

## *City of Red Bank*

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

Work Session Agenda

February 18, 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. **Brief Commission on Court Goals (CC Donahue)**
- III. **Brief Commission on Police Department & Information Technology Goals (PC Seymour)**
- IV. **Discuss Intent to apply for Project Diabetes Grant (P&RM Grabe)**
- V. **Traffic Garden Memorandum Of Understanding with White Oak Bicycle Co-Op Res No. 25-1768 (P&RM Grabe)**
- VI. **Parks & Rec Master Plan Goals Update (P&RM Grabe)**
- VII. **Winter Weather After Action Report (PWD Tate)**
- VIII. **Authorize a grant application for the T-Mobile - Hometown Grants Res No. 25-1769 (CDD Johnson)**
- IX. **Accept a grant award from the Red Bank/Soddy Daisy Foundation for 2025 Ord No. 25-1272 (CDD Johnson & Art Board Chairperson Tessa Ross)**
- X. **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)**
- XI. **Any other business to discuss**
- XII. **Adjournment**

# YEAR TO DATE THROUGH JANUARY 2025

|                                        |                                  | FY2024           | FY2025           | FY2025            | 58.33%     |
|----------------------------------------|----------------------------------|------------------|------------------|-------------------|------------|
|                                        |                                  |                  |                  |                   | Budget     |
| ACCOUNT NAME                           |                                  | Actual to Date   | Actual to Date   | BUDGET            | Year       |
| <b><u>Revenues</u></b>                 |                                  |                  |                  |                   |            |
| <b>Local Taxes</b>                     |                                  |                  |                  |                   |            |
| 31100                                  | Property Tax                     | 2,768,125        | 2,761,387        | 5,132,682         | 54%        |
| 31120                                  | Public Utilities Tax-OSAP        | 11,717           | 0                | 48,000            | 0%         |
| 31200                                  | Property Tax (Delinquent)        | 29,808           | 41,293           | 55,000            | 75%        |
| 31300                                  | Int. Penalty Court Cost          | 8,530            | 11,337           | 14,000            | 81%        |
| 31500                                  | Pmts in lieu of Property Tax-TVA | 72,912           | 72,279           | 145,168           | 50%        |
| 31511                                  | Electric Power Board Tax         | 116,869          | 157,923          | 120,000           | 132%       |
| 31610                                  | Local Sales Tax - Trustee        | 1,041,008        | 1,089,242        | 1,780,000         | 61%        |
| 31710                                  | Wholesale Beer Tax               | 146,594          | 142,433          | 250,000           | 57%        |
| 31720                                  | Wholesale Liquor Tax             | 62,661           | 56,180           | 85,000            | 66%        |
| 31730                                  | Mixed Drink Taxes                | 5,253            | 8,905            | 10,000            | 89%        |
| 31810                                  | Minimum Business Tax             | 765              | 475              | 1,000             | 48%        |
| 31820                                  | Gross Receipts Tax               | 28,260           | 25,885           | 142,788           | 18%        |
| 31910                                  | Franchise Tax                    | 33,293           | 44,999           | 120,000           | 37%        |
| <b>Total Local Taxes</b>               |                                  | <b>4,325,795</b> | <b>4,412,338</b> | <b>7,903,638</b>  |            |
| <b>State Taxes (local share)</b>       |                                  |                  |                  |                   |            |
| 33510                                  | State Sales Tax                  | 829,528          | 866,499          | 1,475,476         | 59%        |
| 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   | 12,716           | 12,678           | 21,775            | 58%        |
| <b>Total State Taxes (local share)</b> |                                  | <b>854,096</b>   | <b>892,570</b>   | <b>1,527,843</b>  |            |
| <b>Other Sources</b>                   |                                  |                  |                  |                   |            |
| 31920                                  | Room Occupancy Tax               | 16,295           | 15,821           | 25,000            | 63%        |
| 32210                                  | Beer Licenses                    | 2,882            | 2,746            | 3,000             | 92%        |
| 32400                                  | Home Occupation Fee              | 1,000            | 850              | 1,500             | 57%        |
| 32600                                  | Building and Related Permits     | 51,232           | 60,953           | 180,000           | 34%        |
| 32660                                  | Zoning Permits                   | 500              | 800              | 900               | 89%        |
| 32950                                  | Wrecker Permit                   | 650              | 725              | 500               | 145%       |
| 32990                                  | Wrecker Inspection Fee           | 475              | 350              | 500               | 70%        |
| 33440                                  | Police Salary Supplement         | 19,200           | 18,400           | 20,800            | 88%        |
| 33470                                  | Fireman Salary Supplement        | 0                | 0                | 16,200            | 0%         |
| 34100                                  | Communication Tower Lease        | 14,124           | 15,525           | 23,247            | 67%        |
| 34131                                  | Administrative Services          | 39,669           | 39,669           | 68,000            | 58%        |
| 34240                                  | Accident Reports                 | 545              | 1,169            | 1,000             | 117%       |
| 34793                                  | Community Center Fees            | 12,675           | 7,946            | 20,000            | 40%        |
| 35100                                  | City Court Revenue               | 59,108           | 95,111           | 100,000           | 95%        |
| 36100                                  | Interest Earning                 | 171,551          | 186,254          | 275,000           | 68%        |
| 36210                                  | Rent-Sewer Plant                 | 19,973           | 5,126            | 8,414             | 61%        |
| 36330                                  | Sale of Equipment                | 0                | 0                | 15,000            | 0%         |
| 36350                                  | Insurance Recovery               | 0                | 57,309           | 10,000            | 573%       |
| 36691                                  | Miscellaneous Revenue            | 38,928           | 6,058            | 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%         |
| <b>Total Other Sources</b>             |                                  | <b>457,807</b>   | <b>530,562</b>   | <b>1,186,561</b>  |            |
| <b>Total General Fund Revenue</b>      |                                  | <b>5,637,698</b> | <b>5,835,470</b> | <b>10,618,042</b> | <b>55%</b> |

**Expenditures**

|                                        |                  |                  |                   |            |
|----------------------------------------|------------------|------------------|-------------------|------------|
| Judicial                               | 108,957          | 112,430          | 189,151           | 59%        |
| Legislative                            | 440,738          | 34,147           | 51,110            | 67%        |
| Finance & Administration               | 639,323          | 749,305          | 1,173,438         | 64%        |
| Insurance                              | 876,401          | 983,218          | 1,362,005         | 72%        |
| Community Development                  | 0                | 354,768          | 577,569           | 61%        |
| Police                                 | 1,583,429        | 2,006,522        | 3,501,642         | 57%        |
| Fire                                   | 1,086,207        | 1,101,796        | 1,928,590         | 57%        |
|                                        | 4,735,055        | 5,342,186        | 8,783,505         |            |
| Public Works                           |                  |                  |                   |            |
| Public Wks-Admin/Streets               | 695,160          | 537,357          | 1,053,928         | 51%        |
| Fleet Maint                            | 85,735           | 85,335           | 151,777           | 56%        |
| Gov't Bldg                             | 138,724          | 283,164          | 785,997           | 36%        |
| Animal Control                         | 37,622           | 59,990           | 79,480            | 75%        |
| Total Public Works                     | 957,241          | 965,845          | 2,071,182         |            |
| Parks                                  |                  |                  |                   |            |
| Parks Admin                            | 0                | 59,092           | 162,559           | 36%        |
| Community Center                       | 17,091           | 100,357          | 3,000             | 3345%      |
| James Rd/ Cagle Field                  | 10,857           | 0                | 2,000             | 0%         |
| Redding Rd/ Kids Corner                | 18,477           | 19,886           | 12,000            | 166%       |
| Morrison Springs Fac                   | 14,238           | 0                | 5,000             | 0%         |
| Swimming Pool                          | 11,989           | 28,537           | 55,000            | 52%        |
| White Oak Park                         | 74,666           | 67,481           | 43,500            | 155%       |
| Town Center Park                       | 0                | 0                | 750               | 0%         |
| Total Parks                            | 147,318          | 275,353          | 283,809           |            |
| <b>Total General Fund Expenditures</b> | <b>5,839,614</b> | <b>6,583,385</b> | <b>11,138,496</b> | <b>59%</b> |

**Solid Waste Management**

|                     |         |         |           |     |
|---------------------|---------|---------|-----------|-----|
| <u>Revenues</u>     | 626,283 | 633,012 | 1,020,000 | 62% |
| <u>Expenditures</u> | 632,021 | 873,329 | 1,286,823 | 68% |

**State Street Aid**

|                     |         |         |         |     |
|---------------------|---------|---------|---------|-----|
| <u>Revenues</u>     | 298,226 | 272,336 | 482,415 | 56% |
| <u>Expenditures</u> | 432,479 | 158,889 | 955,499 | 17% |

**Stormwater MS4**

|                     |         |         |         |     |
|---------------------|---------|---------|---------|-----|
| <u>Revenues</u>     | 287,011 | 261,019 | 529,213 | 49% |
| <u>Expenditures</u> | 222,523 | 249,653 | 499,052 | 50% |

**Drug Enf Fund**

|                     |        |        |        |     |
|---------------------|--------|--------|--------|-----|
| <u>Revenues</u>     | 2,918  | 25,576 | 34,200 | 75% |
| <u>Expenditures</u> | 51,614 | 1,386  | 34,200 | 4%  |

**Impound Fund**

|                     |   |       |       |     |
|---------------------|---|-------|-------|-----|
| <u>Revenues</u>     | 0 | 0     | 4,650 | 0%  |
| <u>Expenditures</u> | 0 | 1,820 | 4,650 | 39% |



# RED BANK COURT

Goals and General Information



# MEET OUR STAFF

---



Judge:  
Honorable Johnny Houston, Jr



Court Clerk:  
Alicia Donahue



Deputy Court Clerk:  
Alley Hindmon



Special Assistant:  
Christian Byrd



# OUR MISSION

---

- Our mission is to deliver fair and accessible justice for all, ensuring equal treatment under the law. We strive to protect rights with compassion, operate with integrity, and exceed community expectations through exceptional service. By supporting the judiciary and upholding the Constitution of the United States of America and the State of Tennessee, we strive to maintain the highest standards of accuracy and excellence in all our endeavors.

