Stefanie Dalton
Mayor

Martin Granum
City Manager

City of Red Bank

BOARD OF COMMISSIONERS WORK SESSION

Work Session Agenda
January 21, 2025
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. Financial Update (CFO Pickel)

II. Red Bank Debt Service Analysis and Discussion - Cumberland Securities, John Werner

III. Accept Playground Feature Donation, valued at $18,876.56, from Hamilton County Parks & Rec Res No. 25-1763 (PRM Grabe)

IV. Brief Commission on Fire Department Goals (DFC Iles)

V. Repeal & Replace Municipal Code Title 9, Chapter 15 - Food Truck Ordinance Ord No. 25-1271 (CDD Johnson)

VI. Audit Presentation Brian Wright will be at Regular Commission Meeting Agenda Item 25-881

VII. Tennessee General Assembly back in session on January 14, 2025 Agenda Item 25-882 (CM Granum)

VIII. Reappoint Vice Mayor Berry as representative to the TPO Agenda Item No. 25-883 (CM Granum)

IX. Beer Board Meeting - Walgreen's Off-Premise application by Cindy Jeansonne for a beer permit at the 4039 Dayton Blvd Location due to change in management (CR Perry)

X. Update Social Media and Internet Posting Policy Res No. 25-1766 (CR Perry)

XI. Accept 2025 HIDTA Grant in the amount of $19,000.00 for the Police Department Res No. 25-1764 (PC Seymour)

XII. Approve renewal of contract with Software House International for continued support & maintenance of the City's agenda management platform for an annual amount of $16,807.45 Res No. 25-1765 (CR Perry)

XIII. Citizen Comments on Items on the Work Session Agenda

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

XIV. Any other business to discuss

XV. Adjournment

YEAR TO DATE THROUGH DECEMBER 2024

	ACCOUNT NAME	FY2024 Actual to Date	FY2025 Actual to Date	FY2025 BUDGET	50.00% Budget Year
Revenues					
	Local Taxes				
31100	Property Tax	541,267	569,814	5,132,682	11%
31120	Public Utilities Tax-OSAP	0	0	48,000	0%
31200	Property Tax (Delinquent)	23,872	31,043	55,000	56%
31300	Int. Penalty Court Cost	7,087	8,510	14,000	61%
31500	Pmts in lieu of Property Tax-TVA	36,456	36,140	145,168	25%
31511	Electric Power Board Tax	116,869	157,923	120,000	132%
31610	Local Sales Tax - Trustee	888,765	930,772	1,780,000	52%
31710	Wholesale Beer Tax	125,778	105,746	250,000	42%
31720	Wholesale Liquor Tax	50,923	44,935	85,000	53%
31730	Mixed Drink Taxes	8,103	7,960	10,000	80%
31810	Minimum Business Tax	690	430	1,000	43%
31820	Gross Receipts Tax	13,716	11,391	142,788	8%
31910	Franchise Tax	33,293	44,753	120,000	37%
	Total Local Taxes	1,846,819	1,949,418	7,903,638	
	State Taxes (local share)				
33510	State Sales Tax	708,094	741,389	1,475,476	50%
33512	Sports Betting	8,894	10,661	21,418	
33520	State Income Tax	92	0	3,700	0%
33530	State Beer Tax	2,866	2,732	5,474	50%
33553	State Gasoline Inspection Fees	10,899	10,867	21,775	50%
	Total State Taxes (local share)	730,845	765,649	1,527,843	
	Other Sources				
31920	Room Occupancy Tax	14,343	14,152	25,000	57%
32210	Beer Licenses	2,167	1,796	3,000	60%
32400	Home Occupation Fee	800	650	1,500	43%
32600	Building and Related Permits	44,543	52,338	180,000	29%
32660	Zoning Permits	400	500	900	56%
32950	Wrecker Permit	400	225	500	45%
32990	Wrecker Inspection Fee	400	0	500	0%
33440	Police Salary Supplement	0	18,400	20,800	88%
33470	Fireman Salary Supplement	0	0	16,200	0%
34100	Communication Tower Lease	11,624	12,938	23,247	56%
34131	Administrative Services	34,002	39,669	68,000	58%
34240	Accident Reports	440	1,071	1,000	107%
34793	Community Center Fees	8,835	6,051	20,000	30%
35100	City Court Revenue	54,847	83,224	100,000	83%
36100	Interest Earning	140,385	134,360	275,000	49%
36210	Rent-Sewer Plant	19,271	5,126	8,414	61%
36330	Sale of Equipment	809	0	15,000	0%
36350	Insurance Recovery	0	50,776	10,000	508%
36691	Miscellaneous Revenue	37,935	5,924	20,000	30%
36700	Donations	5,000	6,750	24,000	28%
36990	Insurance Package Refund	4,000	9,000	0	0%
36910	Loan Proceeds	0	0	373,500	0%
	Total Other Sources	380,201	442,950	1,186,561	
	Total General Fund Revenue	**2,957,865**	**3,158,016**	**10,618,042**	**30%**

Expenditures

Judicial	95,320	99,532	189,151	53%
Legislative	431,831	32,129	51,110	63%
Finance & Administration	515,258	609,419	1,173,438	52%
Insurance	580,191	558,607	1,362,005	41%
Community Development	0	304,103	577,569	53%
Police	1,336,106	1,666,225	3,501,642	48%
Fire	877,729	900,725	1,928,590	47%
	3,836,435	4,170,740	8,783,505	
Public Works				
Public Wks-Admin/Streets	590,986	479,326	1,053,928	45%
Fleet Maint	74,142	75,078	151,777	49%
Gov't Bldg	121,019	251,965	785,997	32%
Animal Control	37,622	59,990	79,480	75%
Total Public Works	*823,769*	*866,359*	*2,071,182*	
Parks				
Parks Admin	0	54,381	162,559	33%
Community Center	15,665	52,847	3,000	1762%
James Rd/ Cagle Field	9,668	0	2,000	0%
Redding Rd/ Kids Corner	17,728	19,886	12,000	166%
Morrison Springs Fac	11,980	0	5,000	0%
Swimming Pool	11,818	21,991	55,000	40%
White Oak Park	72,265	67,481	43,500	155%
Town Center Park	0	0	750	0%
Total Parks	*139,124*	*216,586*	*283,809*	
Total General Fund Expenditures	**4,799,328**	**5,253,685**	**11,138,496**	**47%**

Solid Waste Management

Revenues	131,641	146,772	**1,020,000**	14%
Expenditures	513,746	797,913	**1,286,823**	62%

State Street Aid

Revenues	257,092	234,961	**482,415**	49%
Expenditures	135,154	147,104	**955,499**	15%

Stormwater MS4

Revenues	71,791	75,229	**529,213**	14%
Expenditures	102,551	215,034	**499,052**	43%

Drug Enf Fund

Revenues	2,918	7,207	**34,200**	21%
Expenditures	51,547	1,320	**34,200**	4%

Impound Fund

Revenues	0	0	**4,650**	0%
Expenditures	0	1,545	**4,650**	33%

CITY OF RED BANK, TENNESSEE

Summary of Outstanding Debt

For Fiscal Year Beginning July 1, 2024

Prepared By:

Cumberland Securities Company, Inc.
Independent Registered Financial Advisors
P.O. Box 22715
Knoxville, Tennessee 37933
Telephone: (865) 988-2663
Facsimile: (865) 988-1863

CUMBERLAND SECURITIES

SINCE 1931

*May Not Include all outstanding notes or leases, if any.

