Hollie Berry
Mayor

Martin Granum
City Manager

City of Red Bank

BOARD OF COMMISSIONERS WORK SESSION

Work Session Agenda
March 5, 2024
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. Amending the Charter according to Public Chapter 391 in context to election procedures Ord. No. 24-1256 (CM Granum)

II. Report on Commissioners' Strategic Planning Retreat Res. No. 24-1669 (CM Granum)

III. Proposed budget dates for FY25 (CM Granum)

IV. Cyber Security Insurance Policy Res No. 24-1663 (CM Granum)

V. Accept the PEP Cybersecurity Grant Res No. 24-1665 (CIO Seymour)

VI. Intent to Apply for the TN Department of Health Healthy Built Environment Grant Discussion (PWD Johnson)

VII. Approving Work Order #1 from Barge to conduct a Safety Study at the intersection of Dayton Blvd at Morrison Springs Rd. Res No. 24-1667 (DPWD Johnson)

VIII. Update McKamey Agreement Res No. 24-1666 (CM Granum)

IX. Bank Signature Cards Update Res No. 24-1664 (CR Perry)

X. Appoint Penny King and Sarah Farnsley to the Festival Citizens' Advisory Board Res No. 24-1668 (DPWD Johnson)

XI. Citizen Comments on items on the Work Session Agenda

5:45 PM Hard stop to allow citizen comments on items on this Work Session Agenda (CM Granum)

XII. Any other business to discuss

XIII. Adjournment

STATE OF TENNESSEE
OFFICE OF THE ATTORNEY GENERAL

February 15, 2024

Opinion No. 24-003

Scope of Tenn. Code Ann. § 6-53-110 as Amended by 2023 Tenn. Pub. Acts, ch. 391

Question

Does Tenn. Code Ann. § 6-53-110 as amended by Chapter 391 of the Public Acts of 2023 apply to a home-rule municipality that is divided geographically (as opposed to being divided by population) into three (3) districts and that elects all the members—e.g., five (5) members—of its Board of Commissioners at-large?

Opinion

Tennessee Code Annotated § 6-53-110 as amended by Chapter 391 of the Public Acts of 2023 applies to all municipalities, including home-rule municipalities, that require candidates to be nominated from districts, regardless of the manner in which the municipalities have established their districts.

ANALYSIS

Tennessee Code Annotated § 6-53-110 addresses election districts in municipal and county elections. Since its enactment in 1983, Tenn. Code Ann. § 6-53-110 has provided that if a municipality or county has an election procedure that requires candidates for boards and commissions to be nominated from districts, those candidates may not be elected at-large. Such a candidate must be elected by that district's voters. Further, the districts must be apportioned according to the one-man, one-vote principle. Specifically, subsection (a) of Tenn. Code Ann. § 6-53-110 states:

> (a)(1) *Notwithstanding any other law or charter to the contrary*, no member of the legislative body of a municipality, a popularly elected school board, or any other similarly constituted and elected board or commission of a county or municipality shall be elected to such office through an election procedure requiring candidates to be nominated from a district and elected at-large, but such members shall be elected from districts as established by the appropriate county or municipality, which districts shall:
>
> (A) Assure representation of substantially equal populations and guarantee the principle of one man/one vote in compliance with the Constitution of the United States; and
>
> (B) Be reasonably compact and contiguous and not overlap.

> (2) Following the establishment of the districts, such districts shall be reapportioned at least as often as districts for the county legislative body of such county are reapportioned to ensure compliance with the limitations prescribed in this section.

Tenn. Code Ann. § 6-53-110(a) (emphasis added).

As sweeping as this language of subsection (a) is, its impact on municipalities and counties following its enactment was very limited because subsections (b) and (c) provided that subsection (a) applied only to municipalities with a population of more than 50,000 and counties with a population of more than 90,000 that *chose* to adopt the Act. Chapter 391 of the Public Acts of 2023, however, deletes subsections (b) and (c), which means that subsection (a) is no longer so limited and its full impact is realized now.

As set forth above, the provisions of Tenn. Code Ann. § 6-53-110(a) apply "[*n*]*otwithstanding* any other law or charter to the contrary." Consequently, § 6-53-110(a), which prohibits an election procedure that requires candidates to be nominated from districts and elected at-large, operates and is effective in spite of any other law or charter provision that currently allows such a procedure. *See New Oxford American Dictionary* 1201 (3d ed. 2010) (defining "notwithstanding" as meaning "in spite of"). It is well settled that municipalities may exercise only those express or necessarily implied powers that are delegated to them by the General Assembly in their charters or under statutes. *Allmand v. Pavletic*, 292 S.W.3d 618, 625-26 (Tenn. 2009); *City of Lebanon v. Baird*, 756 S.W.2d 236, 241 (Tenn. 1998). Hence, "[it] is elementary that the Legislature . . . may give and take away as it choses [a municipality's] powers and privileges." *Highwoods Properties, Inc. v. City of Memphis*, 297 S.W.3d 695, 702 (Tenn. 2009) (quoting *First Suburban Water Util. Dist. v. McCanless*, 177 Tenn. 128, 133, 146 S.W.2d 948, 950 (1941)).

Moreover, a municipality's adoption of home rule does not prevent the application of Tenn. Code Ann. § 6-53-110(a). Under the "home rule" provisions of article XI, section 9 of the Tennessee Constitution, the General Assembly may not pass local legislation affecting a municipality that has adopted home rule; it must "act with respect to such home rule municipality only by laws which are *general in terms and effect*." *Civil Serv. Merit Bd. v. Burson*, 816 S.W.2d 725, 727 (Tenn. 1991) (quoting Tenn. Const. XI, § 9) (emphasis original). For the reasons discussed above, Tenn. Code Ann. § 6-53-110(a) is "general in terms" because it prohibits *any* municipality or county from maintaining or establishing an election procedure that requires candidates to be nominated from districts and elected at-large. Tennessee Code Annotated § 6-53-110(a) is also "general in . . . effect" for the reasons that follow.

In considering whether a statute is general in effect, the Tennessee Supreme Court has explained that the "sole constitutional test must be whether the legislative enactment, irrespective of its form, is local in effect and application." *Farris v. Blanton*, 528 S.W.2d 549, 551 (Tenn. 1975). Specifically, the inquiry must be "whether th[e] legislation [in question] was designed to apply to any other county in Tennessee, for if it is potentially applicable throughout the state it is not local in effect even though at the time of its passage it might have applied to [only one county]." *Id*. at 552.

The legislation at issue here, Chapter 391 of the Public Acts of 2023, now makes the provisions of subsection (a) of Tenn. Code Ann. § 6-53-110 applicable to all municipalities and counties. While apparently only a handful of municipalities currently maintain an election procedure requiring candidates to be nominated from a district and elected at-large—and are therefore affected by the passage of Chapter 391[1]--Chapter 391 is not local in effect and application because it is "designed to apply" to all municipalities "throughout the state." *See Farris*, 528 S.W.2d at 552. In other words, Chapter 391 not only prevents municipalities that have an election procedure that requires candidates to be nominated from a district and elected at-large from maintaining that procedure, but it also prevents all other municipalities from establishing such a procedure.

In sum, Chapter 391 is general in terms and effect, and it applies to home-rule municipalities, as well as to municipalities organized under traditional charters. Therefore, following the passage of Chapter 391, Tenn. Code Ann. § 6-53-110(a) prevents any municipality from having "an election procedure requiring candidates to be nominated from a district and elected at-large." If a municipality requires candidates to be nominated from a district, Tenn. Code Ann. § 6-53-110(a) demands that such candidates "shall be elected from districts . . . ."

For those municipalities choosing to maintain or establish an election procedure requiring candidates to be nominated from districts, Tenn. Code Ann. § 6-53-110(a) establishes requirements for those districts. Section 6-53-110(a)(1)(A) requires the districts to be apportioned according to the one-man, one vote principle; § 6-53-110(a)(1)(B) requires the districts to be reasonably compact and contiguous and not overlap; and § 6-53-110(a)(2) addresses reapportionment requirements.

These district requirements, though, do not mean that Tenn. Code Ann. § 6-53-110(a) applies only to a municipality that currently establishes its districts by population because these district requirements do not come into play *unless* a municipality decides to maintain or establish an election procedure that requires candidates to be nominated from districts. Rather, § 6-53-110(a) applies broadly, "[n]otwithstanding any other law or charter to the contrary," to provide that "no member of the legislative body of a municipality . . . shall be elected to such office through an election procedure requiring candidates to be nominated from *a district* and elected at-large." Tenn. Code Ann. § 6-53-110(a)(1) (emphasis added).

In short, the General Assembly did not confine its ban on elections-at-large for candidates nominated by district to only those municipalities with population-based districts or any other type of districts. The statutory language "a district" signifies that Tenn. Code Ann. § 6-53-110(a) applies to all municipalities that have established *any* type of districts from which candidates are to be nominated. *See First Am. Nat'l Bank v. Olsen*, 751 S.W.2d 417, 421 & n. 4 (Tenn. 1987) (finding indefinite article "a" meant "any" within a statutory exception). Accordingly, Tenn. Code Ann. § 6-53-110(a) applies to any municipality that has an election procedure requiring candidates to be nominated from districts regardless of whether the municipality currently establishes its

[1] During the debates leading to the passage of Chapter 391, Knoxville and Morristown were identified as municipalities that would be affected by the legislation, as well as "two or three" others. *See* Hearing on H.B. 817, Before Sen. Sess., 113th Gen. Assem., 1st Sess. (Tenn. Apr. 17, 2023). Research conducted by this Office substantiates that other municipalities are, indeed, impacted by the passage of Chapter 391.

districts by population, geographically, or in some other manner.[2] *See Worley v. Weigels, Inc.*, 919 S.W.2d 589, 593 (Tenn. 1996) (courts must construe statutes in a manner that "give[s] effect to the legislative intent without unduly restricting or expanding a statute's coverage beyond its intended scope").

