review the qualifications of consultants and plan interviews. COMPLETED
 - Selection of a consultant for this project should be determined before the end of the 1st Quarter FY-24. COMPLETED
 - **Initiate RFP for City of Red Bank Comprehensive Plan**
 - Estimated Delivery Date: Pending outcome of RPA Regional Planning Effort COMPLETED
 - **Initiate RFP for Small Area Study for FRBMSS**—Conversations ongoing as to best time to initiate this RFP. Recommendations are to begin now as a separate study vs. waiting till RPA Regional Planning Effort is complete IOT utilize their provided information vs. waiting till completion of the City of Red Bank Comprehensive Plan is complete or having the same consultant conduct both tasks at the same time. COMPLETED
 - **Initiate a Public Works Needs Assessment**
 - In progress COMPLETED
 - Estimated Delivery Date: Mid-Late August IN PROGRESS
 - **Smart Growth America-Complete Streets Ordinance**-in progress

- Awaiting feedback from SMA—Estimated Delivery: August 11th IN PROGRESS
- Initiate a Due Diligence process on Jackson Property @ Morrison Springs
 - Process order given 8/4/2023—Follow-up information coming soon. COMPLETED
- Develop a Capital Improvements Plan/Program—this program will begin in earnest around the budget process and create a sustainable program that will see continuous implementation, updating and forecasting for future budget years along various business lines throughout the city and each department. IN PROGRESS
- Sustain the focus on the City Commission’s goals (goals will be updated periodically by staff at selected commission work sessions throughout the year). IN PROGRESS
- Parks Trails and Recreation
 - The Parks, Trails and Recreation Manager is working on a host of events, IN PROGRESS coordinating with outside agencies to partner with the City of Red bank on a multitude of support to include event planning, trail maintenance and other areas.
 - Reminder: Mr. Grabe has been with the city for just over ~~three~~ six months at this time. Since his hiring he has successfully accomplished the following:
 - Red Bank Food Truck Fridays COMPLETED
 - Negotiated with the Pool Advisory Committee on a new contract COMPLETED
 - Began looking at parks usage and fees for public use of our spaces in order to recommend updates to the commission. IN PROGRESS
 - Wrote a resolution establishing a Parks and Recreation Advisory Board—Currently taking applications. COMPLETED
 - Submitted a grant for the Tennessee Department of Intellectual Disabilities for a \$500,000 playground grant-estimated notice date September 1st. Did not receive the grant, continued with purchase of new equipment for WOP COMPLETED
 - Submitted a new sponsorship packet to the City Attorney to review for entities wishing to be a sponsor for the Red Bank Christmas Parade and Festival and remove that from the committee’s responsibility. COMPLETED
 - Currently meeting with prominent members of the pickleball community to begin researching how to establish a league in the City of Red Bank as well as how to conduct tournaments and classes. IN PROGRESS
 - This year we hope to have an agreement with the City of Chattanooga for way-finding signage for the Stringers Ridge Connector Trail. IN PROGRESS
 - We are working to collaborate with future partners such as TPL, Reflection Riding and Arboretum, local businesses and community members to provide free programming to the public. IN PROGRESS
 - Meeting with and collaborating with our PARTAS consultant, Tom Lamb to come into compliance with the land conversion of the FRBMSS and ensure we remain competitive for federal grant applications. IN PROGRESS
 - Mr. Grabe became Playground Inspector “Certified” August 4th of this year. His certification enables the city to conduct its own CPSI Certified Playground Inspections. Justin Headrick to become certified later this year. COMPLETED