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Risk Disclosures:

Fixed Rate Bonds		
Material Risk Consideration	**Description of Risk**	**Potential Consequences**
Issuer Default Risk	Possibility that the Issuer defaults under the authorizing documents	• Range of available remedies may be brought against Issuer (e.g. forcing issuer to raise taxes or rates) • Credit ratings negatively impacted • Access to capital markets impaired • Possibility of receivership or bankruptcy for certain issuers
Redemption Risk	The ability to redeem the bonds prior to maturity may be limited	• Inability to refinance at lower interest rates
Refinancing Risk	Possibility that the bonds cannot be refinanced	• Inability to refinance at lower interest rates
Reinvestment Risk	Possibility that the Issuer may be unable to invest unspent proceeds at or near the interest rate on the bonds	• Negative arbitrage resulting in a higher cost of funds
Tax Compliance Risk	For tax-exempt bonds, possibility that failure to comply with tax-related covenants results in the bonds becoming taxable obligations	• Increase in debt service costs retroactively to date of issuance • Possible mandatory redemption of bonds affected • Risk of IRS Audit • Difficulty in refinancing the bonds • Access to tax-exempt market impacted • Difficulty in issuing future tax-exempt debt

Variable Rate Demand Bonds ("VRDB") / Floating Rate Notes ("FRN") / Bank Index Loan ("Index") / "Put Loan" (e.g. Fixed Rate for Five (5) Years, then Rate Resets to New Rate)		
Material Risk Consideration	**Description of Risk (*Type of Debt Risk Applicable to*)**	**Potential Consequences**
Interest Rate Risk	Possibility that the interest rate may increase on an interest reset date (*VRDB, FRN, Index, Put Loans*)	• Increase in debt service cost (up to maximum rate) • Lower debt service coverage • Lower cash reserves
Index Risk	Possibility that the method of determining the index (LIBOR or SIFMA) could change Indices may be affected by factors unrelated to FRN's/Index Loan or the tax-exempt market (*VRDB, FRN, Index, Put Loans*)	• Increase in debt service costs • Lower debt service coverage • Lower cash reserves • Provision should be made for alternate mechanism to determine rate
Issuer Default Risk	Possibility that the Issuer defaults under the authorizing documents (*VRDB, FRN, Index, Put Loans*)	• Range of available remedies may be brought against Issuer (e.g., forcing Issuer to raise taxes or revenues) • Credit ratings negatively impacted • Default could impact remarketing which could cause increase in debt service costs • Access to capital markets impaired
		•
Issuer Ratings Downgrade Risk	Possibility that a downgrade of the issuer's rating(s) may result in optional tenders or an increase in fees payable to the bank providing the liquidity facility (*VRDB, FRN, Index, Put Loans*)	• Ratings change could impact remarketing which could cause an increase in debt service cost • Higher liquidity facility fees resulting in higher cost of funds
Liquidity Risk	Possibility that VRDB's cannot be successfully remarketing, resulting in Bank Bonds (*VRDB)*	• Increase in debt service costs due to higher bank bond rate and accelerated principle repayment • May be required to refinance or term out the VRDO's • Inability to refinance or possibly higher interest rates
Liquidity Provider Default Risk	Possibility that the bank providing the liquidity facility supporting the VRDO's defaults in its obligations under the liquidity facility (*VRDB)*	• Issuer required to repay principal and accrued interest if Issuer is not able to refinance • Increase in debt service costs
Liquidity Provider Ratings Downgrade	Possibility that a downgrade of the liquidity provider's rating(s) may result in optional tenders (*VRDB*)	• Ratings change could impact remarketing which could cause an increase in debt service cost
Refinancing Risk	Possibility that the FRN, Index or Put Loan cannot be remarketed or refinanced (*FRN, Index, Put Loans*)	• Hard Put: must repay principal and accrued interest or Event of Default • Soft Put: higher interest rate on debt and higher debt service costs up to maximum rate • Increase in debt service costs upon any refinancing • Inability to refinance or possibly higher interest rates
Regulatory Risk	Possibility that prospective regulatory requirements increase cost of obtaining and maintaining the liquidity facility (*VRDB, FRN, Index, Put Loans*)	• Increase in debt service costs • Higher liquidity facility fees resulting in higher cost of funds
Reinvestment Risk	Possibility that the issuer may be unable to invest unspent proceeds at or near the interest rate on the bonds (*VRDB, FRN, Index, Put Loans*)	• Negative arbitrage resulting in higher cost of funds
Remarketing Risk	Possibility that the remarketing agent does not perform its duties in a satisfactory manner or may resign or cease its remarketing efforts (*VRDB)*	• Higher interest rates • Difficulty remarketing the VRDO's • May require appointment of a successor remarketing agent
Renewal Risk	Possibility that the facility or loan will not be extended for a successive commitment period or not be replaced at a reasonable cost (*VRDB, FRN, Index, Put Loans*)	• Issuer required to repay principal and accrued interest on tender date if issuer is not able to refinance • Increase in debt service costs
Tax Compliance Risk	For tax exempt bonds, possibility that failure to comply with tax related covenants result in the bonds becoming taxable obligations (*VRDB, FRN, Index, Put Loans*)	• Increase in debt service costs retroactively to date of issuance • Possible mandatory redemption of bonds affected • Risk of IRS audit • Difficulty in refinancing the bonds • Access to tax exempt market impacted • Difficulty in issuing future tax-exempt debt

City of Red Bank, Tennessee

Summary of Debt

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Disclosures/ Disclaimers PAGE

C|S
CUMBERLAND SECURITIES
SINCE 1931

DEBT SERVICE

City of Red Bank, Tennessee
$1,527,000 TMBF Loan, Series 2021
Assumes Non-Callable

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/01/2024			9,214.75	9,214.75	
05/01/2025	218,000.00	2.050%	9,214.75	227,214.75	236,429.50
11/01/2025			6,980.25	6,980.25	
05/01/2026	222,000.00	2.050%	6,980.25	228,980.25	235,960.50
11/01/2026			4,704.75	4,704.75	
05/01/2027	227,000.00	2.050%	4,704.75	231,704.75	236,409.50
11/01/2027			2,378.00	2,378.00	
05/01/2028	232,000.00	2.050%	2,378.00	234,378.00	236,756.00
	899,000.00		46,555.50	945,555.50	

Date Structure

Date	05/01/2024
First Coupon Date	11/01/2024

DEBT SERVICE

City of Red Bank, Tennessee
$137,603 TMBF CON, Series 2022A
Assumes Non-Callable

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/01/2024			460.35	460.35	
02/01/2025	46,500.00	1.980%	460.35	46,960.35	47,420.70
	46,500.00		920.70	47,420.70	

Date Structure

Date	02/01/2024
First Coupon Date	08/01/2024

DEBT SERVICE

City of Red Bank, Tennessee
$190,070 TMBF CON, Sereis 2022B
Assumes Non-Callable

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/01/2024	64,000.00	4.150%	2,697.50	66,697.50	
05/01/2025			1,369.50	1,369.50	68,067.00
11/01/2025	66,000.00	4.150%	1,369.50	67,369.50	
05/01/2026					67,369.50
	130,000.00		5,436.50	135,436.50	

Date Structure

Date	05/01/2024
First Coupon Date	11/01/2024

DEBT SERVICE

City of Red Bank, Tennessee
$495,000 TMBF CON, Series 2023
Assumes Callable
Does Not Reflect 'Put Option' Rate Resets (if any)