/s/Jonathan Skrmetti
JONATHAN SKRMETTI
Attorney General and Reporter

/s/Andrée Sophia Blumstein
ANDRÉE SOPHIA BLUMSTEIN
Solicitor General

/s/Laura T. Kidwell
LAURA T. KIDWELL
Assistant Solicitor General

Requested by:

The Honorable Bo Watson
State Senator
425 Rep. John Lewis Way N.
Suite 706
Nashville, Tennessee 37243

[2] Conversely, Tenn. Code Ann. § 6-53-110(a) has no application to a municipality that is divided into districts but has an election procedure that does not require candidates to be nominated from districts. For example, Tenn. Code Ann. § 6-53-110(a) has no application to a municipality that is divided into districts but provides that candidates are to be nominated at-large and elected at-large.

Municipal Technical Advisory Service
INSTITUTE FOR PUBLIC SERVICE

February 28, 2024

Mayor Berry, Vice Mayor Dalton, Commissioner Fairbanks-Harvey, Commissioner Phillips, Commissioner Wilkinson
City of Red Bank
3105 Dayton Boulevard
Red Bank, Tennessee 37415

VIA ELECTRONIC

Dear Red Bank City Commission:

Thank you for allowing MTAS to participate in the Commission's strategic planning process on February 27, 2023. It was a great retreat and I firmly believe that the results were worth the time and energy.

As you recall, we began the session with an overview of the strategic planning process. The objectives of the process were to create a mission statement, scan the internal and external environments, create a vision statement, select values, and then to devise goals to guide the city in achieving its vision. I believe we successfully fulfilled all of the stated objectives.

We discussed the different roles that elected officials and staff perform and the percentages of time that each group should devote to planning. The Commission should spend a greater amount of time in planning (steering) than any other group in the municipal government.

The first task was to create a mission statement. A mission statement should explain the purpose of a town's being and why it exists. The Commission reviewed the current mission statement and decided to have it remain the same. The mission statement is:

> **The City of Red Bank is a safe and thriving small-town community with an engaging, transparent government that builds on our rich history, provides excellent and efficient services, and welcomes all.**

The Commission then studied a variety of statistics about the U.S. labor data, state information, Hamilton County facts, Chattanooga facts, and then finally Red Bank-specific statistics. Using all of this information, the Commission then was charged with coming up with a vision statement that builds upon the city's mission and takes it to the next level; a desired future state. The updated vision statement is below:

> **Red Bank strives for a vibrant and inclusive community by pursuing excellence, enhancing safety, and celebrating our neighborhood character.**

The next step was to do a SWOT analysis – identify the internal strengths and weaknesses and the external opportunities and threats facing the City of Red Bank. These were not necessarily agreed on by the entire team but were items offered by individual members.

The strengths that were listed include:

- Adequate, competent staff who are experts in their field (help be proactive and execute Commission's vision)
- Citizen Advisory Boards
- Vibrant, thriving community
- Excellent planning, design, engineering consultants on density
- Strong police presence
- Strong relationships with schools, non-profits, and businesses

- Expanded property tax revenue
- Sweeping planning effort (first LRP, proactive planning)
- Thriving civic organizations
- Adequate digital capacity
- Digital messaging from city, enhanced marketing, engagement with residents
- Natural beauty and assets in city and region
- Demographically represented Commission for city
- Employee over facilities and separate employee over parks
- Empowered employees
- Churches and faith communities
- Creative thinkers / think out of the box from employees, Commissioners, committees
- General political will to pursue goals
- Supportive, collaborative, consistent Commission
- Annual Commission retreat
- Pickleball courts
- Employer of choice initiatives
- Stability in Commission and relationship with city manager and staff
- Setting in region
- Food truck Fridays and other events
- Recycling center
- Image of Red Bank for housing, development, retails
- Bridgett Raper and Small Cities Coalition
- Neighborhood gatherings
- Proximity to Waldens Ridge Park, Stringers Ridge, other outdoor recreation
- Potential of former RBMS site
- Skilled grant writers on staff
- Stormwater asset management plan, ordinance, fee
- Compact size of city and linear layout
- Existing 10-minute Walk to Park initiative and Active People Healthy Nation
- Dog park
- Communicative relationship with Hamilton County District 6 representatives
- Small commercial parcels drive small business development
- Red Bank schools
- Shifting demographics – younger families with children – new opportunities and businesses for these

The weaknesses identified were:

- Number of initiatives from planning processes (need to focus and prioritize, competition for staff and funding)
- Cost of providing services; largely residential and property tax dependent
- Communication with and involvement of utilities in vision (WWTA, EPB, etc)
- Ability to draw residents to a central location
- Resistance to change
- Misinformation
- Adequate sewers throughout town (a lack of adequate sewerage throughout Red Bank)

- Resistance to density
- Homelessness
- Outdated zoning and planning policies
- Ongoing political will through next two elections
- Lack of informal relationships with legislators and other County and regional leaders
- Previous lack of action of planning initiatives
- Zoning that prohibit the type of development wanted and needed
- No curbside recycling
- Lack of childcare and elder care options
- Disaster preparedness (particularly flood mitigation)
- Funding for stormwater infrastructure needs (including on private property)
- Dependency on TDOT regarding projects
- Relationship with HCDE
- Underutilized HCDE properties
- Cyber security in city
- Visual appearance of Dayton corridor
- Gateways and entrances to the city
- Existing non-compliance with federal land swap
- No hotel lodging in city limits
- Dayton Boulevard through middle of city (stroad)
- Underinvestment in North Red Bank
- No city soccer, basketball, and other specific fields
- No large live music venue
- ADA accessibility
- 8/80 city concept
- No free library access for most residents
- Significant gaps in recreation and parks access (and safe access)

The opportunities in the area include:

- Planning
- Regional Planning (Hixson/Red Bank Area 2 portion of the Plan Chattanooga planning process; other Chattanooga and RPA plans)
- Developed center land property
- Protected pedestrian pathways (through grants, tactical urbanism)
- Parks and recreation as a regional draw
- Proximity to destination parts of Chattanooga
- Create a library
- ROW on Dayton Boulevard (possibly can reimagine)
- Stringers Branch waterway and the ability to celebrate and protect it
- Sales tax revenue (Restore, Return, Relief)
- Central play space with fields and courts
- Affordable and accessible housing, developments, and redevelopments (possible legislation, relationship with developers)
- Small and adaptable government in regard to external factors

- Access to transportation hubs (interstate, airports)
- Community center
- Murals on buildings
- Property between City Hall and Police Department – possible pocket park
- New elementary school / park / development at Alpine Crest or former White Oak Elementary sites
- Growing commercial interest
- Regional partners (TPL, Carta, TPO)
- Create a complete streets policy and Vision Zero Policy
- Northshore Greenway and Mountain Creek Greenway study
- Partner with Chattanooga on various issues
- Possible events (food trucks, music in the parks, etc)
- Communication with residents
- Connection to public transit
- Desire for community (find ways to facilitate, create destinations)
- Connectivity for golf cart community
- Community school model partnership with HCDE and Northside Neighborhood House
- Lower home prices compared to Chattanooga
- Community garden, wildlife habitats, etc. for outdoor learning
- Stormwater projects and possible TDEC funding
- Schtick – creating something new for Red Bank to be known for
- Land conversions – working with TDEC and NPS
- Non-profit partners (Red Bank food pantry, WaterWays, and many more)
- Chattanooga Chamber, Small Business Development Center – possible partnerships
- Recruiting more restaurants
- Possible support of all planning initiatives

And finally, the threats are:

- Affordable housing, cost of living, increased home prices
- State legislation (i.e. property tax cap, single article tax, electoral process, school vouchers, social security tax, removing grocery from sales tax, zoning)
- Childcare costs, childcare desert
- Natural hazards, specifically flooding
- Inflation
- Food security, food access
- Rising traffic fatalities and injuries nation-wide, accidents involving pedestrians
- Aging infrastructure
- Sewers not throughout the city
- Elder care
- Closure of Alpine Crest and possible sale or development of property
- Bad road design, commuter pass through traffic
- Lack of bike/ped paths
- Cherokee Tunnel (Stringers Ridge)
- TDOT processes
- Speeding
- Economic development without communication with the city

- Underdeveloped and underutilized community spaces
- Oversaturation of certain types of businesses
- Undesirable businesses for image of city and value of properties
- Previous false/poor image of the city
- Crime – continue to monitor
- Cyber security
- Hamilton County Commission and School Board legislation and funding (possible impact on city)
- Red Bank schools on the brink of losing Title 1 status
- Norfolk Southern

The Commission then reviewed a list of values for the City. Core values are the deeply ingrained principles that guide all of an organization's actions; they serve as its cultural cornerstones. Each Commissioner was given 10 dots to select values and the three that received the highest votes are as follows:

1) **Accountability**
2) **Community**
3) **Stewardship**

Next, each Commission member worked individually to identify goals and objectives that: address the key issues, meet the mission of the City and help the City to achieve its vision. Each member took a turn listing a goal until all goals everyone had were listed on a chart. Commission members were given five stickers and asked to place them on the chart. The number of votes originally received is in parenthesis beside each goal listed:

- Improve Multi-modal transportation network improvements. (4)
- Develop a comprehensive plan, including fulfilling the land conversion agreement and the former Red Bank Middle School site. (4)
- Develop parks, trails, and recreation services. (4)
- Create a Red Bank Community Library and Civic Center. (2)
- Explore options the city can take to increase affordable housing. (0)
- Update entrances to the City. (2)
- Build a new public works facility. (1)
- Develop a plan to address short-term issues in the longer-term plan, such as Lyndon Loop, sidewalk connectivity between Greenleaf and Newberry along Dayton Blvd). (Rapid intervention) (2)
- Explore options for city involvement in expanding childcare options. (1)
- Add murals and public art to public spaces. (0)
- Identify and celebrate areas of Stringers Branch. Take ownership and/or partner where possible. (3)
- Sidewalks from Browntown Rd to Gadd Rd. (1)
- Identify/create outdoor learning environments. (1)

The end result was five goals. After the first round of voting, there were four goals selected and there was a three-way tie between goals with two votes. After discussion and two additional votes, the decision was made to move forward with the goal to update entrances to the city. The Commission also assigned a board member to each goal and that name is in parenthesis beside the goal. In no particular order, the goals were:

1) **Improve Multi-modal transportation network. (Mayor Berry)**

2) **Develop a comprehensive plan, including fulfilling the land conversion agreement and the former Red Bank Middle School site. (Commissioner Phillips)**
3) **Develop parks, trails, and recreation services. (Commissioner Wilkinson)**
4) **Identify and celebrate areas of Stringers Branch. Take ownership and/or partner where possible. (Vice Mayor Dalton)**
5) **Update entrances to the City. (Commissioner Fairbanks-Harvey)**

Note: the previous year's goal to: "Revamp Stormwater Ordinance, Process, and Fee Structure" was determined to be successfully completed… much work to implement remains, but it no longer needs to be a commission goal.

