Stefanie Dalton
Mayor

Martin Granum
City Manager

City of Red Bank

BOARD OF COMMISSIONERS WORK SESSION

Work Session Agenda
February 4, 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. **Red Bank Debt Service Analysis and Discussion - Cumberland Securities, John Werner**

II. **Brief Commission on Administration & Finance Goals (CR Perry)**

III. **Brief Commission on Community Development Goals (CDD Johnson)**

IV. **Winter Weather After Action Report (PWD Tate)**

V. **Board of Zoning Appeals - Reappoint Sonja Millard and newly appoint Chad Bullard Agenda Item 25-884 (CDD Johnson)**

VI. **Approve Volkert Scope of Work for Traffic Study near Signal Mountain Road Resolution No. 25-1767 (PWD Tate)**

VII. **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)**

VIII. **Any other business to discuss**

IX. **Adjournment**

CITY OF RED BANK, TENNESSEE

Summary of
Outstanding
Debt

For Fiscal Year Beginning July 1, 2025

As of February 4, 2025

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

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

Disclaimer and Disclosures

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This presentation/report may contain "forward-looking" information. Such information may include, but not be limited to, projections, forecasts or estimates of cash flows, interest rate coupons, yields or potential debt service savings, scenario analyses and proposed or expected debt portfolio composition. Any forward-looking information is based upon certain assumptions about future events or conditions and is intended only to illustrate hypothetical results under those assumptions (not all of which are specified herein or can be ascertained at this time). It does not represent actual results that may be available to you. Actual events or conditions are unlikely to be consistent with, and may differ significantly from, those assumed.

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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

Table of Contents

Disclosures/ Disclaimers PAGE

City of Red Bank Tennessee

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
11/01/2025			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
	681,000.00		28,126.00	709,126.00	

Date Structure

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

DEBT SERVICE

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

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/01/2025	66,000.00	4.150%	1,369.50	67,369.50	
05/01/2026					67,369.50
	66,000.00		1,369.50	67,369.50	

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
08/01/2025			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
	388,000.00		72,012.00	460,012.00	

Date Structure

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

DEBT SERVICE

City of Red Bank, Tennessee
$655,000 TMBF CON, Series 2024
Assumes Non-Callable
Does Not Reflect 'Put Option' Rate Resets (if any)

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/01/2025			13,658.40	13,658.40	
05/01/2026	159,000.00	5.420%	13,658.40	172,658.40	186,316.80
11/01/2026			9,349.50	9,349.50	
05/01/2027	168,000.00	5.420%	9,349.50	177,349.50	186,699.00
11/01/2027			4,796.70	4,796.70	
05/01/2028	177,000.00	5.420%	4,796.70	181,796.70	186,593.40
	504,000.00		55,609.20	559,609.20	

Date Structure

Date	05/24/2024
First Coupon Date	11/01/2024

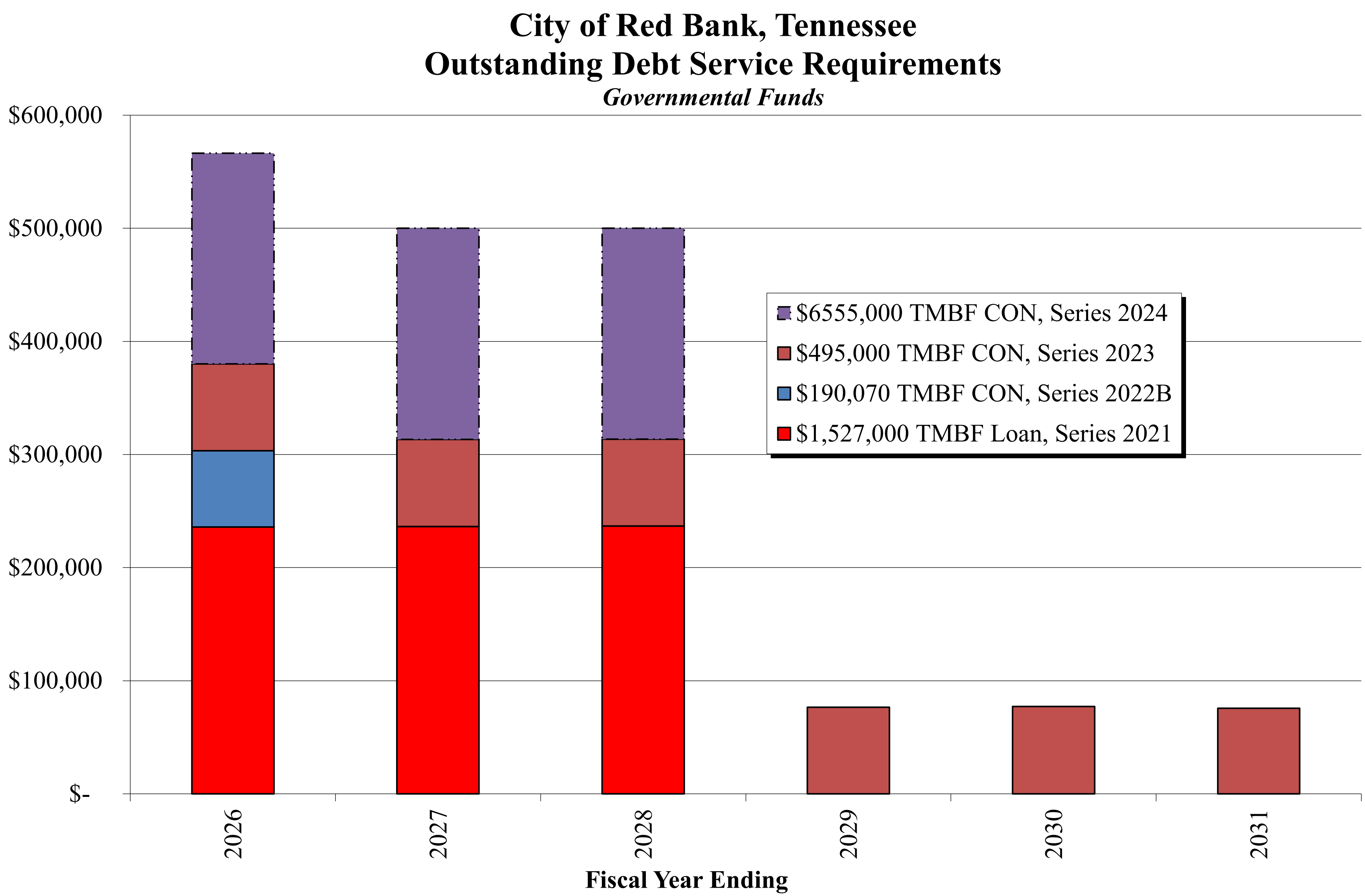
AGGREGATE DEBT SERVICE

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

Date	Principal	Interest	Total P+I
06/30/2026	504,000.00	62,434.80	566,434.80
06/30/2027	455,000.00	44,989.50	499,989.50
06/30/2028	472,000.00	28,170.40	500,170.40
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
	1,639,000.00	157,116.70	1,796,116.70