# PURPOSE AND JOB FUNCTION OF THE COURT CLERK

---

- Perform the duties of the court clerk in compliance with state regulations, record and document the judicial procedures, and perform a variety of calculating, accounting and typing duties necessary to accomplish the processing of citations and court cases
- Docket citations and criminal cases and maintain a record and filing system for their orderly processing
- Receive and process bonds, fines and costs and receipt all money collected
- Complete dispositions and necessary forms as well as distribute them to appropriate agencies and file and maintain those records
- Type and send court documents such as warrants, jail commitment orders and subpoenas
- Greet and serve the public at the counter, on the phone and through email in a courteous manner and provide information within our scope of knowledge and authority
- Prepare state litigation taxes

# GOAL-DIGITIZATION

---

Completing our  
digitization

We are waiting for a  
finalized contract from  
RJ Young to review

# GOAL-TRAINING AND NETWORKING

---

- Continued training and professional development as well as any new training will always be a goal for us. I would like myself, the Court Clerk, and Alley, the Deputy Court Clerk, to obtain the Court Clerk certificate from MTAS (Municipal Technical Advisory Service). This consists of four components: attending the Municipal Court Clerk Conference 3 years in a row, the Foundations class, a site visit to our office and online classes. In addition to this certificate, I would like for us both to attend any other training that MTAS and TAMCAR (Tennessee Association of Municipal Clerks and Recorders) offers that will help us to provide better service to our community. We will accomplish this once we attend the MTAS Court Clerk's Conference this year in April.

# GOAL-TECHNOLOGY

---

Making sure we are staying current with technology will help with communication, organization, increase productivity and efficiency, and customer reach to name a few. The goal is to network with other clerks and vendors at conferences and find out what they might be using that could better our service model. I would like to talk more and visit, when possible, other clerks to see how they operate to see if there is a more efficient way to do things than the way we currently do them and get any advice I can from more experienced clerks.

The software we use for Court records is currently different from what Hamilton County uses. Since our defendants are held at Hamilton County Jail, I would like to change over to the same CJUS program they use if it is beneficial to our operations.. This will allow us to communicate better with the jail about charges and bond amounts. It will also allow us to move toward a paperless bond system that the jail currently uses. This will give those that we serve a smoother and quicker release (on our part anyway) when they make bond. We will also be able to view cases our defendants have in other courts that use the same system. Again, this is dependent on it being conducive to our operations.

# GOAL-FINES AND COSTS

---

- We will be looking for ways that make it more efficient to collect fines and court costs. We already have payment plans in place to assist those that cannot pay in full on their court day. I will also be collaborating with our CFO to explore other options for collections on past costs and those that default on their payment plans.

# GOAL-DRIVER'S LICENSE REINSTATEMENT

---

- We are already using the State of Tennessee court portal to assist people in reinstating their driver's license. I want to reach out to Knox County to get information on their driver's license reinstatement program. This program will walk individuals through the process to get their license back. The court portal shows what has suspended or revoked the license. Once the individual is in the program, they should be able to get their license back as long as they are compliant with the program.



# FINAL THOUGHTS

---

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

I would like Red Bank to be at the front end of changes and modernization of our courts. This would make us the ones other Municipalities look to make their own changes or model their methods after.

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



# Police Department CY' 2025 Goals and Objectives



*The mission of the Red Bank Police Department  
“affect a positive difference to the citizens of  
this community through effective and efficient  
law enforcement services”*



# OVERALL AGENCY GOALS



|                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| <b>Goal 1</b>                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Continued periodic review of the Records Archive Storage (RAS) Room in the Police Annex.</b> |
| Objectives: <ul style="list-style-type: none"><li>a. Identify any remaining records that no longer need to be retained and are past retention requirements to include criminal case records (criminal cases in binders).</li><li>b. Continue to maintain proper records storage by periodically sorting through records and appropriately destroying records that have exceeded mandated retention criteria</li></ul> |                                                                                                 |

|                                                                                                                                                                                                                                      |                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal 2</b>                                                                                                                                                                                                                        | <b>Maintain “Civil Enforcement” evictions of those conducting criminal activity in rental property within the City of Red Bank.</b> |
| Objectives: <ul style="list-style-type: none"><li>a. Maintain collaborative effort between CID and Patrol with removing criminals from rental properties (related to drugs or prostitution) to create safer neighborhoods.</li></ul> |                                                                                                                                     |



|               |                                                                                                                        |
|---------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Goal 3</b> | <b>Continue to provide good and accurate communications between all levels, divisions and teams within the agency.</b> |
|---------------|------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Objectives:<br>a. Reduce the amount of inaccurate information that is often detrimental to the effective operation of the agency by: <ul style="list-style-type: none"><li>• Increasing direct communication</li><li>• Conducting Supervisor meetings quarterly minimum, preferably monthly.</li><li>• Promoting line-ups at shift change as needed.</li></ul> |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|               |                                                                                                                            |
|---------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Goal 4</b> | <b>Plan the FY'26 Budget Development for General Operating and Special Revenue Funds, Revenue and Expenditure Budgets.</b> |
|---------------|----------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Objectives:<br>a. Obtain input from Supervisors and division heads for budget development and needs assessment.<br>b. Collect relevant historical data of previous years expenses and prediction analysis of upcoming needs.<br>c. Upgrade technologies: adding ALPR's, surveillance/security cameras and/or drones, and explore other technology as needed.<br>d. Give consideration and research the addition of a new K9. |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|



**Goal 5**

**Develop and maintain mutually beneficial relationships with other groups and agencies that promote cooperation and teamwork.**

Objectives:

- a. Maintain collaborative, problem-solving partnerships and intelligence networks with surrounding agencies to assist in solving crimes and prosecuting criminals.
- b. Obtain and maintain support from community and private organizations to assist with sharing of information and resources to solve crimes.

**Goal 6**

**Continue to develop and provide mental health resources to agency and community members.**

Objectives:

- a. Continue Chaplaincy program.
- b. Assist with providing resource information to community members experiencing tragic events.
- c. Provide resources to agency members to assist with mental health needs.
- d. Continue to utilize the Tennessee Public Safety Network critical incident debriefing resources and other peer support programs for agency members.



|                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Goal 7</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Maintain adequate staffing to maintain excellent service delivery to our community.</b> |
| Objectives: <ul style="list-style-type: none"><li>a. Continue making use of the new Violent Crimes Detective for investigating violent crimes through the VCIF grant.</li><li>b. Retain the VCIF position after grant funding ends.</li><li>c. Recruit quality officers by promoting the excellent benefits and maintaining us as an “employer of choice”.</li><li>d. Maintain adequate staffing to cover shifts and assignments as needed.</li></ul> |                                                                                            |
| <b>Goal 8</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Make steps towards upgrading facilities and equipment.</b>                              |
| Objectives: <ul style="list-style-type: none"><li>a. Have a needs assessment (facilities study) completed regarding the police building and annex building.</li><li>b. Upgrade to building security by adding and replacing older security cameras.</li><li>c. Installation of a new awning / covering for the Transport Van and Special Operations Truck, subject to funding (facilities).</li></ul>                                                 |                                                                                            |



## Uniformed Services

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Hire and retain qualified and competent staff to ensure quality law enforcement services through broad and diverse resources.</b> |
| <p>Objectives:</p> <ul style="list-style-type: none"><li>a. Attend one recruiting event to enhance pool of applicants.</li><li>b. Encourage development of strong leadership skills for officers and supervisors in preparation for advancement.</li><li>c. Evaluate officers based on efficient law enforcement standards to ensure personal development through positive reinforcement.</li><li>d. Encourage officers to develop and use skills related to specialized areas of law enforcement, such as traffic, narcotics, and investigative detail.</li></ul> |                                                                                                                                      |





|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Achieve and maintain trust and support from the community by promoting positive interactions between officers and citizens.</b> |
| <p>Objectives:</p> <ul style="list-style-type: none"><li>a. Participate in community and school events and attend community meetings.</li><li>b. Provide a minimum of one educational event regarding safety or crime prevention during the year such as high school distracted driving program, safety expo, driving simulator, etc.</li><li>c. Use the City’s social media accounts to share crime prevention tips and positive activities of the agency.</li><li>d. Maintain materials and literature to provide citizens that promote positive law enforcement relationships, safety, and crime prevention tips.</li></ul> |                                                                                                                                    |



**Goal 3**

**Provide a safe environment in which the community feels secure from criminal activity.**

Objectives:

- a. Identify and address areas needed for improvement towards preventing criminal activities and solving crimes.
- b. Provide proactive law enforcement initiative which may include working undercover, conducting surveillance, or conducting focused enforcement.
- c. Conduct two (2) traffic and/or criminal related focused enforcement activities to help enforce and promote traffic safety laws or help with reducing criminal activity (Distracted Driving, warrant round-up, drug/criminal activity location).
- d. Maintain a partnership with community citizens for information gathering on properties where criminal activity is occurring creating a list of up to ten (10) problem locations visible to patrol officers.



# Professional Standards

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal 1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Provide up-to-date and applicable training for all employees of the police department to enhance job performance, officer safety and quality of service to the community.</b> |
| <p>Objectives:</p> <ul style="list-style-type: none"><li>a. Have all officers meet the annual in-service training requirement.</li><li>b. Officers participate in at least one active-threat training scenario.</li><li>c. Have civilian employees meet and maintain training and certification requirements for their positions.</li><li>d. Continue to develop leadership and management skills by providing continuing training for supervisors, Field Training Officers, and officers serving as OIC's (officer in charge).</li><li>e. Enhance officer's skills by allowing officers to attend crime scene investigations courses, social media investigations, drug and/or criminal enforcement courses, or other courses as resources allow.</li><li>f. Ensure officers have previously received training regarding diversity/bias-based policing and de-escalation / communications.</li></ul> |                                                                                                                                                                                  |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Goal 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Continue to affect a positive difference to the community through effective law enforcement services by maintaining state accreditation.</b> |
| <p>Objectives:</p> <ul style="list-style-type: none"><li>a. Continue reviewing changes to the compliance standard requirements of the accreditation program.</li><li>b. Identify and provide proofs for compliance requirements.</li><li>c. Complete all necessary requirements and work toward our 5th Award in three years.</li><li>d. Provide ongoing training to the accreditation manager.</li><li>e. Provide accountability by ensuring supervisors and staff comply with policies and procedures.</li></ul> |                                                                                                                                                 |



# Criminal Investigations

|               |                                                                                    |
|---------------|------------------------------------------------------------------------------------|
| <b>Goal 1</b> | <b>Maintain proper control and destruction of unclaimed property and evidence.</b> |
|---------------|------------------------------------------------------------------------------------|

Objectives:

- a. Ensure proper evidence submissions, control, storage and destructions procedures are followed.
- b. Conduct at least one (1) drug destruction, one (1) general property disposal, and one (1) firearms disposal within the calendar year.
- c. Participate in a property and evidence audit conducted by Professional Standards Sergeant if needed.

|               |                                                                                     |
|---------------|-------------------------------------------------------------------------------------|
| <b>Goal 2</b> | <b>Maintain or increase the same clearance rate from the previous year's cases.</b> |
|---------------|-------------------------------------------------------------------------------------|

Objectives:

- a. Continue to investigate and close as many cases as possible.
- b. Work towards maintaining or increasing the conviction rate.
- c. Maintain good working relationships with patrol members and other agencies to assist communications in solving crimes.
- d. Use available resources to assist with identifying criminals for prosecution.