The final step in the process of strategic planning is to create a list of programs and policies (objectives) that will help the city achieve its goals. I am happy to assist you with this step as needed.

It is important to note that in addition to the Commission, City Manager Martin Granum also participated fully in the day. He contributed to all steps except for the goals section.

In closing, this is an ambitious plan and one that should be a living document; examine it regularly and adjust as needed but always keep the vision in mind when doing so. I encourage you to set a time now for review, whether that is three, six, or twelve months away.

Giving up a full day, especially during the work week, was a big sacrifice on the part of the elected officials. You are all to be commended for your active participation and tenacity throughout the process.

I look forward to completing the process with you and the Commission and hope that you will contact MTAS if we can be of any assistance to the city in achieving its goals and vision.

Sincerely,

Honna K. Rogers

Honna Rogers
Municipal Management Consultant

City of Red Bank
3105 Dayton Boulevard
Red Bank, TN 37415
423.877.1103
www.redbanktn.gov

Proposed Budget Dates for FY25

5 March 2024

Commissioners,
We need to establish and publish our meeting dates for the upcoming FY25 budget process for the fiscal year beginning 1 July 2024 and ending 30 June 2025. Please review this memo and we will discuss/finalize in work session discussion.

This year we are encouraging participation in the four scheduled budget workshops by offering a "**Budget Workshop Certificate**" to those who attend the four scheduled budget workshop meetings. (Note: any one budget workshop may be viewed on YouTube later and still be eligible for the certificate.)

The City of Red Bank's Charter requires that the City Manager provide the Commission a **Budget Estimate** by 15 May * of each year. Looking at our scheduled commission meeting dates, this year it requires me to provide it to you on Tuesday, 7 May 2024. Accordingly, staff proposes the following timeline for budget development:

- **Tuesday, 26 March: Budget Workshop #1, 5:00 – 6:30**
  "Budget 101":
  - Presentation by staff on budget principles including a complete review of this year's **current budget**. You might think of it as: "understanding the City of Red Bank's budget.". Commissioners are invited, but the target audience is the public. Q & A throughout.
- Tuesday, 2 April: normal commission work session at 5:00 and regular session at 6:00. Both will cover regular agenda items… no budget-specific topics planned
- **Tuesday, 9 April: Budget Workshop #2, 5:00 – 7:30**
  CM Granum to provide 'Budget Estimate' document.
  Police, Fire, and Court budget presentations to Commission:
  - Police: 5:00 to 5:50, Chief Seymour
  - 10 min break
  - Fire: 6:00 – 6:50, Chief Sylar
  - Court: 7:00 – 7:20, Court Clerk Donahue
  - Citizen Comments
- Tuesday, 16 April: normal commission work session at 5:00 & regular session at 6:00. Both will cover regular agenda items… no budget-specific topics planned
- **Tuesday, 23 April: Budget Workshop #3, 5:00 – 7:30**
  Public Works, and City Hall budget presentations to Commission:
  - Public Works: 5:00 to 6:20, Director Tate, Deputy Director Johnson
  - 10 min break
  - City Hall (Administration, Finance): 6:30 to 7:20, CM Granum, Director Perry

- Citizen Comments
- **Tuesday, 30 April: Budget Workshop #4, 5:00 – 7:00**
  Commission open discussion of budget presentations to date
  - Goal coming out of this open discussion is clarity for staff to prepare the **Proposed Budget** for next meeting
  - Citizen Comments
- **7 May at regular Commission Work Session/Meeting**… budget ordinance first reading of the ***Proposed Budget***
- **21 May at regular Commission Work Session/Meeting**… budget ordinance second reading of the ***Proposed Budget***. Upon adoption, becomes the **FY25 Adopted Budget**

For additional information the TN Comptroller has a very good website with useful budget info. On behalf of the entire Red Bank staff, we are looking forward to this budget cycle and the planning, deliberation, transparency, focus and direction it provides all of us. Thanks for all you do for Red Bank.

Sincerely,

Martin E. Granum
City Manager

* This requirement is established in our Charter at 6-22-122. Budget estimate submitted to commissioners.

INDICATION OF TERMS

REFERENCE NUMBER:	3985737
COMPANY NAME:	City of Red Bank
TOTAL PAYABLE:	USD7,800.00
Premium breakdown:	
Cyber & Privacy:	USD6,050.00
Cyber Crime:	USD1,500.00
Policy Administration Fee:	USD250.00
TRIA:	USD0.00
BUSINESS OPERATIONS:	Local Government
LEGAL ACTION:	Worldwide
TERRITORIAL SCOPE:	Worldwide
REPUTATIONAL HARM PERIOD:	12 months
INDEMNITY PERIOD:	12 months
WAITING PERIOD:	8 hours
WORDING:	Cyber, Private Enterprise (US) v3.1
ENDORSEMENTS:	Policyholder Disclosure Notice Of Terrorism Insurance Coverage Schedule Of Information
SUBJECTIVITIES:	N/A
POLICY PERIOD:	12 months
DATE OF ISSUE:	10 Feb 2024
OPTIONAL EXTENDED REPORTING PERIOD:	12 months for 100% of applicable annualized premium
SECURITY:	Certain underwriters at Lloyd's and other insurers
UNDERWRITER:	Michael Stair

THIS QUOTATION IS ONLY VALID FOR 30 DAYS FROM THE DATE OF ISSUE

PLEASE REFER TO THE FOLLOWING PAGES FOR A FULL BREAKDOWN OF LIMITS, RETENTIONS AND APPLICABLE CLAUSES

DECLARATIONS

THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN EACH AND EVERY CLAIM LIMIT

INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

SECTION A: INCIDENT RESPONSE COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD0	each and every claim

SECTION B: LEGAL AND REGULATORY COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION C: IT SECURITY AND FORENSIC COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION D: CRISIS COMMUNICATION COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION G: POST BREACH REMEDIATION COSTS

Limit of liability:	USD50,000	each and every claim, subject to a maximum of 10% of all sums **we** have paid as a direct result of the **cyber event**
Deductible:	USD0	each and every claim

INSURING CLAUSE 2: CYBER CRIME

SECTION A: FUNDS TRANSFER FRAUD

Limit of liability:	USD250,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION B: THEFT OF FUNDS HELD IN ESCROW

Limit of liability:	USD250,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION C: THEFT OF PERSONAL FUNDS

Limit of liability:	USD250,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION D: EXTORTION

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION E: CORPORATE IDENTITY THEFT

Limit of liability:	USD250,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION F: TELEPHONE HACKING

Limit of liability:	USD250,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION G: PUSH PAYMENT FRAUD

Limit of liability:	USD50,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION H: UNAUTHORIZED USE OF COMPUTER RESOURCES

Limit of liability:	USD250,000	each and every claim
Deductible:	USD5,000	each and every claim

INSURING CLAUSE 3: SYSTEM DAMAGE AND BUSINESS INTERRUPTION

SECTION A: SYSTEM DAMAGE AND RECTIFICATION COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION B: INCOME LOSS AND EXTRA EXPENSE

Limit of liability:	USD2,000,000	each and every claim, sub-limited to USD1,000,000 in respect of **system failure**
Deductible:	USD5,000	each and every claim

SECTION C: ADDITIONAL EXTRA EXPENSE

Limit of liability:	USD100,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION D: DEPENDENT BUSINESS INTERRUPTION

Limit of liability:	USD2,000,000	each and every claim, sub-limited to USD1,000,000 in respect of **system failure**
Deductible:	USD5,000	each and every claim

SECTION E: CONSEQUENTIAL REPUTATIONAL HARM

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD5,000	each and every claim

SECTION F: CLAIM PREPARATION COSTS

Limit of liability:	USD25,000	each and every claim
Deductible:	USD0	each and every claim

SECTION G: HARDWARE REPLACEMENT COSTS

Limit of liability:	USD2,000,000	each and every claim
Deductible:	USD5,000	each and every claim

THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN AGGREGATE LIMIT

INSURING CLAUSE 4: NETWORK SECURITY & PRIVACY LIABILITY

SECTION A: NETWORK SECURITY LIABILITY

Aggregate limit of liability:	USD2,000,000	in the aggregate, including **costs and expenses**
Deductible:	USD5,000	each and every claim, including **costs and expenses**

SECTION B: PRIVACY LIABILITY

Aggregate limit of liability:	USD2,000,000	in the aggregate, including **costs and expenses**
Deductible:	USD5,000	each and every claim, including **costs and expenses**