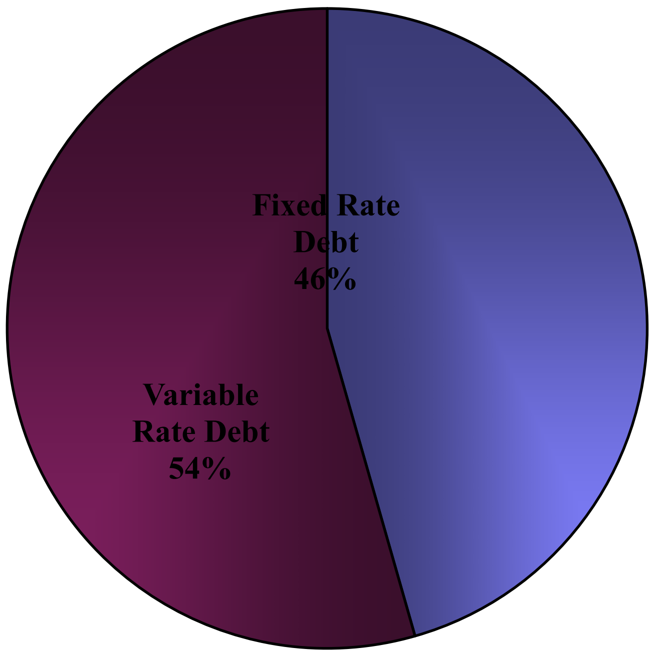
Par Amounts Of Selected Issues

$1,527,000 TMBF Loan, Series 2021	681,000.00
$190,070 TMBF CON, Series 2022B	66,000.00
$495,000 TMBF CON, Series 2023	388,000.00
$655,000 TMBF CON, Series 2024	504,000.00
TOTAL	1,639,000.00


City of Red Bank, Tennessee
Outstanding Debt Service Requirements
Governmental Funds
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-
$6555,000 TMBF CON, Series 2024
$495,000 TMBF CON, Series 2023
$190,070 TMBF CON, Series 2022B
$1,527,000 TMBF Loan, Series 2021
2026
2027
2028
2029
2030
2031
Fiscal Year Ending

City of Red Bank, Tennessee
Fixed to Variable Rate Ratios

	Outstanding	%
Fixed Rate Debt	747,000	46%
Variable Rate Debt	892,000	54%
	$1,639,000	



Administration & Finance

This Department encompasses Commission Support / City Recorder(s), Human Resources, Risk Management, Benefits Administration, Public Relations, Website Management, and all things Finance

Director and City Recorder: Tracey Perry
Assistant City Recorder / Public Relations: Summer Sheldon
Chief Finance Officer: Kris Pickel
Assistant Chief Finance Officer / Payroll: April Sledge
Finance Clerk: Ruthie Rohen