- **Facilities Management**

- **Install AEDs in all facilities, to include parks**
 - **Estimated Delivery—2nd Quarter FY-24** **COMPLETED**
- **Change light fixtures in Fire Stations and Police Department to LED**
 - **Estimated Delivery—3rd Quarter FY-24** **IN PROGRESS**
- **Install Push-Button activated doors on City Hall**
 - **Estimated Delivery—3rd Quarter-FY-24** **IN PROGRESS**
- **White Oak Park Playground Replacement**
 - **Pending TDID Grant Decision—Early September** **COMPLETED**
 - **Decision on course of action to take place 1st Quarter FY-24 after receipt or denial of grant.** **COMPLETED**
 - **Extension of sidewalk coming out of park down to entrance to the Stringers Ridge Connector Trail and adding a raised pedestrian crosswalk w/signage—TBD—Working on drainage issues.**
- **Community Center Playground Expansion/Restroom Construction**
 - **Estimated Delivery—TBD—Awaiting notification of TDID Grant to finalize plans—Estimated notification date: September 1st** **COMPLETED** **Did not receive**
 - **Construct outdoor restroom facility at the playground—RFP to be issued upon TDID grant notification.**
- **James Avenue Ball Fields**
 - **Install new range hood inside concession stand—1st Quarter FY-24** **IN PROGRESS**
 - **Replace roof on equipment garage—1st Quarter FY-24** **COMPLETED**
 - **Replace non-working fountain with bottle fillable fountain.** **IN PROGRESS**
- **Redding Road Facilities/Kids Corner Playground**
 - **Repair roof on the restroom building—1st Quarter FY-24** **COMPLETED**
 - **Paint Restrooms-exterior—1st Quarter FY-24** **IN PROGRESS**
 - **Resurface floors in restrooms—PO initiated for this process 7/27/23.** **COMPLETED**
 - **Install drinking fountains in the playground area and outside the pickleball courts with bottle fillable fountains—TBD-Reviewing requirements/locations with Parks Manager. Decision forthcoming.** **IN PROGRESS**
 - **Resurface tennis courts—Meeting scheduled for second week of August with Sourcewell Contractor to discuss scope of work/pricing.** **IN PROGRESS**
 - **Replace fencing around the entire courts complex—Meeting scheduled same as above.** **IN PROGRESS**
- **Morrison Springs Facilities**
 - **Replace HVAC system (highly inefficient and non-working)**
 - **Estimated Delivery—2nd Quarter FY-24** **IN PROGRESS**

- **Improvements to Fire Station #2**
 - **ADA improvements to public access restrooms—1st Quarter FY-24** **COMPLETED**
 - **New toilets/stalls/ADA fixtures** **COMPLETED**
 - **New skid resistant flooring PO initiated for this process 7/27/23** **COMPLETED**
 - **Strip/paint walls in bays, determine source of water infiltration and make repairs—1st Quarter FY-24** **COMPLETED**
- **Improvements to Police Department**
 - **Backup generator—PO submitted 7/27/2023** **IN PROGRESS**
 - **Estimated Delivery—3rd Quarter FY-24**
 - **Replace the building mounted flagpole with a front, ground mounted, lighted pole/remove existing—1st Quarter FY-24** **COMPLETED**
- **Improvements to Public Works Facility-Pine Breeze Road**
 - **Resurface floors in supervisors' office—PO initiated for this process on 7/27/23.** **COMPLETED**
 - **Remodel storage room upstairs to convert to new Solid Waste Supervisor's office—Process in works—1st Quarter FY-24** **COMPLETED**
 - **Adding a computer kiosk for employees to check email and conduct on-line training when required.** **COMPLETED**
- **Red Bank Cemetery**
 - **Red Bank Cemetery-continue needs assessments of the entire property and working with the Cemetery Advisory Committee.** **IN PROGRESS**
 - **Remove dangerous trees as identified by Don McKenzie and his Tree Management Plan provided—ongoing, 1st Quarter FY-24** **IN PROGRESS**
 - **Design new entrances coming off of Oakland Terrace and McCahill Rd—TBD—Work in progress in collaboration with the CAC.** **IN PROGRESS**
- **Street Sweeping**
 - **Continue sweeping contract through Sourcewell with SCA** **IN PROGRESS**
 - **Current schedule is to sweep major thoroughfares once monthly and on call as necessary.**
- **Closing the Underground Storage Tank (UST) at the Public Works Facility on Pine Breezed Rd**
 - **The state has mandated we close the UST at the garage.**
 - **We are currently seeking vendors to pump out approximately 2,000 gallons of old fuel and dispose of it.** **IN PROGRESS**
 - **Next step will be to determine if we are going to remove the tank or fill it in with concrete and leave it in place.** **IN PROGRESS**
 - **Current estimates for removal are \$46,000.**
 - **This decision will need to be made with the future of the facility in mind and the Public Works Needs Assessment.**
 - **The deadline for meeting the State directive is 22 August 23.**
 - **Facilities Management Supervisor Justin Headrick is working on the solution to fill or remove. More to follow.** **IN PROGRESS**