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/01/2024			11,296.50	11,296.50	
02/01/2025	55,000.00	5.100%	11,296.50	66,296.50	77,593.00
08/01/2025			9,894.00	9,894.00	
02/01/2026	57,000.00	5.100%	9,894.00	66,894.00	76,788.00
08/01/2026			8,440.50	8,440.50	
02/01/2027	60,000.00	5.100%	8,440.50	68,440.50	76,881.00
08/01/2027			6,910.50	6,910.50	
02/01/2028	63,000.00	5.100%	6,910.50	69,910.50	76,821.00
08/01/2028			5,304.00	5,304.00	
02/01/2029	66,000.00	5.100%	5,304.00	71,304.00	76,608.00
08/01/2029			3,621.00	3,621.00	
02/01/2030	70,000.00	5.100%	3,621.00	73,621.00	77,242.00
08/01/2030			1,836.00	1,836.00	
02/01/2031	72,000.00	5.100%	1,836.00	73,836.00	75,672.00
	443,000.00		94,605.00	537,605.00	

Date Structure

Date	02/01/2024
First Coupon Date	08/01/2024

DEBT SERVICE

City of Red Bank, Tennessee
$500,000 TMBF CON, Series 2012

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/01/2024	41,300.00	2.900%	598.85	41,898.85	
02/01/2025					41,898.85
	41,300.00		598.85	41,898.85	

Date Structure

Date	02/01/2024
First Coupon Date	08/01/2024

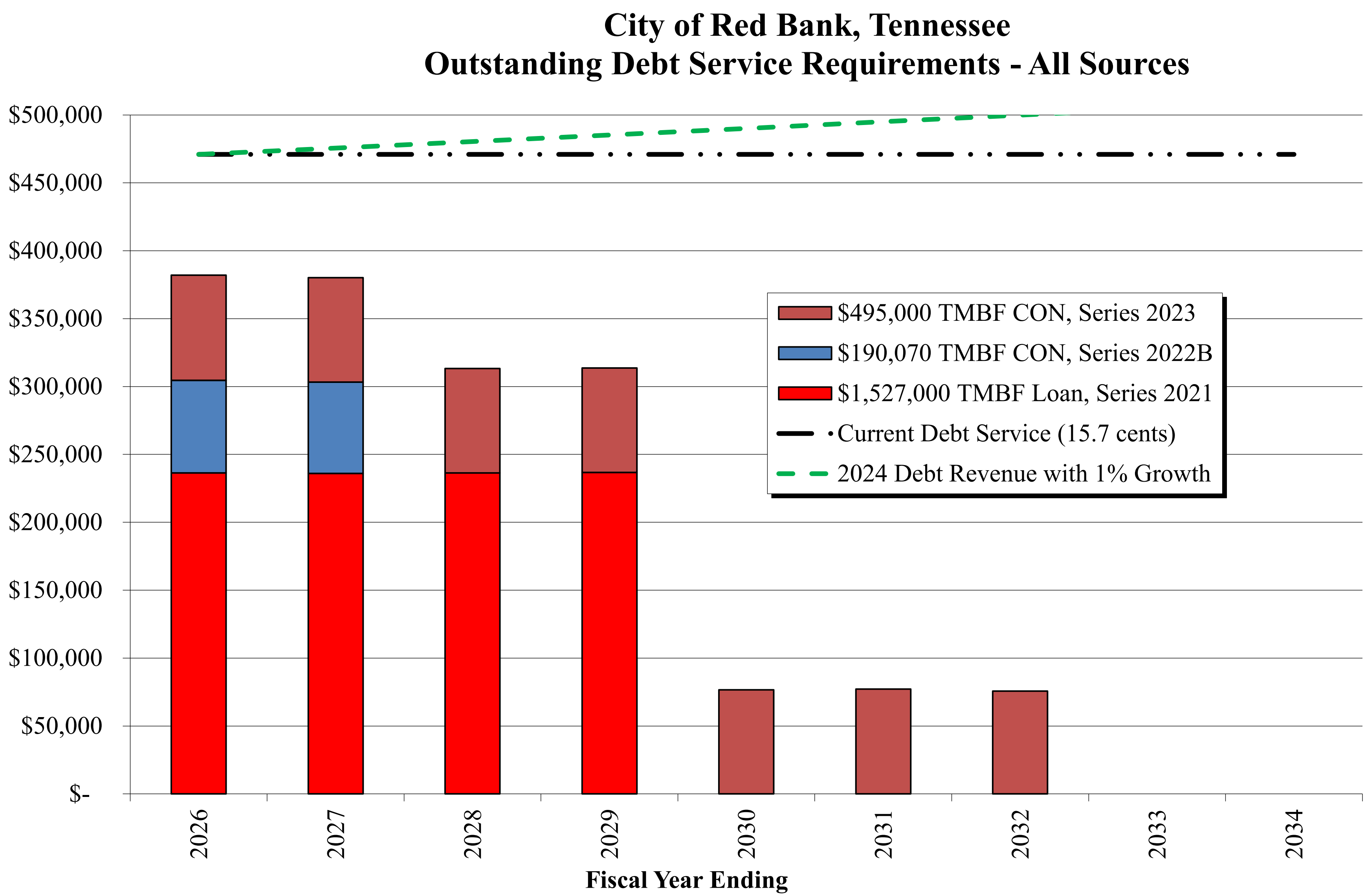
AGGREGATE DEBT SERVICE

City of Red Bank, Tennessee
Total Outstanding Debt - All Sources

Date	Principal	Interest	Total P+I
06/30/2025	424,800.00	46,609.05	471,409.05
06/30/2026	345,000.00	35,118.00	380,118.00
06/30/2027	287,000.00	26,290.50	313,290.50
06/30/2028	295,000.00	18,577.00	313,577.00
06/30/2029	66,000.00	10,608.00	76,608.00
06/30/2030	70,000.00	7,242.00	77,242.00
06/30/2031	72,000.00	3,672.00	75,672.00
	1,559,800.00	148,116.55	1,707,916.55

Par Amounts Of Selected Issues

$1,527,000 TMBF Loan, Series 2021	899,000.00
$137,603 TMBF CON, Series 2022A	46,500.00
$190,070 TMBF CON, Series 2022B	130,000.00
$495,000 TMBF CON, Series 2023	443,000.00
$500,000 TMBF CON, Series 2012	41,300.00
TOTAL	1,559,800.00


City of Red Bank, Tennessee
Outstanding Debt Service Requirements - All Sources
$500,000
$450,000
$400,000
$350,000
$300,000
$250,000
$200,000
$150,000
$100,000
$50,000
$-
$495,000 TMBF CON, Series 2023
$190,070 TMBF CON, Series 2022B
$1,527,000 TMBF Loan, Series 2021
Current Debt Service (15.7 cents)
2024 Debt Revenue with 1% Growth
2026
2027
2028
2029
2030
2031
2032
2033
2034
Fiscal Year Ending

Burke

Remit Payment to:
BCI Burke Company **PO Box 549** **Fond du Lac, WI 54936-0549**

Prepared on behalf of:
Kelsi Wallace - 615.390.5078

Accepted and Approved

The undersigned hereby agrees to the charges listed in this quotation and to the attached terms and conditions. An order will be placed in accordance to this quotation unless otherwise noted.