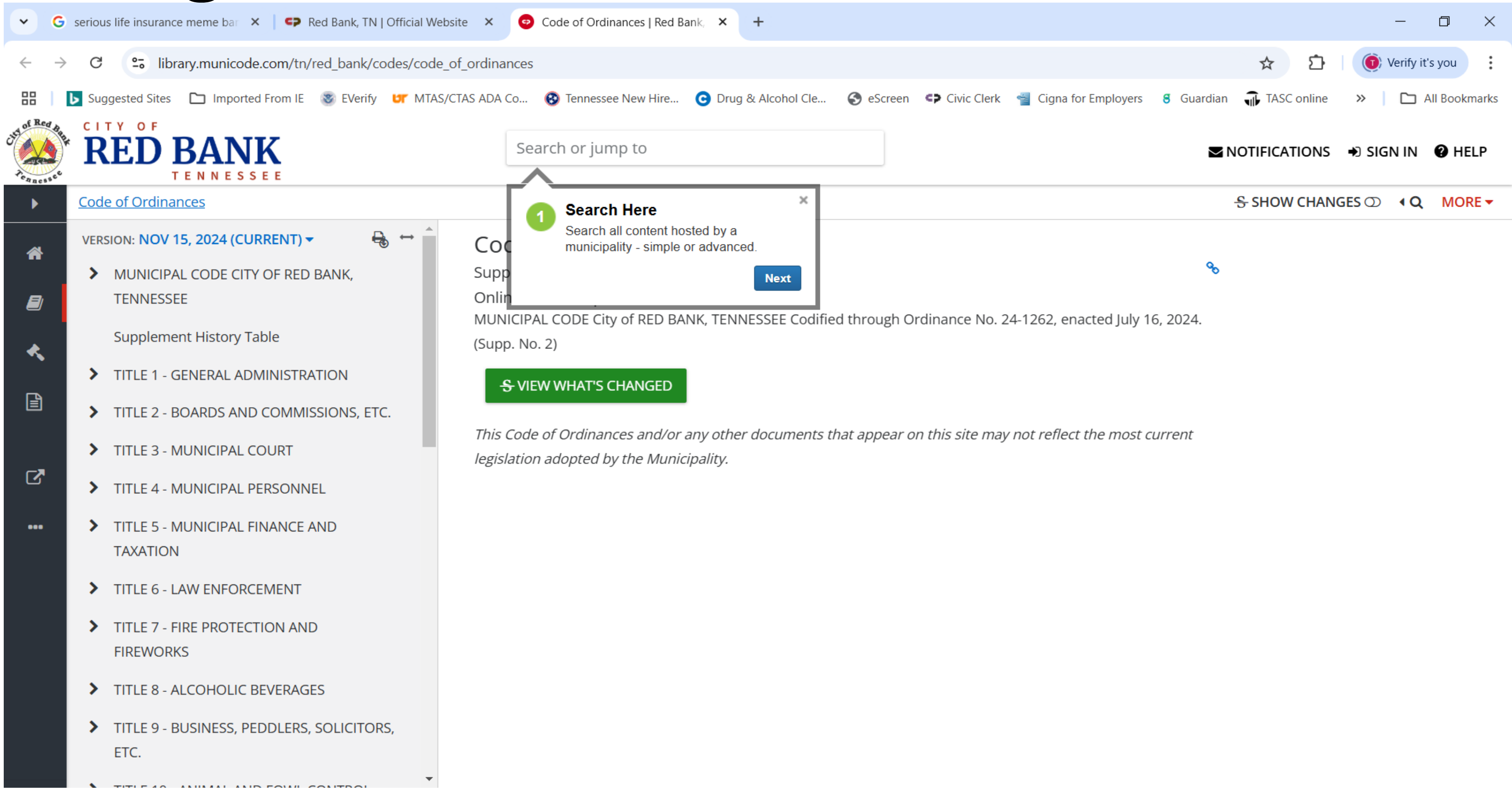
2024-2025 Goals and Accomplishments

Goal: Increase Life Insurance coverage for full-time employees from $50K to $75K

Achievement:

- Increased FT coverage to $75,000
- Increased spouse coverage from $10,000 to $25,000
- Increased dependent coverage from $2,500 to $10,000
- Switched carrier to Mutual of Omaha and saved about $2,000 per year

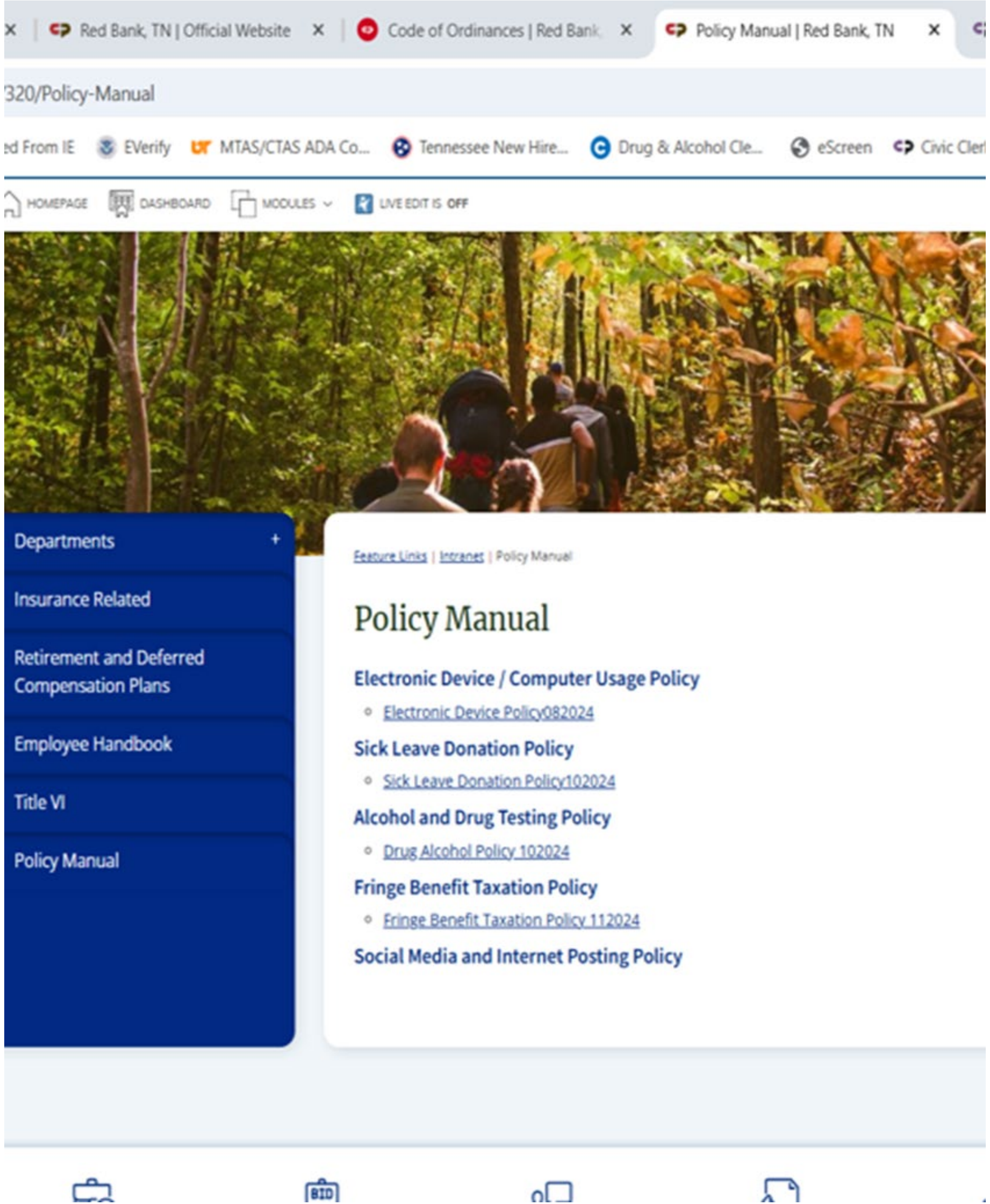
Goal: Make the City’s Municipal Code easier to navigate



Website

Goal: Update All City Policies to Coincide with the most recently adopted Employee Handbook

On Track: Policies are currently being revised and presented to the Commission for approval. Once approved, they are made available to employees via the Employee Portal



Goal:

Formalize my additional function as Finance Director

Achievement:

From: Mark Fawver
To: Tracey Perry
Subject: Approval of your CMFO application
Date: Thursday, December 19, 2024 10:16:32 AM
Attachments: image001.png

Your CMFO certification application has been approved. Your certificate date is December 17, 2024. You are currently certified, even though your certificate will not be mailed until a later date.
An email will be sent when your certificate is mailed.