| Goal 3                                                                                                                                                                                                                                 | Continue education and training of division members. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Objectives: <ul style="list-style-type: none"><li>a. Train members for current and upcoming crime trends.</li><li>b. Schedule detectives for classes, seminars or conferences that enhance investigation skills and efforts.</li></ul> |                                                      |

| Goal 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Reduce illegal drug activities and related crime |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| Objectives: <ul style="list-style-type: none"><li>a. Actively follow-up on tips regarding illegal drug activity.</li><li>b. Promote use of the agency K9 for drug interdiction and enforcement.</li><li>c. Maintain a working relationship with the DEA through the drug task force officer program and conduct narcotics investigations within our city.</li><li>d. Conduct at least one (1) alcohol integrity check (beer buys).</li><li>e. Provide educational presentations and materials to citizens on common scams, crime prevention tips, etc. to help educate the public to reduce victimization.</li></ul> |                                                  |



# City of Red Bank

# Information Technology



# Completed Projects

- ✓ IT Manager
- ✓ Office 365 / Email Migration
- ✓ Audio/Visual Upgrades (City Hall, Court, Fire, Community Center)
- ✓ Website
- ✓ Digital Sign
- ✓ PW – Software / Online Permits
- ✓ PW – Computer Upgrades
- ✓ PW – Shop WiFi Access
- ✓ HR Software / My Benefits Channel
- ✓ Wireless Access Points (Wi-fi) Replacement / Installation
- ✓ Business Permits/Licenses (iWorQ)
- ✓ PD – Laptop replacement
- ✓ PD. – Body Camera, In-Car Video etc.
- ✓ Community Center – Thermostat, cameras, access control
- ✓ Network Firewall Upgrades
- ✓ Commission Laptops provisioning
- ✓ Power Outlets on Dias





# In Progress Projects

- Server Migration & Domain Unification (complete in next 2 weeks)
- Organize Digital File Structure
- Court Records Digitization – Finalizing procurement
- Finalizing Cyber Security Training Programs for current and new employees
- Hardware Inventory
  - 15 PC's will need replacing
  - Network Switches
- Consolidation of Billing for Managed IT Services
  - Prepare for RFP's
- IT Recovery / Response Plan
- E-citations for PD



# FUTURE Projects

- Replace 15 +/- computers city wide
- Employee Training – One Cloud and Teams
- Add Multi Factor Authentication
- Explore Finance Software – Purchase Orders, Check Requests, etc.
- Explore further digital transformation related to forms, applications, etc.
- Explore Court Software
- Digitization of other Records
- Explore Install of Kiosks for Court & City Hall
- Explore better streaming services



# Let's not forget continuing support & improvements...

---

- Website
- iWorQ
- Social Media
- Civic Clerk, Plus, Code (agendas, city codes, etc.)
- Benefits Channel
- NextGen – Finance
- InCode – Court
- Fire Software
- Microsoft Office Suite / O365
- ETC.



# Police Department CY' 2025 Goals and Objectives



*The mission of the Red Bank Police Department  
“affect a positive difference to the citizens of  
this community through effective and efficient  
law enforcement services”*

**STATE OF TENNESSEE  
DEPARTMENT OF HEALTH**

**REQUEST FOR APPLICATION**

**FOR**

**PROJECT DIABETES**

**RFA # 34347-54226**

## REQUEST FOR APPLICATION

### STATE OF TENNESSEE

### DEPARTMENT OF HEALTH

#### I. Introduction:

Each year, chronic diseases account for 70% of all deaths in the United States. Poor diets and lack of physical activity lead to chronic illnesses such as heart disease, type 2 diabetes, and obesity. To further explain the pervasiveness, 6 in 10 adults in the United States have a chronic disease and 4 in 10 adults have two or more. Chronic disease prevalence varies greatly across the country with a higher concentration in the Mid-South region. Evidence suggests that the high prevalence of chronic disease may be partially responsible for the devastating effects of the recent coronavirus pandemic. Furthermore, the economic consequences of the pandemic have made it even more difficult for the United States to afford the growing healthcare costs that result from chronic disease. Those with chronic disease and their families face both direct and indirect costs: Direct costs primarily stem from longer and more frequent hospital visits and greater prescription drug use, while indirect costs arise from lost education and job opportunities.

The Tennessee Department of Health has several strategies in place to address the burden of preventable chronic disease on its citizens. Project Diabetes is one of these strategies whose purpose is to fund primary prevention projects that aim to prevent disease from ever occurring. Such prevention is implemented through the utilization of policy, systems and environmental changes (PSE) within the communities of Tennessee. PSE approaches seek to go beyond interventions focused on individual behavior or one-time events to influence the systems that create the structures in which we work, live and play. By changing policies, systems, and/or the environment, communities can tackle health issues such as obesity, diabetes, cancer, and other chronic diseases. Being healthy is not just about individual choices. Approaches to PSE change help highlight how communities' function, including how resources are allocated and how services are delivered, and the influence of those systems and structures on community health before the onset of illness. The table below defines the difference between programs focused on individual behavior and PSE.

#### *Event/Program vs. PSE Change*

| <i>Characteristics of Event or Program</i>                             | <i>Characteristics of PSE Change</i>                              |
|------------------------------------------------------------------------|-------------------------------------------------------------------|
| One time<br>Additive: often results in only short-term behavior change | Ongoing<br>Foundational: often produces behavior change over time |

|                          |                            |
|--------------------------|----------------------------|
| Individual level         | Community/Population level |
| Not part of ongoing plan | Part of an ongoing plan    |
| Short term               | Long term                  |
| Non-sustaining           | Sustaining                 |

PSE approaches to improving options for healthy eating and physical activity should be linked to strategies that account for or directly address social determinants of health (SDOH). Social determinants of health are the conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks. Social determinants of health have a major impact on people's health, well-being, and quality of life. Examples of SDOH include:

- Safe housing, transportation, and neighborhoods
- Racism, discrimination, and violence
- Education, job opportunities, and income
- Access to nutritious foods and physical activity opportunities
- Polluted air and water
- Language and literacy skills

SDOH also contribute to wide health disparities and inequities. For example, people who do not have access to grocery stores with healthy foods are less likely to have good nutrition. This raises risk of health conditions like heart disease, diabetes, and obesity and even lowers life expectancy relative to people who do have access to healthy foods.

### **Equity in Our Food Systems**

Our food system institutions are set against a backdrop of dual, ongoing epidemics of food insecurity and obesity. These issues disproportionately impact people of color and people with lower incomes. Access to healthy food is critical to growth, development, and overall health. Building sustainable connections between residents and local sources of healthy food forms the foundation of successful food access programs. In this document you will find several strategies for community implementation to create food and beverage environments that ensure that healthy food and beverage options are the routine, easy choice.

ood and beverage environments that ensure that healthy food and beverage options are the routine, easy choice.

### **Equity in Active Living**

Equitable and inclusive access is foundational to Project Diabetes. All people, regardless of age, race, education, socio-economic status, disability status, sexual orientation, and geographic location should have access to safe and convenient opportunities to be physically active. Many people live in neighborhoods with poor sidewalk and street infrastructure or few safe spaces for physical activity. Where community opportunities for physical activities exist, they may not have been developed with all potential users in mind, such as older adults or persons with disabilities.



Creating a state in which everyone has access to safe and convenient opportunities to be physically active will require teamwork between sectors, including public health, transportation, planning, business, healthcare, and parks and recreation. In this document you will find strategies for community implementation to create accessible and safe places to be physically active.

The State intends to fund primary prevention projects that draw upon policy, systems and environmental strategies to prevent the onset of chronic disease in Tennessee.

**Funding priorities will focus on two goals:**

1. Increase access to healthy food and beverage by establishing convenient outlets for distribution and purchase.
2. Increase access to physical activity by providing convenient and safe spaces for exercise and recreation.

After selecting goal(s), applicants will move on to select a strategy or strategies that they will take to achieve the selected goal.

**Performance goal 1: 1: Increase access to healthy food and beverage by establishing convenient outlets for distribution and purchase.**

Strategies for goal 1 include:

- ❖ Strategy 1.1: Start or expand farm-to-institution programs in schools, hospitals, workplaces, childcare centers and other institutions.
- ❖ Strategy 1.2: Start or expand community supported agriculture (CSA) where partnerships are established between farmers and consumers in which consumers purchase a share of a farm's products in advance.
- ❖ Strategy 1.3: Include fruit and vegetables in emergency food programs.
- ❖ Strategy 1.4: Provide competitive pricing for healthy foods in school and municipal concessions.
- ❖ Strategy 1.5: Enable farmers markets to accept EBT, the electronic payment system of debit cards used to issue and redeem Supplemental Nutrition Assistance Program (SNAP) benefits.
- ❖ Strategy 1.6: Food hubs - Support businesses or organizations that aggregate, distribute, and market local and regional food products.
- ❖ Strategy 1.7: Gleaning initiatives - Gather food left in fields after a primary harvest, food in fields where harvesting is not profitable, or excess produce from orchards, packing houses, urban agriculture sites, etc.



- ❖ Strategy 1.8: Fruit and vegetable incentive programs - Offer participants with low incomes matching funds to purchase healthy foods, especially fresh fruits and vegetables; often called bonus dollars, market bucks, Double Up Food Bucks, or nutrition incentives.
- ❖ Strategy 1.9: Food literacy skill development- School vegetable gardens and cooking classes in designated areas where students can garden with guidance, along with nutrition and food preparation lessons and opportunities for taste tasting and hands-on learning.
- ❖ Strategy 1.10: Healthy food initiatives in food pantries, such as *Supporting Wellness at Pantries* (SWAP).
- ❖ Strategy 1.11: Water availability and promotion interventions - Make water readily available in various settings via regular placement of drinking fountains, water coolers, bottled water in vending machines, etc.
- ❖ Strategy 1.12: College-based obesity prevention educational interventions - Support multi-component educational interventions for college students that address nutrition, physical activity, and healthy weight management.
- ❖ Strategy 1.13: Breastfeeding promotion programs - Provide education, information, counseling, and support for breastfeeding to women throughout pre- and post-natal care.
- ❖ Strategy 1.14: Workplace supports for breastfeeding - Support breastfeeding via private, well-equipped lactation spaces in workplaces, along with breastfeeding breaks, flexible schedules, professional lactation support, etc.

**Performance goal 2: 2: Increase access to physical activity by providing convenient and safe spaces for exercise and recreation.**

Strategies for goal 2 include:

- ❖ Strategy 2.1: Active recess - Establish a break from the school day, typically before lunch, that involves planned, inclusive, actively supervised games or activities; also called semi-structured, or structured recess.
- ❖ Strategy 2.2: College-based obesity prevention educational interventions - Support multi-component educational interventions for college students that address nutrition, physical activity, and healthy weight management.
- ❖ Strategy 2.3: Activity program for older adults - Offer group educational, social, creative, musical, or physical activities that promote social interactions, regular attendance, and community involvement among older adults.