- **Streets Division**

- Pavement Condition Index—Meeting with consultant week of 7-11 August. **COMPLETED**
 - RFP for a consultant expected to be released mid-1st Quarter FY-24. **COMPLETED**
- This division will continue to provide the same great level of service as previous years. There is a focus on excellence in Digital Record Tracking. **IN PROGRESS**
- With less demand for labor from Solid Waste and Storm Water I anticipate more of their related services to be focused on facility maintenance and street repairs. **IN PROGRESS**
- Sidewalk Assessment/Inventory—A consultant has been engaged to conduct a sidewalk inventory that will give us the tools to build upon multi-modal transportation. **IN PROGRESS**

- **Solid Waste Division**

- Hiring a new Solid Waste Supervisor—Anticipated hire date—21 August **COMPLETED**
- Purchase of new leaf collector truck—Estimated Delivery-4th Quarter FY-24. **COMPLETED**
- This division will continue to provide the same great level of service as previous years. There is a focus on excellence in Digital Record Tracking. **IN PROGRESS**
- With the hiring of a dedicated supervisor, a plan for some new service deliverables will be implemented for Solid Waste such as:
 - Tire Collection for Mosquito control **COMPLETED**
 - Improving efficiency in our garbage routes **IN PROGRESS**
 - Improving our walk-up service capabilities and tracking processes **IN PROGRESS**
 - Renew conversations about curbside recycling **IN PROGRESS**
 - Pumpkins for Pigs landfill reduction effort **IN PROGRESS**

- **Storm Water Division**

- Hiring a Heavy Equipment Operator—Anticipated hire date—21 August 23 **COMPLETED**
- Hiring a new Storm Water Specialist-- Anticipated hire date—21 August 23 **COMPLETED**
- With new staffing this division will increase routine utility maintenance which in turn will further be enhanced once the Storm Water Management Assessment is completed. **IN PROGRESS**
- TDEC ARP Grant Funds Administration
 - RFP's have been received from eight consultants; one was rejected due to compliance issues. **COMPLETED**
 - Staff are in the process of reviewing qualifications of consultants that successfully responded to the RFP. **COMPLETED**
 - Interviews will be scheduled with top consultants beginning the week of 14-18 August. **COMPLETED**
 - Selection of a consultant for this project should be determined on or before 01 September 23 **COMPLETED**
- Awaiting second reading on ordinance to amend the city's storm water fee
 - Second and final reading scheduled for 15 August 23 **COMPLETED**
- Awaiting delivery of new jetter truck to enhance storm water service.
 - Anticipated delivery—2nd Quarter FY-24 **IN PROGRESS**
- Resolution to be presented to the commission on 8/15/2023 for purchase of new HD pickup truck for the division's utility maintenance crew. **IN PROGRESS**