Also, it appears that you are eligible for the CMFO incentives program to receive a one-time $1,000 stipend. Please log into your CMFOA account. From the main menu, fill out the stipend authorization form under “Incentive Programs Forms.”

Your CPE begin date is January 1, 2025, and you must complete, enter, and upload certificates for the CPE in the CMFOA System. A total of 16 hours of financial specific CPE during 2025 by December 31 and future years is required to maintain your certification. Information regarding CPE and the classification of CPE can be found at https://comptroller.tn.gov/office-functions/la/e-services/certified-finance-officer-programs/certified-municipal-finance-officer/cpe-requirements-guidelines.html

The Policies and Procedures related to the CMFO certification can be found at https://apps.cot.tn.gov/CARS/CFMOPoliciesandProcedures.pdf

Congratulations!

Mark Fawver
Contract Audit Review Specialist
Comptroller of the Treasury
Division of Local Government Audit
Cordell Hull Building, 425 Rep. John Lewis Way North | Nashville, TN. 37243
Mark.Fawver@cot.tn.gov | Direct Line 615.747.8851

Tennessee Comptroller of the Treasury

Mission: Make Government Work Better

Goal: Recruit and place solid, qualified people in the appropriate positions for the best effectiveness.

Achievement: Successfully recruited and hired 9 full-time and 9 part-time employees

Chief Finance Officer (CFO)

- Automated Positive Pay for Accounts Payable and Payroll
- Initiated monthly one-on-one meetings with Department Heads to discuss Budgeted spending
- Initiated monthly Commission Financial updates
- Assisted Sister Cities with the implementation and automation of their Pay Positive systems
- Began CMFO training program this month with a succession plan in mind
- Continually reinforces and builds new relationships with Red Bank's Financial Institutions, all Hamilton County resources, MTAS, and Johnson, Murphy, and Wright (auditors)
- Currently doing orientations with each department to introduce herself to staff and familiarize herself with each of the department's functions

Public Affairs/ Assistant City Recorder - Administration

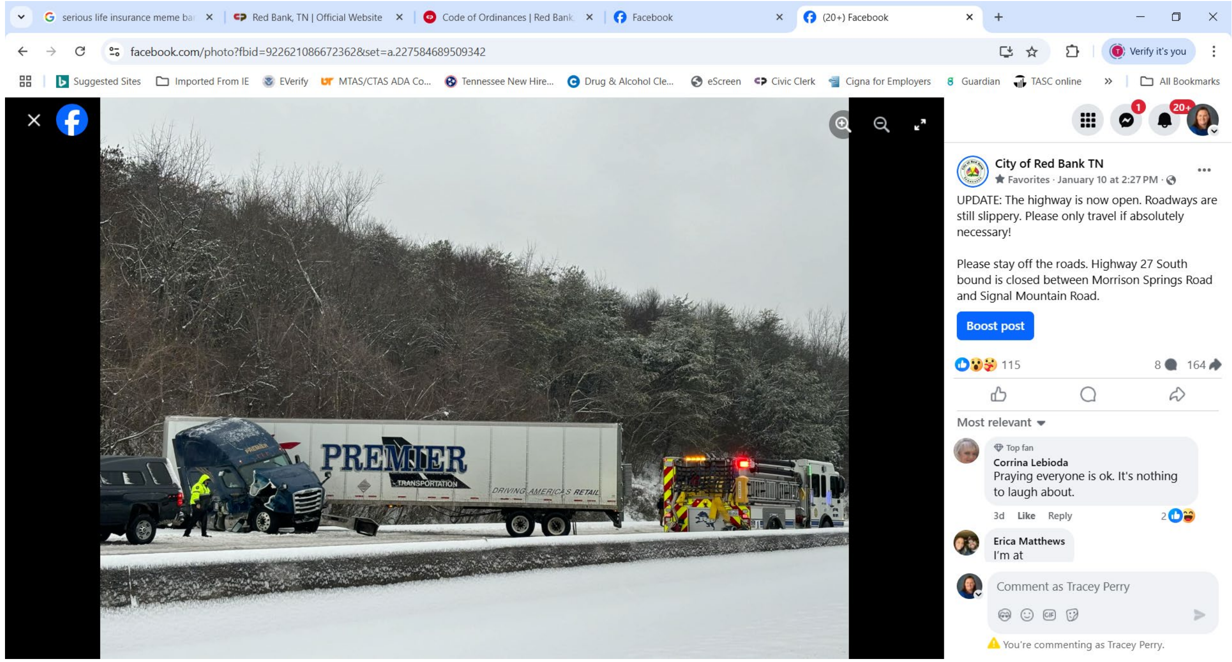
- Continually sends out a monthly Newsletter with outstanding articles from Department Heads and “Need to Know” information for the public
- Keeps postings on the City’s Facebook, TikTok, and Instagram pages interesting and relevant
- Filled in at Commission Meetings while the City Recorder was at training for CMFO – very successfully
- Began attending Conferences and Training Courses to pursue accreditation as a Municipal Clerk – a requirement of being the Assistant City Recorder and keeping a succession plan in mind
- Compiles monthly Department reports for presentation to the Commission
- Maintains a strong relationship with Brigett Raper, who handles the City’s Press Releases

From: [illegible]
Sent: Wednesday, January 08, 2025 2:30 PM
To: Martin Granum <mgranum@redbanktn.gov>
Subject: Red Bank Development Update

Martin -- Happy New Year to you and your staff. I wanted to ask where the evaluation was in determining what the City is going to allow to be developed on the former school site. I am still very interested in looking at that opportunity that might allow some commercial and/or residential component.

I really enjoy the detailed newsletter that the City produces for your updates and opportunities.