- ❖ Strategy 2.4: Community fitness programs - Offer exercise classes (e.g., aerobic dance, yoga, Tai Chi, cycling, etc.) and fitness program support in community, senior, fitness, and community wellness centers.
- ❖ Strategy 2.5: Bicycle path, lanes & tracks - Accommodate or provide dedicated space for bicyclists via bicycle paths, lanes, cycle tracks or protected bike lanes, etc.
- ❖ Strategy 2.6: Places for physical activity - Modify local environments to support physical activity, and increase access to new or existing facilities for physical activity.
- ❖ Strategy 2.7: Greenspace and parks - Increase recreational green space through new parks or open spaces, renovation or enhancement of under-used recreation areas, rehabilitation of vacant lots, brownfields, etc.
- ❖ Strategy 2.8: Worksite obesity prevention interventions - interventions are evidence-based multi-component efforts that combine education, environmental change, physical activity opportunities, and incentives for healthy behavior.

Once the strategy or strategies have been selected, and an invitation to apply has been received, applicants will construct well-defined ACTION STEPS for each activity that must be taken in order to achieve the results of the proposed strategy.

#### **Additional Considerations:**

- (1) All infrastructures must be on public property or an easement on private property that is for public use.
- (2) All infrastructure projects must include the community in the decision-making process and provide documentation of community involvement through committees, reports, or master plans.
- (3) Projects at public school facilities must have or have plans, to put in place a joint-use agreement with the community so the public can access the facilities during non-school hours.
- (4) Schools applying for funds to purchase water bottle refill stations must provide a detailed plan for an education campaign to encourage the reduction of sugar-sweetened beverage consumption among students, staff and faculty.
- (5) Projects should make reasonable accommodations for those with recognized disabilities.
- (6) Applications outside of these approaches, and/or applications for direct medical services, research, splash pads or restrooms will not be considered.

The State will offer grants in two categories:

- (1) **“Category A”** grants - Applicants may apply for a grant of up to three years with funds not to exceed \$150,000 per year, for a maximum total of \$450,000.

- (2) **“Category B”** grants – Applicants for smaller, community-based grants may apply for a grant of up to two years with funds not to exceed \$15,000 per year, for a maximum total of \$30,000.

No match will be required for either Category A or Category B grant awards. **The yearly allotment of funds does not carry over from one fiscal year to the next.**

Applicants may apply for a grant in either or both category A and category B. The anticipated start date for both category A and category B grants is July 1, 2025. In addition to activities conducted under their proposed projects, successful applicants will also be required to perform the following deliverables:

1. Attend technical assistance meetings as required, either in person or virtually.
2. A PowerPoint presentation on the funded project is required during year 2 in person/virtual regional meeting. The presentation is limited to 15 minutes.
3. Submit an invoice for reimbursement each month whether or not there were expenditures during that month.
4. An online program progress report is due 30 days after the end of each contract year quarter.
5. A financial reconciliation report is due 30 days after the end of each contract year quarter.
6. Participate in quarterly site visits with your project officer.
7. Submit a work plan for each contract year.

## II. Process:

### A. Letters of Intent:

The initial requirement for an organization seeking a Project Diabetes grant award is to submit a Letter of Intent (LOI) (**Exhibit 1**). This Letter of Intent, which includes up to a one-page summary of the proposed project and an approximate budget, will give the State a first look at the alignment of your request to the goals of Project Diabetes. Additionally, it will allow the applicant to provide a brief overview of the proposed project without putting forth the substantial effort required by a full grant application. Applicants must submit the LOI online. TDH has posted the LOI link on the website with this RFA.

### B. Application Process

A team of evaluators will review all Letters of Intent and will issue Invitations to Apply to those projects that appear to fulfill the needs of Project Diabetes. Among the several strengths the TDH will look for in the Letters of Intent are:

- **NEED** – The extent to which the project will address the defined need in the applicant’s community;
- **COST EFFECTIVENESS** – The budget will exhibit thoughtful and appropriate use of available dollars;

- **CREATIVITY** – The plan will reflect innovation rather than duplication and will not supplant services that currently exist; and
- **IMPACT** - The project demonstrates the potential to increase access to healthier food and physical activity for the target population.
- **COMMUNITY ENGAGEMENT** – The project must demonstrate an authentic, sustainable relationship with the community to gain feedback on their needs, not as a way to confirm a preexisting agenda.

TDH will email applicants with the highest-scoring LOIs an invitation to apply. The Funding Opportunities website will be updated with the application link one the email has been sent.

The full application will require more detailed information about the applicant's organization and proposed project. TDH's team of evaluators will score applications based on the following sections:

1. Project Description – 70 points maximum
2. Project Work Schedule – 15 points maximum
3. Budget – 10 points maximum
4. Data Surveillance – 5 points maximum
5. **Additional Attachments** – The total of additional attachments may not exceed 10 pages.
  - a. You must include letters of commitment from your partners, stating in bullet points, the expectations and responsibilities of the planned partnership. Mere letters of support are not encouraged;
  - b. Documents that demonstrate public support;
  - c. Convening meeting minutes;
  - d. Relevant photographs; and
  - e. Plans.

### III. APPLICATIONS:

To respond to this Request for Application, please complete the **Application and Competitive Requirements**. See also State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions and IRS Form W9 for completion. The **Application** contains detailed questions about your organization's background and the specifics of your proposed project.

**Attachment 2** is the Grant Budget. This section shall contain all information relating to cost, based on a line-item budget. Complete the Grant Budget form and the attached Line-Item Details form. A description of how dollars will be used must be provided for each line item completed with a superscript 2 on the end, as applicable for the Budget form.

Note: Each expense object line-item is defined by the *U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles* (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

Given the limited amount of available funding and the nature of these applications, priority will be given to applications that minimize indirect costs.

#### **IV. Schedule of Events**

The following is the anticipated schedule for awarding grants for the Project Diabetes RFA. The State reserves the right to adjust the schedule as it deems necessary.

| <b>EVENT</b>                                        | <b>TIME<br/>(Central Time)</b> | <b>DATE<br/>(all dates are state business days)</b> |
|-----------------------------------------------------|--------------------------------|-----------------------------------------------------|
| 1. RFA Issued                                       |                                | January 27, 2025                                    |
| 2. Letter of Intent Teleconference                  | 10:00 a.m.                     | January 29, 2025                                    |
| 3. Written "Questions & Comments" Deadline          | 2:00 p.m.                      | January 31, 2025                                    |
| 4. State Response to Written "Questions & Comments" |                                | February 5, 2025                                    |
| 5. Letter of Intent Deadline                        | 2:00 p.m.                      | March 7, 2025                                       |
| 6. State issues Invitations to Apply                |                                | March 21, 2025                                      |
| 7. Application Teleconference                       | 10:00 a.m.                     | March 25, 2025                                      |
| 8. Written "Questions & Comments" Deadline          | 2:00 p.m.                      | March 28, 2025                                      |
| 9. State Response to Written "Questions & Comments" |                                | April 2, 2025                                       |
| 10. Deadline for Applications                       | 2:00 p.m.                      | April 25, 2025                                      |
| 11. Evaluation Notice Released                      |                                | May 16, 2025                                        |

|                                      |  |              |
|--------------------------------------|--|--------------|
| 12. Effective Start Date of Contract |  | July 1, 2025 |
|--------------------------------------|--|--------------|

### **Teleconference:**

Teleconferences will be held prior to submission of both Letters of Intent and Applications at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The Letter of Intent Teleconference may be accessed using the following information:

Meeting Name: RFA #34347-54226 Project Diabetes Teleconference

Meeting number (access code): 2308 352 6599

Meeting password: saP723rGxTG

Meeting Link:

<https://tn.webex.com/tn/j.php?MTID=mc96e4a7b3946746256d91adb30599e27>

Join by phone: +1-415-655-0001 US TOLL

Any applicant desiring to submit a Letter of Intent in response to this RFA is encouraged to have at least one (1) representative on the teleconference, however attendance is not mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above, to Melissa Painter, Competitive Procurement Coordinator, listed below in Section IV.

### **Questions and Answers:**

All questions concerning this RFA must be presented to the Competitive Procurement Coordinator shown in Section IV., in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be emailed to the Competitive Procurement Coordinator. The State's responses will be emailed and posted as an Amendment to the following website:

<https://www.tn.gov/health/funding-opportunities.html>.

**Deadlines stated above are critical.** If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

## **V. Submission of Letters of Intent:**

Please submit Letters of Intent by online submission via the following link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Competitive Procurement Director at the address shown is the sole point of contact for this competitive process. **All attachments must use 12-point font.**

Melissa Painter  
Competitive Procurement Director  
Service Procurement Program  
Division of Administrative Services  
Andrew Johnson Tower, 5<sup>th</sup> Floor  
710 James Robertson Parkway  
Nashville, TN 37243  
Phone: (615) 741-0285  
Fax: (615) 741-3840  
Email: [Competitive.Health@tn.gov](mailto:Competitive.Health@tn.gov)

Checklist for Letters of Intent:

- ☐ Letter of Intent Form (**1 page**)
- ☐ Competitive Requirements
- ☐ Project Summary (**1 page**)
- ☐ Estimated Budget Form (**1 page**)

Checklist for Submission of Applications:

- ☐ Application (**Attachment 1**)
- ☐ Competitive Requirements
- ☐ Letters of Intent (**Exhibit 1**)
- ☐ Project Work Schedule (**Exhibit 2**)
- ☐ 2-page Budget Form (**Attachment 2**)
- ☐ State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions (**Mailed per instructions on form.**)
- ☐ Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Mailed with ACH form.**)

## VI. Application Evaluation:

An evaluation committee made up of at least three (3) representatives of the Department of Health will be established to judge the merit of eligible applications.

A. The committee shall review applications on the basis of the information requested in the RFA. Applications will be evaluated based on the following criteria:

- *Adequacy of plan of operation*
- *Proposed expenses and cost effectiveness*
- *Plan for project execution*
- *Past experience with similar projects*
- *Experience of key project personnel*
- *Collaboration with relevant partners*
- *Level of projected impact*

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the applications(s) which is(are) most responsive to the State's needs.

B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

## VII. Sample Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**. Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contracts**. There are three different Sample Grant Contracts, and only one would apply for your agency or organization. They are as follows:

**GG – Governmental Grant Contract** (Cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

**GR – Grant Contract** (Cost reimbursement grant contract with an individual, business, non-profit, or governmental entity of another state or country)

**IG – Interagency Grant Agreement** (Cost reimbursement grant agreement between two Tennessee state agencies, University of Tennessee, or Board of Regents colleges and universities)

If a grant is awarded to a governmental entity established pursuant to Tennessee Code Annotated (such as a human resource agency, a developmental district, the University of Tennessee, or a Board of Regents school), the standard terms and conditions of the



grant will be revised accordingly; however, significant performance requirements will not be revised.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for a Project Diabetes grant award and notify the State in advance if it cannot accept any terms or conditions. Please submit any exceptions to contract language with the Application for Project Diabetes. **Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**

# Godsey Ridge Trail Design Plan

Prepared Summer 2024  
for the Trust for Public Land  
by Valerie Naylor, Trails Specialist



## Background:

The Godsey Ridge property in Red Bank, TN comprises approximately 19 acres of steep, mostly forested land owned by the City of Red Bank. In recent years Red Bank has demonstrated that as a community it values open space and outdoor recreation, developing trail systems and connections at White Oak Park and Stringers Ridge in partnership with the Tennessee Office of The Trust for Public Land (TPL). The benefits of recreational trails are well documented and include improvement of physical and emotional health, enhancement of the local community and economy and increased support for preserving public land and the natural environment.