SECTION C: MANAGEMENT LIABILITY

Aggregate limit of liability:	USD2,000,000	in the aggregate, including **costs and expenses**
Deductible:	USD5,000	each and every claim, including **costs and expenses**

SECTION D: REGULATORY FINES

Aggregate limit of liability:	USD2,000,000	in the aggregate, including **costs and expenses**
Deductible:	USD5,000	each and every claim, including **costs and expenses**

SECTION E: PCI FINES, PENALTIES AND ASSESSMENTS

Aggregate limit of liability:	USD2,000,000	in the aggregate, including **costs and expenses**
Deductible:	USD5,000	each and every claim, including **costs and expenses**

INSURING CLAUSE 5: MEDIA LIABILITY

SECTION A: DEFAMATION

Aggregate limit of liability:	USD2,000,000	in the aggregate, including **costs and expenses**
Deductible:	USD5,000	each and every claim, including **costs and expenses**

SECTION B: INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT

Aggregate limit of liability:	USD2,000,000	in the aggregate, including **costs and expenses**
Deductible:	USD5,000	each and every claim, including **costs and expenses**

INSURING CLAUSE 6: TECHNOLOGY ERRORS AND OMISSIONS

NO COVER GIVEN

INSURING CLAUSE 7: COURT ATTENDANCE COSTS

Aggregate limit of liability:	USD100,000	in the aggregate
Deductible:	USD0	each and every claim

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

ATTACHING TO POLICY NUMBER:	N/A
THE INSURED:	City of Red Bank
WITH EFFECT FROM:	-

Coverage for acts of terrorism is included in your policy. You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2015, the definition of act of terrorism has changed. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

Under your coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019 and 80% beginning on January 1, 2020, of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage.

The Terrorism Risk Insurance Act, as amended, contains a $100 billion cap that limits U.S. Government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds $100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed $100 billion, your coverage may be reduced.

The portion of your annual premium that is attributable to coverage for acts of terrorism is USD0.00 and does not include any charges for the portion of losses covered by the United States government under the Act.

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY

SCHEDULE OF INFORMATION

ATTACHING TO POLICY NUMBER:	N/A
THE INSURED:	City of Red Bank
WITH EFFECT FROM:	-

The information stated below has been provided to **us** as part of **your** application for this Policy. It is important that this information is correct as **we** may seek to avoid this Policy or reject a claim in the event of any reckless or deliberate non-disclosure or misrepresentation.

If any of the information below is incorrect, please contact **us** as soon as is reasonably practicable.

1. Company web address: www.redbanktn.gov
2. Number of employees: 55
3. Annual revenue: USD11,616,000
4. **You** have not experienced a **cyber event** in the past three years that has resulted in a direct financial loss of more than USD10,000
5. **You** have not had any legal action brought or threatened against **you** in the last five years as a direct result of a **cyber event**
6. **You** have not had any regulatory action initiated against **you** in the last five years as a direct result of a **cyber event**
7. **You** are not involved in the direct supply of goods or services to the cannabis industry, nor are **you** involved directly with the use or supply of cryptocurrency

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY

TO: Red Bank City Commission

FROM: Leslie Johnson, Deputy Director – Public Works

DATE: February 28, 2024

RE: Grant Application Updates

In continued efforts of communication and transparency, below you will find information regarding two (2) grants.

1. **TN Department of Environment and Conservation (TDEC):**

   Stream and Wetland Restoration Grant

   In September 2023, Hamilton County's Department of Water Quality identified a portion of Stringer's Branch located at Red Bank's City Park as a priority site for a stream restoration project.

   Attached you will find the required pre-proposal application package submitted to TDEC by Hamilton County with support from Red Bank for project consideration.

   In October 2023, the TDEC Grant Award Team performed a site visit at Red Bank's City Park located at 3817 Redding Road. In follow up to the site visit, TDEC extended an invitation to Hamilton County to formally apply for funding.

   The formal grant application has been submitted as of March 1, 2024. Below you will see the total project's cost estimates:

Potential TDEC Grant Award:	$300,000	
Hamilton County Water Quality:	$100,000	
In-Kind Services (Red Bank):	$33,000	(material removal)
Potential Total Grant Award:	$433,000	

   Grant award notifications are anticipated in May/June 2024.

2. **TN Department of Health (TDH):**

   Healthy Built Environment Grant 2024

   In August 2023, City Commission adopted by Resolution #23-1601 The Red Bank Community Mobility Plan where and in accordance with TDOT's Road Diet Guidance Manual, a Level 2 Study of Dayton Boulevard is identified as a key step

in evaluating current transportation conditions for future improvements along Dayton Boulevard in support of Red Bank's 2023/2024 Commission Goal of multi-modal transportation network improvements.

Attached you will find a scope of work provided by our On-Call Traffic Engineering firm for a Level 2 study of Dayton Boulevard. This scope of work has been included in a pre-application package submitted to the TN Department of Health March 1, 2024, for consideration.

If the proposed project is selected, the City will then receive further notification to submit a formal application in April with a May deadline for grant applications.

The grant is competitive with a non-matching maximum amount of up to $50,000 for Phase 1 Projects to include assessment and planning. The attached scope of work is quoted at $59,100 whereas the city will be responsible for the difference.

Award notifications are anticipated to be announced in May with effective start dates of contracts in July 2024.

#1

Stringers Branch Stream Restoration at Redding Road Park

Pre-application submittal

Introduction

The proposed project will restore approximately 250 linear feet of concrete channel on Stringers Branch through channel shaping and naturalization, bank sloping, stream bed habitat creation and riparian buffer restoration. The post restoration channel will meander approximately 375 linear feet representing a 50% increase in stream length.

Project Location and Type

The proposed stream restoration is located within Hamilton County and entirely within the HUC 12 watershed 060200011202 as identified in the grant request for proposals. Project coordinates are: Lat: 35.11847° N, Lon: 85.28999° W. (see watershed map in Appendix A).

The project watershed is approximately 716 acres, with approximately 82% developed land use and 18% undeveloped open space and woodlands.

Land Cover	Acres	Percent
Open Space	334	46.6
Developed, low intensity	183	25.6
Developed, high intensity	89	12.4
Wooded	110	15.4
Total	**716**	**100**

Table 1 Project reach watershed land cover

The entire project footprint is situated outside of the FEMA regulatory floodway, though it does lay within the 100 year floodplain. Reduction of fill within the floodplain zone should result in a slight net increase in flood storage capacity.

Strategic Investment Area

All five strategic investment areas (stream restoration, protection of waters, water quality improvement, monitoring and adaptive management, and financial leveraging) are addressed by the proposed project. Stream restoration will be accomplished through removal of approximately 250 linear feet of concrete channel. Channel forming and naturalization will increase the linear feet of stream by approximately 125 feet for a resultant resource length of 375 linear feet. Additionally, creation of riffle/run structure within the channel and riparian buffer restoration will result in stream bed and near stream habitat creation.

The project is situated entirely on public property owned by project partner The City of Red Bank. The restored stream reach will be placed into a conservation easement for permanent stream protection.

The present stream reach is entirely concrete channel with little to no resource value, so it is highly likely that naturalization and habitat creation within the channel and riparian zone will result in water quality improvements within the reach. Historical baseline data have been collected from Stringers Branch, including physicochemical parameters, bacterial, and macroinvertebrate assemblages. Monitoring will be continued into the foreseeable future to document the post-project conditions within the project reach as well as downstream conditions.

Figure 1 Conceptual rendering

Stringers Branch is an early example of an urban stream that is being characterized through The Urban Waters Report Card (UWRC). The UWRC project is a partnership between TDEC, the TN Water Resources Research Center at the University of Tennessee, and Municipal Separate Storm Sewer System (MS4) operators, including Hamilton County. The project reach has already been assessed following the standard operating procedures being developed as part of the UWRC project. If this funding request is successful, then completion of the proposed project will provide a real-world test case for the efficacy of

the UWRC methods to document resource value uplift in urban streams and will provide valuable feedback for the direction of the UWRC project.

Project match funding will be sourced from the collection of Hamilton County water quality fees for water resource protection and improvement. Hamilton County Engineering Department will provide in-kind services in the form of design work and construction management. The City of Red Bank will provide in-kind resources through property and conservation easements. In addition, the resulting partnership between Hamilton County, the City of Red Bank, design consultants and construction firms will leverage the institutional expertise and capacity within all partners for current and future investments in water resource protection and improvement within our community.

Above and Beyond Compliance

This project is a restoration of a historically channelized stream reach within Stringers Branch. It is not being driven by regulatory requirements or compliance. It is an expression of the community's valuation of natural water resources.

Leverages Additional Resources

Hamilton County Development Services will provide financial contributions toward design consultation and construction in the amount of $49,000. Hamilton County Engineering will provide staff time and expertise toward design and project management valued at $20,000. And the City of Red Bank will provide property to be placed into conservation easement with a conservatively estimated value of $26,000.

Project Funding

Grant Amount Requested:	$245,000.00
Match:	$95,000.00
Total Project Cost:	$340,000.00

The Budget Worksheet in Appendix C details the cost breakout for each line item

Project Completion

Following design completion (estimated at 45-60 days), the project is estimated to require 130-140 days to complete. This timeline begins with contractor selection and permitting and goes through to site work and buffer establishment.

Project Management Capacity

Restoration design and construction administration will be performed by the Hamilton County Engineering Department. The Department has extensive experience bidding and awarding design and construction contracts on behalf of Hamilton County. In addition, the department staff have extensive experience inspecting, coordinating and overseeing active construction sites. Recent projects managed by the Engineering Department include design and construction of County Recreation parking facilities, multiple school track and field improvements, several EMS facilities, and numerous roadway culvert replacements.