Thank You - Tom DuPre
Results Realty, LLC
Cell# [illegible]



Assistant CFO / Payroll

- Began attending Conferences and Training Courses to pursue accreditation as a Municipal Clerk
- Began assisting the CFO with Journal Entries
- Became more involved in the City's online banking platforms
- Is proactive in the Positive Pay system where she checks for and denies Fraud Alerts
- Will soon begin assisting with bank account balancing

Finance Clerk

Brought many manual operations up to date by incorporating their processes into the City's automated system, iWorq, such as:

- Business Licenses
- Home Occupancy Permits
- Beer Licensing Renewals and Invoicing
- Wrecker Permits & Inspections

As a Department:

- Centralizing Forms
- Updating Job Descriptions
- Digitizing Personnel Files
- Identified National Days of Recognition for all Departments
- Working to implement a Consent Agenda
- Implemented appropriate Fringe Benefit taxing through the Payroll function: additional life insurance, UNMARKED take-home vehicles
- Continual re-evaluation of Administration & Finance functions to identify needed software upgrades, shifting of miscellaneous responsibilities, or needed training in areas of deficiency
- Will maintain all required Continuing Education training to maintain certifications
- Provisioning the Commissioners with devices to eliminate paper agendas
- Reduced copies maintained on file in an effort to move toward a paperless culture
- Continue to champion the evolution/maturation of the City’s Social Media Presence
    - Brought on a part-time Web Designer
- Newly implemented Consent Agenda to streamline Commission Meetings

Next Up:

Goals for the department for 2025:

- Enhance Commission Meetings with added digital functionality – time stamping and bookmarking recordings and exploring electronic voting
- Automate Beer License / Permit Applications on iWorq
- Reconfigure the front desk for more ergonomic use
- Streamline the transfer of payroll information from NextGen to My Benefits Channel

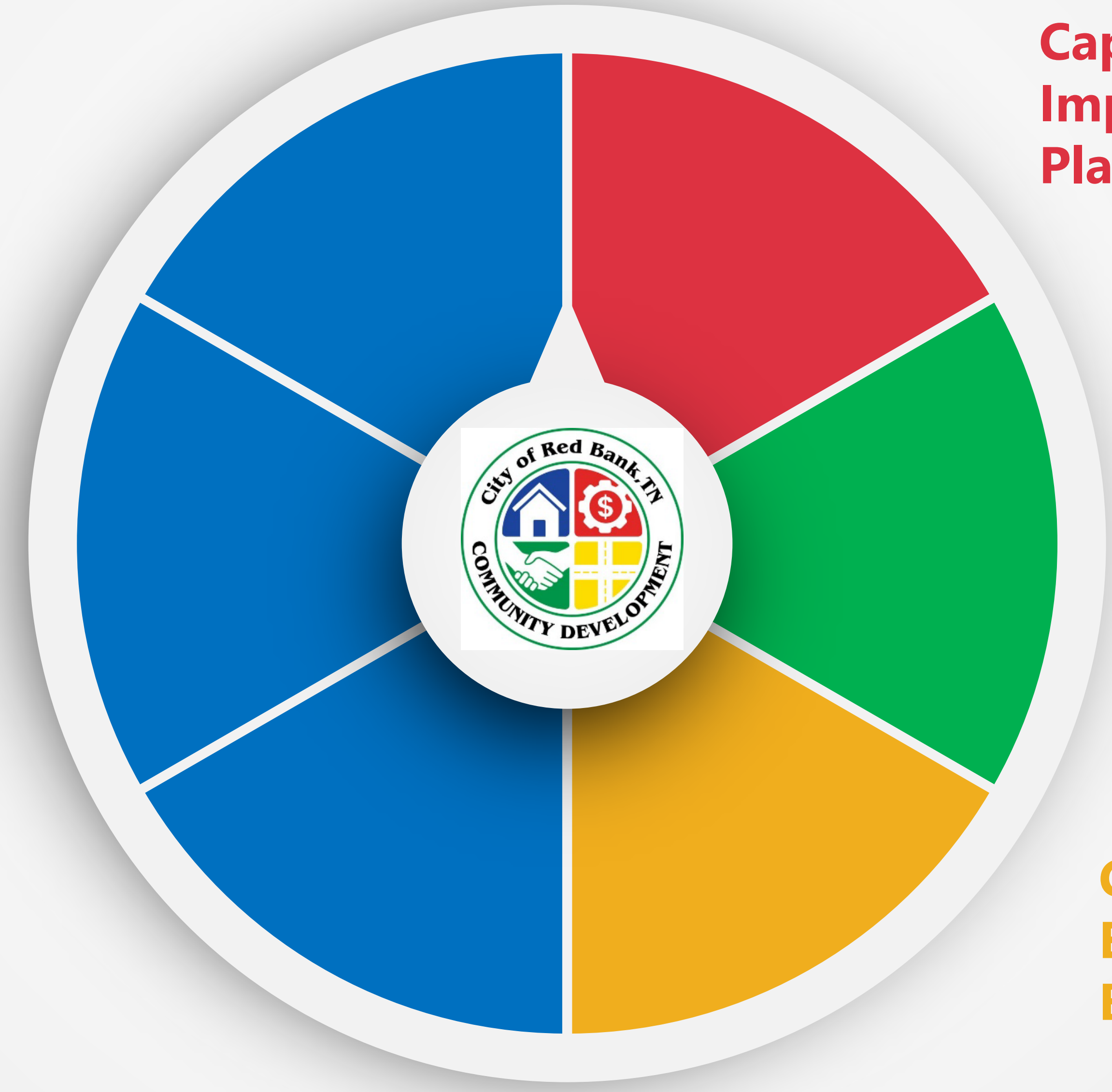
Mission Statement

"To develop and implement creative community-based strategies to enhance economic opportunity, build strong neighborhoods, promote public engagement, and ensure a dynamic framework for quality growth and development of Red Bank"

Community Development Department:
Areas of Focus

Capitol Improvements Plan

Community Planning Initiatives



Community Development & Codes Enforcement

Community Engagement & Board Representative

Community Development: Focus in 2025

Planning Initiatives

Implement Elements of the
City Wide Comprehensive Plan &
Small Area Study

Update Land Use Regulations

Support GIS Services & Resources

Stormwater Asset Management Plan

Grant Sourcing and Administration

Transportation/Planning Studies:

- Right-Size of Dayton Blvd – TDH Grant
- Bicycle Blvd – CMAQ Grant

Community Development: Focus in 2025

Capitol Improvements Plan

The **purpose** of a city-wide, multi-year capitol improvements plan is to:

Plan for Future Needs: Address long-term community or organizational needs for infrastructure improvements.