The location of Godsey Ridge within reach of schools, hospital and neighborhoods increases it's value to residents and visitors of Red Bank. Erlanger North Hospital, Red Bank High School, Red Bank Middle School and Red Bank Community Center are within sight and easy walking distance. In addition the greater Chattanooga metropolitan area has a population well over 500,000 (2020 census) potential trail users in close proximity to the city of Red Bank and Godsey Ridge.

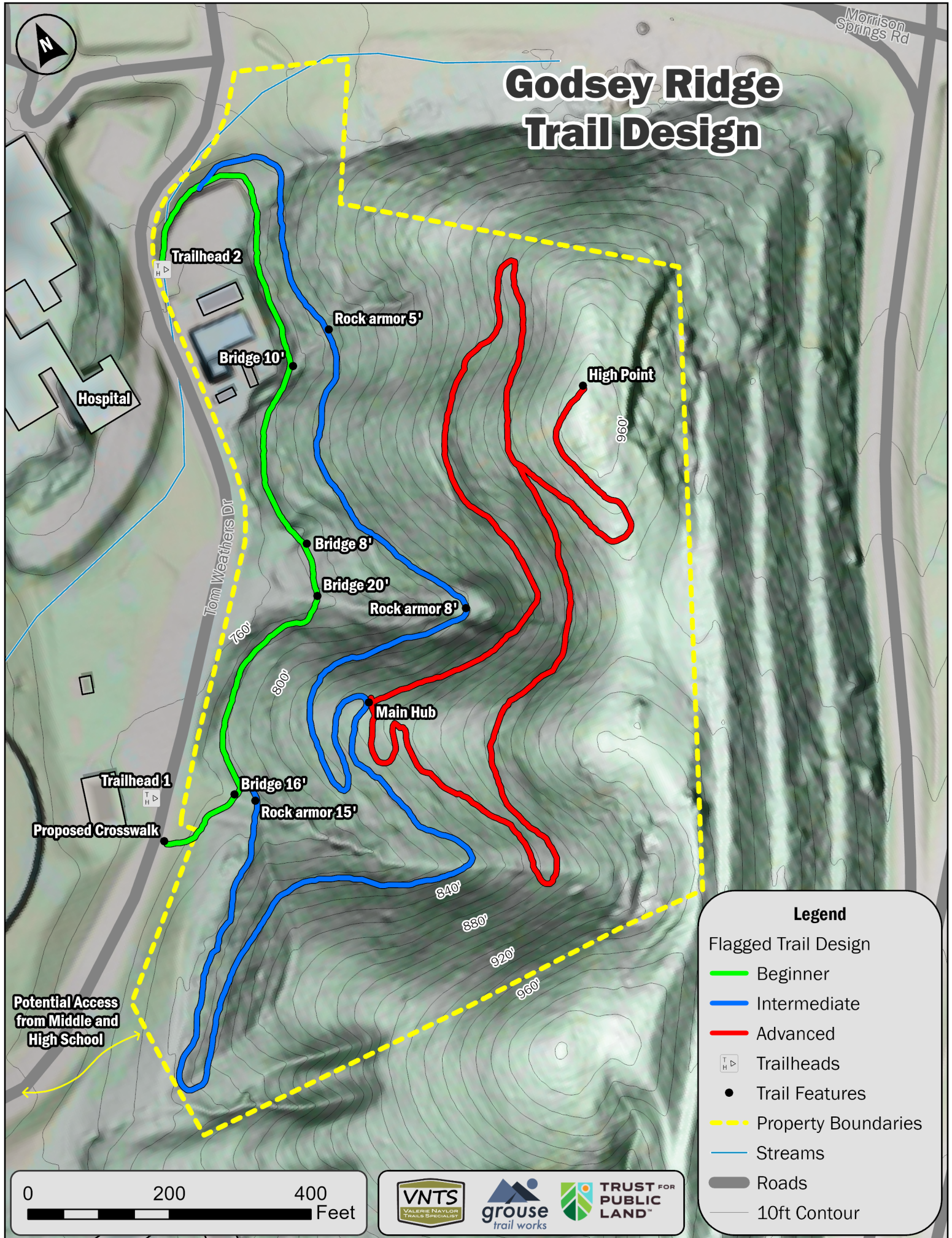
In fall 2023 TPL staff reached out to Valerie Naylor, Trail Specialist (VNTS) to develop a conceptual trail plan and on the ground design for sustainable, enjoyable trail on the Godsey Ridge property. Deliverables included a conceptual trail plan document and map (phase one), on the ground flagged trail corridor with GIS record and a trail design plan document and map (phase two). Phase one was completed spring 2024, as was on the ground trail design. This document compliments the on the ground design and completes the remainder of the contract.

## Trail Design Overview:

Stakeholder input indicated a desire for beginner friendly opportunities and maximizing trail mileage. However, the topography and property boundaries of the Godsey Ridge property limit trail potential; in particular the steepness of the terrain limits the amount of low gradient beginner friendly trail potential. The location of nearby schools suggests the highest priority for all abilities trail is at the bottom of the property with difficulty levels rising with the elevation and distance from the schools. The ridgeline, with it's potential views, makes for an attractive destination to encourage trail users to expend the additional effort needed to reach the top.

Existing parking areas and facilities at the Red Bank and Joseph Glasscock Community Centers provide **trailhead** opportunities. The addition of a crosswalk at the southern trailhead will provide a safe way for trail users to cross Tom Weathers Drive. Kiosks at each trailhead with trail maps, trail descriptions, trail use guidelines, and information on what to do in an emergency will give trail users the information they need to curate an appropriate trail experience. Gateway arches easily visible from the road in the open grassy area at either end of the green trail will draw attention to the trail opportunities and welcome trail users to Godsey Ridge.





# Godsey Ridge Trail Design

## Legend

- Flagged Trail Design
- Beginner
  - Intermediate
  - Advanced
- Trailheads
- Trail Features
- Property Boundaries
- Streams
- Roads
- 10ft Contour



The **Green Trail** will provide an all abilities trail opportunity with an all weather friendly gravel surface. It will connect the two trailheads at the lowest elevation of the property and will meet federal accessibility standards. A summary of accessibility standards for Federal outdoor developed areas is available at <https://www.access-board.gov/files/aba/guides/outdoor-guide.pdf>. A short segment above the pool facility appears to have rock near the surface that may require a jackhammer and / or crib wall. In addition, railing may be needed in this area to protect inexperienced trail users from a drop off at the trail edge (alternatively, significant grading and fill may be used to mellow out the downslope). Several 6' wide bridges will be used to cross active drainages.

The **Blue Trail** will provide a loop opportunity when combined with the green trail. It will provide a step up in difficulty with natural surface tread, rock armored drainage crossings instead of bridges, narrower tread width and slightly steeper trail gradients. A short distance in open, grassy area on the north end will require gravel surfacing. This trail should accommodate adaptive mountain bikes – standards available at [https://kootenayadaptive.com/wp-content/uploads/2021/03/KASA-Adaptive-Standard\\_FINAL-EDIT2.pdf](https://kootenayadaptive.com/wp-content/uploads/2021/03/KASA-Adaptive-Standard_FINAL-EDIT2.pdf)

The **Hub** at the intersection of the red and blue loops will provide a destination for blue trail users including an attractive rest area with primitive seating as well as a “you are here” map.

The **Red Trail** will provide the most challenging trail experience in the system with substantially steeper grades and narrower tread. The main red loop will also offer access to a short out and back trail connecting to the high point of the trail system. We do not recommend allowing bikes on the red trail due to the gradients encouraging speed and additional erosion; steps installed shortly after the trail leaves the hub will reinforce signage indicating that this trail is pedestrian only.

The **High Point** will provide a rewarding destination for trail users with primitive seating and vegetation clearing to allow views of the valley below.

Please note, trail and intersection **names** are for planning purposes only, we would encourage stakeholders to develop more creative locally appropriate names.

**Directionality:** With open sightlines, mellow gradients and a wide tread we do not anticipate significant use conflict on the green trail. Similar sightlines but a narrower tread width and steeper grades on the blue trail suggest that this trail may be more problematic with bike traffic at high use times; we would suggest opening the trails without designated directions and adding directionality for bikes if problems become apparent.

**Signage:** In addition to Kiosk signage and a “you are here” sign at the hub we would recommend one sign for each trail option at each intersection. These should indicate trail name, permitted users, and trail difficulty.

## Recommended Trail specifications:

| Trail               | Tread width*                                | Tread surface | Average grade over any 250' | Maximum grade | Maximum Unavoidable Obstruction Height |
|---------------------|---------------------------------------------|---------------|-----------------------------|---------------|----------------------------------------|
| Green (beginner)    | 72" typical, 48" minimum for < 50' distance | gravel        | <5%**                       | 8%**          | 2"                                     |
| Blue (intermediate) | 48"                                         | natural       | <7%                         | 15%           | 5"                                     |
| Red (advanced)      | 39"                                         | natural       | <10%                        | 20%           | 10"                                    |

\* tread width may be substantially greater in turns

\*\* An approximately 200' section leaving the northern trailhead is heavily constrained due to existing infrastructure. This segment may slightly exceed 8% when built. Accessibility guidelines require a resting interval (<5% for 5' minimum) if trail grade exceeds 8.33% for more than 200'.

## Recommended Trail Construction Methods:

We recommend mechanized construction by a professional trail builder with experience developing similar hike / bike trails in similar terrain. Equipment width should not exceed desired tread width. In addition to grading equipment hauling equipment will be needed to bring in gravel surfacing and bridge materials to the green trail and move rock armoring material to the blue trail. Compacting equipment will also be necessary. Equipment access is available at either end of the green trail and may also be available via a powerline access road along the eastern boundary. Contractor will determine exact alignment within 50' of tape flagline; trail should weave through trees, avoid straight lines, and emphasize undulation and meander. Healthy trees over 6" DBH should not be removed without client approval. Green and blue trails should take bike flow into account but should not encourage bike speed or be heavily bike optimized – turns should be moderately insloped, no jumps or berms. Red trail should be hike optimized and outsloped.