Signed: ______________________________ Dated:______________

Print Full Name & Title ______________________________________

Quotation #	Date	Expiration Date	Est. Lead Time	Payment Terms	Prepared by
24-590 Updated	12/23/2024	1/22/2025	6-7 Weeks from Order Date	Net 30	Nellie Xiong Sales Administrator

Project Name	Proposal Number	Member ID Number
Red Bank Parks & Rec - RockIt	N/A	5291861

Site Contact	Billing	Shipping	Site Location
Jeffrey Grabe 423-654-8836 423-681-3077	Hamilton County Procurement Accounting 455 N Highland Park Ave Chattanooga, TN 37404	City of Red Bank Johnathon Vaughn 1801 Pine Breeze Road Chattanooga, TN 37415	City of Red Bank 1801 Pine Breeze Road Chattanooga, TN 37415
Call 24 Hours Before Delivery			**County of Installation**
Johnathon Vaughn 615-995-1496			Hamilton County

Product Code	Description	Qty	Price	Total Price
BB-1926	RockIt	1	$12,454.00	$12,454.00
Discount	OMNIA Discount	1	-$871.78	-$871.78
Freight	Delivery of Burke Equipment (L32W2B3584)	1	$730.67	$730.67
Install	Installation of Burke Equipment	1	$4,469.27	$4,469.27
	Open Market			
Surfacing	Supply and installation of borders for 24 x 24 area	1	$14.40	$14.40
Surfacing	Supply and installation of EWF for 24 x 24 area @ 12" depth, including filter fabric	1	$2,080.00	$2,080.00

OMNIA PARTNERS

Contract #R220201

Subtotal		**$18,876.56**
Tax Rate (Subject to Change)	**0.000%**	**$0.00**
Total		**$18,876.56**

To place an order, please review and return this signed quote with a copy of your purchase order and tax exempt certificate, if applicable, to avoid state/local sales taxes. Payment by credit card may be accepted; a 4.5% fee will be added per transaction.

Explanation of Payment Terms	
$12,312.89	**due 30 days after Burke equipment ship date.**
$6,563.67	**due 30 days after completion of project.**

Terms of Sale

Acceptance by either a signature or a purchase order based on this quotation indicates that you are in full agreement with all terms and conditions of this quotation including the following:

If a mutually agreed upon contract has been signed, those terms and conditions will supersede these terms and conditions.

Prices are stated in USD and are valid for 30 days. After 30 days, prices are subject to change without notice. Sales tax will be charged unless a copy of a valid Sales tax exemption certificate is presented with order.

Quoted lead times are based on normal production levels. Actual lead times may vary due to quantities ordered, seasonality and higher than normal production levels. Customer will receive an order acknowledgement which will state the anticipated ship date.

Specify all color selections in writing. Any discrepancies that arise due to oral color selections will be the responsibility of the customer. Custom colors, where available, would be an additional charge.

If customer is installing equipment, all equipment is to be installed per manufacturer's instructions and appropriate guidelines such as ASTM and CPSC.

Loss or Damage in Transit: A signed bill of lading is our receipt from a carrier that our shipment to you was complete and in good condition upon arrival. Before you sign, please check the Bill of Lading carefully when the shipment arrives to make sure nothing is missing and there are no damages. Freight terms are FOB Fond du Lac, WI and charges are predicated on all items being ordered and shipped at the same time. Therefore, once the shipment leaves our plant, we are no longer responsible for any damage, loss or shortage.

Installation, site work, building permits, engineered drawings, etc. are not included unless noted in quotation.

Installation Terms:

A. Burke Responsibilities (Applicable if Burke quoted)
Standard Services Include:
•Shipping Notification/Receiving Instructions
•Installation of Equipment and Materials
•Trash Clean Up (Not including cost for Dumpsters and Off-Site Trash Disposal unless noted)
•All Burke Structure shipments include a FREE Maintenance Kit (Includes Installation Booklet, Graffiti Remover, Tools and Touch Up Paint).

B. Optional Responsibilities (Must be clearly outlined in the applicable Burke quotation/contract):
•Removal of Existing Equipment.
•Underground Utility Check.
•Accept Delivery and Unload Equipment.
•Site Preparation and Grading, Drainage Systems, etc.
•Engineered Drawings for Purchased Equipment.
•Other Permits or Engineered Drawings (i.e. zoning permits, environmental permits, site surveys, etc.).
•Provision of Temporary Fencing.

*All other responsibilities must be clearly outlined in the applicable quotation/contract.

Customer Responsibilities (Applicable if BCI Burke is NOT quoting installation):
•Trash Disposal - Dumpsters or Off Site Disposal.
•Underground Utility Check.
•Accept Delivery and Unload Equipment.
•Provide Area for Storage and Staging.
•Provide Temporary Fencing.
•Secure Site and Equipment.
•Provide Access as Outlined below.

Building Permits
Building permits are the responsibility of the owner. If a building permit is required for your project, there will be an administrative, expeditor, and application fee included on project quote. This fee does not include the cost of the actual permit. Customer will be charged "actual permit" cost on final invoice.

NOTE - All zoning, planning, environmental, etc. permits and approvals are the responsibility of others.

Other Notes:
Access/Utilities. Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage such as providing plywood over sod for access. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer.

Rock/Foreign Object Clause. Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rock, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

Playground Surfacing. All playground equipment is to be installed in conjunction with safety surfacing per CPSC guidelines and ASTM standards. If the customer contracts for something contrary to the guidelines, they are accepting all responsibility for any liability and future litigation that may arise.

City of Red Bank Fire Department
3105 Dayton Blvd.
Red Bank, Tennessee 37415

Brent Sylar
Fire Chief

Phone (423) 877-7252
Fax (423) 870-9975

Red Bank Fire Department 2025 Goals and Priorities

Introduction and Background

The Red Bank Fire Department in Red Bank, Tennessee, serves the community by providing fire protection, emergency medical first responder services, vehicle rescue, hazardous materials mitigation, life safety fire inspection, fire investigation, and public education. When the City was established in 1955, fire protection was provided by a private concern on a subscription basis. Initially, the department operated with a volunteer staff, relying on community members to provide fire service. As the population increased, so did the demands on the fire department. In 1971 The City of Red Bank Fire Department was organized by an ordinance of the city commission. In the late 20th century, the department transitioned to a more professional model, incorporating full-time firefighters alongside volunteers. This shift allowed for improved response times and increased capabilities in firefighting and emergency services.
Today, the Red Bank Fire Department not only focuses on fire suppression but also engages in community education and outreach programs, vehicle rescues, hazardous materials responses and serves as a first responder agency for Hamilton County EMS, while emphasizing on fire safety and prevention. The department continues to adapt to the changing needs of the community, ensuring that it remains prepared for all emergencies while consistently working to maintain the highest level of professionalism and efficiency on behalf of the community we serve.

Mission Statement

The mission of the Red Bank Fire Department is to protect lives, property, and the environment by providing a high quality of service that is prompt, skillful, caring, resourceful, and cost effective.

VALUES - THE WAY WE DO BUSINESS:

Our values are demonstrated by all of our members - The Red Bank Fire Department Team.

QUALITY:

Our customers are the citizens of Red Bank and those that travel through or shop in Red Bank. Our overall success depends on the quality of our service, our workmanship, teamwork, and our communication with one another, our customers and our governing body.

CHANGE:

We embrace change as a part of our constant search for improvement. As the needs of our city change, we will change.

We will always move forward toward a better delivery of service.

COMMITMENT:

We are committed to a customer first attitude. We are committed to doing our jobs right the first time, to teamwork and to making decisions at the lowest level.

CITIZENSHIP:

We contribute to the well-being of our city through our activities, responsible and ethical citizenship, and ensuring that our facilities, equipment, and service enhance the community we serve.

Fire Chief:

Increase on-duty staffing - Increasing on-duty manpower in a fire department is crucial for enhancing response capabilities, ensuring community and fire department personnel safety.

- **Objective**: Increase on-duty staffing from the current 4 FTE to 5 FTE.
- **Action**: Budget for 3 FTE in FY 26 budget, decrease partime monies to cover this cost and add partime monies for a 12 hr day shift and to provide for increased on-duty staffing.

Improve Communication with stakeholders (dept membership)

- **Objective**: Improve external communication through stakeholder engagement and strategic communications.
- **Action**: Develop regular updates and feedback channels to foster transparency and collaboration with community members.

Update Policies and Procedures

- **Objective**: Review and revise existing policies to ensure operational efficiency and effectiveness.
- **Action**: Conduct a comprehensive audit of current policies and engage staff in developing improvements.