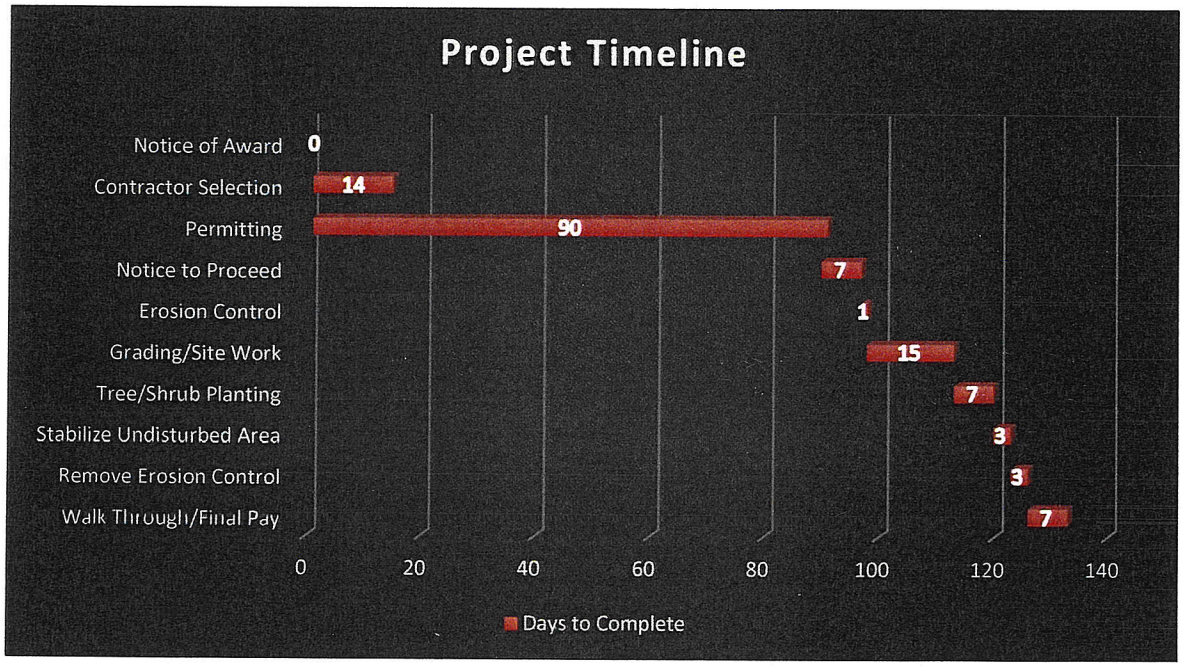

Figure 2 Project Timeline

Ability to Administer Funds

Hamilton County Development Services has the funds to complete the project in its general fund. The department has the authority to administer the funds and will submit a resolution to Hamilton County Commission for execution of said authority.

Appendix A

N

Stringers Branch Watershed Map

(The project reach is located by the arrow.)

0 500 1,000 1,500 2,000 Feet

Legend

SCM

Drainage Area

Stringer's Impervious

Appendix B

Letters of Commitment

HAMILTON COUNTY
OFFICE OF THE COUNTY MAYOR
WESTON WAMP

September 15, 2023

TN Department of Environment & Conservation
312 Rosa L. Parks Avenue
Nashville, TN 37243

RE: Letter of Commitment for Stream Restoration Grant

Dear TN Department of Environment & Conservation,

We are writing to express our strong commitment to the proposed stream restoration project and to demonstrate our willingness to actively collaborate with TDEC to achieve the objectives outlined in the grant application for the Stream Restoration Grant.

Hamilton County is dedicated to environmental conservation and restoration, particularly in relation to stream ecosystems. We firmly believe that through collaboration with TDEC and other stakeholders, we can restore and protect our streams, ensuring their sustainability and enhancing the health of our communities.

As part of this commitment, we will actively engage with TDEC throughout the duration of the project to ensure effective partnership and the successful implementation of the stream restoration plans. Specifically, we are committed to the following:

1. Providing the necessary resources: matching funds as stipulated by the grant request for proposals; as well as in-kind services through staff time and expertise dedicated to completion of this project.

2. Collaboration and Communication: We will maintain open lines of communication with TDEC to ensure transparency and shared understanding of project activities and progress. We will actively participate in meetings, share timely updates, and provide the required reports as outlined in the grant guidelines.

3. Engaging Stakeholders: We recognize the importance of engaging key stakeholders, including local communities, government agencies, and other relevant organizations, to ensure the long-term success and sustainability of the stream restoration project.

4. Compliance and Reporting: We understand the importance of adhering to all grant requirements, guidelines, and reporting obligations. We commit to fulfilling all necessary reporting and compliance obligations accurately and in a timely manner.

5. Monitoring and Evaluation: We recognize the significance of monitoring and evaluating the project's effectiveness to ensure optimal outcomes. We commit to actively participating in monitoring activities, sharing relevant data, and contributing to the overall evaluation process.

By signing this letter, we affirm our commitment to fulfilling the obligations outlined above. We firmly believe that this partnership between Hamilton County and TDEC will result in significant progress in stream restoration and contribute to the improvement of our environment.

We appreciate the opportunity to apply for the Stream Restoration Grant and welcome any further discussions or clarifications you may require. Thank you for considering our application.

Sincerely,

Weston Wamp
Hamilton County Mayor

City of Red Bank
3105 Dayton Boulevard
Red Bank, TN 37415
423.877.1103
www.redbanktn.gov

Letter of Commitment for Stream Restoration Grant

We are writing to express our strong commitment to the proposed stream restoration project located in the City of Red Bank, Tennessee and to demonstrate our willingness to actively collaborate with Hamilton County's Water Quality Department to achieve the objectives outlined in the grant application for the Stream Restoration Grant.

The City of Red Bank is dedicated to environmental conservation and restoration, particularly in relation to stream ecosystems and Stringer's Branch. We firmly believe that through collaboration with Hamilton County and other stakeholders, we can restore and protect our streams, ensuring their sustainability and enhancing the health of our communities.

As part of this commitment, we will actively engage with Hamilton County's Water Quality Department throughout the duration of the project to ensure an effective partnership and toward the successful implementation of the stream restoration plans proposed for Stringer's Branch. S
More specifically, we are committed to providing the necessary support and available resources to ensure the project's implementation through the following:

1. Collaboration and Communication: We will maintain open lines of communication with [Grantor's Name] to ensure transparency and shared understanding of project activities and progress. We will actively participate in meetings, share timely updates, and provide the required reports as outlined in the grant guidelines.
2. Engaging Stakeholders: We recognize the importance of engaging key stakeholders, including local communities, government agencies, and other relevant organizations, to ensure the long-term success and sustainability of the stream restoration project. While our organization may not provide technical expertise, we commit to actively engaging and involving stakeholders in the implementation and management of the project.
3. Compliance and Reporting: We understand the importance of adhering to all grant requirements, guidelines, and reporting obligations. We commit to fulfilling all necessary reporting and compliance obligations accurately and in a timely manner.
4. Monitoring and Evaluation: We recognize the significance of monitoring and evaluating the project's effectiveness to ensure optimal outcomes. We commit to actively participating in monitoring activities, sharing relevant data, and contributing to the overall evaluation process.

The City Commission has affirmed Red Bank's commitment to fulfilling the obligations outlined above. We firmly believe that this partnership between the City of Red Bank and Hamilton County's Water Quality Department will result in significant progress in stream restoration and contribute to the improvement of our environment.

We appreciate the opportunity to apply for the Stream Restoration Grant and welcome any further discussions or clarifications you may require. Thank you for considering our application.

Hollie Berry

Hollie Berry, Mayor

Appendix C

Budget Worksheet

GRANT BUDGET

POLICY 03 Object Line-item Reference	EXPENSE OBJECT LINE-ITEM CATEGORY[1]	GRANT CONTRACT	GRANTEE PARTICIPATION	TOTAL PROJECT
1, 2	Salaries, Benefits & Taxes	$0.00	$0.00	$0.00
4, 15	Professional Fee, Grant Award[2]	$0.00	$10,000.00	$10,000.00
5, 6, 7, 8, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	$0.00	$0.00	$0.00
11, 12	Travel, Conferences & Meetings	$0.00	$0.00	$0.00
13	Interest[2]	$0.00	$0.00	$0.00
14	Insurance	$0.00	$0.00	$0.00
16	Specific Assistance To Individuals	$0.00	$0.00	$0.00
17	Depreciation[2]	$0.00	$0.00	$0.00
18	Other Non-Personnel[2]	$0.00	$0.00	$0.00
20	Capital Purchase[2]	$245,000.00	$39,000.00	$284,000.00
22	Indirect Cost	$0.00	$0.00	$0.00
24	In-Kind Expese[2]	$0.00	$46,000.00	$46,000.00
25	**GRAND TOTAL**	**$245,000.00**	**$95,000.00**	**$340,000.00**

[1] Each expense object line-item shall be defined by the Department of Finance and Administration Policy 03, Uniform Reporting Requirements and Cost Allocation Plans for Subrecipients of Federal and State Grant Monies, Appendix A. (posted on the Internet at: https://www.tn.gov/finance/looking-for/policies.html)

[2] Applicable detail follows this page if line-item is funded.