**Natural surface** trail construction starts with clearing corridor 4' wider than the trail tread and 8' high – tree gateways may be narrower. Cut saplings, branches and larger debris is naturalized and visually blended into the landscape. Vegetation and organic material is removed from the trail tread. Grade reversal drains are installed before and after every turn and every 100' minimum, drains need to be full bench cut construction. Avoid placing debris or soil adjacent to waterways or blocking drainage. Roots over 1/4" diameter are removed below tread level. Backslope is blended into trail tread. Tread is compacted and any uncompacted spoils covered with leaf litter prior to rain, trail in the open grassy area receives seed and straw.

**Gravel surface** trail construction is similar to natural surface, starting with corridor clearing, organic removal, and rough grading with drainage installation. This is followed by application of minimum 4" of aggregate base course (aka "road base" or ABC), and compaction. Seep areas may be encountered when soil is disturbed, such areas may need an underlayment of larger clean stone prior to road base application.

**Rock armoring** will be used for drainage crossings on the blue trail. Rock should be available onsite as a byproduct of trail construction but will need to be moved into place. Larger (minimum 50 lb) flat rocks may be flagstoned, placed with their largest surface area facing up. Smaller rocks are pitched vertically with the bulk of the rock buried. Rock armoring is solidly chinked so that rocks do not move underfoot. Unevenness should not exceed maximum obstruction height.

### **Ongoing Trail Maintenance:**

A well designed and built trail will minimize the need for ongoing maintenance. However, vegetation management (grass mowing, trailside vegetation trimming, down tree removal) will be an ongoing need. Care should be taken not to block drainage with vegetation – do not allow downed trees and branches to block drains.

Inevitably over time sediment will be deposited in drains leading to puddling and, potentially, eventual failure of the drain. Annual leaf blowing and berm buildup removal by hand will ensure functioning drains; without periodic maintenance drains may eventually need heavier machine maintenance, particularly with heavy trail use in wet conditions and many years without hand maintenance.

Surface trail will bleed some gravel fines into the drains, especially when new. Major erosion, though, should not be an issue with mellow gradients and frequent drains. If problems arise they need to be addressed by regrading and re-establishing drainage prior to replenishing surfacing material.

Weight bearing wooden structures (bridges) should be inspected at least annually with unsafe structures immediately repaired or closed until they are made safe. Document inspection and repairs.

### **Additional connectivity recommendations:**

Creating safe and inviting connections from the Godsey Ridge trail system to the adjacent schools and hospital, nearby neighborhoods, and nearby outdoor amenities and trail systems is extremely desirable, however it is beyond the scope of this trail design project. In particular, connection to the school facilities and an adjacent proposed development on the northern boundary were identified. Due to topography challenges and access management concerns creating links to the two trailheads is generally more desirable than creating additional access points. A sidewalk on the southeast side of Tom Weathers Drive would serve several purposes, creating a safe route to the schools and creating an all abilities loop opportunity with the green trail. We would also recommend the new development incorporate a sidewalk link to the northern trailhead.

## Cost Estimates:

Please note that these are estimates only; variation in contractor costs, materials, and timing will cause variation in pricing. In addition, unforeseeable circumstances such as weather impacts or slab rock below surface may create additional costs. Lastly, while we do not foresee need for permits local ordinances and permitting requirements may require additional measures; such measures are beyond the scope of this plan and associated costs are not included.

| Trail                                        | feature                         | Cost / Unit      | Quantity                      | Total Cost   |
|----------------------------------------------|---------------------------------|------------------|-------------------------------|--------------|
| green (surfaced)                             |                                 | 20\$/lf          | 1790 lf*                      | \$25,800.00  |
|                                              | Slab rock / railing contingency |                  |                               | \$5,000.00   |
|                                              | Bridge 1                        | \$500 + \$200/lf | 10'                           | \$2,500.00   |
|                                              | Bridge 2                        | \$500 + \$200/lf | 8'                            | \$2,100.00   |
|                                              | Bridge 3                        | \$500 + \$200/lf | 20'                           | \$4,500.00   |
|                                              | Bridge 4                        | \$500 + \$200/lf | 16'                           | \$3,700.00   |
| Blue (open area, surfaced)                   |                                 | \$18 lf          | 200 lf*                       | \$3,600.00   |
| (under canopy, unsurfaced)                   |                                 | \$8/lf           | 3540 lf*                      | \$28,320.00  |
|                                              | Rock armoring***                | \$20/sf          | 112 sf                        | \$2,240.00   |
| red                                          |                                 | \$7/lf           | 3510 lf*                      | \$24,570.00  |
|                                              | Steps – 8x8 pt lumber or rock   | \$250 / step     | 2 flights approx 6 steps each | \$3,000.00   |
| Trail signage**                              |                                 | \$100.00         | 11                            | \$1,100.00   |
| Entryway arch**                              |                                 | \$2,000.00       | 2                             | \$4,000.00   |
| Kiosk**                                      |                                 | \$4,000.00       | 2                             | \$8,000.00   |
| Hub seating area**                           |                                 | \$2,000.00       | 1                             | \$2,000.00   |
| High Point seating area with view clearing** |                                 | \$3,000.00       | 1                             | \$3,000.00   |
|                                              |                                 |                  |                               |              |
| Total estimated cost                         |                                 |                  |                               | \$123,430.00 |

\*obtained by adding 20% to GPS generated distance.

\*\* amenity costs are placeholder estimates only, will vary widely based on design decisions.

\*\*\* assumes sufficient rock is available onsite.



**Conclusion:** Valerie Naylor, Trails Specialist has been pleased to be a part of this important trail development effort at Godsey Ridge and looks forward to continued involvement in local trail improvements. We applaud The Trust for Public Lands, the City of Red Bank and other local trail advocates and partners for working to provide outdoor recreation opportunities so close to the center of a thriving metropolitan area.



# **MEMORANDUM OF UNDERSTANDING AMONG THE CITY OF RED BANK AND WHITE OAK BICYCLE CO-OP (WOBC) REGARDING THE PAINTING AND PROGRAMMING OF A TRAFFIC GARDEN**

**WHEREAS**, the City of Red Bank (the City) and White Oak Bicycle Co-op (WOBC) recognize the importance of educating children and new cyclists on road safety and traffic rules in a safe, controlled environment; and

**WHEREAS**, WOBC proposes to design, paint, and program a traffic garden on City-owned property to serve as an educational tool for teaching road safety and traffic behavior; and

**WHEREAS**, the City is willing to allow WOBC the nonexclusive usage of certain City property for the purpose of installing and operating a traffic garden under the terms set forth in this Memorandum of Understanding (MOU); and

**WHEREAS**, WOBC agrees to design, paint, and program the traffic garden at the city designated location for the educational benefit of the public, primarily targeting children and new cyclists;

**THEREFORE, PREMISES CONSIDERED**, the City of Red Bank and White Oak Bicycle Co-op (WOBC) do hereby agree as follows:

## **1. Purpose**

The City agrees to permit WOBC to use designated City-owned property for the installation, painting, and programming of a traffic garden designed to teach road safety and traffic rules to children and new cyclists.

## **2. Scope of Work**

WOBC will be responsible for all aspects of the design, painting, and programming of the traffic garden at its own cost and which will include:

- Installation of miniature streets, crosswalks, traffic signs, and other features that mimic real-world road conditions.
- Programming and scheduling educational events for children and new cyclists to practice safe walking, biking, and road behavior.

## **3. Term**

This MOU shall be effective as of [insert start date] and shall continue until [insert end date or specify "indefinite" or "until terminated by either party"]. Either party may terminate this MOU with thirty (30) days' written notice.

#### **4. Responsibilities of the City**

- The City agrees to provide WOBC access to the designated property for the purpose of installing and operating the traffic garden.
- The City will within reason and to the best of their ability clean the pavement of the purposed traffic garden prior to WOBC painting.
- The City will have the final say on design and operation of the traffic garden.
- The City will assist to the extent the city determines appropriate in promoting and registering programming related to the traffic garden, in cooperation with WOBC.
- The City reserves the discretionary right to remove, relocate, or terminate the traffic garden at any time, with reasonable notice to WOBC.
- The City will work with WOBC to ensure scheduling of the space for traffic garden programming does not conflict with other City events or uses of the property.

#### **5. Responsibilities of WOBC**

- WOBC will be responsible for designing, painting, and installing the traffic garden, including traffic signs, crosswalks, and other features to safely mimic road conditions. As well as provide the City with a list of products used.
- WOBC will coordinate with the City to schedule use of the property for programming events.
- WOBC will not charge participants that engage in scheduled and promoted usage of the traffic garden.
- WOBC shall submit a Certificate of Insurance (COI) naming the City of Red Bank as an additional insured before beginning any activities on City property. With a minimum of one million dollars liability limitations for bodily injury and property damages.
- WOBC will ensure all participants are properly wearing a helmet during programming.
- WOBC will adhere to all safety and legal regulations, ensuring that the traffic garden remains a safe and educational environment for users.
- WOBC will respond and follow all directives of the City and/or any Red Bank Police Department Officers

#### **6. Termination of Agreement**

- Either party may terminate this MOU with thirty (30) days' written notice. Upon termination, WOBC agrees to cease all use of the property and remove any traffic garden-related installations unless otherwise agreed to by the City.

#### **7. Miscellaneous**

- WOBC's usage of the Traffic Garden is non exclusive and the same shall remain open to the public at all times when scheduled events are not in progress

- This MOU is not a legally binding contract but rather an expression of mutual intent to cooperate.
- Any amendments to this MOU must be made in writing and signed by both parties.
- This MOU does not obligate either party to enter into any further agreements or contracts beyond those expressly set forth here.
- Red Bank shall have no responsibility for payment or reimbursement, or any cost incurred by WOBC and have no liability of any kind to WOBC upon termination of the Memorandum Of Understanding regardless of timing.

## **8. Signatures**

By signing below, the undersigned representatives of the City of Red Bank and White Oak Bicycle Co-op affirm their agreement to the terms outlined in this MOU.