Ensure Adequate Resources

- **Objective**: Assess and secure necessary resources and equipment for optimal service delivery.
- **Action**: Continue to advocate for budget allocations to address identified gaps.

Fire Marshals Office: (Prepared by Deputy Fire Chief)

Continue to ensure Citizen and Firefighter safety through code enforcement.

Proactively reach out & educate the residents, civic, and community groups with fire and life safety programs.

Continue to conduct skilled and objective fire cause & origin investigations.

Build a culture of Community Risk Reduction (CRR) within our community.

Training: (Prepared by Fire Training Captain)

As we enter our third calendar year with a full-time training officer, we continue to improve our overall training program with our training offerings, instructor cadre, facilities and props, as well as supplementing our programs with outside training opportunities. Our fundamental purpose still remains our highest priority: to prepare our firefighters to respond and perform the tasks necessary to save lives and protect property.

2025 Employee Incentive Program and First Responder Medical Training

Facilitated Classroom/Skills		**Duration**	**First Responder Training (Target Solutions)**	**Duration**
January	Photovoltaic/Solar Fires	4	Patient Assessment Basic	1
February	Electric and Alternative Vehicle Fires	4	Patient Care Report Essentials	1
March	Strategy and Tactics (Simulations)	4	Understanding Autism Spectrum Disorder	1
April	Firefighter Survival: Denver Drill	4	Basic Airway Skills and Adjuncts	1
May	Firefighter Survival: Emergency Bailouts	4	Gunshot Wounds and Bomb Blast Injuries	2
June	Ground Ladders	4	Shock and Shock Management	1
July	Vent, Enter, Isolate, and Search (VEIS)	4	Trauma Assessment for Head and Neck Injuries	1
August	Strategy and Tactics (Simulations)	4	Heat Illness and Emergencies	1
September	Above-Grade Fire Attacks	4	Interactions with Individuals with Disabilities	1
October	Below-Grade Fire Attacks	4	Managing Multiple Casualty Incidents	1
November	Rope Rescue Operations	4	Functional Approach to Physical Fitness	1
December	Vanessa K. Free and SCBA	4	Geriatric Behavioral Emergencies	2
Total Facilitated Inservice Training		**48**	**Total Medical Continuing Education**	**14**

Instructors

At the core of the Training Division is the cadre. Although we have a full-time training officer, many courses or evolutions require multiple instructors. We work to invest in these instructors by offering overtime opportunities to assist in training, as well as opportunities for advanced and specialized training. As we continue investing in our cadre, we are also looking to invest in our part-time staff who add great value to our program. Currently, because they are part-time employees, they are paid at their normal rate, whereas full-time personnel receive overtime to assist in training. We are looking to work with the Fire Chief and City Hall to discuss creating an instructor's wage for these employees that is equivalent to the full-time overtime rate. Creating this additional rate would better incentivize our part-time personnel to assist in training activities, as well as make the pay equitable to full-time staff performing the same function. MTAS offers guidance for employees working at two different pay rates and cites 29 C.F.R. § 778.115 on how to handle this type of situation. We hope that we can find a way to fairly compensate our part-time employees who choose to assist us in improving our programs.

Facilities and Equipment

Though the foundation of the training division is the cadre, we would be limited without adequate facilities and equipment to conduct training evolutions.

- Fire Training Structure: We are continuing to build out our training structure located behind Fire Station #2. During 2025, we are planning to complete exterior decking and handrails, roof access, and technical rescue rigging points to allow for rope and other rescue training on the tower. We will also begin to build interior burn cells to allow for live-fire training evolutions on the first and second floors of the tower.

- Fire Extinguisher Prop: In October 2024, we were approved to purchase a fire extinguisher training prop. Once this prop is received, we will develop internal and external curriculums to train both firefighters and laypersons on fire extinguisher use. Once these classes are developed, they will be offered to other departments within the city and the general public by request.

Outside Training and Professional Development

Each year, we budget to send personnel to outside training opportunities and professional development. This training may be required by their job description, to maintain licensure, by nationally accepted standards and best practices, or deemed in the interest of the department by the Fire Chief and Training Captain. While some of these opportunities are individualized, we do budget for several recurring training opportunities each year:

- Southeastern Extrication School, Hartsville, SC: In March, we have the privilege to send four personnel to Hartsville, SC for the Southeastern Extrication School. This school serves as one of the premier hands-on learning opportunities for advanced extrication techniques in the nation and provides unique training opportunities and scenarios for our personnel.
- Fire Department Instructors Conference (FDIC) International, Indianapolis, IN: Each April, we send four personnel to FDIC in Indianapolis. This is the largest fire conference in the world, hosting more than 35,000 personnel from across the globe and offering world-class hands-on training, workshops, and lectures. This conference is essential in the professional development of our training cadre and officers.

- International Association of Arson Investigators (TN) Annual Training Conference, Pigeon Forge, TN: Each August, we send our Fire Investigators and Fire Investigator Technicians to the IAAI-TN ATC. This conference provides professional development and continuing education that is required of Fire Investigators by NFPA 1033.

- Tennessee Fire Safety Inspectors Association Annual Conference, Murfreesboro, TN: Each December, we send our Fire Inspectors to the TFSIA conference to receive continuing education in fire inspections and code-relevant seminars. This continuing education is required to maintain state licensure.

In addition to outside training, we are often able to host specialized training or professional development courses at our facilities. By hosting courses at our facilities, we are able to offer this training to our personnel without the additional burdens of travel costs.

- IAAI Forensic Photography Course: In January, we will be hosting the International Association of Arson Investigators for their *Basic and Advanced Technical Photography for Investigators* course. This course will provide students with instruction on the critical elements of photography as they relate to Forensic Investigation. This program emphasizes best practices to accurately capture digital images which will be used for comparative or analytical purposes such as crime scene investigation and accident reconstruction.

Operations Division: (Prepared by the Operations Captains)

Enhance Emergency Response Times

Aim to reduce average response times by 10% through strategic deployment of resources and improved communication protocols.
Implement a quarterly review process to assess response data and identify areas for improvement.

Strengthen Training and Development

Conduct monthly training sessions focused on advanced firefighting techniques, emergency medical services, and incident command systems.
Encourage participation in external training programs and certification courses to broaden skill sets.

Community Engagement and Education

Increase community outreach efforts by organizing at least six fire safety education events throughout the year.
Develop partnerships with local schools and organizations to promote fire prevention and safety awareness.

Equipment Maintenance and Upgrades

Establish a comprehensive maintenance schedule for all firefighting equipment to ensure readiness and compliance with safety standards.
Identify funding opportunities for upgrading outdated equipment to enhance operational efficiency.

Mental Health and Wellness Initiatives
Implement a wellness program that includes mental health resources, physical fitness activities, and stress management workshops for all personnel.
Foster an open environment for discussing mental health challenges and encourage support among team members.

Operations Conclusion

By focusing on these operational goals, we will not only improve our efficiency and effectiveness but also reinforce our commitment to serving our community with excellence. Your dedication and teamwork are crucial to achieving these objectives.

Let's work together to make this year our best yet!

THE SENATE
Nashville, Tennessee

JAN 13

January 6, 2025

Red Bank Board of Commissioners, Members
3117 Dayton Boulevard
Red Bank, Tennessee 37415

To the Red Bank Board of Commissioners,

Greetings.

I hope this letter finds you well.

I am writing to inform you and provide public notice that the 114th Tennessee General Assembly, The Senate and The House of Representatives, will convene on Tuesday, January 14, 2025, at 12:00, Noon, Central Time, in our State's Capitol.

I hope you will include this notification in your public agenda and minutes.