Efficient Use of Resources: Allocate funds and resources over time to avoid financial strain and ensure the sustainability of key projects.

Budgeting and Financing: Provide a framework for budgeting, funding, and securing grants for major capital expenditures.

Transparency and Accountability: Give stakeholders a clear understanding of project priorities, timelines, and expected costs.

Enhance Service Delivery: Ensure infrastructure meets safety, regulatory, and quality standards for residents or users.

Community Development: Focus in 2025

Community Development
&
Codes Enforcement

Planning and Zoning

GIS Technical Resources

Codes Enforcement

Administrative Hearing Officer (AHO)

Stormwater Utility Administration

Community Development: Focus 2025

Community Engagement & Board Representation

- Hamilton County WWTA
- SETDD
- CARTA
- McKamey Animal Services
- Public Art Advisory Board
- Non-Profit Advisory Board
- Planning Commission/BZA
- Floodplain Review Board

2024 Planning Initiatives	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Comprehensive Plan	Conducted various stakeholder interviews, public engagements, and interactive workshop											
Small Area Study				Public Survey					On-Site Workshop No. 2		Interactive at Christmas Event	
Stormwater Asset Management Plan	Continued Data Gathering										Final Draft Review	
CMAQ Grant (Bicycle Blvd) & TDH Grant (Dayton Blvd Study)					CMAQ Contract Awarded	TDH Contract Awarded		Traffic Counts started.	RFQ – on board Consultant		Funding Review; Draft Review	
Public Art Board							Traffic Signal Box Phase 1			RFP – Kids Corner Mural		
Non-Profit Board						Grant Applications		2024 Awards				

Community Development Department: 2024 Major Activities

Community Development Department: 2025 WORK PROGRAM - Major Activities

2025 Work Program	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Capitol Improvements Plan (CIP) & FY26 Budget		Commission Retreat in Feb – FY26 Budget					Align Work Program with adopted Commission Goals, FY26 Budget and CIP					
	Final Reviews Comp Plan & SAS			Budget Development Process to include CIP Goals								
Land Use Regulations Updates	Finalize Comp Plan and Small Area Study			Budget Development Process to include Land Use Updates			Land Use Updates - RFQ				Drafts to Planning Commission	
Codes Enforcement & Planning Commission		Fee Schedule Update for FY26					New Fee Schedule	Continued AHO & Code Enforcement				
	Focus on Education for PC and BZA Members						Work with Stakeholders on Land Use Updates					
WWTA, CARTA, MCKAMEY	**Continue work with agencies throughout the year with focus on service delivery and public awareness**											
Grant Sourcing and Administration	Explore Funding Resources and Prioritize Projects with Grant Opportunities for Public Art							Non-Profit Board 2025 Applications & Awards				

City of Red Bank
Public Works Department
3105 Dayton Boulevard
Red Bank, TN 37415
423.269-7927

January 29, 2025

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

Subject: Public Works Snow Event Report-January 2025

During the recent winter weather, January 10-12, 2025, an event that covered the City of Red Bank and surrounding regions, the Public Works Department worked on the following schedule:

- Thursday, January 09th from 9:00 a.m. until 3:00
  - Began brining primary roads through town
- Friday, January 10th from 7 a.m. until 3 p.m.
  - Began salting and plowing primary and secondary roads city wide as well as roads with highest elevations
- Friday, January 10th from 3:00 p.m. until 5 a.m. Saturday, January 11th
  - Continued salting primary and secondary roads city wide
- Saturday, January 11th from 1 p.m. until 5 p.m.
  - Reworked some roads in higher elevations for emergency responses
- Sunday, January 12th from 1 p.m. to 4 p.m.
  - At the request of HCDE, due to their equipment breakdowns, treated RBHS and RBMS parking lots and drives for school safety

Public Works crews salted and plowed roads until the supervisor was confident critical areas were treated. Monday, January 13th during the regular workday, Public Works personnel continued the road treatments at various locations across the city treating icy conditions that were not receiving direct sunlight. By that afternoon most, if not all, roads were cleared across the city.

List of the roads that had treatment applied during this event:

Alden Ave.	Crerar St.	Goodson Ave.
Alexander Dr.	Crestview Ave.	Greenleaf St.
Antelope Dr.	Crisman St.	Hedgewood Dr.
Antelope Trl.	Dawn Ln.	Heidi Cir.
Appian Way	Dayton Blvd.	Hendricks Blvd.
Ashland Ter.	Defue St.	Hidden Camp Ln.
Ashmore Ave.	Delashmitt Rd.	Hightop Rd.
Bank St.	Delray Ave.	Hill Rd.
Baxter St.	E. Daytona Dr.	Hunter Circle

Baxter St.	E. Leawood Ave	Hunter Trl.
Berkley Dr.	E. Meadowbrook Dr.	Johnson Blvd.
Bouton Dr.	E. Midvale Ave.	Kenner Ave.
Briggs Ave.	E. Ridgewood Dr.	Knollwood Dr.
Browntown Rd.	E. View Ct.	Knollwood Hill Dr.
California Ave.	Easton Ave.	Lamar Ave.
Charles Ave.	Everly Dr.	Lancaster Ave.
Cliffview Dr.	Forsythe St.	Lavonia Ave.
Cline Crest St.	Freudenburg Ln.	Lullwater Rd.
Cline St.	Gadd Rd. (S curves)	Lynda Dr.
Coburn Cir.	Glenhill Cir.	Lyndon Ave.
Coburn Dr.	Glenhill Dr.	Martin Rd.
Mason Dr.	Signal View St.	
McCahill Rd.	Sims Rd.	
Memorial Dr.	Stagg Rd.	
Merriman St.	Summit Ave.	
N. Hunter Trl.	Sweetland Dr.	
Oakland Terrace (All)	Tacoma Ave.	
Old Trail	Thueler St.	
Ormand Dr.	Tik-Tin Dr	
Passons Rd.	Tom Weathers Dr.	
Paulmar Dr.	Unaka St.	
Peace St.	Valley View Ave.	
Pine Breeze Rd	W. Daytona Dr.	
Pinehurst	W. Leawood Ave	
Red Bank High Schooll	W. Meadowbrook Dr.	
Red Bank Middle School	W. Midvale Ave.	
Red Oak Dr.	W. Ridgewood Dr.	
Mabry Pl.	Winifred Dr.	
Redding Rd.	Wolf St.	
S. Hunter Trl.		
Santeelah Ave.		
Seven Pines Ln.		