GRANT BUDGET LINE-ITEM DETAIL:

PROFESSIONAL FEE, GRANT & AWARD	AMOUNT
Design Consultant	$10,000.00
TOTAL	$10,000.00

CAPITAL PURCHASE	AMOUNT
Construction materials and labor	$284,000.00
TOTAL	$284,000.00

IN-KIND EXPENSE	AMOUNT
Engineering Design and Construction Management	$20,000.00
Land value--conservation tract	$26,000.00
TOTAL	$46,000.00

#2

BARGE
DESIGN SOLUTIONS

Leslie Johnson
Public Works Deputy Director
City of Red Bank
3105 Dayton Boulevard
Red Bank, Tennessee 37415

February 26, 2024

RE: Red Bank Traffic On-Call – Work Order #2 Proposal
Dayton Boulevard Road Diet Study
Signal Mountain Road to Gadd Road
Red Bank, Tennessee

Dear Mrs. Leslie Johnson,

On behalf of Barge Design Solutions (Barge) we are submitting this scope of services for the above referenced project. The following information outlines the scope of engineering and landscape architectural services to prepare a Road Diet Feasibility Study for Dayton Boulevard from Signal Mountain Road to Gadd Road. We see this task as an opportunity to not only assess Dayton Boulevard from a traffic perspective but also as a beginning point for the development of a complete street solution. As you know we are conducting the City's Stormwater Asset Management plan and we believe there maybe some synergies between the two tasks, especially since Stringers Branch runs parallel to Dayton Boulevard. That is why we have included some Landscape Architectural design services as a part of this task order, which are defined below.

PROJECT UNDERSTANDING

The City of Red Bank has expressed interest in understanding the potential roadway reconfiguration of Dayton Boulevard from Signal Mountain Road to Gadd Road. Dayton Boulevard currently operates as a 5-lane roadway with a center turn lane. The City is interested in restriping the roadway to a 3-lane section and adding buffered bicycle lanes in both directions along the roadway.

Barge Design Solutions will assist Red Bank in evaluating the roadway in question and determining what roadway cross section is most feasible for all users of Dayton Boulevard. The project will also identify potential improvements to the signalized/unsignalized intersections within the study area as it relates to all modes of travel. Additional design studies will be provided to include planting, hardscape, stormwater polishing features, and streetscape improvements.

In accordance with TDOT's Road Diet Guidance Manual, this study is anticipated to be a Level 2 study. Following is an outline of the tasks that need to be completed for this project:

SCOPE OF SERVICES

Task 1 – Project Management and Coordination

Barge will work with Red Bank to establish a clear and complete Project Management Plan and scope consisting of a clear line of communication from a single point of contact that includes progress meetings and reports, invoicing, scheduling, resource and quality management to name a few. The following is an outline of tasks handled by the Project manager:

A. Project Management
   a. Scope Management
   b. Budget and Cost Management
   c. Communications / Project Meetings
   d. Schedule Management

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e. Priorities Management

B. Resource Management

a. Staffing
b. Personnel

C. Quality Management

The Barge team will work closely with Red Bank to ensure the direction of the projects are understood and coordinated throughout the various tasks.

Deliverables:

1. Kick-off Meeting
2. Project Schedule
3. Monthly Progress Reports
4. Monthly invoices

Task 2 – Data Collection and Field Review

Turning movement counts (TMC) will be collected at nine (9) existing signalized intersections for an 8-hour period (6:00 – 9:00 AM, 11:00 – 1:00 PM, and 3:30 – 6:30 PM). The following study intersections are:

- Dayton Boulevard at Signal Mountain Road / Spring Road
- Dayton Boulevard at Hedgewood Drive
- Dayton Boulevard at Memorial Drive
- Dayton Boulevard at Martin Road
- Dayton Boulevard at Newberry Street
- Dayton Boulevard at Leawood Avenue
- Dayton Boulevard at Morrison Springs Road
- Dayton Boulevard at Ashland Terrace
- Dayton Boulevard at Wickley Road / Browntown Road

TDOT Historical Annual Average Daily Traffic (AADT) count stations will also be assessed to understand the historic growth in traffic near the vicinity of the project intersection.

Barge will conduct a site visit of the study corridor to inventory existing conditions. The inventory will include an evaluation of existing conditions as well as identifying potential improvements related to vehicle, pedestrian, and bicycle infrastructure. This will include appropriate documentation and photos of locations where recommendations are expected.

Red Bank shall supply any known plans or projects in the study area, including the City's comprehensive plan, that will be reviewed by the team to gain better understanding of the study corridor. Identified recommendations will be evaluated to determine they are compatible with any upcoming planned projects in the study area.

Crash data will be evaluated from the latest 5 years along the study corridor. TDOT's ETRIMS platform will be utilized to access the most recent 5 years of crash data. Vehicle, pedestrian, and bicycle accidents of all severity levels will be assessed.

Deliverables

1. Field notes and photos (if requested by Red Bank)

Task 3 – Analysis, Report, and Exhibits

A crash analysis will be conducted using ETRIMS safety data to identify hot spot locations and overall crash rate of the corridor segments. Crash diagrams will be developed to highlight where specific crash locations and conditions at the intersection.

A model of the study intersections will be developed using Synchro software to evaluate capacity / LOS vehicular traffic operations during the AM and PM peak hour periods. Per the TDOT Road Diet Guidance Manual, the following scenarios will be analyzed:

- Existing 2024
- No Build 2034
- Build 2024
- Build 2034

After the analysis and recommendations are complete, Barge will prepare a brief report to support the conceptual plans presenting the recommendations. The conceptual plans will include recommendations on aerial layout sheets. Landscape Architectural design recommendations for streetscape, hardscape, plantings, and stormwater polishing improvements will be provided for review and comment. Concept sketches, plans and sections, will be provided.

Recommendations will require full design and/or survey for actual construction. Development of design plans requiring survey are not included as part of this scope.

Review Process

The City will review the recommendations and provide feedback to Barge. Barge will address The City's comments and provide final recommendation exhibits for construction.

Deliverables

1. Crash Diagrams
2. Synchro Models – AM and PM Peak Hours
3. Draft / Final Report
4. Draft / Final Conceptual Plans on Aerials

SCHEDULE

Once a Notice to Proceed (NTP) is given to Barge, work can begin March 8, 2024. Below is the proposed schedule for this project.

Task	Description of Work	Completion Time
1	Project Management	8 weeks
2	Data Collection and Field Review	3 weeks
3	Analysis, Reports, and Exhibits	8 weeks
TOTAL		**8 weeks**

COMPENSATION

Compensation for the work specified above is as follows:

Task	Description of Work	Fee
1	Project Management	$6,500.00
2	Data Collection and Field Review	$16,500.00
3	Analysis, Reports, and Exhibits	$28,100.00
4	Landscape Architectural Design Studies	$8,000.00
TOTAL		**$59,100.00**

We appreciate the opportunity to work with you on this project. If you have any questions or need any additional information, please contact us.

SERVICES NOT INCLUDED IN THE SCOPE OF WORK

The following items are not anticipated to be required at this time and are therefore specifically excluded from the scope. These services may be added on request as an extra service.

- Design Renderings above Concepts (anything requiring Survey)
- Marketing Materials
- Press Releases and Social Media Posts
- Meetings not within the scope of services
- Addressing comments not included in scope of services
- Revisions to document after acceptance by Red Bank
- Public Meetings
- Post design or 'on-call' services after project work has been accepted and completed
- Bid Document preparation and bid assistance
- NEPA Assessments and Documentation
- Utility Relocation Design Services and Plans
- Geotechnical work
- Permit Fees, any application fees, advertising expenses or Mitigation plans.
- Right-of-way or easement acquisition, exhibits, descriptions or other related services
- Post Design or 'on call' services after project work has been accepted and completed

CLOSURE

This proposed Professional Services, Work Schedule, and Compensation represents our entire Scope of Work.

Sincerely,

Barge Design Solutions, Inc.

Matthew S. Stovall
ASLA, LEED AP
Sr. Vice President
Client Service Leader

cc: Geneva Dowdy, PE, Project Manager, Barge Design Solutions, Inc.

Jonathan Mills, PE, Traffic Director, Barge Design Solutions, Inc.

BARGE
DESIGN SOLUTIONS.

Leslie Johnson
Public Works Deputy Director
City of Red Bank
3105 Dayton Boulevard
Red Bank, Tennessee 37415

February 16, 2024

RE: Red Bank Traffic On-Call – Work Order #1 Proposal
Dayton Boulevard at Morrison Springs Road Safety Study
Red Bank, Tennessee

Dear Mrs. Leslie Johnson,

On behalf of Barge Design Solutions (Barge) we are submitting this scope of services for the above referenced project. The following information outlines the scope of engineering services to prepare the Dayton Boulevard at Morrison Spring Road Safety Study and develop conceptual plans to improve safety for all modes of travel.

PROJECT UNDERSTANDING

The City of Red Bank has expressed interest in understanding the potential safety issues related to all modes of travel at the intersection of Dayton Boulevard at Morrison Springs Road. Specifically, the City is concerned over the proximity of the commercial storefront in relation to the vehicle travel lanes and the potential conflicts areas for vehicles and pedestrians. Barge Design Solutions will assist Red Bank in evaluating the intersection in question. The purpose of the project is to determine the current, if any, safety concerns at the intersection as well as identify potential improvements to the intersection as it relates to all modes of travel. Following is an outline of the tasks that need to be completed for this project:

SCOPE OF SERVICES

Task 1 – Project Management and Coordination

Barge will work with Red Bank to establish a clear and complete Project Management Plan and scope consisting of a clear line of communication from a single point of contact that includes progress meetings and reports, invoicing, scheduling, resource and quality management to name a few. The following is an outline of tasks handled by the Project manager:

A. Project Management
   a. Scope Management
   b. Budget and Cost Management
   c. Communications / Project Meetings
   d. Schedule Management
   e. Priorities Management

B. Resource Management
   a. Staffing
   b. Personnel

C. Quality Management

The Barge team will work closely with Red Bank to ensure the direction of the projects are understood and coordinated throughout the various tasks.

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Deliverables:

1. Kick-off Meeting
2. Project Schedule
3. Monthly Progress Reports
4. Monthly invoices

Task 2 – Data Collection and Field Review

Turning movement counts (TMC) will be collected at the intersection of Dayton Boulevard at Morrison Springs Road for an 8-hour period (6:00 – 9:00 AM, 11:00 – 1:00 PM, and 3:30 – 6:30 PM). TDOT Historical Annual Average Daily Traffic (AADT) count stations will also be assessed to understand the historic growth in traffic near the vicinity of the project intersection.