In your service, I am,

Very Sincerely,

Bo Watson

State Senator Bo Watson

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

SD
JTG
GAT
HB

21 Jan 2025

Karen Rennich
Deputy Director, Chattanooga-Hamilton County Regional Planning Agency
TPO Coordinator, Chattanooga-Hamilton County/North Georgia Transportation Planning Organization
1250 market Street, Suite 2000
Chattanooga TN 37402

RE: Designees to TPO Executive Board and Technical Coordinating Committee (TCC) from the City of Red Bank

Deputy Director Karen:

The City of Red Bank is pleased to appoint Vice Mayor Hollie Berry (hberry@redbanktn.gov) to the TPO Executive Board. In her absence City Manager Martin Granum (mgranum@redbanktn.gov) is appointed her alternate.

The City of Red Bank is pleased to appoint Public Works Director Greg Tate to the TCC. In his absence City Manager Martin Granum (mgranum@redbanktn.gov) is appointed his alternate.

These appointments update our earlier memo of 3 Oct 2023 on this subject and will remain in effect until changed in writing by an official representative of the City of Red Bank.

Respectfully,

Martin E. Granum

Martin Granum
City Manager

CC: Mayor Dalton
Vice Mayor Berry
Director Tate
Director Johnson
City Recorder Perry

Financial Commission for Appalachia HIDTA (FCAHIDTA)	Subaward Agreement
1. Recipient Name and Address: Red Bank Police Department 3117 Dayton Boulevard Red Bank, TN 37415	**7. Federal Award Project Description:** *This grant will support initiatives designed to implement the Strategy proposed by the Executive Board of the Appalachia HIDTA and approved by the Office of National Drug Control Policy.*
2. Subrecipient Unique Entity ID (UEI) number (If this number is not correct, please make pencil changes before returning this agreement. <u>If no number is listed in the box below, please provide your agency UEI number when returning this signed document).</u> **Y6CDRTBKF5B7** (The Unique Entity ID (UEI) number is a 12-character alphanumeric ID assigned to an entity by SAM.gov. A non- Federal entity is required to have a UE ID in order to apply for, receive, and report on a federal award. A UE ID may be obtained from SAM.gov.)	**8. Federal Award/Subaward Number (FAIN):** G25AP0001A **9. Federal Award Date:** January 1, 2025 **10. Subaward period of Performance:** From: 01/01/2025 to 12/31/2025 **10a. Budget Amount:** See budget detail at the end of this document.
3. Federal Award Identification: High Intensity Drug Trafficking Areas (HIDTA) Program	**11. Pass-through entity name:** Laurel County Fiscal Court
4. Federal Awarding Agency: Office of National Drug Control Policy	**12. Pass-through entity contact information:** Jodi Albright, Commissioner 400 South Main Street, 3rd Floor London, KY 40741
5. CFDA Name and Number: *High Intensity Drug Trafficking Areas Program – 95.001*	**13. Indirect Cost Rate:** $0.00
6. Award Type: B-Projects	**14. R&D Award:** No

FCAHIDTA APPROVAL	RECIPIENT ACCEPTANCE
15a.Typed Name and Title of Approving Official: Jodi Albright, Commissioner Financial Commission for Appalachia HIDTA	**17a. Typed/Printed Name and Title of Authorized Official:**
15b. Signature of Approving FCAHIDTA Official: **Date:** 12/6/24	**17b. Signature of Authorized Recipient:** **Date:**
16a. Typed Name and Title of Approving Official: Jackie Steele, Commissioner Financial Commission for Appalachia HIDTA	**18. Authorized Official e-mail address:**
16b. Signature of Approving FCAHIDTA Official: **Date:** 12/9/24	**19. Authorized Official telephone number:**

SUBAWARD CONDITIONS

1. PURPOSE: This agreement is entered into by and between the Red Bank Police Department (hereinafter referred to as "Subrecipient") and the Financial Commission for Appalachia High Intensity Drug Trafficking Area (hereinafter referred to as "Financial Commission"). The Subrecipient has been selected by and agrees to accept funds awarded from the United States Office of National Drug Control Policy (hereinafter referred to as "ONDCP") and Financial Commission pursuant to this subaward agreement. The funds will be administered by the Financial Commission and the HIDTA Assistance Center on behalf of ONDCP. The purpose of this agreement is to clarify the conditions under which the funds are to be accepted, and may be used, by the Subrecipient and to outline the responsibilities of the participating parties.

2. AUDIT READINESS AND COMPLIANCE: The Subrecipient agrees to maintain appropriate and detailed records of its receipt and use of the funds, in accordance with the generally accepted accounting principles applying to government agencies. The Subrecipient understands that it may be subject to audit by the Appalachia HIDTA, Laurel County Fiscal Court (Financial Commission), agencies of the United States of America, and/or any other applicable agency and agree to fully cooperate with any or all of those entities in the event of inquiry or audit. The Subrecipient further agrees to maintain an inventory control system to account for all expenditures of these funds, in accordance with the policies of, and procedures required by, the Appalachia HIDTA.

3. STANDARDS AND GUIDELINES: The Subrecipient acknowledges receipt and understanding of the HIDTA Program Policy and Budget Guidance produced by ONDCP as well as other guidelines that have been, or will be, approved by the Executive Board, and agrees to abide by them. The Subrecipient further agrees to comply with the terms of the Office of Management and Budget's "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards", as well as all relevant state, county and municipal financial and accounting rules, regulations, standards and guidelines. Subrecipient further agrees to abide by all regulations and guidelines governing the use of ONDCP funds distributed for the purchase of evidence or information ("PEPI" Funds).

4. PUBLIC RECORDS COMPLIANCE: The Subrecipient agrees to comply with the provisions of Chapter 61.870, Kentucky Statutes, entitled "Public Records", as well as any other public record statutes that may be applicable to the Subrecipient's jurisdiction.

5. ROLE OF THE FINANCIAL COMMISSION FOR APPALACHIA HIDTA: The Subrecipient understands that the role of the Financial Commission for Appalachia HIDTA is limited to disbursing ONDCP funds per the instructions of the Appalachia HIDTA, through its designated representative, and/or the HIDTA Assistance Center staff. The Subrecipient understands that it may not bind or commit the HIDTA Assistance Center or Financial Commission for Appalachia HIDTA contractually, or act as an agent for either entity in any way.

6. TERMINATION, SUSPENSION OR DELAY: The Subrecipient agrees that the HIDTA Assistance Center and the Financial Commission for the Appalachia HIDTA have the right to terminate, suspend or delay any payment to Subrecipient if the payment request clearly fails to meet Financial Commission budgetary guidelines. In the event that the HIDTA Assistance Center and/or Financial Commission deem such an act necessary, the HIDTA Director and the Subrecipient shall be notified within three business days of the decision. The Director shall then make a determination regarding whether to continue the termination, suspension or delay of the payment. The Financial Commission shall act according to the directive of the Director and/or the Executive Board regarding the payment. The Subrecipient agrees that it shall have no cause of action or legal claim whatsoever against the HIDTA Assistance Center or the Financial Commission for Appalachia HIDTA in the event either decides to exercise its rights under this agreement.

7. CONDITIONS OF SIGNATURES: It is expressly understood and agreed that the agency representative's signature in execution of this Agreement does not alter or constitute a wavier in whole or part of any of the privileges or immunities otherwise enjoyed by any of the units of Government that are parties hereto. Parties agree that the signatures of Jackie Steele and/or J. L. Albright, are placed on this document in their official capacities as Financial Commissioners for HIDTA only, and this agreement constitutes an obligation only to the extent that there is money available from a grant for payment and for all other purposes shall be of no force and effect. These signatures do not to any extent bind or obligate Jackie Steele and/or J. L. Albright or Laurel County, Kentucky, to any extent, except to the extent grant funds are available, and then only from said funds.