### **For the City of Red Bank**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

### **For White Oak Bicycle Co-op (WOBC)**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_













## Parks & Recreation Master Plan Goals

### Commission Goal

**“Develop parks, trails, and recreation services”**

#### Ongoing Goals:

1. **Community Engagement**
2. **Maintenance & Upgrades At Existing Parks**
3. **Ten Minute Walk To A Park**
4. **Increasing Accessibility and Inclusivity**
5. **Pedestrian Connectivity**
6. **Financial Strategies & Capital Improvements Plan (CIP)**
7. **Evaluate Events & Programs Each Year**
8. **Continue Work on the “Field”**

#### Short Term Objectives: (Fiscal Year) FY25-FY26, low budget impact

1. **Install & Update Basic Amenities At Parks & Other Public Spaces:** Adding or updating dog waste stations, drinking fountains, shade options, benches, tables, trashcans, and bike parking/repair stations. Master Plan Reference Pages 102
2. **Explore Public Art Collaborations:** Collaborate with the Public Art Advisory Board to incorporate art into parks is a manageable initiative that can be coordinated with local artists and organizations. Master Plan Reference Pages 20, 53, 54, & 64
3. **Implement & Update User Fees:** Update the current user fees for the community center, add user fees for pavilion/s at White Oak Park, Special Event Permits, & Pickleball Tournaments. Master Plan Reference Pages 94 & 95
4. **Expand Senior Program:** Continue to develop the Red Bank Active Older Adults Program into a thriving and diverse community before adding new programs. Master Plan Reference Page 75
5. **Improve existing facilities that are under poor condition designation via the Master Plan:** Prioritize facilities that are highly used and most cost effective first, others can be placed on the CIP. Master Plan Reference Pages 50-64 & 103-105.
6. **Conduct a Pool Condition Assessment:** The first step to analyzing the cost of repair, renovation, or replacement for the aging Red Bank Pool. Master Plan Reference Pages 59 & 102.
7. **Enhance Maintenance and Staffing:** Increase park staff and updating equipment are essential for handling the growing needs of the parks system, which currently operates with limited resources. Master Plan Reference Pages 85-87 & 111
8. **Improve Wayfinding and Signage:** Developing and installing signage standards and wayfinding across parks and trails can be achieved relatively quickly and would enhance navigation and user experience. Master Plan Reference Pages 21-22. & 102
9. **Achieve Compliance with Land Conversion:** An important step in being able to develop new park land and become competitive for Federal grants. Master Plan Reference Page 124.



## Parks & Recreation Master Plan Goals

### Mid Term Objectives: FY26-FY28, medium to high budget impact

1. **Develop Nature Trails and Connectivity:** The city plans to cut new trails along the ridge above the swimming pool and expand trail connectivity, to include linking parks like White Oak Park to other key areas. Master Plan Reference Pages 25-26, 28, 108-110
2. **Upgrade Existing Sports Facilities:** Necessary upgrades are needed at Morrison Springs and Norma Cagle Ballfields, including replacing bleachers, installing LED lighting, and adding sidewalks for better accessibility. Master Plan Reference Pages 55, 56 & 103.
3. **Implement Green Infrastructure:** The plan emphasizes integrating green infrastructure, such as solar lighting, throughout the park system, addressing environmental sustainability needs while enhancing user experience. Master Plan Reference Page 102.
4. **Expand Programs Across Age Groups:** The city aims to broaden its recreation programs throughout the parks system to engage a wider range of ages. Master Plan Reference Pages 23, & 75-78
5. **Engage with local Organizations, Churches & Schools:** By partnering with these local bodies we can help connect the public with existing created recreational resources such as running tracks, sports fields/facilities, trails/connectivity, and parking. Master Plan Reference Page 111
6. **Pursue Federal Grants For Long Term Goals:** Secure funding for major improvements and expansions in Red Bank's parks system and use CIP to be match fund ready. Master Plan Reference Pages 98 & 112

### Long Term Objectives: FY26-FY30, high budget impact

1. **Improve Pedestrian Connectivity:** Develop new parks in the north end of Red Bank and continue to create connected greenways, sidewalks, and bicycle infrastructure to link the city's park system and improve overall access. This action is highlighted as critical in both short- and long-term plans. Master Plan Reference Pages 107-110
2. **Upgrade the Red Bank Swimming Pool:** Based on the pool audit either renovating or relocating the aging swimming pool. This is a high-priority recommendation due to its significance for community recreation. Master Plan Reference Pages 59 & 102
3. **Develop City Owned Land:** This long-term initiative focuses on converting the former middle school property into a park, making it a community hub with green spaces and recreation facilities to host city events, The Hixon property, and other city owned spaces. Master Plan Reference Pages 61, & 65-69

# Parks & Recreation Master Plan Goals Update





# Ongoing Goals

- 
1. Community Engagement
  2. Maintenance & Upgrades At Existing Parks
  3. Ten Minute Walk To A Park
  4. Increasing Accessibility (ADA) and Inclusivity
  5. Pedestrian Connectivity
  6. Financial Strategies & Capital Improvements Plan (CIP)
  7. Evaluate Events & Programs Each Year
  8. Continue Work on the “Field”



# Short Term Objectives

(Fiscal Year) FY25-FY26, low budget impact

- ❖ Install & Update Basic Amenities At Parks & Other Public Spaces
- ❖ Explore Public Art Collaborations
- ❖ Implement & Update User Fees
- ❖ Expand Senior Program
- ❖ Improve existing facilities that are under poor condition designation via the Master Plan
- ❖ Conduct a Pool Condition Assessment
- ❖ Enhance Maintenance and Staffing
- ❖ Improve Wayfinding and Signage
- ❖ Achieve Compliance with Land Conversion





# Mid Term Objectives

FY26-FY28, medium to high budget impact

- ❖ Develop Nature Trails and Connectivity
- ❖ Upgrade Existing Sports Facilities
- ❖ Implement Green Infrastructure
- ❖ Expand Programs Across Age Groups
- ❖ Engage with local Organizations, Churches & Schools
- ❖ Pursue Federal Grants For Long Term Goals



# Long Term Objectives

FY26-FY30, high budget impact

- ❖ Improve Pedestrian Connectivity
- ❖ Upgrade the Red Bank Swimming Pool
- ❖ Develop City Owned Land



- ❖ The mast plan and the goals sheet can be found at our website [RedBankTN.GOV](http://RedBankTN.GOV) under the Departments tab in Parks, Trails & Recreation
- ❖ These guiding objectives are subject to budgetary restraint
- ❖ Objectives will change year to year as the completed or as the needs and wants of the community change



## 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 09<sup>th</sup> from 9:00 a.m. until 3:00
  - Began brining primary roads through town
- Friday, January 10<sup>th</sup> 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 10<sup>th</sup> from 3:00 p.m. until 5 a.m. Saturday, January 11<sup>th</sup>
  - Continued salting primary and secondary roads city wide
- Saturday, January 11<sup>th</sup> from 1 p.m. until 5 p.m.
  - Reworked some roads in higher elevations for emergency responses
- Sunday, January 12<sup>th</sup> 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 13<sup>th</sup> 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 in some areas.
- An After-Action Review was conducted on Wednesday, January 15<sup>th</sup> 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 10<sup>th</sup>
- 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 has 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



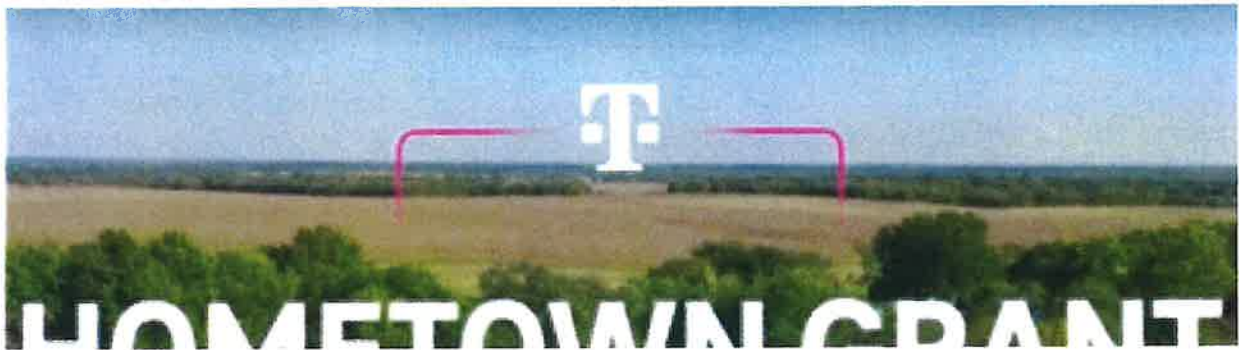


# Hometown Grants

Get a \$25K grant to help fund your community project.

Submit your proposal

We're investing \$25M in 500 rural towns over 5 years to jumpstart projects and build stronger communities. Together, we can help upgrade tech at your local library, build new hiking trails, revitalize historic buildings, and so much more.



What to know about Hometown Grants.

## What kinds of projects will T-Mobile fund?

We'll help fund projects that foster local connections, like technology upgrades, outdoor spaces, the arts, and community centers.

## What is needed to apply for a grant?

T-Mobile awards up to \$50,000 for shovel-ready projects. Applicant's proposal must include plans, budget, timeline, anticipated impact, and up to five letters of support.

## Who can request a grant?

Elected officials, town managers/employees, tribal leaders, or nonprofit community leaders from small towns with population less than 50,000 can apply.

[Jump to all FAQs](#)

*"The process was simple and straightforward, and our interactions with T-Mobile staff were very pleasant. These funds have made a real difference in our community!"*

Martine Echter – Chair of the Madison County NC Commissioners – Marshall, NC

# Apply for a Hometown Grant for your town.

We award 25 grants each quarter to small towns just like yours. Let us know what project you'd like funding for.

[Create account and apply](#)



A colorful mural in Murray, Kentucky

## Here's how to apply:

### Step 1:

[Click here](#) (or click the "Apply now" button below) to create an account with our partner, Main Street America™.

### Step 2:

You'll be taken to an application page with detailed steps, drop-down menus, fillable forms, and places to upload documents.

Hometown Grants are intended for "shovel-ready projects". Information required for your application includes:

- Project plan proposal with a detailed budget and timeline
- Up to 5 letters of support from stakeholders in the community
- Examples of in-kind donation possibilities/additional funding to cover the remainder of the project
- Details on permits needed or already obtained

### Step 3:

After submitting your proposal, you'll get a confirmation email that your application was received. Within 60 days of the application window closing, every applicant will be notified via email whether their project proposal is a winner.

Winners will also receive a call to begin the funding and planning process with T-Mobile and our partners.

Apply now

# Check out how Los Fresnos, TX used its Hometown Grant.

Los Fresnos, TX used its Hometown Grant to fund a water tower and a water line project in the community.

[Watch the video](#)

[See more projects](#)



## Our nonprofit partner

T-Mobile is proud to partner with Main Street America on our grant selection panel.



T-Mobile partners with Main Street America to administer the grant program and assess applications based on their level of detail, community impact, feasibility, and other considerations. Learn about [Main Street America's](#) work to advance shared prosperity, create resilient economies, and improve quality of life here.

# Got Questions about Hometown Grants?

## What is the T-Mobile Hometown Grants Program?

T-Mobile is committing up to \$25 million through 2026 to support small towns, villages, and territories across America by funding community projects.

## What kinds of projects will T-Mobile fund?

The T-Mobile Hometown Grants program funds projects to build, rebuild, or refresh community spaces that help foster local connections in your town. Projects should be shovel-ready, physical builds or improvements that can be completed within 12 months of receiving Hometown Grants funding.

Examples of eligible projects include but are not limited to: adaptive uses of older and historic buildings into community gathering spaces, improvements to outdoor parks or trails, and technology projects for the public library.

Funds may **not** be used for: engineering and architectural plans or fees, salaries or annual operating expenses, or reimbursement for projects that are already completed.