Barge will conduct a site visit of the study intersection to inventory existing conditions. The inventory will include an evaluation of existing conditions as well as identifying potential improvements related to vehicle, pedestrian, and bicycle infrastructure. This will include appropriate documentation and photos of locations where recommendations are expected.

Red Bank shall supply any known plans or projects at the study intersection that will be reviewed by the team to gain better understanding of the study intersection. Identified recommendations will be evaluated to determine they are compatible with any upcoming planned projects in the study area.

Crash data will be evaluated from the latest 5 years at the study intersection. TDOT's ETRIMS platform will be utilized to access the most recent 5 years of crash data. Vehicle, pedestrian, and bicycle accidents of all severity levels will be assessed. Additionally, Red Bank shall supply Barge with the complied crash data they have archived at the study intersection for review and incorporation into the study.

Deliverables

1. Field notes and photos (if requested by Red Bank)

Task 3 – Analysis, Report, and Exhibits

A crash analysis will be conducted using ETRIMS and the City provided safety data to identify hot spot locations or patterns at the study intersection that could benefit from potential mitigation. Crash diagrams will be developed to highlight where specific crash locations and conditions at the intersection. If necessary, a model of the study intersection will be developed using Synchro software to evaluate recommendations that could impact vehicular traffic operations during the AM and PM peak hour periods.

After the analysis and recommendations are complete, Barge will prepare a brief report to support the conceptual construction plans presenting the recommendations. The initial conceptual construction plans will include recommendations that can be constructed with limited direction on aerial layout sheets. Recommendations that will require full design and/or survey will be explained as part of the report but will not be included in detail on the conceptual construction plans. Development of design plans requiring survey are not included as part of this scope. In addition to developing the conceptual construction plans, we will develop an Opinion of Probable Construction Cost(OPCC) for the proposed improvements.

Review Process

The City will review the recommendations and provide feedback to Barge. Barge will address The City's comments and provide final recommendation exhibits for construction.

Deliverables

1. Crash Diagram
2. Synchro Model – AM and PM Peak Hours (if necessary)
3. Draft Report
4. OPCC
5. Final Conceptual Plans on Aerials

SCHEDULE

Once a Notice to Proceed (NTP) is given to Barge, work can begin March 1, 2024. Below is the proposed schedule for this project.

Task	Description of Work	Completion Time
1	Project Management	6 weeks
2	Data Collection and Field Review	2 weeks
3	Analysis, Reports, and Exhibits	4 weeks
TOTAL		**6 weeks**

COMPENSATION

Compensation for the work specified above is as follows:

Task	Description of Work	Fee
1	Project Management	$4,180.00
2	Data Collection and Field Review	$4,091.00
3	Analysis, Reports, and Exhibits	$13,825.00
TOTAL		**$22,201.00**

We appreciate the opportunity to work with you on this project. If you have any questions or need any additional information, please contact us.

SERVICES NOT INCLUDED IN THE SCOPE OF WORK

The following items are not anticipated to be required at this time and are therefore specifically excluded from the scope. These services may be added on request as an extra service.

- Design Renderings above Concepts (anything requiring Survey)
- Marketing Materials
- Press Releases and Social Media Posts
- Meetings not within the scope of services
- Addressing comments not included in scope of services
- Revisions to document after acceptance by Red Bank
- Public Meetings

- Post design or 'on-call' services after project work has been accepted and completed
- Bid Document preparation and bid assistance
- NEPA Assessments and Documentation
- Utility Relocation Design Services and Plans
- Geotechnical work
- Permit Fees, any application fees, advertising expenses or Mitigation plans.
- Right-of-way or easement acquisition, exhibits, descriptions or other related services
- Post Design or 'on call' services after project work has been accepted and completed

CLOSURE

This proposed Professional Services, Work Schedule, and Compensation represents our entire Scope of Work.

Sincerely,

Barge Design Solutions, Inc.

Matthew S. Stovall, PLA, ASLA, LEED AP Senior Vice President, Client Service Leader

cc: Geneva Dowdy, PE, Project Manager, Barge Design Solutions, Inc.
Jonathan Mills, PE, Traffic Director, Barge Design Solutions, Inc.

Enclosures: Fee Table;
Barge project: # P953726

AGREEMENT BETWEEN THE CITY OF RED BANK AND ANIMAL CARE TRUST d/b/a McKAMEY ANIMAL CENTER FOR ANIMAL CONTROL SERVICES

In accordance with City of Red Bank Resolution No. 24-1666, this Agreement is made and entered into on this the 1st day of July 2024, between the City of Red Bank, a political subdivision of the State of Tennessee (the " City"), and the Animal Care Trust d/b/a McKamey Animal Center, ("Provider").

Whereas, Animal Care Trust d/b/a McKamey Animal Center is one of the agencies in the community that offers control of animals, rabies control, and education concerning animals to the public.

Whereas, it has been determined that it would be in the best interest of the citizens of the City of Red Bank that the Animal Care Trust d/b/a McKamey Animal Center provides benefits herein described below to all citizens of the City; and

Therefore, the City and Provider do hereby enter into this Agreement for the following Animal control services to be provided to the City for the fiscal period beginning July 1, 2024, through June 30, 2025:

Services Provided

Animal Control

- Six Officers on duty
- State and Nationally Certified Officers
- Provide service 365 days, 24/7 services including emergency on call after hours for Stray dog pickup
- Police Department assistance with animals
- Ordinance enforcement, nuisance complaints
- Response/retrieval of aggressive animals Quarantine for "bite" animals
- Injured wildlife pickup
    - Rabies specimen processing for the Health Department
- Community Outreach Programs
    - Active education program
    - Free dog houses and hay for dog houses
    - Pet food bank
    - Literacy programs in area schools (Fetch a Book)
- Community Cat Program
    - Nationally funded program to reduce feral and free-roaming cats

Admissions

- Licensing
- Euthanasia services
- Owner surrenders
- Cremation services
- Emergency boarding
    - Domestic violence victim pets
    - Homeless people's pets
- Reclamation of animals

Clinic

- Low-cost spay/neuter
- Free spay/neuter to low-income pet owners
- Low-cost vaccine clinic every Wednesday
- Outreach for pets of homeless people
    - Free exams, vaccines, and services
- Free community vaccine clinics brought to the neighborhood
- Wildlife rehabilitation program
    - Non-rabies vector species

Governing Ordinance

Provider's services hereunder shall be rendered consistent with and in accord with the provisions of Red Bank Ordinance 23-1234, the Red Bank Animal Control Ordinance, incorporated herein by reference, and which Ordinance Provider is familiar with, having participated in the drafting and passage of said Ordinance.

Payment Terms and Quarterly Reporting

City agrees to pay Provider an annual fee of $79,479.44. Payments will be made in quarterly installments of $19,869.86, beginning July 1, 2024. All Quarterly payment invoices will be accompanied by a Quarterly report including, but may not be limited to, the following:

1. Calls/Rechecks
2. Warnings/Citations Issued
3. Animals Impounded
4. Court Cases

In consideration of these premises, it is mutually agreed between the Parties hereto as:

1. The City shall have reasonable access to accounts, files, and records maintained by McKamey Animal Center for services rendered in connection with this Agreement to the City.

2. This Agreement shall automatically renew for successive periods of one (1) year unless ninety (90) days prior cancellation notice is given by either party to the other of said party's desire not to extend this Agreement.
3. Either party may cancel this Agreement without cause, by giving ninety (90) days' written notice to the other party.
4. Upon cancellation or expiration of this Agreement, the liabilities of the parties shall be limited to the payment of fees and/or credits incurred or accrued through and including the last effective day of this Agreement.
5. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Tennessee.
6. The performance of the City for any of its obligations under this Agreement shall be subject to and contingent upon the appropriation of funds otherwise lawfully expendable for the purposes of this Agreement for the current term and each renewal term if any.
7. McKamey Animal Center shall maintain during the term of this Agreement the following minimum coverages and limits which shall be primary regarding any claims that may arise out of McKamey Animal Center operations against the City:
    a. Commercial General Liability Insurance - $1,000,000 limit per occurrence for property damage and bodily injury and shall include the following coverage:
        i. Premises/Operations
        ii. Products/Completed Operations
        iii. Contractual
        iv. Independent contractors
        v. Broad Form Property Damage
        vi. Personal Injury
    b. Business Automobile Liability Insurance - $1,000,000 limit per occurrence for property damage and bodily injury and shall include:
        i. Owned/Leased Autos
        ii. Non-owned Autos
        iii. Hired Autos
    c. Workers' Compensation and Employer's Liability Insurance-Workers' compensation limits as required by Tennessee law including Employer's Liability coverage of $500,000 per occurrence.
8. All the above coverage shall be evidenced with a certificate of insurance and shall include a thirty (30) day cancellation notice to the City. The liability coverage shall list the City as an additional insured for the services provided herein.
9. Indemnification and Hold Harmless Agreement for services paid for under this Agreement by the City Government, McKamey Animal Center hereby agrees to indemnify, defend, and hold harmless the City Government, members of its Council, boards, committees, commissions, officers, agents, employees and volunteers (collectively referred to as City Government) from any and all loss, damage, cost, expense, liability, claims, demands, suits, attorney's fees and judgments arising directly or indirectly from or in any manner related to the work, services, equipment, vehicles or facilities used in connection with McKamey Animal Center performance or failure to perform under the terms of this Agreement, regardless of the active or passive nature of any negligence by the City, except as otherwise stated herein. McKamey Animal Center shall not be responsible for such liability arising solely from the negligence of the City. McKamey Animal Center shall be responsible to the City for any costs associated with enforcing this provision.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE EXECUTED THIS AGREEMENT AS OF THE DATE FIRST WRITTEN ABOVE.