8. LEGAL ACTION: Any and all suits or any legal action naming Appalachia HIDTA and/or Financial Commission for Appalachia HIDTA as a party; and, relating to this agreement shall be instituted and prosecuted in the appropriate Court of the Commonwealth of Kentucky or United States District Court, Eastern District of Kentucky and each party hereto waives the right to a change in venue and jurisdiction. This agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the Commonwealth of Kentucky regardless of place of its execution or performance.

9. DECONFLICTION: All officers from your agency that are assigned to an AHIDTA initiative shall use the AHIDTA's Investigative Support Center for event and case/subject deconfliction of all AHIDTA enforcement activities.

10. SUPPLEMENTAL AGREEMENTS ATTACHED: The Subrecipient acknowledges the following documents are attached to this agreement and that the policies set forth therein are acceptable to the Subrecipient and considered an integral portion of the Subaward Agreement.

    Documents are as follows:

    - A. General Terms and Conditions
    - B. Recipient Integrity and Performance Matters
    - C. Program Specific Terms and Conditions
    - D. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status and Implementing Regulations

11. REQUESTS FOR REIMBURSEMENT AND CLOSEOUT OF SUBAWARD:

    Requests for reimbursements should be submitted for processing on a monthly basis and no more than on a quarterly basis. The requests should be submitted no later than 30 days past the end of the month or quarter. Final reimbursements for each calendar year are due 60 days after the end of the year (February 28). Any reimbursements submitted past the February 28 deadline will not be reimbursed.

    All reimbursement requests must be submitted on the AHIDTA reimbursement form (LC-07). The LC-07 form and LC-07 instructions sheet are maintained on the AHIDTA website www.ahidta.org. Information regarding the submittal process for requests of reimbursement can be found on the instructions sheet.

    This subaward is considered closed after this final payment has been made. Any remaining balance in the subaward at that time will be released to the AHIDTA program to be reallocated per guidance from the AHIDTA Executive Board.

12. PAYMENT METHOD:

    All payments will be made via Electronic Funds Transfer (also referred to as ACH Direct Deposit) to the subrecipient's bank account.

13. LAW ENFORCEMENT OVERTIME REIMBURSEMENT:

    The overtime limit for the Appalachia HIDTA program is $19,000 per officer per calendar year. Appalachia HIDTA further limits overtime reimbursement to $4,000 per officer, per month without prior approval from the State Coordinator in your respective state.

    Be advised, overtime reimbursement from all Federal sources cannot exceed the lower of: (1) applicable state, local, and tribal regulations of officer's parent agency: or (2) 25% of the Federal GS-12, Step 1 level pay scale for "Rest of US" in the law enforcement general schedule in effect at the beginning of the calendar year. This overtime rate is the maximum that an officer can receive during the calendar year, fiscal year or other 12-month period from all Federal funding sources combined.

Appalachia HIDTA allocates overtime funding each calendar year based on full-time task force officer positions. If your agency has been awarded overtime funding for such a position, and the position goes unfilled for six consecutive months, Appalachia HIDTA may terminate the position and the funding will no longer be available for reimbursement. Overtime budgets may not be reprogrammed or transferred after September 30th.

14. NATIONAL DEFENCE AUTHORIZATION ACT (NDAA)

This subaward is subject to NDAA rules.

Effective January 3, 2020, Section § 889(b)(2) of the John McCain National Defense Authorization Act (NDAA) for FY 2019 prohibits executive agencies that administer loan or grant programs from permitting their funds to be used to purchase certain telecommunications and video surveillance equipment and services produced by certain Chinese entities. This applies to Executive Branch agencies like the Office of National Drug Control Policy (ONDCP) and Federal grantees, including the High Intensity Drug Trafficking Areas (HIDTA) Program.

The purpose of this legislation is to reduce the vulnerabilities of Federal agencies and their grantees to foreign interference in technology, data, and operations that rely on telecommunications or video surveillance. The covered telecommunications equipment or services include equipment manufactured or services provided by the following Chinese entities, and their subsidiaries or affiliates:

- Huawei Technologies Company
- ZTE Corporation
- Hytera Communications Corporation
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company

Types of prohibited items include (but are not limited to) equipment that can be used to route or redirect user data traffic or permit visibility into any user data or packets that the equipment transmits or otherwise handles. Prohibitions also include telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Any item purchased with HIDTA funds must be in compliance with NDAA. AHIDTA will not purchase or reimburse an agency for items found to not be in compliance with NDAA.

A. General Terms and Conditions

1. This award is subject to The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 (the "Part 200 Uniform Requirements"), as adopted and implemented by the Office of National Drug Control Policy (ONDCP) in 2 C.F.R. Part 3603. For this award, the Part 200 Uniform Requirements supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.

   For more information on the Part 200 Uniform Requirements, see https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200. For specific, award-related questions, recipients should contact Financial Commission for Appalachia HIDTA promptly for clarification.

2. This award is subject to the following additional regulations and requirements:

   - 28 C.F.R. § 69 - "New Restrictions on Lobbying"
   - 2 C.F.R. § 25 – "Universal Identifier and System of Award Management"
   - Conflict of Interest and Mandatory Disclosure Requirements
   - Non-profit Certifications (when applicable)

3. Audits conducted pursuant to 2 CFR Part 200, Subpart F, "Audit Requirements" must be submitted no later than 9 months after the close of the grantee's audited fiscal year to the Federal Audit Clearinghouse at https://harvester.census.gov/facweb/.

4. The recipient gives the awarding agency, through any authorized representative, access to, and the right to examine, all paper or electronic records related to the grant.

5. Recipients of HIDTA funds are not agents of ONDCP. Accordingly, the grantee, its fiscal agent(s), employees, contractors, as well as state, local, and Federal participants, either on a collective basis or on a personal level, shall not hold themselves out as being part of, or representing, the Executive Office of the President or ONDCP.

6. Failure to adhere to the General Terms and Conditions as well as the Program Specific Terms and Conditions may result in the termination of the grant or the initiation of administrative action. ONDCP may also terminate the award if it no longer effectuates program goals or agency priorities. See 2 CFR 200.340.

7. Conflict of Interest and Mandatory Disclosures

   A. Conflict of Interest Requirements

   As a non-Federal entity, you must follow ONDCP's conflict of interest policies for federal awards. Recipients must disclose in writing any potential conflict of interest to an ONDCP Program Officer; recipients that are pass-through entities must require disclosure from sub-recipients or contractors. This disclosure must take place immediately whether you are an applicant or have an active ONDCP award.

   The ONDCP conflict of interest policies apply to sub-awards as well as contracts, and are as follows:

   i. As a non-Federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of sub-awards and contracts.

   ii. None of your employees may participate in the selection, award, or administration of a sub-award or contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from sub-recipients or contractors or parties to sub-awards or contracts.

iii. If you have a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a sub-award or procurement action involving a related organization.

B. Mandatory Disclosure Requirement

As a non-Federal entity, you must disclose, in a timely manner, in writing to ONDCP and the Financial Commission for Appalachia HIDTA all violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award that includes the term and condition outlined in 200 CFR Part 200, Appendix XII "Award Term and Condition for Recipient Integrity and Performance Matters," are required to report certain civil, criminal, or administrative proceedings to SAM, currently the Federal Award Performance and Integrity Information System. Failure to make required disclosures can result in any of the remedies described in § 200.339. (See also 2 C.F.R. § 180, 31 U.S.C. § 3321, and 41 U.S.C. § 2313.)

None of the funds appropriated or otherwise made available by this grant or any other Act may be used to fund a contract, grant, or cooperative agreement with an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. This limitation shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

8. Federal Funding Accountability and Transparency FFATA/DATA Act Compliance. Each applicant is required to (i) Be registered in the System for Award Management (SAM) (ii) provide a valid UEI number on the subaward agreement; (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award; and (iv) provide all relevant grantee information required for ONDCP to collect for reporting related to FFATA and DATA Act requirements.