## How does the T-Mobile Hometown Grants program work?

- You can submit an application at <https://www.t-mobile.com/HometownGrants>
- Small towns with populations less than 50,000 are eligible to apply
- Recipients are selected and awarded on a quarterly basis
- Grants are up to \$50K per town
- Selected winners will provide status updates on their projects at 6 and 12 months
- Plans must be able to be executed within 12 months of receiving funds

## Who can request a grant?

We are looking for elected officials, town managers and employees, tribal leaders, or non-profit organizations to submit a proposal for their project using the Hometown Grants application. The project must be located in towns with less than 50,000 people and should provide a community benefit where it might otherwise be difficult to secure funding.

## What should I submit during the application process?

A full proposal should be three (3) to five (5) pages:

- Describe the scope of work to be completed using the requested funds. Shovel-ready plans including site maps, architectural drawings, and photos may be included.
- You will be asked to describe the need, how this grant will help the community overcome a challenge, and who specifically will benefit from this project.
- Explain how impact will be measured, demonstrating how the project will lead to the anticipated result/change.
- Outline the budget. If the full project budget exceeds \$50,000, please describe remaining funding sources. T-Mobile funds must be used, and work completed, within 12 months of award. Please explain exactly what T-Mobile's grant will cover. Matching funds are not required.
- To ensure timelines are met, you need to provide details on permits needed/obtained, if applicable. Plus, list additional businesses or partners to be contracted for the work.
- Up to five letters of support from local government and/or community organizations, partners or members, demonstrating community alignment, engagement, and consensus for the project.



### What are key submission deadlines?

Applications will be open on a quarterly basis with the following schedule:

- Spring: Applications open January–March
- Summer: Applications open April–June
- Fall: Applications open July–September
- Winter: Applications open October–December

The portal will close on the last day of each quarter and reopen for the new quarter on the first of the month.

All Hometown Grants applications will be notified 30–60 days after the end of each quarter on the status of the submission.

### How are towns selected?

T-Mobile partners with [SmartGrowth America](#) and [Main Street America](#) on our grant selection panel. Both trusted nonprofit organizations have deep expertise in building stronger, healthier, and more connected communities. Together, we determine the grant recipients based on the details and fullness of the submission, scored against the following criteria:

- **Community need:** The proposed project should fill a demonstrated need in the community. This grant funding is intended for shovel-ready projects, or portions of shovel-ready projects that would not otherwise be possible to implement through municipal funding. Proposal and letters of support should demonstrate strong community support for the project.
- **Community impact:** The project should connect the community in meaningful and innovative ways.
- **Partners, engagement, and resources leveraged for the project:** Strong applications actively involve local organizations by incorporating them into the planning and execution processes and engaging the community in activating the project site. Letters of support should come from a variety of stakeholders within the community.
- **Feasibility: If selected, you should be able to complete your project within your budget and plan and within 12 months of receiving funding.**
- **Alignment with T-Mobile's small town strategy:** We are committed to be a force for good—empowering more people with essential, digital connections, championing equitable opportunities for all, and driving towards a more sustainable future.

### How will winners be notified?

Grant recipients will be contacted directly by a T-Mobile representative of their acceptance or denial within 60 days after entries have closed for the quarter. No status will be available before that communication.

Follow T-Mobile

English Español



## City of Red Bank

3105 Dayton Boulevard  
Red Bank, TN 37415  
423.877.1103  
[www.redbanktn.gov](http://www.redbanktn.gov)

December 30, 2024

Patricia Baker, Chairperson  
Red Bank Soddy-Daisy Charitable Foundation, Inc.  
1200 market Street  
Chattanooga, TN 37402

*Copy*

Greeting Chairperson,

On behalf of the City of Red Bank and of those citizens who have over the years directly benefited from the Red Bank Soddy-Daisy Charitable Foundation's generosity, we express our sincerest appreciation. Recent years' funded projects continue to take shape across our City which have included playground equipment, water fountains, and public safety purchases. Again, thank you!

As the City of Red Bank continues its efforts toward city-wide beautification, this year's request for funded-projects are concentrated on that goal. In support of the Red Bank Public Art Citizen's Advisory Board's focus of public art in public spaces, we are pleased to submit the following two (2) public art beautification projects for the Board's consideration:

1. A small-scale mural project located at Kid's Corner off Redding Road being the entire restroom building.
  - a. Estimate cost: \$7,000 includes artist design and installation
  - b. Timeline for installation – Spring 2025
2. A large-scale mural project located at Morrison Springs across from Food City being the city-owned retaining wall.
  - a. Estimate cost: \$75,000 subject to matching funds from other sources
  - b. Timeline for installation – Spring 2026 (subject to funding)

Thank you for your consideration. Should you have any questions regarding the above projects, please don't hesitate to contact us.

Best Regards,

Martin Granum  
City Manager

Stefanie Dalton  
Mayor

Hollie Berry  
Vice Mayor

Jamie Fairbanks-Harvey  
Commissioner

Terri Holmes  
Commissioner

Hayes Wilkinson  
Commissioner

Martin Granum  
City Manager



## City of Red Bank

3105 Dayton Boulevard

Red Bank, TN 37415

423.877.1103

[www.redbanktn.gov](http://www.redbanktn.gov)

February 7, 2025

Patricia Baker, Chairperson  
Red Bank Soddy-Daisy Charitable Foundation, Inc.  
1200 market Street  
Chattanooga, TN 37402

Greeting Chairperson,

In follow up to our recent submittal, this second letter is to provide more information regarding the two (2) public art projects to the Red Bank Soddy-Daisy Charitable Foundation for funding considerations.

The Community Development Department in oversight with the Red Bank Public Art Citizen's Advisory Board proposed the following two (2) public art projects for funding assistance:

1. A small-scale mural project located at Kid's Corner off Redding Road being the entire public restroom building.
  - a. Budget: \$7,000 includes artist design and installation
  - b. Timeline for installation – Spring/Summer 2025

The Public Art Board formally released a Request for Proposals from professional artists in October 2024 with a theme to reflect the essence and character of Red Bank City Park, emphasizing elements that celebrate and inspire the local community that is vibrant, welcoming, and resonate with the park's atmosphere.

The finalist was selected back in December 2024 and has recently submitted a revised design for final consideration by the Public Art Board. The next step will be a resolution to City Commission to authorize the expenditure for installation, utilizing either awarded funds from the Foundation or at my request to utilize general funds. Attached you will find the artist's proposed design and some information he shared for his vision.

2. A large-scale mural project located at Morrison Springs across from Food City being the city-owned retaining wall.
  - a. Estimate cost: \$75,000 (with potential grant funds)
  - b. Timeline for installation – Fall 2025 (subject to funding)

**Stefanie Dalton**  
Mayor

**Hollie Berry**  
Vice Mayor

**Jamie Fairbanks-Harvey**  
Commissioner

**Terri Holmes**  
Commissioner

**Hayes Wilkinson**  
Commissioner

**Martin Granum**  
City Manager



The Community Development Department with the Public Art Board anticipate submitting a grant application no later than to the T-Mobile "Hometown Grants" program for potential award of \$50,000 toward a large scale mural on the city's retaining wall at Morrision Springs Road. The grant is admistered by the "Main Street America" whose focus is to advance shared prosperity, create resilient economies, and improve quality of life.

<https://www.t-mobile.com/brand/hometown-grants>

The grant is intended for "shovel-ready projects" with a themed focus on projects which foster local connections like outdoor spaces, the arts and commnity centers. Although a match in funds is not required, having a commitment to the project from with committed funds gives the application a slight advantage.

The Community Development Department in coordination with the Public Art Board is prepared to immedtately release a Request for Proposals to receive artitsts submittals with a theme in line with the grant and that add a sense of place to Red Bank. If awarded, we anticipate a total budget of \$75,000 as necessary for implementation. Anticiapted cost which exceed any grant funds or awards would be covered by the City.

Overall, the process by which an artist is selected is very formal and complies with the City's procurement policies and practices.

Thank you again for your consideration.

Best Regards,



Leslie Johnson

Director of Community Development

**Stefanie Dalton**  
*Mayor*

**Hollie Berry**  
*Vice Mayor*

**Jamie Fairbanks-Harvey**  
*Commissioner*

**Terri Holmes**  
*Commissioner*

**Hayes Wilkinson**  
*Commissioner*

**Martin Granum**  
*City Manager*

THE RED BANK AND SODDY-DAISY  
CHARITABLE FOUNDATION, INC.  
1200 MARKET STREET  
CHATTANOOGA, TENNESSEE 37402

Patricia S. Baker  
Barbara H. Staley  
John M. Roberts

Rebecca F. Browder  
Charles Ingle

February 12, 2025

The City of Red Bank  
3117 Dayton Boulevard  
Red Bank, Tennessee 37415

VIA HAND DELIVERY  
February 18, 2025

***Re: Community Support Grant for 2025***

Greetings:

The Red Bank and Soddy-Daisy Charitable Foundation, Inc., has determined to assist the City by awarding a grant to assist in the installation of a mural project located at Kid's Corner off Redding Road (OR) a large-scale mural project located at Morrison Springs across from Food City on a city-owned retaining wall.

For the exclusive purposes funding or partially funding:

1. A small-scale mural project located at Kid's Corner off Redding Road being the entire restroom building.

AND/OR

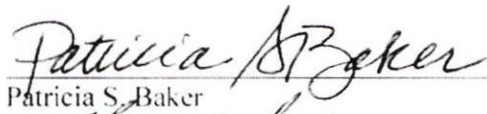
2. A large-scale mural project located at Morrison Springs across from Food City being the city-owned retaining wall.

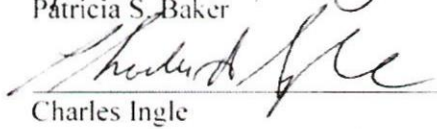
the City is awarded a grant in the amount of \$21,000.00.

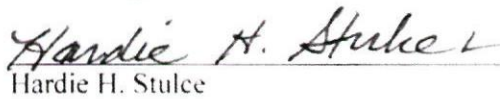
The Foundation's Board believes that projects that it supports should broadly benefit the citizens and residents and not necessarily target any limited group or population segment.

For funds not currently expended by the City for the referenced project purpose, it is required as a condition of accepting the Grant that the City agree to keep the funds segregated in a separate interest-bearing account established solely for the stated purposes and to affirm to the Foundation, not less frequently than annually, that the funds continue to be so held or are being expended or have been expended for the stated purpose and for no other.

The Foundation will accept the Resolution of the City Commission at its next regularly scheduled meeting (in any event prior to June 30, 2025) as an indication of the City's agreement to abide by the conditions of this Grant. The Foundation will appreciate periodic reports as the funds are expended.

  
Patricia S. Baker

  
Charles Ingle

  
Hardie H. Stulce

Cc: Ladell McCullough  
Henderson Hutcherson & McCullough

  
Rebecca F. Browder

John M. Roberts