- Procurement effort in the works for a medium-duty dump truck to further outfit the Storm Water crew. Procurement efforts are ongoing with a resolution to purchase expected to be presented to the commission by the 19 September 23 meeting with expected delivery 4th Quarter FY-24. IN PROGRESS
- **Fleet Division**
 - With the addition of iWorQ Fleet this division is continuing to build the fleet inventory city-wide. IN PROGRESS
 - This capability gives the Fleet Division unprecedented excellence in Digital Record Keeping. IN PROGRESS
 - We canceled the purchase of an EV Truck ordered against the FY-23 budget and two expected to be ordered under the FY-24 budget. EV production has still not begun on the FY-23 order and there is no guaranteed delivery date in sight. We need vehicles. COMPLETED
 - In lieu of EV trucks the Fleet Supervisor is in the process of ordering three Hybrid Maverick light duty pickups and one Diesel Ram Heavy Duty for less money than the three EV's programmed in the two most recent budgets. IN PROGRESS
 - This does not change our commitment to move away from gasoline-only vehicles, but it does recognize the limitations of the fleet market and fleet industry, particularly for special-case vehicles such as Public Works vehicles.
 - Work with local vendors to contract our services in order to reduce workload for two technicians that service three departments fleet needs. IN PROGRESS
- **Transportation Projects**
 - **PIN: 130155-TDOT Grant** IN PROGRESS
 - Resurfacing from Browntown to Gadd Rd
 - Current Status-Pending obligation of funds for construction
 - Projected Completion Date: Summer of 2023
 - Estimated Project Cost: \$544,693
 - Estimated Cost to the City of Red Bank: \$205,813
 - **PIN: 130774-TDOT Grant** IN PROGRESS
 - ADA Sidewalk improvements on the South End from Signal Mountain Rd to Memorial Drive
 - Current Status-Pending obligation of Design Funds
 - Projected Completion Date: August 2024
 - Estimated Project Cost: \$362,250
 - Estimated Cost to the City of Red Bank: \$128,200
 - **PIN: 130563-TDOT Grant** IN PROGRESS
 - Replacement of the Lullwater Rd bridge
 - Current Status-Design Phase in process/awaiting funding

- **Projected Completion Date: Anticipated 2024**
- **Estimated Project Cost: \$475,000**
- **Estimated Cost to the City of Red Bank: \$95,000**
- **PIN: 121880-TDOT Grant** IN PROGRESS
 - **Signalization upgrades at five locations**
 - **Current Status-In progress**
 - **Projected Completion Date: December 2023 as of now**
 - **Estimated Project Cost: \$1,148,000**
 - **Estimated Cost to the City of Red Bank: \$287,000**
 - **Morrison Springs, Ashland Terrace and Hwy-27 Interchange should be completed within two weeks with the exception of the “bump out” (awaiting TDOT approval)**
 - **Signal Mountain Road interchange will take some time due to the need to acquire Right-of-Way from Valvoline**
 - **Surveyors to be on site November 22nd with information to be provided to the City Attorney as soon as possible**
- **Currently Unfunded-TDOT CMAQ Grant** IN PROGRESS
 - **Red Bank Bike Boulevard**
 - **Current Status-Placed on TPO Fiscally Restrained Project list to be completely funded with 2026 TIP funds**
 - **Projected Completion Date: Anticipated for 2026**
 - **Estimated Project Cost: \$766,920**
- **Estimated Cost to the City of Red Bank: \$153,384**



In continued support of the Commission's adopted goals on stormwater improvements, a city-wide comprehensive plan to include a small area study, and a parks and recreation needs assessment with master plan, below you will find an update on the various Community Development Initiatives.

1. Public Works Department Needs Assessment: In-Progress.

- Outcome with recommendations, site-schematic and cost estimates anticipated in early January 2024.
- The final recommendation will be incorporated into the Department's Capital Improvement Plan (CIP).

2. Stormwater Asset Management Plan: In-Progress.

- Project planning is underway with in-field data collection to start in January
- Efforts will include on-going identification and classification of stormwater structures in need attention and therefore incorporated into the stormwater team's work program
- Timeline for a draft stormwater asset management plan is estimated Spring of 2025; with a timeline of the entire project (asset mapping and management plan development) covers an 18 month period.

3. Parks and Recreation Needs Assessment and Master Plan: In-Progress.

- Project planning is underway with the consultant having already conducted several site visits, performed an initial SWOT Analysis with staff and key partners; conducted stakeholders' interviews and are preparing for the release of an initial public survey on Dec 1st.
- Consultant Kimley-Horn will be presence at the Red Bank Christmas Event for public interactions and promotion of the needs assessment survey.

4. Comprehensive Plan and Small Area Study: Pending award

- RFP evaluation process completed November 8th through the planning steering committee
- Recommendation for a contract award to TSW-Design is on your agenda.
- The consultant is prepared for their presence at the Red Bank Christmas Event Dec 1st for public interactions to include initial public-engagement for contact information gathering (emails for future notification of public engagement opportunities).