9. Recipients must comply with the Government-wide Suspension and Debarment provision set forth at 2 CFR Part 180.

10. As specified in 2 CFR 200.303 Internal Controls, recipient must:

a) Establish and maintain effective internal controls over the federal award that provides reasonable assurance that federal award funds are managed in compliance with federal statutes, regulations and award terms and conditions. These internal controls should be in compliance with the guidance in "Standards for Internal Control in the federal Government," issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

b) Comply with federal statutes, regulations, and the terms and conditions of the Federal awards.

c) Evaluate and monitor the non-federal entity's compliance with statute, regulations, and the terms and conditions of the federal award.

d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

e) Take reasonable measures to safeguard protected personally identified information (PII) and other information ONDCP and/or the Financial Commission for Appalachia HIDTA designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

11. Recipients are prohibited from using Federal grant funds to purchase certain telecommunication and video surveillance services or equipment in alignment with §889 of the National Defense Authorization Act of 2019, Pub. L. No. 115-232. See 2 C.F.R. § 200.216. See also, HIDTA PPBG, § 7.20, Prohibited Uses of HIDTA Funds.

12. Grantees should provide a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States. See 2 C.F.R. § 200.322.

13. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, shall clearly state—
    a) the percentage of the total costs of the program or project which will be financed with federal money;
    b) the dollar amount of Federal funds for the project or program; and
    c) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

B. Recipient Integrity and Performance Matters

Reporting of Matters Related to Recipient Integrity and Performance

1. *General Reporting Requirement*

   If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, then you as a recipient during that period of time must maintain and report current information to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administration proceedings described in paragraph 2 of this award term and condition (below). This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available. *See* 2 C.F.R. Part 200, Appendix XII.

2. *Proceedings About Which You Must Report*
   Submit the information required about each proceeding that:

   a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
   b. Reached its final disposition during the most recent 5 year period; and
   c. Is one of the following:

   (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
   (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of $5,000 or more;
   (3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of $5,000 or more or reimbursement, restitution, or damages in excess of $100,000; or
   (4) Any other criminal, civil, or administrative proceeding if:
   (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
   (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
   (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. *Reporting Procedures*

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. *Reporting Frequency*

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than $10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. *Definitions*

For purposes of this award term and condition:

a. Administrative proceedings means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

    (1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
    (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

C. Program Specific Terms and Conditions

The following special conditions are incorporated into this award document.

1. This award is subject to the requirements in the SUPPORT for Patients and Communities Act, 21 U.S.C. § 1701 et seq. and in the ONDCP National HIDTA Program Office HIDTA Program Policy and Budget Guidance (September 9, 2021) (PPBG). The HIDTA PPBG is issued pursuant to authority granted the Director of ONDCP by the SUPPORT for Patients and Communities Act (21 U.S.C. § 1706) and the Uniform Administration Requirements (2 C.F.R. § 200) which provide the Director of ONDCP authority to coordinate funds and implement oversight and management function with respect to the HIDTA Program. The HIDTA PPBG can be accessed at the following website:
https://www.nhac.org/hidta_guidance/Program_Policy_and_Budget_Guidance2021.pdf
In addition, as a condition for receiving this award, recipients must complete safe and healthy workplace trainings as outlined in the PPBG.

OFFICE OF NATIONAL CONTROL POLICY

D. CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS

Instructions for the certifications

General Requirements

The Office of National Drug Control Policy (ONDCP) is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Applicants requesting monies greater than $100,000 in grants funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying" and 21 CFR part 1414, Government wide Debarment and Suspension. (Non procurement), Certification Regarding Federal debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of National Drug Control Policy determines to award the covered cooperative agreement.

1. LOBBYING
As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over $100,000, as defined at 21 CFR Part 1405, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
(c) The undersigned shall require that the language of this certification be included in the award document for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTER (DIRECT RECIPIENT)
As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions.

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
(b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
(c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification. He or she shall attach an explanation to the application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)
As required by the Drug-Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;
(2) The applicant's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;

(a) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
(b) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction:

(c) Notifying the agency, in writing, within 10 calendar days of receiving notice under subparagraph (d)(2) form an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title to: The Assistance Center, 11200 NW 20 Street, Suite 100, Miami, Florida 33172. Notice shall include identification number of each affected grant;

(d) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted.

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
(e) Making a good faith effort to continue to maintain a drug-free free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

A. The applicant may insert in the space provided below the site(s) for the performance of work done in connection with the specific cooperative agreement:

Agency Name – Red Bank Police Department

Place of performance (street address, city, county, state, zip code)

3117 Dayton Boulevard
Red Bank, TN 37415

Check if there are workplaces on file that are not identified here.

The regulations provide that a recipient that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for ONDCP Funding.

DRUG-FREE WORKPLACE (RECIPIENTS WHO ARE INDIVIDUALS)
As required by the Drug-Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. As a condition of the cooperative agreement, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conduction any activity with the grant; and
B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction in writing, within 10 calendar days of the conviction, to: The Assistance Center, 11200 NW 20 Street, Suite 100, Miami, FL 33172.

4. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)
The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

5. CERTIFICATION REGARDING THE DISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 et seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

RECIPIENT ACCEPTANCE OF SUBAWARD CONDITIONS

Printed Name and Title of Authorized Official

Signature of Authorized Recipent **Date**

Red Bank Police Department

AHIDTA Reimbursement Form LC-07

- The LC-07 Reimbursement Form can be found under the Resources Tab on AHIDTA's website at www.ahidta.org.
- We have provided the forms in two different formats, Excel and a fillable PDF.
- We encourage you to download the form from the website with each reimbursement request to ensure you are using the most current form.
- Instructions for the LC-07 form can also be found on the AHIDTA website.

2025 - Appalachia

Initiative - DEA South Tennessee Task Force
Award Recipient - Financial Commission for Appalachian HIDTA (G25AP0001A)

Resource Recipient - Red Bank Police Department

Overtime	Account Number	Quantity	Amount
Investigative - Law Enforcement Officer	01-03-25-355-56-6080.05	1	$19,000.00
Total Overtime		**1**	**$19,000.00**
Total Budget			**$19,000.00**

Pricing Proposal
Quotation #: 25427994
Created On: Oct-15-2024
Valid Until: Feb-25-2025

TN-City of Red Bank

Inside Account Manager

Tracey Perry
Phone: 423-877-1103
Fax:
Email: tperry@redbanktn.gov

Lexi Stewart
290 Davidson Ave
Somerset, NJ 08873
Phone: 732-564-8331
Fax:
Email: Lexi_Stewart@SHI.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	CivicClerk Annual Fee - Agenda and Minutes Management CivicPlus - Part#: NPN-CIVIC-ANNUA-M Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02 Coverage Term: Dec-27-2024 – Dec-26-2025 **Note:** Software ESD	1	$5,189.83	$5,189.83
2	Unlimited storage, unlimited users, up to 3 concurrent streams CivicPlus - Part#: NPN-CIVIC-STORA-A Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02 Coverage Term: Dec-27-2024 – Dec-26-2025 **Note:** Software ESD	1	$7,499.08	$7,499.08
3	CivicClerk Live Meeting Manager Annual Fee - Live Meeting, Electronic Voting, Display Pages CivicPlus - Part#: NPN-CIVIC-LIVEM-A Contract Name: OMNIA Partners IT Solutions, Products & Services Contract #: 2024056-02 Coverage Term: Dec-27-2024 – Dec-26-2025 **Note:** Software ESD	1	$4,118.54	$4,118.54
			Total	$16,807.45

Additional Comments

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.