The Mission:

- Keep all personnel safe
- Clear city streets for emergency vehicle travel (Ambulance/Fire/Police)
- Prioritize and treat highest risk roads (steep, heavily trafficked, etc.)
- Provide safe travel for residents throughout the city
- The treated roads represent just over 26% of all public roads in the city.
- During this period the department used an estimated 257 tons of road salt to melt snow and ice
- This large volume of salt used is indicative of the volume of snow the city received, and several primary roads were treated two or more times is some areas.
- An After-Action Review was conducted on Wednesday, January 15th with the Street Supervisor, Solid Waste Supervisor and personnel that worked and participated in ice and snow removal during this period. These personnel contributed the following reviews:

Strengths and sustainable actions that were noted by staff include:

- Most tasks were completed without incident.
- Two times the large salt spreader malfunctioned but was immediately repaired by the City's Fleet Services Division
- The Public Works Department began preparing three days prior to the actual event (loading salt brine in delivery equipment, fueling equipment/making equipment repairs/sharpening chain saws/loading salt spreader/placing personnel on standby)
- Pre-treatment began prior to the first event taking place on January 10th
- Critical roads and areas such as ambulance stations, roads leading to Red Bank Fire and Police Departments received highest priority
- Roads were cleared sufficiently for emergency vehicles
- The department's ability to respond on a 24-hour basis
- Enough personnel were available to meet the need using two crews
- Required equipment was available to perform the task
- Having a new, smaller salt spreader to access parking lots and narrow side roads was an improvement
- Public works ha a good stockpile of salt for this event

Improvements and other actions that were noted by staff include:

- Currently the city only has one truck with a snow-plow attachment, more assets are needed
- Establish a start time to begin pre-treatment, suggested twelve hours prior to first event
- Inadequate storage facilities (addressed in the Public Works Needs Assessment)
- In-cab cameras for safety, documentation-forwarded from last year

Respectfully,

Greg Tate
Director of Public Works
City of Red Bank, Tennessee

CITY OF RED BANK

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

APPLICATION FOR BOARD APPOINTMENT

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 boards (also referred to as committees and commissions). Board 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 board appointments. All residents are eligible and applications will remain on file for a year. For information on specific boards and their responsibilities, visit the city website and click on "Boards".

Questions to consider before applying for board membership:

- *What is my motivation for applying for membership?*
- *Do I fully understand what this board expects from me?*
- *Am I committed to the purpose, duties and responsibilities of the board?*
- *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 board, 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 board?*

APPLICANT INFORMATION

Applicant Name (please print):
Chad Bullard

Home Address:
[redacted]

City: Red Bank State: TN Zip: 37415

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

Occupation: Corporate Communications Retired: ☐ Yes ☑ No

a) How long have you been a resident of the City of Red Bank? 2 Years and 1 Months

b) Are you a registered voter of the City of Red Bank? ☑ Yes ☐ No

c) Are you current with all financial obligations (taxes, permit fees, etc.) owed to the City? ☑ Yes ☐ No

d) For which board are you applying? Board of Zoning Appeals

e) Have you attended meetings of the board for which you wish to serve? ☐ Yes ☑ No How many? ______

f) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City? ☑ Yes ☐ No

g) The board 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 board. Are you able to meet these requirements? ☑ Yes ☐ No

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

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

☐ Yes ☑ No If yes, please explain:

j) 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 board? ☐ Yes ☑ No If yes, please explain:

k) Please explain your reasons for wishing to serve on a particular board:

I wish to serve on the Board of Zoning Appeals to participate in a fair and thorough process for supporting our community during a time change and growth for Red Bank. As the city determines code updates and development plans, involvement and review can support the city's goals while providing citizen input during land use and zoning appeals process.

CITY OF RED BANK BOARD APPLICATION

l) What goals and objectives do you wish to achieve on that board?

I would like to gain more experience with civic engagement while supporting Red Bank citizen and business needs for practical and specific use exemptions. Learning more about city code and local needs can help voice opportunities during code updates.

m) Please provide a personal history, including education, experience, previous civic, community or otherservice involvement that would help the city make an informed decision regarding your board application.

I have experience in code review and application for building use and lease scenarios at work.

n) Would you be willing to be considered for appointment to any of the other boards if a position is not available on the board of your first choice? If so, please list other boards for which you would like to be considered in order of interest:

No other boards at this time.

Applicant Statement: *I understand that I am applying to the City of Red Bank to volunteer for a board 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 board; that I will be required to meet the attendance and training requirements for board 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 board 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.*

Chad Bullard (signature)	Chad Bullard	1/28/2025
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

Volkert, Inc.
1428 Chestnut St, Suite 118
Chattanooga, TN 37402
(423) 648-7129
www.volkert.com

December 18, 2024

Greg Tate
Director of Public Works
3105 Dayton Blvd
Red Bank, TN 37415

**Re: Dayton Boulevard Signing & Pavement Markings
Roadway Plans Scope of Services**

Dear Greg:

Volkert, Inc. appreciates the opportunity to submit this scope of work and fee estimate for the Dayton Boulevard Signing and Pavement Markings Roadway Plans for the City of Red Bank, Tennessee.

PROJECT INFORMATION

Project information was provided to us by the City of Red Bank in the form of project conceptual plans from an adjacent TDOT project that is to be tied into, a site visit on October 16th, 2024, and multiple phone and email conversations between October 3rd and December 9th, 2024.

The proposed project will provide for the engineering services required to reconfigure the existing pavement markings and prepare signing and pavement markings plans along Dayton Boulevard (North of Intersection of SR-8/Signal Mountain Road and Dayton Boulevard) leading to the intersection with SR-8 where it will tie into TDOT SR-8 Project PIN 133970.00. The approximate geographical limits of this project are designated in red as depicted in Figure 1 below.