CITY OF RED BANK, TENNESSEE

_____

McKAMEY ANIMAL CENTER

_____

APPROVED AS TO FORM:

_____
City Attorney Arnold Stulce, Jr.

From: Jeffrey Grabe
To: Tracey Perry
Subject: Re: Committee Members 03052024.docx
Date: Thursday, February 29, 2024 10:06:07 AM
Attachments: Outlook-qwrw4bdf.png

Tracey,

I would like to bring both Penny King and Sarah Farnsley to the Festival Advisory Board.

Thanks,

Jeffrey Grabe
City of Red Bank
Parks Trails and Recreation Manager
Office: 423-654-8836
Work Cell: 423-681-3077
https://www.redbanktn.gov/
Facebook
Instagram

From: Tracey Perry <tperry@redbanktn.gov>
Sent: Thursday, February 29, 2024 9:58 AM
To: Jeffrey Grabe <jgrabe@redbanktn.gov>
Subject: Committee Members 03052024.docx

Updated Festival Board list

CITY OF RED BANK

City Hall, 3105 Dayton Blvd, 37415
Telephone (423) 877-1103
www.redbanktn.gov

mg 7 Feb 24

RECEIVED
FEB 07 2024

APPLICATION FOR CITIZEN ADVISORY COMMITTEE

City government depends on its citizens for knowledge and insight. That is why the City of Red Bank urges its citizens to apply to serve as members on city committees (also referred to as committees and commissions). Committee members contribute greatly to the operation of sound, responsive government through their review and recommendations regarding issues that impact the operation of effective and responsive city government. The following questionnaire has been developed to assist the City Commission and the City Manager to assess interests, eligibility and qualifications of those applying for committee appointments. All residents are eligible and applications will remain on file for a year. For information on specific committees and their responsibilities, visit the city website and click on "Committees".

Questions to consider before applying for committee membership:

- *What is my motivation for applying for membership?*
- *Do I fully understand what this committee expects from me?*
- *Am I committed to the purpose, duties and responsibilities of the committee?*
- *Can I afford the demands on my time, resources and energy?*
- *Can I attend meetings regularly, making them a priority for the duration of my appointment?*
- *Am I willing to perform a reasonable amount of work outside of regularly scheduled meetings?*
- *Can I work effectively with members of the committee, city manager, staff and commissioner?*
- *Am I committed to serving even if the going gets rough and controversy arises?*
- *Am I willing to participate in necessary training, education and development activities to improve my effectiveness on the committee?*

APPLICANT INFORMATION

Applicant Name (please print):
Penny King

Home Address:
[redacted]

City: Red Bank State: TN Zip: 37415

Phone: (H)_____ (C) [redacted] E-mail [redacted]@bellsouth.net

Occupation: _____ Retired: ☑ Yes ☐ No

CITY OF RED BANK COMMITTEE APPLICATION

a) For which committee are you applying?
Festival Advisory Board

b) The committee members are required to attend regular meetings, missing no more than (3) consecutive meetings in a row during any calendar year and also staying current with the issues before the committee. Are you able to meet these requirements? ☑ Yes ☐ No

c) Do you know of any circumstances or conflicts of interest that may cause you to abstain from voting on any action before the committee? ☐ Yes ☑ No If yes, please explain:

d) Do you, your employer, your spouse, children or their employers, do business with the City of Red Bank?

☐ Yes ☑ No If yes, please explain:

e) Do you have any employment or contractual relationship with the City of Red Bank that would create a continuing or frequently recurring conflict with regard to your participation on a committee? ☐ Yes ☑ No If yes, please explain:

f) Please explain your reasons for wishing to serve on a particular committee:

Have lived in Red Bank for 31 years. Would just like to get more involved. I have enjoyed these activities and think it would be fun to be apart of them in planning stage.

CITY OF RED BANK COMMITTEE APPLICATION

g) Please list three (3) references with address and phone #

Susan Farr [redacted]
Libby Camp [redacted]
Laura Littles [redacted]

h) Please provide a personal narrative, including education, experience, previous civic, community or other service involvement that would help the city make an informed decision regarding your committee application.

I have a master's degree in Early Childhood Education and taught school in Hamilton County for 37 years. Having won many aduard over those years. I have volunteer for the last few years in the elementary schools helping kids learn to read. I do a lot of volunteer work for my church Red Bank Baptist.

Applicant Statement: *I understand that I am applying to the City of Red Bank to volunteer for a committee appointment; that such application may require an interview prior to consideration for appointment; that if appointed, I will be required to take an oath of office to uphold the United States and Tennessee Constitutions and to support the purpose and responsibilities of the committee; that I will be required to meet the attendance and training requirements for committee membership; and, that failure to do so or any other reason designated by law or City Charter may cause my removal from office. I agree to comply with all requirements of the committee for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.*

Penny King	Penny King	2/4/2024
Signature	Printed Name	Date

Please return completed and signed application to:
Martin Granum, City Manager
CITY OF RED BANK 3105
Dayton Blvd
Red Bank, TN 37415
Telephone: (423) 877-1103
Website: www.redbanktn.gov

CITY OF RED BANK

Received
3/1/2024

City Hall, 3105 Dayton Blvd, 37415
Telephone (423) 877-1103
www.redbanktn.gov

APPLICATION FOR CITIZEN ADVISORY COMMITTEE

City government depends on its citizens for knowledge and insight. That is why the City of Red Bank urges its citizens to apply to serve as members on city committees (also referred to as committees and commissions). Committee members contribute greatly to the operation of sound, responsive government through their review and recommendations regarding issues that impact the operation of effective and responsive city government. The following questionnaire has been developed to assist the City Commission and the City Manager to assess interests, eligibility and qualifications of those applying for committee appointments. All residents are eligible and applications will remain on file for a year. For information on specific committees and their responsibilities, visit the city website and click on "Committees".

Questions to consider before applying for committee membership:

- *What is my motivation for applying for membership?*
- *Do I fully understand what this committee expects from me?*
- *Am I committed to the purpose, duties and responsibilities of the committee?*
- *Can I afford the demands on my time, resources and energy?*
- *Can I attend meetings regularly, making them a priority for the duration of my appointment?*
- *Am I willing to perform a reasonable amount of work outside of regularly scheduled meetings?*
- *Can I work effectively with members of the committee, city manager, staff and commissioner?*
- *Am I committed to serving even if the going gets rough and controversy arises?*
- *Am I willing to participate in necessary training, education and development activities to improve my effectiveness on the committee?*

APPLICANT INFORMATION

Applicant Name (please print):
Sarah Farnsley

Home Address:
[redacted]

City: Red Bank State: TN Zip: 37415

Phone: (H)_____ (C) [redacted] E-mail [redacted]

Occupation: Educator Retired: ☐ Yes ☒ No

CITY OF RED BANK COMMITTEE APPLICATION

Received
3/1/2024

a) For which committee are you applying? Festival Citizen Advisory Board

b) The committee members are required to attend regular meetings, missing no more than (3) consecutive meetings in a row during any calendar year and also staying current with the issues before the committee. Are you able to meet these requirements? ☒ Yes ☐ No

c) Do you know of any circumstances or conflicts of interest that may cause you to abstain from voting on any action before the committee? ☐ Yes ☒ No If yes, please explain:

d) Do you, your employer, your spouse, children or their employers, do business with the City of Red Bank?

☐ Yes ☒ No If yes, please explain:

e) Do you have any employment or contractual relationship with the City of Red Bank that would create a continuing or frequently recurring conflict with regard to your participation on a committee? ☐ Yes ☒ No If yes, please explain:

f) Please explain your reasons for wishing to serve on a particular committee:

I have now lived in Red Bank 3 and 1/2 years, and, as I develop "roots" and grow closer to my neighbors, I am looking for new ways to serve my community. I have attended and supported the Red Bank events and enjoy the spirit and sense of fellowship. I would now love to be a part of these events in a way that contributes to their success.

Received
3/1/2024

CITY OF RED BANK COMMITTEE APPLICATION

g) Please list three (3) references with address and phone #

Sara Web; [redacted]

Taylor McLaughlin; [redacted]

Nikki Carpenter; [redacted]

h) Please provide a personal narrative, including education, experience, previous civic, community or other service involvement that would help the city make an informed decision regarding your committee application.

I am currently an Instructor in the Biology, Geology, and Environmental Science Department at UTC. I serve on many committees within the department, but one that is especially important to me is the Diversity, Equity, and Inclusion Committee. I also serve as a Faculty Advisor to the student groups Sustainable Mocs and EDGE (Ecological Decisions for a Global Environment). As an advisor to these student groups, I help our students promote environmental wellness and sustainability, which are important causes to me.

My educational background includes a Bachelors degree in Communications, a Bachelors degree in Ecology and Evolutionary Biology, and a Masters degree in Environmental Science. My past work with the Chattanooga community includes volunteering with the Community Kitchen, serving as a foster parent for the Humane Educational Society, and serving on the Executive Board of the Audubon Society.

Applicant Statement: *I understand that I am applying to the City of Red Bank to volunteer for a committee appointment; that such application may require an interview prior to consideration for appointment; that if appointed, I will be required to take an oath of office to uphold the United States and Tennessee Constitutions and to support the purpose and responsibilities of the committee; that I will be required to meet the attendance and training requirements for committee membership; and, that failure to do so or any other reason designated by law or City Charter may cause my removal from office. I agree to comply with all requirements of the committee for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.*

Sarah Farnsley	Sarah Farnsley	2/28/2024
Signature	Printed Name	Date

Please return completed and signed application to:
Martin Granum, City Manager
CITY OF RED BANK 3105
Dayton Blvd
Red Bank, TN 37415
Telephone: (423) 877-1103
Website: www.redbanktn.gov