FIGURE 1

SCOPE OF SERVICES

Based on our review of the available project information, our proposed scope of services is outlined in the following section.

Site Visits

- Perform walkthroughs of the proposed project location to observe and document pertinent information as needed.

Project Management

- Review project plans and address comments as necessary.
- Review project invoicing.

- Analysis and monitoring of scope, schedule, and budget.
- Internal meetings with the Volkert design team.
- External meetings with the City of Red Bank as necessary.

Roadway Plans

- A plan set stamped by a licensed professional engineer will be provided to the City of Red Bank in PDF format. The following sheets will be provided as part of the plan set:
    - Title Sheet
    - Roadway Index and Standard Roadway Drawings
    - Estimated Roadway Quantities
    - General Notes
    - Signing and Pavement Markings Plans
    - Traffic Control Tabulations

EXCLUDED SERVICES

Unless the scope of work outlined in this proposal is modified in writing, the following items are specifically excluded from our scope of services:

- Environmental or Ecological Services.
- Permitting Services.
- Survey Services.
- Right-Of-Way Services.
- Utility Coordination.
- Bidding Assistance.
- Letting Management.
- Preconstruction Activities.
- CEI Services.
- Any other service not specifically addressed by this proposal.

CLIENT RESPONSIBILITIES

We ask that you be responsible for the following:

- **Project Documents:** Please provide us with up-to-date project plans and information as the adjacent TDOT SR-8 Project PIN 133970.00 progresses.

SCHEDULE

We will be able to begin work within approximately one (1) week of receiving the Notice to Proceed with deliverables approximately 4 weeks from the Notice to Proceed.

PROJECT FEE

The fee to manage and develop the Signing and Pavement Markings Roadway Plans will be **$25,000.00**. This is a not-to-exceed lump sum fee and will be invoiced on a monthly basis as work is completed.

CLOSING REMARKS

Volkert, Inc. appreciates the opportunity to submit this scope of services to you. Should you have any questions or if we may be of additional services, please do not hesitate to contact us at your convenience. We look forward to working with you on this very important project for the City of Red Bank.

Sincerely,

Volkert, Inc.

Kenneth S. Holloway

Kenneth S. Holloway, PE
Senior Engineer

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first written above.

OWNER:	City of Red Bank	**CONSULTANT:**	Volkert, Inc.
BY:		**BY:**	Gregory A. Cook
PRINT NAME:		**PRINT NAME:**	Gregory Cook, PE
TITLE:		**TITLE:**	Vice President
DATE SIGNED:		**DATE SIGNED:**	12-18-2024

DESCRIPTION: Dayton Blvd. Signing & Pavement Markings Roadway Plans
CLIENT: City of Red Bank
DATE: January 16, 2025

VOLKERT

ITEM DESCRIPTION	APPROX. NO. OF SHEETS (IF APPLICABLE)	PERSON HOURS BY CLASSIFICATION									TOTAL HOURS PER TASK	TOTAL DOLLARS PER TASK
		10	9	8	6	5	4	3	2	1		
		Principal	Project Manager	Sr Proj Engineer	Prof Engineer	Engineer	Design Technician	Technician	Admin			
Title sheet	1		2		3						5	$ 1,000
Index and Standard Drawings	1		2		3						5	$ 1,000
Estimated Roadway Quantities	1		8		12						20	$ 4,000
General/Special Notes	1		2		3						5	$ 1,000
Plan Sheets with aerial background	2	2	16		24						42	$ 8,490
Traffic Control Tabulation	1		4		4						8	$ 1,620
												$ -
	Totals Per Activity										85	$ 17,110
External Meetings			4		4						8	$ 1,620
Internal Meetings		2	4		4						10	$ 2,110
Site Visits			8		8						16	$ 3,240
Project Invoicing		2	2								4	$ 920
												$ -
												$ -
	Totals Per Activity										38	$ 7,890
TOTALS:		6	52	0	65	0	0	0	0	0	123	$ 25,000
RATE PER HOUR:		$ 245.00	$ 215.00	$ 205.00	$ 190.00	$ 170.00	$ 120.00	$ 90.00	$ 90.00			
DIRECT RATE COSTS:		$ 1,470	$ 11,180	$ -	$ 12,350	$ -	$ -	$ -	$ -	$ -		$ 25,000
TOTAL DIRECT COSTS:												$ 25,000
DIRECT EXPENSES		Qty		Units		Cost/Unit						
ITEM												$ -
								=				$ -
TOTAL DIRECT EXPENSES:												$ -
											TOTAL HOURS	123
											DIRECT RATE COSTS:	$ 25,000
												$ -
											LUMP SUM	$ 25,000
TOTALOF DIRECT SALARY + OH + FIXED FEE + DIRECT EXPENSES												$ 25,000

VOLKERT

ATTACHMENT A

COMPENSATION OF CONSULTANT

CONSULTANT will be compensated on a billing rate basis in accordance with the following billing rate schedule. Work will commence upon notice to proceed and contract execution.

Rate Schedule	
Classification	**Hourly Rate**
Principal	$245
Project Manager	$215
Engineer V	$205
Engineer IV	$190
Engineer III	$170
Engineer II	$150
Engineer I	$130
Designer/Technician/Engineer Intern III	$120
Designer/Technician/Engineer Intern II	$110
Designer/Technician/Engineer Intern I	$90
Environmental Specialist/Planner V	$200
Environmental Specialist/Planner IV	$180
Environmental Specialist/Planner III	$160
Environmental Specialist/Planner II	$140
Environmental Specialist/Planner I	$120
*Construction Manager	$191
*Construction Inspector V	$126
*Construction Inspector IV	$111
*Construction Inspector III	$96
*Construction Inspector II	$81
*Construction Inspector I	$66
Administrative	$90

Direct expenses will be billed at the cost incurred or current GSA rates. Hourly rates listed will increase by 3% on July 1st of each year beginning July 1st 2025.

Classifications denoted with an asterisk (*) have allocations included for vehicle costs for on-site inspection services. Vehicle mileage for these classifications will not be billed separately.